

PREFACE

The purpose of this Manual of Operations (MOO) is to provide written policies and procedures for the operation of the First Presbyterian Church of Conroe. Although the word “policy” is used frequently, the methodology for documenting policies provides for written procedures within the Operations Policy Statement (OPS).

An objective is to publish policies which accurately reflect the requirements of the *Book of Order*. On certain matters, the MOO should be used alongside the *Book of Order*. Nothing included in the MOO supersedes (or is intended to supersede) the *Book of Order* or the policies of the Presbytery of the New Covenant.

The MOO is divided into sections for the various categories of policies. Each section consists of one or more Operations Policy Statements numbered sequentially. The specific policies are documented within the OPS. The Appendices include miscellaneous documents which may or may not be referenced by an OPS. The Index provides a list of published OPS in alphabetical order with Section and Sub-section numbers.

Referenced publications may be found at the various Presbyterian web addresses such as (www.firstpresconroe.org , www.pcusa.org/ministers/com and www.pbyofnewcovenant.org). A list of available online publications is given in an Appendix. See OPS 05.01 and 05.02 regarding the MOO and the publication of its policies and procedures.



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