

**SESSION MANUAL  
SECOND PRESBYTERIAN CHURCH  
STAUNTON, VA**

**TABLE OF CONTENTS**

<b>BYLAWS</b> .....	<b>B-1.0000</b>
<b>MAIN MANUAL</b> .....	<b>M-1.0000 - 5.0000</b>
Introduction .....	M-1.0000
Session .....	M-2.0000
Session Committees .....	M-3.0000
Christian Education Committee .....	M-3.0200
Membership and Outreach Committee .....	M-3.0300
Mission Committee .....	M-3.0400
Property Committee .....	M-3.0500
Stewardship and Finance Committee .....	M-3.0600
Worship and Music Committee .....	M-3.0700
Personnel Committee .....	M-3.0800
Clerk of Session .....	M-4.0000
Job Description for an Elder .....	M-5.0000
<b>STANDING POLICIES</b> .....	<b>S-1.0000 - S-7.0000</b>
Building Use Policy .....	S-1.0000
Christian Marriage .....	S-2.0000
Flower Policy .....	S-3.0000
Church Visitors Committee .....	S-4.0000
Woodside Scholarship Fund .....	S-5.0000
Funeral Practices .....	S-6.0000
Duties of the Head Usher .....	S-7.0000
<b>PERSONNEL SECTION</b> .....	<b>P-1.0000 - 7.0000</b>
Personnel Policies .....	P-1.0000
Pastor Position Description .....	P-2.0000
Christian Education Consultant Position Description .....	P-3.0000
Director of Music Position Description .....	P-4.0000
Church Secretary Position Description .....	P-5.0000
Custodian Position Description .....	P-6.0000
Nursery Attendant .....	P-7.0000