

**PRESBYTERY OF EAST TENNESSEE
PRESBYTERIAN CHURCH (USA)**

THE MANUAL

Current Revision: 2015-02-21

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REVISIONS AND NOTES

2015-02-21 – Updated to include Congregational Development Team and Congregational Relations Team. Removed Connect Team. (JM)

1 VISION AND MISSION

1.1 VISION AND SCOPE

The Presbytery of East Tennessee exists as an integral part of the Presbyterian Church (U.S.A.) and orders its life and work according to the Constitution of the Presbyterian Church (U.S.A.), Part II, The Book of Order.

1.2 VISION STATEMENT

“Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit,” (Matthew 28:19). Thus, the purpose of the church is to develop disciples. The purpose of the Presbytery of East Tennessee is to support this process. We have a spiritual mandate to follow Jesus’ calling to go forth and make disciples of all people.

1.3 MISSION INITIATIVES

CONNECT with one another in community: Identify and pursue opportunities to enhance the connectedness and corporate life of the Presbytery of East Tennessee, developing means of communication that will foster collegiality and trust and strengthen relationships among member congregations. This new sense of connection will open us to new visions and dreams as the Spirit leads.

SERVE our world in love, justice and peace: Promote mission participation across the Presbytery, including the evaluation of current mission endeavors and mission funding.

SUPPORT our churches, pastors and leaders: Support those who carry out ministry, education and mission in the Presbytery and its member congregations.

EQUIP children, youth and young adults for a life of discipleship through faith development and spiritual nurture.

2 COMPOSITION

2.1 NAME AND GEOGRAPHY

The name of this Presbytery shall be the Presbytery of East Tennessee. It shall include the Tennessee Counties, Anderson, Bradley, Blount, Campbell, (with exception of Jellico), Claiborne, Hamilton, Knox, Loudon, McMinn, Meigs, Monroe, Morgan, Polk, Rhea, Roane, Sevier, Scott, Union, as well as the Fairfield Glade Community Church of Cumberland County, Tennessee, and the Chattanooga Korean Church in Catoosa County, Georgia.

2.2 MEMBERSHIP AND ATTENDANCE

2.2.1 Teaching Elders

The teaching elder membership of the Presbytery of East Tennessee shall be as prescribed in the Book of Order, G-2.05.

Every teaching elder belonging to the Presbytery, except those who have been granted permission to labor outside the geographical bounds of the Presbytery and those who are honorably retired, is expected to attend stated and special meetings of the Presbytery.

2.2.2 Ruling Elders

Every church under the jurisdiction of the Presbytery shall be represented at every stated and special meeting of the Presbytery by the ruling elder(s) commissioned by the church session in accordance with Book of Order, G-3.0202.

2.2.3 Imbalance of Teaching and Ruling Elders

Annually, the Stated Clerk shall ascertain the number of resident teaching elders who are members of Presbytery and the number of ruling elders that the churches are entitled to send as commissioners to Presbytery meetings. When the number of teaching elders is larger, the Stated Clerk shall recommend a procedure to redress the imbalance. (G-3.0301)

3 MEETINGS OF PRESBYTERY

3.1 Meeting Rules of Order

Meetings of Presbytery shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised, except when it is in contradiction to or limited by the Book of Order or this Manual (G-3.0105)

3.2 Meeting Arrangements

The meeting places of Presbytery shall be arranged by the Coordinating Committee who will also provide procedural policies for the logistics of meetings, such as child care and meal provisions.

3.3 STATED MEETINGS

3.3.1 Meeting Dates

There shall be four stated meetings each year. Ordinarily, the four business meetings shall be held a Saturday in February, the first Tuesday in May, a Saturday in August, and the second Tuesday in November.

3.3.2 Meeting Agenda

The agenda for stated meetings, reflecting the plans developed by the Coordinating Committee, shall be prepared by the Moderator, the Stated Clerk and the General Presbyter and provided to commissioners and congregations along with reports and other pertinent material at least two weeks prior to the meeting.

3.3.3 Meeting Content

3.3.3.1 Worship

Each stated meeting shall include worship, which shall at the last stated meeting of the year include the retiring Moderator's Sermon and the Sacrament of the Lord's Supper.

3.3.3.2 Memorials

At the first stated meeting of each year, the Stated Clerk shall present Memorials to teaching and ruling elders who have been called to the Church Triumphant during the previous year.

3.3.3.3 Installation of Moderator and Vice-Moderator

As the last item of business at the last stated meeting of the year, the Presbytery shall, upon nomination by the Committee on Nominations, elect and install, for a one (1) year term of office, a Moderator and a Vice-Moderator, to take office immediately. Ordinarily the Vice-Moderator of Presbytery will be assumed to be nominated for the position of Moderator.

3.4 SPECIAL MEETINGS

Special meetings of Presbytery are by call of the Moderator or others in the manner prescribed by the Book of Order, G-3.0304. Presbytery in special meetings may consider and act upon only those matters specified in the call.

3.5 MEETING QUORUM

The quorum for meetings of the Presbytery of East Tennessee shall be any nine teaching elder members and the ruling elder members present, provided that at least nine churches are represented by ruling elders.

3.6 MINUTES OF MEETINGS

The Coordinating Committee is commissioned by Presbytery to approve the minutes of the meetings of Presbytery on behalf of Presbytery. Following approval, the minutes shall be made available by the Stated Clerk to teaching elders and churches. The Stated Clerk shall also preserve the official copy of the permanent minutes.

3.7 OTHER PROVISIONS

- a) No stated or special meetings of Presbytery shall be held during the meetings of higher councils.
- b) When a special meeting of Presbytery is called, or when, of necessity, the meeting place must be changed, the Moderator and the Stated Clerk shall arrange for the place of meeting.
- c) In the event of a weather or other emergency, the date, place and hour of a meeting of Presbytery may be changed by the Moderator in consultation with the General Presbyter, the Moderator of the Coordinating Committee, and the Stated Clerk.
- d) Except for unusual circumstances, it is presumed that all business of Presbytery shall be conducted in the four stated meetings.

4 THE MANUAL

4.1 PURPOSE OF MANUAL

This Manual shall establish the general organization of Presbytery and shall maintain the organization by assigning areas of authority and responsibility for its officers, committees, commissions, and administrative staff (G-3.0104, G-3.0109, G-3.0110).

4.2 SUSPENSION OF MANUAL

Presbytery by a two-thirds vote may temporarily suspend a provision of the Manual of Presbytery.

4.3 AMENDMENT OF MANUAL

Presbytery by a two-thirds vote may amend the Manual of Presbytery provided that the amendment has been reviewed by the Coordinating Committee and published with the docket of a meeting of Presbytery two weeks before the meeting at which the vote is taken. The Coordinating Committee shall make recommendations to the Presbytery concerning the amendment.

5 ADMINISTRATIVE PROCEDURE

5.1 ESTABLISHING PROGRAM

Presbytery shall determine its program and administer its work while in session by acting on the reports and recommendations of its officers, committees, commissions, and administrative staff.

5.2 ORDERING OF IMPLEMENTATION

Between meetings, Presbytery shall order its work through its officers, committees, commissions, and administrative staff.

5.3 BUDGETARY EXCEPTIONS

The Presbytery of East Tennessee shall approve no expenditure beyond the approved budget without a two-thirds majority and without, at the same time, determining the source of the funds.

5.4 MEASURES TO HIGHER COUNCILS

Measures of common concern to the mission of the church intended to be submitted to higher councils (e.g., Overture or other resolution) must be received by the Stated Clerk at least 45 days prior to the meeting of Presbytery at which the measure is to be considered. The Stated Clerk or a committee elected by the Presbytery may assist and advise the measure's author(s) as to the measure's form and necessity, and will present the measure to the meeting of Presbytery.

6 OFFICERS AND ADMINISTRATIVE STAFF

6.1 POSITIONS NAMED

The Presbytery shall have a Moderator and Vice-Moderator, elected to serve one year terms. The Presbytery shall elect a Stated Clerk for a four year term. The Presbytery may elect a General Presbyter and Associate Presbyters for four year terms. The Presbytery may elect a Treasurer for a four year term.

6.2 POSITIONS ORDERED

Officers and administrative staff will fulfill the functions of their offices in accordance with the Constitution of the Presbyterian Church (USA) and the Personnel Policies of the Presbytery.

6.3 THE MODERATOR

- a) Ordinarily Moderators shall be alternately a teaching elder and a ruling elder.
- b) The Moderator or Vice-Moderator shall ordinarily be moderator of all commissions to ordain and install teaching elders and install commissioned ruling elders in the Presbytery, and it shall be the Moderator's duty, when a member of such commissions, to preside and propound the constitutional questions to the teaching elder or commissioned ruling elder.
- c) Reimbursement for the Moderator's travel and expenses incurred performing official Presbytery functions shall be provided by the budget of Presbytery.
- d) The Moderator shall appoint all committees which are not otherwise stipulated by actions of the Presbytery Manual.

6.4 THE VICE-MODERATOR

If the Moderator is unable to fulfill the term of office, the Vice-Moderator shall function as Moderator until the next stated meeting, at which time the Presbytery may elect the Vice-Moderator to the office of Moderator and at the same meeting elect a new Vice-Moderator. Officers thus elected to fill an unexpired term are still eligible for election for a full term.

In the absence of the Moderator, the Vice-Moderator shall preside over meetings of Presbytery. If neither is able, the Stated Clerk shall invite immediate past moderators to serve, beginning with the most recent to the least recent.

The same provisions and conditions affecting financial reimbursement of expenses to the Moderator apply to the Vice-Moderator.

6.5 GENERAL PRESBYTER

6.5.1 Position Named

Presbytery shall elect a General Presbyter whose term shall be for four years, subject to reelection at the will of Presbytery. The position description shall be approved by the Presbytery after consultation with the next higher council. The General Presbyter shall be called by Presbytery upon the recommendation of a representative Search Committee nominated by the Coordinating Committee and elected by the Presbytery. The Search Committee shall consult with the next higher council. Salary and allowances shall be paid in accordance with the Presbytery budget. Any change in the terms of the call shall be made only with the consent of the Presbytery in a stated meeting.

6.5.2 Responsibilities

The General Presbyter shall be the administrator of Presbytery for the implementation of decisions and matters of strategy, program and resources. The General Presbyter shall supervise the administrative staff and provide staff services for the Coordinating Committee, officers, committees, mission teams, and commissions. The General Presbyter shall see that provision is made for the pastoral care of teaching elders and certified educators and their families. A full position description will be placed in the Personnel Manual.

6.6 ASSOCIATE PRESBYTER

6.6.1 Position Named

Presbytery may elect Associate Presbyter(s) for a term of four years, subject to reelection at the will of the Presbytery. The position description(s) shall be approved by the Presbytery after consultation with the next higher council. The Associate Presbyter(s) shall be called by Presbytery upon the recommendation of a representative Search Committee nominated by the Coordinating Committee and elected by the Presbytery. The Search Committee shall consult with the next higher council. Salary and allowances shall be established by the Presbytery upon recommendation of the Personnel Committee, and shall be paid in accordance with the Presbytery budget. Any change in the terms of the call shall be made only with the consent of the Presbytery in a stated meeting.

6.6.2 Responsibilities

The Associate Presbyter(s) shall serve under the supervision of the General Presbyter and the Associate's duties shall be outlined in position descriptions approved by the Presbytery and placed in the Personnel Manual.

6.7 STATED CLERK

6.7.1 Position Named

The Presbytery shall elect a Stated Clerk whose term shall be for four years, subject to reelection at the will of the Presbytery. Salary and allowances shall be established by Presbytery on recommendation of the Personnel Committee and shall be paid in accordance with the Presbytery budget.

6.7.2 Responsibilities

The Stated Clerk shall perform all duties required by the Book of Order. The Stated Clerk shall record the transactions of the Presbytery, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts or reports when required by a higher council.

6.7.3 Stated Clerk pro tem

In the absence of the Stated Clerk, the Moderator shall appoint a Stated Clerk pro tem for a defined period of time.

6.8 TREASURER

6.8.1 Position Named

The Presbytery may elect a Treasurer whose term shall be for four years subject to reelection at the will of Presbytery. Salary and allowances shall be fixed by Presbytery upon recommendation of the Personnel Committee. A position description will be prepared and placed in the manual of the Personnel Committee.

6.8.2 Responsibilities

The Treasurer shall receive, invest and disburse all the funds of Presbytery as authorized by the Presbytery. The Treasurer shall maintain current and complete fiscal records of all receipts, disbursements accounts, and reserves, including the Corporations of the Presbytery. The Treasurer shall report in writing to each stated meeting of the Presbytery. Written reports shall include current status and balance of all accounts. The Treasurer shall honor all restrictions or designations placed on receipts. Funds shall be disbursed in accordance with the approved budget of Presbytery. The Treasurer shall be adequately bonded by Presbytery. The Treasurer shall submit the financial records of the Presbytery for an annual audit.

7 THE COORDINATING COMMITTEE FOR VISION AND MISSION

7.1 PURPOSE AND FUNCTION

Following Jesus' calling to go forth and make disciples of all people, the purpose of the Coordinating Committee for Vision and Mission, referred to as Coordinating Committee, is to envision and coordinate a common set of priorities for the Presbytery of East Tennessee. The Coordinating Committee shall develop strategic objectives to achieve the envisioned priorities. The Coordinating Committee shall encourage, assist and evaluate the work of the Missions Teams and Ecclesiastical Committees and the applications of the objectives.

The Coordinating Committee shall recommend to the Presbytery the staffing pattern which is essential to carrying out the Presbytery's vision and mission as expressed in its strategic objectives. The Coordinating Committee shall work with the Finance and Stewardship Committee to create a budget for the Presbytery, usually submitted to the Presbytery at the first Stated Presbytery meeting of the year.

7.2 MEETINGS AND QUORUM

The Coordinating Committee shall ordinarily meet at least three (3) weeks prior to a stated meeting of Presbytery. Additionally, the Coordinating Committee shall meet upon the call of its Moderator, or upon the request of any three (3) members. Ordinarily, two weeks' notice shall be given for meetings of the Coordinating Committee. A majority of the members of the Coordinating Committee shall constitute a quorum. A majority of the members of the Coordinating Committee may also waive the two week notice requirement.

7.3 MEMBERSHIP

The Coordinating Committee shall consist of the immediate past Moderator of the Presbytery (as Chair), the Current Moderator of Presbytery, chairpersons of Equip, Serve and Support, a representative from Committee on Nominations, a representative from the Committee on Ministry and a representative from Finance and Stewardship. Ex Officio members shall be the General Presbyter, Stated Clerk, Executive Director of John Knox Center and Vice Moderator of the Presbytery. Representatives may be appointed by other PET groups to attend as visitors, with voice, but not vote.

7.4 RESPONSIBILITIES

7.4.1 PROMOTE COLLABORATION

The Coordinating Committee shall coordinate the work of the Mission Teams and Ecclesiastical Committees of Presbytery. All decisions shall be reported to Presbytery and shall be subject to its review. The Coordinating Committee shall strive to establish an environment of cohesion and collaboration in the work of the Presbytery. Objectives, priorities, and results shall be evaluated on a regular basis.

7.4.2 REVIEW OF REPORTS AND RECOMMENDATIONS

- a) The Coordinating Committee shall be responsible to see that the business of Presbytery is done by the appropriate Mission Teams and committees of Presbytery. Mission Teams and committees shall act in some manner on all items referred by the Coordinating Committee. The Coordinating Committee shall regularly hear reports from the Mission Teams and committees.
- b) Mission Teams and Ecclesiastical Committees shall submit their reports, including recommendations, to the Coordinating Committee before they are submitted to Presbytery for consideration. The Coordinating Committee shall review the Mission Teams' and Ecclesiastical Committees' reports and recommendations in light of the vision, mission and strategic objectives of the Presbytery. The Coordinating Committee may make recommendations to a Mission Team or Ecclesiastical Committee concerning its reports and recommendations.
- c) Ordinarily, the Coordinating Committee shall have the authority to bring positive or negative recommendations on Mission Team or Ecclesiastical Committee reports and recommendations, but not amend them. However, by a two-third vote, the Coordinating Committee may recommit a report to a team or committee for additional study. After one such recommitment, the team or committee will have the privilege of bringing its report and recommendations to the floor of Presbytery.

7.4.3 Authority to Act on Presbytery's Behalf Between Meetings

The Coordinating Committee may act with executive authority on behalf of the Presbytery in cases of emergency when immediate action is required.

7.4.4 ADDITIONAL RESPONSIBILITIES

The Coordinating Committee shall have the following responsibilities:

- a) Initiate the process for the nomination of the General Presbyter, Associate Presbyters, Stated Clerk and Treasurer, and recommend terms of call.
- b) Make recommendations regarding Presbytery Manual revisions.
- c) Promote responsible stewardship in support of the larger church.
- d) Appoint a committee to plan and implement the biennial Loaves & Fishes Experience.
- e) Oversee the planning of meetings of Presbytery, which will include expressions of worship.
- f) Select recipients and coordinate the presentation of the New Vision Banners at the meetings of Presbytery.
- g) Present nominees to the Presbytery no later than its November stated meeting for election to the Committee on Nominations, taking into consideration the full diversity of the total membership of the Presbytery.

8 MISSION TEAMS

8.1 DEFINITION

The program committees of the Presbytery shall be organized into Mission Teams:

- a) • Support
- b) • Serve
- c) • Equip

8.2 MEMBERSHIP

8.2.1 Terms

Members of Mission Teams and committees shall serve three year terms in rotation so that one third of the terms will expire each year. Each member shall be eligible for re-election for one additional consecutive term. The membership of all teams and committees, as nearly as practical, shall consist of equal numbers of teaching elders and ruling elders. Election to an unexpired term is considered service for a term. A person may be re-elected once and may not serve more than six (6) consecutive years. A minimum of one year must pass before being elected to serve again.

8.2.2 Ministry Groups

Mission Teams may form ministry groups as needed. The General Presbyter shall be an ex officio member of each Mission Team.

8.2.3 Co-opted Members

Mission Teams may co-opt additional members in consultation with the Presbytery Committee on Nominations. Co-opted members serve for one (1) year from time of appointment, and serve without vote.

8.2.4 Officers

Each Mission Team and committee shall elect its own officers, moderator, vice-moderator and secretary as appropriate, and shall keep records of its meetings and actions. The Moderator of each Mission Team or committee will be elected for a term of one year with the option to elect that person for only one additional year.

8.2.5 Covenant Relationships with Other Bodies

No Team, Group, Committee or Agency of Presbytery may enter into, alter, or terminate any covenant relationship, contracts, or agreements without the express approval of Presbytery.

8.2.6 Reports of Mission Teams and Committees

The reports and recommendations of each entity shall be presented in writing. Reports shall ordinarily be submitted to be published with the Presbytery docket at least two weeks prior to the Stated Meetings of Presbytery.

9 ECCLESIASTICAL COMMITTEES

9.1 DEFINED

The Ecclesiastical Committees shall include the Youth Committee, the Personnel Committee, the Finance and Stewardship Committee, the Loan Committee, the Property/Presbytery Office Operations Committee, Committee on Ministry, Committee on the Preparation of Ministry, Committee on Nominations, and Committee on Representation.

9.2 RESPONSIBILITIES

Ecclesiastical Committees shall hear the concerns of the Presbytery's various entities that relate to their areas of responsibility, transmit the reports of their committees to the Presbytery, provide for effective daily operations of the office and coordinate Presbytery funding and development.

9.3 MEMBERSHIP

Each Ecclesiastical Committee shall consist of six members nominated by the Committee on Nominations and elected by the Presbytery. The General Presbyter shall be an ex officio member of each committee.

9.4 TERMS

Members of the Ecclesiastical Committees shall serve three year terms in rotation so that one third of the terms will expire each year. Each member shall be eligible for re-election for one additional, consecutive term. The membership of all committees, as nearly as practical, shall consist of equal numbers of teaching elders and ruling elders. Election to an unexpired term is considered service for a term. A person may be re-elected once, but may not serve more than six (6) consecutive years. A minimum of one year must pass before being elected to serve again

10 CONGREGATIONAL DEVELOPMENT TEAM

10.1 DEFINED The Congregational Development is composed of two separate but cooperative sub-teams [committees]: New Congregational Development This committee leads the process of planting new worshipping communities in the presbytery by evaluating potential projects through review of written proposals, and assessing potential evangelists/planters. All projects and personnel will be vetted, evaluated, and assessed through the processes of the PC(USA)'s denominational programs (1001 New Worshipping communities as of April 2014) and these standards will be the minimum upon which decisions to fund will be based.

Congregational Transformation

This committee leads the process of helping congregations in need of renewal and transformation by evaluating the setting and plans through review of written proposals. All projects and personnel will be vetted, evaluated, and assessed through the processes of the PC(USA)'s denominational programs (New Beginnings as of April 2014) and these standards will be the minimum upon which decisions to fund will be based. The primary mission of the Congregational Development Team is to bring the gospel message of the unconditional love of God through Jesus Christ to those who are in deep need of it, especially those currently outside the congregations of the Presbytery of East Tennessee. Funding for new congregational development projects and congregational transformation projects will be by combination of the New Church Development Fund and any current funds designated for congregational transformation or renewal into a new fund titled the Congregational Development Fund. All funds and all monies that come into the presbytery through settlement of Presbytery of East Tennessee congregations that dissolve or separate from the PCUSA will go into the Congregational Development fund.

10.2 RESPONSIBILITIES

- a) Meet at least bi-monthly to accept proposals, review the progress of projects, and monitor spending on these projects.
- b) Accept and make initial evaluation of proposals for new worshipping community and/or congregational transformational projects.

10.3 MEMBERSHIP Each committee shall have six members elected from names provided through the Committee on Nominations. Membership shall be equally apportioned among Ruling Elders and Teaching Elders and shall meet all appropriate standards of representation endorsed by the denomination. The membership will be allotted into three classes, each with three-year terms of service.

11 YOUTH COMMITTEE

11.1 DEFINED

The Youth Committee is a group of adults whose primary mission is to bring youth together for activities throughout the Presbytery where they (the youth) can grow spiritually, be embraced in Christian love, and live out the Great Commandment to love our God with all of our heart, soul, and mind.

11.2 RESPONSIBILITIES

- a) Oversee Youth Council, which is made up of youth within the Presbytery who are selected through an application process by the Youth Committee.
- b) One to two members will oversee all Youth Council activities and provide guidance to the Council.
- c) Work with the Equip Mission Team to maintain communication and budget information with the Presbytery.
- d) Meet monthly or bi-monthly to discuss plans for upcoming youth activities.
- e) Plan Fall Middle School retreat, Fall High School retreat and Youth Summit. The Youth Committee will solicit suggestions from the Youth Council for speakers, musicians, technical assistance, graphic and logo design of t-shirts and computer graphics. The Youth Committee will have final say on selection of all items listed above.
- f) Work in collaboration with the Youth Council to develop a yearly theme or event themes for youth events.

11.3 MEMBERSHIP

Five members will be nominated from within the Presbytery by the Nominations Committee to serve, and each must be approved by the Presbytery. One member will be a Youth Council member.

12 PERSONNEL COMMITTEE

12.1 RESPONSIBILITIES

The Personnel Committee shall review and evaluate the work and job descriptions of Presbytery administrative staff. They shall oversee the hiring of support staff and review office operations with the General Presbyter. They shall ensure that all eligible Presbytery staff members are covered by the Pension and Major Medical Plans of the Board of Pensions of the Presbyterian Church (U.S.A.). They shall counsel with the staff, providing the means of resolving difficulties in professional issues. They shall be responsible for the maintenance of the Personnel Policy Manual of the Presbytery.

12.2 ANNUAL REVIEW OF STAFF

The Personnel Committee shall provide for annual review of the performance of all officers and professional staff of the Presbytery. Results of this review shall be transmitted by the Personnel Committee to the Coordinating Committee in connection with recommendations for adjustments in compensation.

12.3 END-OF-TERM REVIEWS OF STAFF

An extensive end-of-term review and recommendations regarding election to another term shall be made by the Personnel Committee no less than six months prior to the end of any term of an administrative staff member

13 FINANCE AND STEWARDSHIP COMMITTEE

13.1 RESPONSIBILITIES

The Finance and Stewardship Committee shall oversee Presbytery funds, conduct budget negotiations, manage Presbytery investments and develop an annual budget for approval by the Presbytery. They are authorized to designate a depository for the funds of the Presbytery and to certify by resolutions or certificates the officers of the Presbytery authorized to sign financial or legal documents on behalf of the Presbytery. They shall assure completion of an annual audit, review the work of the Presbytery Treasurer and perform any other work directly related to their area of responsibility.

13.2 ANNUAL STEWARDSHIP CAMPAIGN

The Finance and Stewardship Committee will develop an annual stewardship campaign with the churches, to include interpretation of the vision, mission and strategic objectives of the Presbytery.

14 LOAN COMMITTEE

The Loan Committee shall be responsible for the administration of the Church Loan Fund, the mission of which is to enable financially viable churches to advance their ministries through capital expenditures. Capital expenditures shall include new programs, repairs, maintenance, additions and replacements to physical plants and the purchase of real estate for expansion, but are not intended to supplement operating funds, budget shortfalls or refinance bank debt.

15 PROPERTY/PRESBYTERY OFFICE OPERATIONS COMMITTEE

15.1 RESPONSIBILITIES

The Property/Presbytery Office Operations Committee shall oversee operation of the Presbytery office in consultation with the General Presbyter. They shall oversee the maintenance of Presbytery property, verify real estate records, and review the adequacy of insurance on Presbytery property. They shall review requests to borrow money, buy, sell or lease real estate owned by congregations, groups, and/or ministries in accordance with the Book of Order.

15.2 REVIEW OF CHURCH CONSTRUCTION PLANS

The Committee shall review requests from churches expecting to ask for aid in the construction of a church building or manse before the contract is let or construction begins; construction plans and estimates are to be submitted to the committee.

16 SUPPORT MISSION TEAM

16.1 DEFINITION

The ministry of the Support Mission Team is focused on the nurture and care of churches, lay leaders, and ministers in the Presbytery of East Tennessee.

16.2 RESPONSIBILITIES

This ministry may include, but is not limited to:

- a) Providing opportunities for prayer and teaching.
- b) Encouraging networks of support between colleagues in ministry.
- c) Reviewing grant proposals from individuals and congregations for Redevelopment and Transformation.

16.3 MEMBERSHIP

The Support Mission Team shall consist of six members nominated by the Committee on Nominations and elected by the Presbytery.

17 SERVE MISSION TEAM

17.1 DEFINITION

The Serve Mission Team exists to support the Mission work of the Presbytery of East Tennessee. From funding allocation to hands-on involvement to promotion of causes, Serve seeks to put the good news in action.

17.2 RESPONSIBILITIES

- a) The Serve Mission Team shall keep before the churches of Presbytery the conviction that the service of Christ in the world is a corporate as well as an individual responsibility. It shall encourage and enable the churches to demonstrate faithfulness to Christ as they seek to minister in service to others.
- b) The Serve Team shall address issues, concerns, injustices, and needs that are manifest in the community, the state, the nation and the world, and make recommendations for appropriate responses by the Presbytery and its congregations.
- c) The Serve Team shall evaluate the Presbytery's mission funding priorities and advocate for their support through wise stewardship. They will work to build mission partnerships among congregations especially with regard to disaster assistance and seek opportunities to enact a Presbytery-wide commitment to local mission, peacemaking, evangelism, social justice and global mission.
- d) The Serve Team shall annually evaluate all current and prospective missions/ministries in the Benevolent Budget of the Presbytery and shall recommend new missions/ministries to be supported by the Presbytery.
- e) The Serve Team shall assign a portion of their budget to the Shared Mission of the PCUSA.
- f) The Serve Team shall support, encourage and assist the work of the New Church Development committee in whatever ways are most helpful to the NCD committee.
- g) The Serve Team shall support, encourage and assist the work of Presbyterian Women in whatever ways are most helpful to Presbyterian Women.
- h) The Serve Team will promote and provide Evangelism training in the Presbytery.

17.3 MEMBERSHIP

The Serve Mission Team shall consist of six members nominated by the Committee on Nominations and elected by the Presbytery.

18 EQUIP MISSION TEAM

18.1 DEFINITION

The Equip Team promotes the foundational faith development and spiritual nurturing opportunities for Children, Youth and Young Adults through the John Knox Center, Campus Ministries, and Youth and Young Adult Ministries. These ministries offer fellowship, activities, retreats, service, fun, Bible study, and instruction in the faith, taking place beyond the local church. The focus of the Equip Team is to provide a continuum of programs creating disciples for a life-long commitment to Jesus Christ for service and leadership in the church.

18.2 RESPONSIBILITIES

This team will assist in the context of these ministries:

- a) Coordinating activities;
- b) Providing resources and support;
- c) Leadership recruitment; and
- d) Advertising the opportunities offered by the four Mission Teams, especially to smaller churches.

18.3 MEMBERSHIP

The Equip Mission Team shall consist of six members nominated by the Committee on Nominations and elected by the Presbytery.

19 OUTDOOR MINISTRIES TEAM

19.1 DEFINITION

The Presbytery shall elect an Outdoor Ministries Team to maintain and operate John Knox Center for Outdoor Christian Education for the churches of Presbytery of East Tennessee. This Team is responsible for the summer camping program, facilities for retreats and conferences, and leadership support for all areas of Outdoor Ministries approved and directed by the Presbytery of East Tennessee.

19.2 MEMBERSHIP

The Outdoor Ministries Team shall consist of twelve (12) members nominated by the Committee on Nominations and elected by the Presbytery. The Director of John Knox Center and the General Presbyter shall be ex officio members of this team.

19.3 RESPONSIBILITIES

The Team is responsible for the development, maintenance and operation of the John Knox Center for summer camps and to work with congregations, committees, and other teams to provide for congregational retreats and family camps, officer training workshops, youth events and other events for spiritual retreats and renewal. The Center shall be available for other groups such as schools and other religious groups when space is available.

19.4 STAFF

The Presbytery shall employ a Director of John Knox Center who shall have responsibility for the operation of John Knox Center as described in a job description approved by the Presbytery of East Tennessee. The Director, with the concurrence of the Team, shall secure and supervise staff, plan and direct the programs, coordinate and serve as a leadership resource person for all groups who use the center, and direct the physical operation of the center.

19.5 COMMITTEES AND TASK FORCES

The Team shall organize its work through groups as needed for property management, program, administration, development and endowment.

20 COMMITTEE ON MINISTRY

20.1 DEFINITION

The Presbytery shall elect a Committee on Ministry to accomplish the oversight of ministries in the Presbytery as mandated in the Book of Order, G-2.05 through G-2.11.

In order to fulfill its Book of Order mandate, this Committee shall have the authority of the Presbytery to find in order calls issued by churches, to approve and present calls for services of teaching elders, to approve the examination of teaching elders transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the Presbytery, and to dismiss teaching elders to other presbyteries, with the provision that all such actions shall be reported to the next stated meeting of the Presbytery.

20.2 MEMBERSHIP

The Committee on Ministry shall consist of twenty-one (21) members nominated by the Committee on Nominations and elected by the Presbytery. Membership shall consist of equal numbers of teaching elders and ruling elders. A quorum shall be at least a majority (11) of the membership of the committee. The General Presbyter shall be an ex-officio member without vote.

20.3 RESPONSIBILITIES

- a) This Committee shall make recommendations to the Presbytery regarding calls for the services of its teaching elders. It shall counsel (a) with churches regarding calls for permanent pastoral relations, and (b) with every committee elected to nominate a pastor or associate pastor. It shall advise the pastor nominating committee (PNC) on the merits and availability of any candidate or teaching elder whose name is considered for nomination to the congregation, and shall have the privilege of suggesting possible names to each church's pastor nominating committee.
- b) No call to a permanent pastoral relationship shall be in order for consideration by the Presbytery unless the church has received and considered this Committee's counsel.
- c) The committee shall counsel with sessions Temporary Pastoral Relationships when a church is without a pastor, and it shall provide lists of pastors and qualified lay persons to supply vacant pulpits.
- d) In the case of a church requesting a person to fill a Temporary Pastoral Relationship, and the Committee rejecting that application, the Church shall have the right to appeal the Committee's decision to the entire Presbytery.
- e) The Committee shall report to the Presbytery annually the type of work in which each teaching elder and Certified Educator of the Presbytery is engaged. For any teaching elder performing work which is not under the jurisdiction of the Presbytery or a higher governing body or agency of the Church, this committee shall require an annual progress report.

- f) The Committee shall serve as an instrument of Presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between teaching elders and churches. The Committee on Ministry shall be informed as to the difficulties within a local congregation. When difficulties arise, the Committee shall carefully proceed as to counseling with the teaching elder(s) and/or session and/or congregation, either on its own or seeking the advice and counsel of the full Presbytery.
- g) The Committee shall counsel with teaching elders who regularly fail to attend the meetings of the Presbytery.
- h) The Committee shall see that care and counseling shall be available for teaching elders, other certified church professionals, their spouses and families.
- i) The Committee shall see that appropriate recognition is given to teaching elders and other certified church professionals upon their retirement.
- j) The Committee shall be the liaison with the Board of Pensions of the PCUSA. Further, it shall see that pastoral care is given to retired teaching elders, and especially teaching elders suffering from disabilities and infirmities, and their families.
- k) The Committee shall make annual salary and benefit recommendations for teaching elders and certified church educators, and to see that all calls meet or exceed Presbytery's minimum standards.
- l) The Committee shall examine all candidates and teaching elders seeking entrance to the Presbytery.
- m) The committee is commissioned by the Presbytery to act on behalf of the Presbytery to select Installation Commissions for teaching elders and commissioned ruling elders.
- n) The Committee shall have the responsibility to validate the ministry of all ordained clergy within the Presbytery, especially those persons involved in specialized ministries.
- o) The Committee shall have oversight of commissioned ruling elders in particular pastoral service (G-2.10).
- p) The Committee shall receive, review, and approve the reports of visits to sessions by Presbytery representatives.
- q) The Committee on Ministry shall make an annual report concerning all teaching elders of Presbytery.

21 COMMITTEE ON PREPARATION FOR MINISTRY

21.1 DEFINITION

The Committee on Preparation for Ministry shall be governed in its actions by the Book of Order (G-2.06), and all other references in the Book of Order to inquirers and candidates.

21.2 RESPONSIBILITIES

The Committee shall have oversight of all inquirers and candidates under the care of the Presbytery. It shall make recommendations to the Presbytery concerning the reception and care of inquirers and candidates. The Committee shall maintain communication with all inquirers and candidates throughout the year. It shall meet at least annually with each inquirer and candidate to learn more about their progress towards becoming an ordained teaching elder of the PCUSA.

The Manual for the Committee on Preparation for Ministry is included as an Appendix in this Manual.

21.3 MEMBERSHIP

The Committee shall consist of twelve (12) members nominated by the Committee on Nominations and elected by the Presbytery.

22 COMMITTEE ON NOMINATIONS

22.1 DEFINITION

The Presbytery shall elect a Committee on Nominations that shall be concerned with finding the best possible people to fill the vacancies on the Teams, Committees, Boards and Agencies of Presbytery, and higher councils.

22.2 MEMBERSHIP

The Committee on Nominations shall be composed of nine (9) people, broadly representative of the member churches, composed of three teaching elders, three female ruling elders, and three male ruling elders. Members shall be elected by the Presbytery at a fall meeting on nomination by the Coordinating Committee. The Nominating Committee shall have at least two stated meetings with called meetings as necessary. Five members shall constitute a quorum. In addition, the General Presbyter shall be a non-voting advisory member.

22.3 OFFICERS

The Committee shall elect officers from its membership at its fall meeting to take office upon conclusion of the last stated meeting of the year. These shall be elected for a one year term, but may be re-elected at the will of the Committee.

22.4 RESPONSIBILITIES

- a) The Committee on Nominations shall present to Presbytery nominees for the Moderator and Vice-Moderator of the Presbytery; members of Mission Teams and committees (with the exception of the Committee on Nominations); the Permanent Judicial Commission; and other nominations as directed by higher councils.
- b) The Report of the Committee on Nominations shall be distributed in the Presbytery packet with the names of those persons to be placed into nomination insofar as possible.

22.5 VACATING OF MEMBERSHIP AND/OR RESIGNATION

- a) When any elected member of an entity is consistently absent without excuse from three regular meetings, the position of that person shall be deemed to have been vacated. The Committee on Nominations shall be notified by the Moderator of the entity, and the Committee shall make a nomination to fill the vacancy at the next stated meeting of the Presbytery.
- b) A vacancy shall also be declared if an elected member of an entity moves outside the bounds of Presbytery or ceases to be an active member of a church in the Presbytery.
- c) An elected member of an entity may resign from membership on that body by notifying the Moderator of the entity in writing. The Moderator may refer the resignation to the group for

action and then shall notify the Committee on Nominations or the Coordinating Committee so that the vacancy may be filled as above.

22.6 CONSULTATION

The Committee on Nominations shall consult with each entity of the Presbytery to receive recommendations of persons qualified to fill vacancies. The Committee shall consult with the Committee on Representation so that fair representation is given full consideration.

22.7 RULES GOVERNING NOMINATIONS

- a) No person, either teaching elder or ruling elder, may serve as an elected member on more than one team or committee at the same time, with the exception of Committee on Representation, the Corporate Board of Directors, the Permanent Judicial Commission, and temporary entities to which members are elected by the Presbytery, such as search committees and task forces.
- b) No more than two persons from the same church, either minister or layperson, may serve as elected members of the same entity. No two persons from the same church shall serve on the Committee on Nominations.
- c) No person who has been elected to serve on a Presbytery entity for six years shall be nominated to succeed himself/herself on that entity until one year has elapsed.
- d) A person may serve no longer than six consecutive years on a particular committee or team. Before serving again he/she must not be a member of the committee or team for a minimum of one year.
- e) Vacancies for which the Committee on Nominations is responsible shall be filled as promptly as possible, for election at the next meeting of Presbytery.

22.8 COMMISSIONERS TO HIGHER COUNCILS

- a) Commissioners and Alternate Commissioners to higher councils shall be elected on nomination of the Committee on Nominations. Sessions may nominate elders to Presbytery for consideration as Commissioners to higher councils. These nominations shall be referred to the Committee on Nominations. The floor shall also be open for nominations.
- b) Commissioners shall meet the following criteria:
 1. Active in the work of Presbytery;
 2. Sufficient interim since last attendance as a Commissioner;
 3. Ability to participate effectively in higher councils.

23 CONGREGATIONAL RELATIONS TEAM

23.1 DEFINITION

The Congregational Relations Team is to establish and maintain a network of personal relationships between congregations through a system of personal visits with each congregation of the Presbytery and to engage Sessions and Pastors in constructive, supportive dialogues on behalf of the Presbytery.

23.2 RESPONSIBILITIES

This ministry will include, but is not limited to:

1. Create and maintain a system of regular visitors to each congregation's worship and other congregational events during each calendar year.
2. Recruit and train visitors as representatives of the larger Church, expressing the pastoral connective truth of our Presbytery.
3. Establish and maintain a system of Biennial visits by Teaching and Ruling Elders to every Pastor and Session. (To replace Triennial visits.)
4. Receive reports from the visitors and share them where they deem appropriate.

23.3 MEMBERSHIP

The Congregational Relations Team shall consist of six members nominated by the Committee on Nominations and elected by the Presbytery. In addition there shall be at least one liaison member with the Committee on Ministry on the Team.

24 COMMITTEE ON REPRESENTATION

24.1 DEFINITION

The Presbytery shall elect a Committee on Representation which shall be concerned with the denomination's commitment to fair representation and inclusiveness as set forth in the Book of Order and to advise the Presbytery and its various entities on ways to maintain fair representation.

24.2 MEMBERSHIP

The Committee on Representation shall consist of six (6) members and meet the requirements for membership in the Form of Government G-3.103. Members shall be elected for three year terms and shall be divided into three classes as nearly equal as possible. A member shall be eligible for re-election for one term.

24.3 OFFICERS

The Committee shall elect its own officers for annual terms. Officers are eligible for re-election for an additional one year term.

24.4 MEETINGS AND QUORUM

The Committee shall meet at least annually. It shall report to the Presbytery at any time, and at least annually. A quorum shall consist of three members.

24.5 RESPONSIBILITIES

The duties and responsibilities of the Committee shall be those delineated in the Form of Government, G-3.103.

The Committee shall report to the next higher council any recommendations for needed corrective action.

25 PERMANENT JUDICIAL COMMISSION AND INVESTIGATING COMMITTEES

25.1 PERMANENT JUDICIAL COMMISSION

The membership of the Permanent Judicial Commission shall consist of nine members of Presbytery elected by Presbytery, on nomination by the Committee on Nominations, at a stated meeting each even-numbered year for terms of six years, and arranged in classes so that three new members shall be added each even-numbered year. No two members of the Commission may be from the same church. The Moderator, Stated Clerk, and members of the staff of Presbytery are not eligible to serve on the Commission.

25.1.1 MEETINGS AND QUORUM

The Permanent Judicial Commission shall meet in stated meeting early in even-numbered years. Called meetings of the Commission shall be held as needed. Six members shall constitute a quorum.

25.1.2 RESPONSIBILITIES

The responsibilities of the Permanent Judicial Commission shall conform to the Rules Of Discipline.

25.2 INVESTIGATING COMMITTEES

The responsibilities of an Investigating Committee shall conform to the Rules of Discipline, and the Presbytery's Sexual Misconduct Policy. An Investigating Committee may be appointed at any time by the Stated Clerk in consultation with the Moderator of the Presbytery, the Moderator of the Committee on Ministry, and the General Presbyter. The Stated Clerk shall report the appointment of the committee to the next meeting of the Presbytery.

26 INCORPORATION OF THE PRESBYTERY

- a) The Presbytery of East Tennessee shall cause a not-for-profit corporation to be formed and maintained known as The Presbytery of East Tennessee, Inc. This corporation shall be formed by appropriate legal actions which may include continuing or dissolving either or both of the existing corporations; The Presbytery of East Tennessee Inc. and Congregational Support and Development Inc.
- b) The Corporation shall receive, hold, encumber, manage and transfer property, including all property received from the above predecessor corporations, and facilitate management of the civil affairs of the Presbytery, under the supervision and direction of Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.) and the Manual of the Presbytery of East Tennessee.
- c) The members of the Presbytery shall be the members of the Corporation. The Corporation shall have a Board of Directors. The Moderator of the Presbytery shall be a member of the Board and serve as President of the Corporation. The Vice-Moderator of the Presbytery shall be a member of the Board and shall serve as Vice President. The Stated Clerk of the Presbytery shall be a member of the Board and shall serve as Secretary. The Treasurer of the Presbytery shall be a member of the Board and shall serve as Treasurer. The remaining members of the Board shall be the Coordinating Committee of the Presbytery, ex officio, confirmed by the Presbytery at the annual meeting of the Corporation.
- d) The Corporation shall meet annually during the last stated meeting of the Presbytery in a calendar year.

27 APPENDICES

27.1 COMMITTEE ON PREPARATION FOR MINISTRY POLICY HANDBOOK

