

# **EASTMINSTER PRESBYTERY**

## **MANUAL OF OPERATIONS**

**Approved at June 7, 2016 Presbytery Meeting**

# MANUAL OF OPERATIONS Eastminster Presbytery

<b>1.0 PREAMBLE.....</b>	<b>2</b>
<b>2.0 EASTMINSTER BYLAWS .....</b>	<b>4</b>
<b>3.0 OFFICERS OF THE PRESBYTERY .....</b>	<b>6</b>
<b>4.0 MEETINGS .....</b>	<b>8</b>
<b>5.1 PRESBYTERY STRUCTURE</b>	
<b>5.1 Introduction .....</b>	
<b>5.2 Presbytery Council.....</b>	
<b>5.3 Permanent Judicial Commission .....</b>	
<b>5.4 Commission on Ministry.....</b>	
<b>5.5 Committee on Preparation for Ministry.....</b>	
<b>5.6 Committee on Nominations and Representation.....</b>	
<b>5.7 Administrative Ministry Committee.....</b>	
<b>5.8 Resource Committee.....</b>	
<b>6.0 STAFF AND OFFICE .....</b>	
<b>7.0 CHANGES TO THE MANUAL.....</b>	

## APPENDICES

- A. Presbytery and Presbytery Council Policies and Procedures**
- B. Permanent Judicial Commission**
- C. Commission on Ministry**
- D. Committee on Preparation for Ministry**
- E. Committee on Nominations and Representation**
- F. Administrative Ministry Committee**
- G. Resource Team**
- H. Self Development of People Committee**

# CHAPTER ONE

## PREAMBLE

### 1.1 INTRODUCTION

“Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.” *G-3.0106*

#### *1.0101 Intent and Accountability*

During an interim transition process to evaluate present and probable future mission and ministry needs and opportunities of the Eastminster Presbytery, a Presbytery Mission Design Team (PMDT) was created to lead the Presbytery in the discernment of the primary mission of the Presbytery, and to do the necessary work to update the Manual of Operations. The PMDT worked under several basic understandings of ministry and mission in Eastminster Presbytery:

- a. Operational realities include the roles of a Presbytery as a regulatory agency, a resource center and a relational catalyst.*
- b. The Presbytery as a council of the Presbyterian Church (USA) fully intends to educate and empower the congregations in their Reformed Presbyterian witness*
- c. Awareness that this Presbytery is primarily a community of smaller congregations, and serving as a resource to the needs of the small congregation is a necessary focus*
- d. Consistently the officers, staff and leaders of the Presbytery need to provide and promote opportunities for other congregations to partner/do collaborative ministry and mission*
- e. Communication is to be a top priority, encouraging more communication among committees, between committees and the Presbytery Council, and between the Presbytery and the local congregations.*
- f. All efforts of the Presbytery should center on its purpose.*
- g. The Presbytery’s streamlined structure should have the committees it needs, inviting Christ-centered, competent, gifted leadership to serve.*
- h. The Manual and Bylaws need to be in compliance with the laws of the State of Ohio.*

#### *1. 0102 Process*

In updating the Manual of Operations for the Eastminster Presbytery, we acknowledged the necessity to cluster geographically for ministry and mission, to improve our practice for gathering congregations and their leadership by size, and to heighten our awareness of a united presbytery, i.e. we are one Presbyterian family gathered together.

## **1.2 MISSION STATEMENT**

The Mission Statement of the Eastminster Presbytery is:

*“The Eastminster Presbytery gathers its congregations into a covenant partnership marked by faith, hope, love, trust and witness to Jesus Christ to assist in creating and nurturing Christian leaders for the current and emerging Presbyterian congregations of our five counties in northeast Ohio.”*

## **1.3 CORE VALUES**

*Core values are central to the Presbytery’s work. Conversations led by the Presbytery Mission Design Team have addressed our values as a Presbytery, and we understand that all our actions should consciously take these into account, while constantly remembering that we are a connectional church:*

- *Honor the witness of the gospel of our Lord Jesus Christ*
- *The Word of God rightly preached*
- *The Sacraments rightly celebrated*
- *Nurture of congregations and pastors*
- *Willingness to be accountable to God and one another*
- *Empower the missional witness of the church*

## **1.4 POLICIES, PROCEDURES, AND OVERVIEWS**

### *1.0401 Definitions*

“Policies” are officially approved and have a binding status until changed or revoked by the Presbytery. “Procedures” are agreed upon guidelines for action (e.g. suggested frequency/location of meetings), but they do not have the binding status of policies. The “Overviews” in the Appendices are advisory and are to contain an up-to-date list of tasks to be performed by that committee and a general schedule for accomplishing them. (G-3.0106) If the committee has its own manual (e.g. Commission on Ministry), it is to be included as a separate Appendix after approval by Presbytery.

### *1.0402 Availability*

The purpose of the Appendices is to have the information regarding the administration of the Presbytery’s mission readily available. Appendix A contains the policies and procedures of the Eastminster Presbytery as a whole. Overviews of the various committees will be included as separate Appendices.

### *1.0403 Periodic Review*

Upon adoption of this manual, the Presbytery Council is to assign a task force to assemble Appendix A and determine which of the longer policies belong as separate appendices. Following every General Assembly, the Presbytery Council is to assign a task force to determine (by a deadline the Presbytery Council sets) whether this Manual (including the Bylaws) requires any updates. Task forces report back to the

Presbytery Council for approval of any changes to be recommended to the full Presbytery. All Presbytery policy or procedure changes (including deletions) must be reported in the minutes of the Presbytery.

Following the same schedule, each committee is to review its Overview and report to the Presbytery Council any changes to be made. These changes will be entered into the Appendices (paper copy and online) by the end of each calendar year.

## **1.5 MEMBERSHIP OF PRESBYTERY**

The Eastminster Presbytery is composed of all the PC(USA) congregations and teaching elders within its geographical boundaries. Each session is to elect a specified number of ruling elders to be commissioners to Presbytery. (*G-3.0301*)

### *1.0501 Teaching Elders*

All ordained teaching elders granted membership by Eastminster Presbytery (as well as Honorably Retired teaching elders living elsewhere but maintaining their membership in the Eastminster Presbytery) are members of the Presbytery and entitled to voice and vote at all meetings of the Presbytery.

### *1.0502 Ruling Elders and Others*

Current elder commissioners are members of the Presbytery and entitled to voice and vote at all meetings of the Presbytery. (*G-3.0301*) Current Ruling Elders commissioned to serve a congregation in the Presbytery are member of the Presbytery and entitled to voice and vote at all meetings of the Presbytery. Ruling elder members of the Presbytery Council are members of the Presbytery, entitled to all privileges of membership. They are to be counted toward the balance between resident teaching elders and ruling elder members of the Presbytery. The officers of the Presbytery may not serve as elder commissioners while in office.

If the Stated Clerk discovers an imbalance between resident teaching elders and ruling elders (commissioners and Presbytery Council members) at the beginning of any year, a number of the largest single-commissioner churches equal to the number needed to redress the imbalance will be invited to send an additional commissioner during that year.

Certified Christian Educators employed within the bounds of the Presbytery, and non-certified Christian Educators who are enrolled in a certification program of the Presbyterian Church (U.S.A.) and employed at least half-time by a congregation in the Presbytery are granted the privilege of the floor at meetings of the Presbytery.

## **CHAPTER TWO EASTMINSTER PRESBYTERY BYLAWS**

### **2.1 COMPOSITION**

The Eastminster Presbytery, The Presbyterian Church (U.S.A.), shall be composed of all PC(USA) Congregations in the counties of Portage, Mahoning, Trumbull, the townships of Knox, Butler, Perry, Salem, Fairfield, Unity, West, Hanover, Center, Elkrun, Middleton in Columbiana County, and Summit County with the exception of Richfield Township.

### **2.2 GOVERNING RULES**

The most recent Constitution of the Presbyterian Church (U.S.A.), being the BOOK OF CONFESSIONS and THE BOOK OF ORDER, so far as they apply to a presbytery, along with this Manual of Operations, shall be the rules of the Eastminster Presbytery. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it contradicts the afore-mentioned Constitution.

### **2.3 INCORPORATION**

The Presbytery shall be incorporated under the laws of the State of Ohio. The legal title of this corporation is "The Presbytery of Eastminster of the Presbyterian Church (U.S.A.)."

### **2.4 OFFICERS OF THE CORPORATION**

The members of the Presbytery Council shall be the Trustees of the Corporation. The Chair of the Presbytery Council shall be President of the Corporation; the Stated Clerk shall be Secretary and Resident Agent, and the Treasurer shall be Treasurer of the Corporation.

### **2.5 FISCAL YEAR**

The fiscal year of the Presbytery shall be from January 1 through December 31.

### **2.6 EXECUTION OF OFFICIAL DOCUMENTS**

Contracts, deeds, documents, and instruments shall be executed by the President of the Corporation and attested by the Secretary unless the Corporation by action of its Trustees shall in a particular situation designate another procedure for their execution.

## **2.7 NOTIFICATION OF MEETINGS**

E-mail notification sent to all members at least seven (7) days in advance shall be considered legal written notification of meetings. It shall contain the date, time, and location of the meeting as well as a reference to the background documents to be found on the web site. Paper copies will be sent upon written request.

## **2.8 AMENDMENTS**

The Presbytery Council must first approve any proposed change to these Bylaws. The Presbytery Council then submits the proposal to the Stated Clerk for inclusion with the official notice of a stated meeting of the Presbytery. A two-thirds majority at a stated meeting of the Presbytery is required for any bylaw changes.

## **2.9 DATE OF IMPLEMENTATION**

Adopted by the Eastminster Presbytery at \_\_\_\_\_.

Attested by:  
Dale Riley  
Stated Clerk

## **CHAPTER THREE**

### **OFFICERS OF THE PRESBYTERY**

#### **3.1 LIST OF OFFICERS**

The officers of the Eastminster Presbytery are: Moderator, Vice-Moderator, Treasurer, Stated Clerk, and Chair of the Presbytery Council.

#### **3.2 MODERATOR**

The Moderator is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Moderator is to perform the duties of office prescribed in the Book of Order, *G-3.0104*. The Moderator is to become the chairperson of the Presbytery Council for the year following his or her term as Presbytery Moderator.

#### **3.3 VICE-MODERATOR**

The Vice-Moderator is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Vice-Moderator is to perform any duty prescribed for Moderators when asked to do so by the Moderator and ordinarily is to be nominated to be Moderator the following year. In the absence of the Moderator at a meeting of the Presbytery, the Vice-Moderator is to preside. Should both be absent, the duty falls to the most recent Past Moderator present.

#### **3.4 TREASURER**

The Treasurer is to be elected form a term of five years, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Treasurer is to assist the Administrative and Financial Assistant in maintaining accurate financial records and is to assure fiscal responsibility according to the actions of the Presbytery.

#### **3.5 STATED CLERK**

##### *3.0501 Election*

The Stated Clerk is to be elected for a term of five years at the last stated meeting of the year and may be re-elected for two additional successive terms. The Stated Clerk is to take office at the conclusion of the meeting at which elected, although the outgoing Stated Clerk is still responsible for the minutes of that meeting as well as other incomplete business needing his or her input. The work of the Stated Clerk is to be reviewed annually by the Presbytery Council. If the office of Stated Clerk becomes vacant, the Presbytery, at the next stated meeting, is to elect a successor to fill the remainder of the term.

### *3.0502 Duties and Compensation*

The Stated Clerk is to perform all those duties specified in the Book of Order, (G-3.0104), and any other duties required by the Presbytery.

The Stated Clerk is to receive a salary as well as approved travel and education expenses. The amounts are to be approved annually by the Presbytery on recommendation of the Presbytery Council.

### *3.0503 If Unable to Carry Out the Duties*

Should the Stated Clerk be incapacitated or unavailable for a single meeting of the Presbytery, the Moderator is to appoint a commissioner to the meeting to serve as Clerk for that meeting. When the Presbytery Council determines that the Stated Clerk is incapacitated or unavailable for a longer period of time, the Presbytery Council is to appoint an acting Stated Clerk to serve until the Stated Clerk can resume the duties or until a new Stated Clerk is elected. An acting Stated Clerk is to receive approved expenses.

## **3.6 PRESBYTERY COUNCIL CHAIR**

The immediate Past Moderator of the Presbytery is the chair of the Presbytery Council, with the responsibility of preparing for, chairing, and reporting to Presbytery on all meetings of the Presbytery Council.

## **3.7 OFFICERS' DUTIES OVERVIEW**

Each officer is to keep an up-to-date list of recurring duties and a schedule of routine tasks as well as references to Presbytery Policies and Procedures relevant to that office as part of AppendixJ of this manual.

## **CHAPTER FOUR**

### **MEETINGS OF THE PRESBYTERY**

#### **4.1 MEETING DATES**

In each calendar year, there shall be four Stated Meetings, one each quarter, in Eastminster Presbytery. The dates for Stated Meetings of the Presbytery are to be determined by the Presbytery Council at least a year in advance and then approved by the Presbytery.

#### **4.2 MEETING PLACES**

Meeting places are to be determined by the Presbytery Council.

#### **4.3 DOCKET**

##### *4.0301 Preparation of Docket*

A proposed docket for each stated meeting is to be prepared by the Moderator and Stated Clerk in consultation with the Presbytery Council.

##### *4.0302 Worship Service*

Each stated meeting of the Presbytery is to include a worship service, or the entire meeting organized as ‘worshipful work’. The Sacrament of the Lord’s Supper is to be celebrated at each Stated Meeting. Each year the Presbytery is to suitably remember the teaching elders and ruling elders of the Presbytery who have died during the previous year.

##### *4.0303 Special Considerations for the Docket*

The following are to be given special consideration in the development of the agenda items for regularly scheduled meetings of the Presbytery:

- a. The first meeting of the year following a General Assembly is to provide a time to discuss issues from that council.
- b. Other than retreats, meetings are to be held on a Tuesday.

##### *4.0304 Changes in the Docket*

At any Stated Meeting, the Presbytery may, by majority vote, agree to consider any matter that was not included with the official call.

## **4.4 CALL TO MEET**

### *4.0401 Format of the Call*

An official call to each meeting (stated or special) is to be e-mailed not less than 7 (seven) days in advance to each Teaching Elder, Elder Commissioner, Presbytery Council Member, Church Office, and Clerk of Session. This e-mail is to be considered legal written notification of meetings; it is to contain the date, time, and location of the meeting as well as a reference to the background documents to be found on the web site.

Paper copies will be sent upon written request.

### *4.0402 Background Documents*

Documents to be posted on the website at least 7 (seven) days before each stated meeting are to be at least the following:

- a. The proposed docket.
- b. All committee reports requiring action by the Presbytery.
- c. Copies of proposed motions upon which the Presbytery will be asked to vote. However, the Presbytery Council and the Commission on Ministry may present requests from congregations which came in too late to be included with the call, provided they have sufficient written copies for Presbytery attendees to read at the meeting.

## **4.5 SPECIAL MEETINGS**

### *4.0501 Calling Special Meetings*

The Moderator may call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being from different congregations. Should the Moderator be unable to act, the Stated Clerk may, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being from different congregations, may call a special meeting.

The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business.

### *4.0502 Docket for Special Meetings*

Notice of a Special Meeting is to be sent as described in *4.0401* above. The notice is to set out the purpose of the meeting and no business other than that listed in the notice is to be transacted.

## **4.6 QUORUM**

A quorum will be four teaching elders who are members of the Presbytery and four ruling elder commissioners from four different congregations in the Presbytery. (*G-3.0304*)

## **4.7 MEETING ARRANGEMENTS**

A representative of the body hosting the Presbytery meeting, together with the Presbytery Moderator, Stated Clerk and General Presbyter, are to be a Committee of Arrangements, although they may request additional help from others.

## **4.8 MATERIALS FOR DISPLAY**

Materials displayed or made available at meetings of the Presbytery which are not provided by the Presbyterian Church (U.S.A.) or one of its agencies must have prior approval by the Presbytery Council or one of the committees of the Presbytery.

## **4.9 RESPONSIBILITIES**

### *4.0901 The Duty to Examine Teaching Elders*

- a. Examining all candidates seeking membership in the Presbytery prior to ordination.
- b. Examining all ordained teaching elders seeking membership in the Presbytery.

### *4.902 Duty to Attend*

It is the duty of all teaching elders of the Presbytery to attend all stated and special meetings of the Presbytery, and it is the duty of all congregations to be represented by duly elected elder commissioners. Teaching elders, elder commissioners, and ruling elder members must request an excuse if they are unable to attend; this may be done by informing the Stated Clerk directly or notifying the Presbytery office via written electronic communication.

#### *a. Elder Commissioner Absenteeism*

When a congregation has failed to be represented by an elder for three successive meetings, it is the duty of the Stated Clerk to communicate with the clerk of that congregation's session, calling attention to the rule; and it is the duty of the session to determine the cause of such failure to be represented and communicate it to the Presbytery.

#### *b. Teaching Elder Absenteeism*

Teaching elders who absent themselves from meetings of the Presbytery without excuse are to be reported to the Presbytery by the Stated Clerk, and the Presbytery will take disciplinary action as it deems appropriate and consistent with the Book of Order.

## **CHAPTER FIVE**

### **PRESBYTERY STRUCTURE**

#### **5.1 INTRODUCTION**

The structure of the Eastminster Presbytery consists of:

- The Presbytery Council
- The Permanent Judicial Commission
- Committee on Ministry
- Committee on Preparation for Ministry
- Committee on Nominations and Representation
- Administrative Ministry Committee
- Resource Committee

The committees report in writing directly to Presbytery Council meetings as well as to stated meetings of the Presbytery.

The Self Development of People Committee (SDOPC) of the Presbytery includes representatives from local communities who are not Presbyterian, and therefore, the SDOPC is governed by their own bylaws and structure, with a certification process designed by the Presbyterian Church (USA) for such committees.

Electronic and phone meetings of a committee, commission, ministry team or task group of the Presbytery is permitted provided: 1) the technology used is available to all persons in the group; 2) the meeting begins and ends with prayer; 3) attendance is recorded and a quorum declared; 3) the actions of an electronic and/or phone meeting are recorded and ratified at the next regular meeting

#### **5.2 PRESBYTERY COUNCIL**

##### *5.0201 Purpose*

The session “is the council for the congregation [with] responsibility for governing the congregation and guiding its witness.” (*G-3.0201*) The Presbytery Council (referred to in this chapter as the Council) plays a similar guiding role for the Presbytery. The Council, through the committees of the Presbytery, coordinates the planning, initiating, and implementing of the witness, work, and mission of the Eastminster Presbytery and its member congregations.

##### *5.0202 Voting Membership*

The voting membership of the Presbytery Council of the Presbytery shall consist of the following persons:

- a. The immediate past Moderator of Presbytery (who is to be the Chair of the Council)
- b. The present Moderator, Vice-Moderator, Treasurer, and Stated Clerk of Presbytery

- a. The Chair or his/her designee of all Committees of Presbytery named in this Manual (with the exception of the Permanent Judicial Commission).
- b. Three at-large members of the Presbytery, elected by the Presbytery

#### *5.0203 Non-Voting Membership*

Members of the Presbytery Council with voice but no vote are:

- a. Presbytery Staff (General Presbyter)
- b. The Presbytery's Teaching Elder and Ruling Elder Commissioners to the Synod of the Covenant

Insofar as the persons listed in 5.0203 are members of the PC(USA), they are to have a vote at Presbytery. (*G-3.0301*)

#### *5.0204 Meetings*

The Council is to meet at least one month prior to stated meetings of the Presbytery and at other times as it deems necessary.

#### *5.0205 Responsibilities*

- a. The Council is to nominate persons to serve on the Committee on Nominations and Representation, including the Chair, and shall present the slate of nominees to the fall meeting of Presbytery for election. In the case of resignations from the Committee on Nominations and Representation the Council may elect temporary members to serve until a regular election takes place at the fall meeting of Presbytery.
- b. The Council is responsible for the Presbytery's relationships with the Synod and the General Assembly.
- c. The Council is also responsible for the Presbytery's ecumenical relationships.
- d. Each Presbytery committee is to submit a written report with any recommendations for the Presbytery to the Council meeting prior to the stated meeting of the Presbytery and is to request appropriate time on the docket if needed. The Stated Clerk is to refer to the website posting of all reports when sending the notice of the meeting (not less than seven (7) days prior to the meeting).
- e. Each Presbytery committee is to submit its budget request by a specified deadline to the Council, which shall propose a budget and anticipated income to the Presbytery for adoption at the last stated meeting of the year.

- f. Each Presbytery Committee may spend its allotted budget without prior approval from Presbytery, reporting all such expenditures in writing to both the Council and the Presbytery.
- g. The Council may establish such task forces as it deems necessary to expedite the accomplishment of its responsibilities.
- h. The Council is to review the relationship between the Presbytery's mission and the strategy and responsibilities of the committees on an annual basis.

#### *5.0205 Ohio Corporation Statutes*

The members of the Presbytery Council shall be the Trustees of the Corporation for the purposes of Ohio statutes. The Chair of this Committee shall be the President of the Corporation. The Stated Clerk shall be the Secretary and Resident Agent, and the Presbytery Treasurer shall be the Treasurer of the Corporation.

#### *5.0206 Overview*

The Council is to keep its policies and procedures up-to-date as part of Appendix A to this Manual.

### **5.3 PERMANENT JUDICIAL COMMISSION**

The Presbytery's Permanent Judicial Commission is to be composed of no fewer than seven members, with no more than one of its ruling elder members from any one of its constituent churches. (*D-5.0101*) The term of each member of the permanent judicial commission shall be six years. (*D-5.0102*)

### **5.4 COMMITTEE ON MINISTRY**

The Committee on Ministry is to have fifteen members. The Committee is responsible for:

#### *5.0401 Communicating with Teaching Elders, Ruling Elders and Sessions.*

- a. Visiting and consulting with each congregation's teaching elder(s), teaching elder(s) in special ministries, and session once every two years.
- b. Acting on information concerning difficulties within a church and serving as an instrument for promoting the peace and harmony of the church.

#### *5.0402 Aiding in the Placement of Teaching Elders*

- b. Visiting and counseling with Pastor Nominating Committees.
- c. Counseling with churches without a Pastor.
- d. Assisting and counseling with Pastors in the relocation process.

#### *5.404 Examining Teaching Elders*

- a. Examining all candidates seeking membership in the Presbytery prior to ordination.
- b. Examining all ordained teaching elders seeking membership in the Presbytery.

#### *5.0405 Nurturing Teaching Elders*

- a. Welcoming, orienting, and providing mentors for teaching elders new to the Presbytery.
- b. Providing opportunities for fellowship and support among professional colleagues.

#### *5.0406 Special Authority*

When necessary between meetings of the Presbytery, the Committee on Ministry has the authority to:

- a. Find in order calls issued by churches.
- b. Approve and present calls for the services of teaching elders.
- c. Approve the examination of teaching elders transferring from other Presbyteries for membership.
- d. Dissolve the pastoral relationship in cases where the teaching elder and congregation concur, and dismiss teaching elders to other Presbyteries.

The Committee on Ministry is to report all such actions at the next Presbytery meeting.

#### *5.0407 Overview*

The Committee on Ministry is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Manual of the Committee on Ministry will be a separate Appendix to this Manual.

## **5.5 COMMITTEE ON PREPARATION FOR MINISTRY**

The Committee on Preparation for Ministry is to have six members. The Committee is responsible for:

#### *5.0501 Aiding Those Preparing for Ministry*

- a. Identifying and actively seeking out persons in the Presbytery who would be prime candidates for Teaching Elders, Missionaries and Church Educators, and Commissioned Ruling Elders, and encouraging them to consider a church vocation.
- b. Nurturing candidates during their preparation, including appointing one or more teaching elders or ruling elders living within a reasonable distance from a prospective candidate to be the liaison(s) between the candidate and the Committee on Preparation for Ministry.
- c. Providing a final review of a candidate's preparation and work prior to ordination.

- d. Insuring that all official forms, documentation and paperwork shall be maintained by the Moderator of the Committee in a secure location at the Presbytery Office.

#### *5.0502 Overview*

The Committee on Preparation for Ministry is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Manual of the Committee on Preparation for Ministry will be a separate Appendix to this Manual.

## **5.6 Administrative Ministries Committee**

The Administrative Ministries Committee is to have six members.

#### *5.0601 Treasurer's Role on the Committee*

The Presbytery Treasurer is an ex-officio member, with vote, of this Committee.

#### *5.0602 Responsibilities of the Committee*

- a. Receiving, holding, encumbering, managing, and transferring property, real or personal, subject to the direction and authority of Presbytery.
- b. Accepting and executing deeds of title to such property.
- c. Holding and defending title to such property.
- d. Receiving and recommending to the Presbytery any requested action for the acquisition, disposal, encumbrance or leasing of the real property of any particular church. (*G-4.0206*)
- e. Reviewing the budget expenditures regularly and reporting these to the Council as a Financial Report.
- f. Reporting to the Presbytery annually the assets and financial status of the Presbytery. A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community. *G-3.0113*
- g. Reviewing and maintaining the adequacy of the insurance for all Presbytery owned and managed property.
- h. Receiving and reviewing the status of incorporation, property deeds, insurance coverage and annual financial reviews of all the Presbytery's congregations.
- i. Reviewing and reporting the status of all mortgages and loans of particular congregations and the Presbytery.
- j. Coordinating with the Committee on Ministry the purchase or sale of manses.
- k. Implementing and overseeing all provisions of the Personnel Policies of the Presbytery.
- l. Reviewing annually the work of all Presbytery staff and the Stated

Clerk

#### *5.0603 Overview*

The Administrative Ministries Committee is to keep an up-to-date Overview as an appendix to this Manual.

### **5.7 Resources Committee**

The Resources Committee of the Presbytery is to have nine members.

#### *5.0701 Responsibilities*

- a. Serving as a resource to assist congregations in the development of educational programs and leadership to support leaders of the Presbytery for ministry through their local congregation. The primary focus will be in the areas of Worship, Mission, Evangelism, and Christian Education.
- b. Providing opportunities for the orientation, continuing education and support of ruling elders and others in developing their knowledge and skill for work in the church.
- c. Providing resources and encouraging networks of people throughout the Presbytery to assist in the work of ministry.
- d. Developing ways to encourage congregations to do mission together.
- e. Planning, organizing, and implementing the annual DiscipleFest event of the Presbytery.

#### *5.0702 Overview*

The Resource Committee is to keep an up-to- date Overview as an appendix to this Manual.

### **5.8 COMMITTEE ON Nominations and Representation**

The Committee on Nominations and Representation is to ensure diversity and inclusiveness in leadership and employment of the Presbytery as outlined in the Book of Order. (*F-1.04 and G-3.0103*)

The Committee on Nominations and Representation is to have six members nominated by the Coordinating Council. The Committee is responsible for:

#### *5.0801 Nominations*

- a. Corresponding with local churches in order to obtain names of persons who could serve in the Presbytery, Synod or General Assembly and maintaining a continuous file of persons qualified to serve.
- b. Nominating persons to fill all vacancies on committees, boards and other bodies, including the chair (who must be either a teaching or ruling elder). Each Committee is to have membership in multiples of three for staggered

three-year terms, except those designated otherwise by the Book of Order. Members will be ineligible to serve more than two consecutive terms or consecutive portions of terms.

- c. Considering the nomination of an equal number of teaching elders and laypersons, as well as an equal number of men and women. In all cases, no more than half of the committee membership is to be clergy.

#### *5.0802 Elections*

Election of members of committees is to take place at the stated meetings of the Presbytery. Terms of those elected will begin at the beginning of the calendar year (January) and in the case of a portion of a term, following the stated meeting at which one is elected.

#### *5.0803 Resignations*

- a. Any person resigning from a position elected by the Presbytery is to notify the Stated Clerk in writing. The Committee on Nominations and Representation is to fill the vacancy provisionally and submit the name for election at the next Presbytery meeting.
- b. Any member of a committee who misses three consecutive meetings of the Committee will be considered as having resigned.

#### *5.0804 Overview*

The Committee on Nominations and Representation is to keep an up-to-date Overview as an appendix to this Manual.

## **CHAPTER SIX STAFF AND OFFICE**

### **6.1 STAFF**

The Presbytery may call a General Presbyter who may also serve as Stated Clerk of the Presbytery. The General Presbyter staff position shall be elected to a five year term, with the possibility to two additional successive terms.

The Presbytery is to hire a part-time Administrative Assistant and a part-time Financial Assistant. The Administrative Assistant may serve as the Financial Assistant.

Other staff may be called or hired by the Presbytery from time to time as the Presbytery determines. (*G-3.0110*)

#### *6.0101 General Presbyter*

The Presbytery may call a General Presbyter according to the provisions of the Book of Order, providing a position description, annual review, and compensation.

#### *6.0102 Administrative and Financial Assistant.*

The Presbytery, through the Administrative Ministry Committee and Council, is to hire a part-time Administrative Assistant and part-time Financial Assistant, providing a position description, annual review, and agreed upon compensation. The Administrative and Financial Assistant is to be responsible for the day-to-day administrative and secretarial work, as well as for the receipt and disbursement of funds and the bookkeeping.

### **6.2 PRESBYTERY OFFICE**

The Presbytery is to maintain an office to serve as:

- a. the office of the General Presbyter and the Administrative and Financial Assistant.
- b. the primary center for the administration of the mission and program of the Presbytery
- c. a secured site as the repository for necessary minutes, records, registers and files of the Presbytery.
- d. a receiving site for mission funds, receiving and disbursing all mission funds to the appropriate agencies, e.g. Synod, General Assembly.

## **CHAPTER SEVEN**

### **CHANGES TO THIS MANUAL**

#### **7.1 PROPOSALS FOR AMENDING**

Any teaching elder member of Presbytery, current elder commissioner to Presbytery, committee of Presbytery, or member of the Presbytery Council may propose to the Presbytery Council any change to this Manual of Operations.

#### **7.2 PROCEDURE FOR VOTING**

Any proposed change to the body of this manual, after approval by the Presbytery Council, may be voted on at any stated meeting of the Presbytery, provided the proposal is submitted to the Stated Clerk in such time and form that it can be included with the call of that meeting.

Committee Overviews are aids to the committees, and changes need only be reported to the Presbytery Council and then entered into the official copy of the relevant Appendix by the Presbytery staff.

Other actual policies must be approved by the Council and the Presbytery.