

**PRESBYTERY OF KISKIMINETAS
STANDARD OPERATING PRACTICES**

M-1.00 MEETINGS OF THE PRESBYTERY

M-1.01 The Presbytery shall meet four times each year.

M-1.02 Meeting Schedule

Normally, Presbytery stated meeting dates will be as follows:

February	Second Saturday	(10:00 AM to 4:00 PM)
May	Second Tuesday	(7:00 PM to 10:00 PM)
September	Second Tuesday	(7:00 PM to 10:00 PM)
November	Second Saturday	(10:00 AM to 4:00 PM)

The February and November meeting places ordinarily will not be located in the extreme ends of the Presbytery.

M-1.03 Called Meetings

The Presbytery may have called meetings, usually in conjunction with the meeting of the Presbytery Cabinet (hereafter the Cabinet) or the meeting of the Commission on Ministry, upon written request by any combination of four teaching and/or ruling elders, or when the Moderator deems it necessary for the Presbytery to meet.

M-1.04 Docket Committee

The docket for each Stated Meeting of the Presbytery shall be formed by the Docket Committee consisting of the Moderator & Moderator-elect of the Presbytery, the Stated Clerk or Assistant Stated Clerk and the General Presbyter. Each Committee/Commission/Team/Task Group/Organization wishing time on the Presbytery meeting docket shall submit a written request for docket time to the Docket Committee at least two weeks prior to the date of the meeting at which docket time is desired. Such written notice shall include: a listing and brief description of each item for information; written motions for each item for Presbytery action; an estimate of the time required for the presentation of the report; and the indication of the need for audio/visual equipment.

M-1.05 Other Items Related to Meetings of the Presbytery

A. All motions brought to the floor of Presbytery shall include an enabling clause, indicating who is to implement the motion, the date by when the motion is to be implemented, and an estimation of financial cost.

B. All items to be included in the Presbytery packet and/or distributed at a Presbytery meeting are to be reviewed and approved by a Committee/Commission/Team/Task Group/Organization and shall include a notation of the date of review and approval. All items not having this approval must be approved by the Moderator and Stated Clerk prior to the presbytery meeting.

C. Unless previously docketed, no items of new business shall be introduced following the first hour of a Presbytery meeting. All items of new business must be presented in writing to the Stated Clerk. Consideration of such items shall take place at the time docketed for new business.

D. If a session or teaching elder has three absences from Stated Meetings of the Presbytery, in a calendar year, the Commission on Ministry shall express appropriate pastoral concern. Reasons for absence shall be submitted within one week of the absence in order to be considered.

M-2.00 PRESBYTERY CABINET

The Presbytery Cabinet shall serve as the long range planning, strategy, budgeting, and coordinating body of the Presbytery.

Presbytery Cabinet membership shall consist of the following people

1. Chairpersons of: Administration, Mission, Ministry Resource, Ministry Support (COM, CPM), Nominating, Representation (with voice and vote)
2. Three at-large ruling/teaching elders (with voice and vote)
3. A Representative from the Presbyterian Women (with voice, and vote if an elder)
4. Presbytery elected positions: (with voice and vote)
 - a. Presbytery Moderator
 - b. Presbytery Moderator-elect
 - c. Immediate Past Presbytery Moderator (moderates the Cabinet)
 - d. Stated Clerk of the Presbytery
 - e. Assistant Stated Clerk
 - f. Presbytery Treasurer or assistant treasurer in her/his stead
5. A representative from Synod Commissioners (with voice and vote)
6. The General Presbyter, Ex officio (voice but no vote)

M-3.00 COMMITTEES/COMMISSIONS/TEAMS OF PRESBYTERY

M-3.01 a The Presbytery shall have such committees and commissions as required by the Book of Order. In order to fulfill the responsibilities of the Presbytery as delineated in the Book of Order (G-3.0301 – G-3.0307) the Presbytery may create or dissolve committees/commissions/teams as may be needed upon recommendation of the Cabinet. Beginning 01 January 2016 the committees of the Presbytery are: Committee on Nominations, Committee on Representation, Administration Team, Mission Team, Ministry Resource Team (Commission on Ministry and the Commission on Preparation for Ministry)

M-3.01 b **Meetings**
Committees/Commissions/Teams are expected to meet at least four times a year (physically or electronically).

- M-3.01 c **Service on Committees/Commissions/Teams**
All active resident teaching elders, except the Presbytery Stated Clerk, Moderator, Moderator-elect, and Presbytery staff, shall serve on a committee/ commission/team of Presbytery or as a Synod Commissioner unless exempted by the Presbytery. The Committee on Nominations shall endeavor to avoid multiple committee/commission/team assignments for teaching and ruling elders.
- M-3.01 d **Composition of Committees/Commissions/Teams**
The Committees/Commissions/Teams of Presbytery and of the Cabinet normally shall be composed of one-half ministers and one-half elders/deacons/members, unless otherwise specified by the Book of Order or by-laws. If a committee/commission/team has an odd number of members the majority shall be ruling elders/deacons/ members. Any committee/commission/team may have the right to co-opt members for a specific task. Should the number of ministers in the Presbytery not be sufficient to meet specified committee/commission/team membership, the positions will be filled by ruling elders, deacons or members of congregations.
- M-3.01 e **Filling Committee/Commission/Team Vacancies**
Book of Order required committees/commissions (Representation, Nominations, and Permanent Judicial Commission) and the Presbytery Commissions on Ministry and Preparation for Ministry, shall receive priority in filling vacancies.
- M-3.01 f **Quorum**
A quorum for all committees/commissions/teams shall be a majority of membership.
- M-3.01 g **Terms**
No committee/commission/team member shall be eligible to be elected to serve for more than six (6) consecutive years on the same committee/commission/team until a period of one (1) year has elapsed.
- M-3.02 **Presbytery Mission Team (PMT)**
The PMT is responsible for promoting and carrying out the ministry of outreach, mission, compassion and justice. This will be accomplished by a multiple interpretative process which will involve hands-on opportunities, video/social media/print awareness, prayer, personal testimony and connecting with the Synod of the Trinity, the Presbyterian Church (U.S.A.), and regional and local mission leadership.
- PMT is responsible for providing oversight and support for ministries such as the Truck Stop Ministry, State Park Ministry & Presbyterian Homes.
 - They are the Presbytery's connection with ecumenical relationships such as the Christian Associates of Southwest Pennsylvania and the voice of the Presbyterian Church (U.S.A.) in matters of denominational mission initiatives.
 - PMT will be visionaries by identifying, advocating for, and developing outreach opportunities that address social injustices in our communities and world.
 - PMT is also responsible for managing and promoting the Hibbs monies.
 - PMT shall be the gatekeepers through which potential new mission partners might apply for Self-Development of People funds of the Presbyterian Church (U.S.A.)

1. Six (6) people, normally half teaching elders and half ruling elders/deacons/members unless otherwise noted in the Book of Order. There will be three classes of 2 persons that shall be fully represented in unity and diversity.
2. **The Rwanda Task Group** works under the direction of the PMT. Task Group members are members of Kiskiminetas Presbytery and must be approved by the PMT. They are the hands and the feet of the presbytery in partnership with the Gitarama Presbytery of the Presbyterian Church in Rwanda (EPR).
3. **Disaster Response Task Group** works under the direction of the PMT. The Task Group members are members of Kiskiminetas Presbytery and must be approved by the PMT. They carry out disaster response trips and mission opportunities to areas of the country affected by disasters.
4. Task Groups meet as needed to accomplish their work.

M-3.03

Ministry Resource Team (MRT)

The MRT is responsible to provide support and nurture the spiritual growth and training of the presbytery. The MRT does this by providing opportunities for learning and the materials needed. Task Groups can be formed to meet specific needs and projects. MRT will work closely with the Resource Center Coordinator, and staff of the presbytery to promote opportunities within the presbytery.

1. Six (6) people, normally half teaching elders and half ruling elders/deacons/members unless otherwise noted in the Book of Order. There will be three classes of 2 persons that shall be fully represented in unity and diversity.
2. Resource Center Task Group works under the MRT. Resource Center Coordinator will determine the makeup of the task group. Task Group members shall be approved by the MRT. Responsibilities include assisting churches with resources/equipment for worship and programs. Assist individuals with resources for spiritual development. Maintain the Resource Center with current materials. Manage the online Resource Center. Highlight seasonal resources.
3. Camping Association Task Group functions under the MRT. Two Task Group members are elected for three year terms. There is no limit to the number of terms they can serve. A third Task Group member is nominated by the Visioning Committee of CAPNWP and ratified by the Board of Directors of the CAPNWP. The Camping Association Task Group is responsible to communicate with regular reports to Cabinet through the MRT.
4. Youth Ministry Task Group works under the MRT. The Task Group members are approved by the MRT. Supports the spiritual growth of the youth of the presbytery. Responsible to plan and coordinate regularly with the Cabinet through the MRT.
5. Task Groups meet as needed to accomplish their work.

M-3.04

Ministry Support Team (MST)

M-3.04a

Commission on Ministry

Presbytery shall carry on its ministry of developing and implementing a strategy for congregational location, redevelopment, and shared pastoral leadership, providing counsel and assistance in the pastoral search process, and for developing and caring for pastoral leadership through the Commission on Ministry

The Commission on Ministry shall be composed of eight ruling elders and seven teaching elders. The Commission shall further the spiritual and temporal welfare of the congregations, teaching elders, certified Christian educators, administrators and musicians, and Commissioned Ruling Elders. The Commission on Ministry, at all times, shall be directly accessible to all teaching elders, certified educators, certified administrators and certified musicians, Commissioned Ruling Elders and ruling elders of the Presbytery congregations in active service. (See Manual of Administrative Operation's detailed responsibilities)

Maintain Pastoral Contact

The Commission on Ministry shall be responsible for maintaining pastoral contact with Sessions of the Presbytery. The Commission on Ministry may enlist teaching and ruling elders not currently on the Commission on Ministry to assist in these pastoral contacts. At least one member of a Pastoral Contact Team shall be a member of the Commission on Ministry.

COM and Strategy Development

The Commission on Ministry shall serve as the instrument for the development of a Presbytery strategy for the mission of the church in this area including, but not limited to: organizing new congregations; redevelopment/revitalization of existing congregations; dividing, dismissing or dissolving congregations; the location of congregations desiring to move, yoke, merge or federate.

M-3.04b.

Commission on Preparation for Ministry

The Presbytery shall fulfill its responsibility for the recruitment and preparation of individuals for service as teaching elders and commissioned ruling elders through the Commission on Preparation for Ministry which shall be composed of two ruling elders and two teaching elders. (See Manual of Administrative Operation's detailed responsibilities)

M-3.05

Committee on Nominations

1. There shall be a Committee on Nominations, consisting of three equal classes of ruling and teaching elders that shall be fully represented in unity and diversity, elected for a three year term at the November meeting of Presbytery, and the General Presbyter, ex-officio without vote. The Presbytery Cabinet shall be responsible for nominating the chairperson and other members of this committee to the Presbytery. The committee shall meet on the call of the chairperson.
2. Responsibilities - To secure and maintain an accurate and workable list of members, deacons, ruling elders and teaching elders available for committee/commission/team assignments in the fields of their interests and abilities. From this list and the roll of Teaching Elders of Presbytery, it shall submit a written report, at the

November meeting of Presbytery, of one nomination for each vacancy for the Officers of Presbytery, all committees/commissions/teams of Presbytery and the chairperson (except the Nominating Committee and the President of the Trustees) and all representatives to any ecclesiastical body as required, and Commissioners and Alternates to General Assembly and Synod.

- a. In the event of any resignation from a committee/commission/team or other position, the Nominating Committee shall endeavor to fill that vacancy at the next regularly scheduled meeting of Presbytery.
- b. In all cases, elections shall be by ballot if there are nominations from the floor.
- c. The chairperson of the Nominating Committee shall be available as a resource to the Moderator of the Presbytery in the matter of appointments to task groups or commissions.
- d. The Nominations Committee shall report to the Committee on Representation at least three weeks prior to the November Presbytery meeting.

Nomination of Moderator and Vice-Moderator

The Committee on Nominations will nominate chairpersons for all committees/commissions/teams, of the Presbytery and of the Presbytery Cabinet, and for the Moderator and Moderator-elect of the Presbytery, seeking to insure that these nominations rotate between teaching and ruling elders, and to provide for representation from the diverse geographic areas of the Presbytery.

Nomination of GA Commissioners

The Committee on Nominations shall biennially nominate ruling elders and teaching elders to serve as Commissioners to the General Assembly.

Publication of Nominees

The Committee on Nominations shall publish, in the call for the meeting at which election is to take place, the names of all those being nominated as officers of the presbytery, committee/commission/team members and synod and General Assembly commissioners and alternates.

M-3.06

Committee on Representation

Responsibilities

The primary function of the Committee on Representation shall be to advise the Presbytery with respect to its membership and to that of the committees/commissions/teams in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision-making of the church.

Composition

The Committee on Representation shall serve both as an advocate for the representation of racial ethnic members, women, different age groups, and persons with disabilities; and as a contributing resource to the Presbytery in these areas. The Committee on Representation shall review the performance of the Presbytery and shall report annually to the Presbytery with recommendations for any corrective action. The Committee on Representation shall consult with the Nominations and Personnel Committees of Presbytery.

The Committee on Representation composition shall be a minimum of three people that shall be fully represented in unity and diversity.

M-3.07 **Presbytery Administration Team (PAT)**

The Presbytery Administration Team shall have responsibility for personnel, property, financial and legal matters of the presbytery. Members of the Presbytery Administration Team are elected at the annual corporation meeting to serve as trustees of the presbytery. The Presbytery Administration Team maintains a working relationship with the bookkeeper, treasurer, General Presbyter, solicitor, auditor and insurance agent. (See manual of administrative operations)

M-3.08 **Permanent Judicial Commission**

In accordance with the Rules of Discipline there shall be a Permanent Judicial Commission to consist of four teaching and three ruling elders. The term of service shall be for six years in classes as nearly equal as possible. The commission shall select a Moderator and Clerk from among its members at its first meeting each year. No person who has served a full or cumulative partial term of six years shall be eligible for re-election until he/she has been out of office for at least four years.

M-3.09 **Presbytery Docket Committee**

The Docket Committee shall be responsible for proposing the docket for each stated presbytery meeting; for proposing the dates for stated meetings of the presbytery; and for securing worship leadership for stated meetings of the presbytery.

M-4.00 **OFFICERS OF THE PRESBYTERY**

The Moderator shall be the presiding officer of the Presbytery. The Moderator shall serve a term of one year beginning at the February Stated Meeting of the Presbytery. The Moderator shall fulfill the responsibilities of the office as stated in the Book of Order.

The Moderator-elect shall preside in the absence, or at the request, of the Moderator. The Moderator-elect shall be elected annually and ordinarily becomes the Moderator the following year.

If neither the Moderator nor Moderator-elect are available or able to Moderate, the most recent past Moderator in attendance shall serve as Moderator. If no previous Moderator is in attendance the Presbytery will elect a moderator pro temp, from among its numbers in attendance.

The Stated Clerk shall be the Ecclesiastical Officer and Parliamentarian of the Presbytery. The Stated Clerk is elected to a five year term and is re-electable for an indefinite number of terms. The Stated Clerk shall fulfill the responsibilities of the office as outlined in the Book of Order. The Stated Clerk shall publish the time and place of each Stated or called Meeting, send to every Session the forms for the Annual Reports, and shall prepare reports

for Synod and General Assembly. The Stated Clerk shall receive such compensation for his/her services as may be set by the Presbytery, on recommendation of the Presbytery Cabinet.

The Assistant Stated Clerk shall assist the Stated Clerk in the performance of his/her duties, and shall assume the duties of the Stated Clerk in his/her absence, or at the request of the Stated Clerk or the Presbytery.

The Presbytery may elect, annually, a Recording Clerk, nominated by the Stated Clerk, who shall keep a true written record of the proceedings of each Stated Meeting.

The Treasurer and Assistant Treasurer duties are to keep current and accurate records of the Presbytery's finances and shall present an annual report to the Presbytery at the February meeting and any such interim reports as requested by the Presbytery Cabinet. The Treasurer and Assistant Treasurer are elected to one year terms and are re-electable to an indefinite number of terms. The Treasurer shall receive such compensation for his/her services as may be set by the Presbytery, on recommendation of the Presbytery Cabinet. The Assistant Treasurer shall assist the Treasurer and function as Treasurer in the absence or inability of the Treasurer.

M-5.00 **STAFFING**

The Presbytery staff shall be governed by the Personnel Policies of the Presbytery as adopted by the Presbytery Cabinet.

The Presbytery staff shall be composed of the following categories:

Exempt Staff-- The purpose of the exempt staff is to provide administrative leadership and oversight for the Presbytery. Works closely with the Presbytery Cabinet; provides staffing to the presbytery committees/commissions/teams/task groups/organizations as needed and appropriate.

Non-exempt Staff-- The purpose of the non-exempt staff is to provide administrative and secretarial support for the presbytery, and the exempt staff of the presbytery. There shall be such non-exempt staff as determined by the Cabinet.

Position Descriptions for all exempt and non-exempt positions shall be maintained as an appendix to the personnel policies of the presbytery.

M-6.00 **COMMISSIONS OF THE PRESBYTERY**

The Presbytery may elect Administrative Commissions as provided in the Form of Government. The AC shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish their work.

The quorum for an Administrative Commission shall be the majority of its members.

M-7.00 APPOINTMENT OF AN INVESTIGATING COMMITTEE

Within twenty-one (21) days of a request for an Investigating Committee, it shall be the duty of the Moderator of the Cabinet, the Moderator of Presbytery (or Moderator-elect in his or her stead) and the Stated Clerk, in consultation with the General Presbyter, to appoint such a committee and to report that appointment at the next stated meeting of Presbytery.

M-8.00 AMENDING AND SETTING ASIDE THE STANDARD OPERATING PRACTICES

Amendments to the Standard Operating Practices require presentation at one meeting of the Presbytery for first reading, and a simple majority vote of the Presbytery at the next Stated Meeting of the Presbytery. The specific amendment shall be published with the Call for the Meeting at which the amendment will be considered for first reading and for action.

Provisions of the Standard Operating Practices may be set aside temporarily by two-thirds vote at any Stated or Called Meeting of the Presbytery.