

PRESBYTERY OF KISKIMINETAS
MANUAL OF ADMINISTRATIVE OPERATIONS

Article 1 – Foundations

Section 1.1.0 - Introduction

As required by the Book of Order (G-3.0106), the Manual of Administrative Operations (Manual) establishes the rule for the interrelationship of the Presbytery’s various officers, committees, commissions and for its internal operating procedures. It provides the forms and structures needed for the church to do its work. This document delineates each Commission’s designated powers. No task group, committee, or commission can take on powers not delegated within this document or given to them by the Presbytery. The provisions of this Manual are subordinate to the Constitution of the Presbyterian Church (U.S.A.).

Section 1.2.0 – Methods for Amendment

1. The Cabinet may recommend amendments to this Manual of Administrative Operations for the approval by a two-thirds vote of the Presbytery at any stated or called meeting. The process of altering the Manual of Administrative Operations is as follows:
 1. The proposed amendments are presented to the Cabinet.
 2. If the Cabinet determines the amendment(s) are appropriate, they shall refer them to the Polity Committee to study along with any comments and recommendations for revisions.
2. At a stated meeting of the Presbytery, any commissioner may propose an amendment to the Manual. If the proposed amendment is supported by a two-thirds vote of the Presbytery at that meeting the proposed amendment shall be sent to the Polity Committee for study and recommendations.
3. Following study by the Polity Committee that includes recommendations to the Presbytery, shall receive the proposed amendment as a first reading with all identified required changes to the Manual. At the following stated meeting of Presbytery, the Presbytery shall give the proposed amendment a final reading and a vote. No more than one stated meeting shall pass between receipt of the amendment by the Polity Committee and the first reading by the Presbytery. The cabinet may call for a special meeting of the Presbytery for the purpose of review and adoption of Manual amendments as necessary.

The Presbytery may temporarily suspend any portion of the Manual with the required two-thirds vote at any Stated or Called Meeting of the Presbytery. Action shall be recorded in the minutes of the Presbytery along with justification for that action, and a time period in which the suspension of the Manual rules shall be in effect.

Article 2 – The Presbytery42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84**Section 2.1.0 - Structure**

The decision-making power of Kiskiminetas Presbytery takes place at its stated and called meetings.

Section 2.1.1 – Membership (G-3.0301)

Members of the Presbytery include Ministers of the Word and Sacrament who are serving churches within the Presbytery, who are commissioned to validated ministries, who are retired, or who are at-large and currently seeking a call. They are given voice and vote at all meetings of the Presbytery.

Ministers of the Word and Sacrament who are temporarily serving churches within the Presbytery, granted permission to labor inside the bounds of the Presbytery, shall be given voice and vote at meetings, except on constitutional issues.

Members of the Presbytery also include elders, elected by their Sessions, to serve as commissioners with voice and vote to specific presbytery meetings.

Commissioned Pastors who are serving churches within the Presbytery, also are given voice and vote. Other elders who serve as commission or committee chairs, who serve on Cabinet, or who serve as Synod/General Assembly commissioners/alternates are also given voice and vote at the meetings.

Section 2.1.2 – Active Membership

Active members participate in the work, worship, and governance of the Presbytery and may be elected to committees or commissions.

Section 2.2.0 – Officers (G-3.0104)

The ecclesiastical officers of the Presbytery are the Moderator, Vice Moderator, and Cabinet Moderator. Each year, at the final stated meeting, the Presbytery shall elect the Presbytery Moderator and Vice Moderator. It is the intent, via the nomination and voting process, that the person serving as Moderator shall fulfill the responsibilities of cabinet moderator following his or her term as moderator, and the vice moderator shall fulfill the role of moderator in the following year. These three individuals should not hold other offices within the Presbytery during their term of service.

Section 2.2.1 – Moderator

The chief officer of the Presbytery is the Moderator. The Moderator is elected and installed annually by the Presbytery at the first stated meeting of the calendar year. The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the Presbytery.

85 Section 2.2.2 – Vice Moderator

86 The Vice Moderator serves as an assistant to the Moderator and may function as Moderator in
87 the Moderator’s absence. This individual is elected and installed by the Presbytery with the
88 expectation that they shall serve the following year as the Moderator.
89

90 Section 2.2.3 – Cabinet Moderator

91 The Cabinet Moderator is the prior year’s Moderator of the Presbytery. The moderator possesses
92 the authority necessary for preserving order and for conducting efficiently the business of the
93 cabinet. He or she shall also resource the Presbytery Moderator. In the event the preceding
94 year’s moderator is unavailable to serve a Cabinet Moderator, the Representation-Nominating
95 Committee shall appoint a new moderator for the specified term. If the Cabinet moderator is
96 unavailable for a called meeting of the cabinet, the current Presbytery Moderator, Vice
97 Moderator, or most recent past Cabinet Moderator may run the meeting.
98

99 Section 2.2.4 – Stated Clerk

100 The Stated Clerk of the Presbytery is responsible for the official records of the Presbytery. All
101 official correspondence shall be sent and received by the Stated Clerk. The Stated Clerk ensures
102 the preservation of the presbytery’s records and minutes and all rolls of presbytery’s
103 membership, in compliance with G-3.0304 and G-3.3005. The Stated Clerk shall be elected to a
104 5-year term, renewable indefinitely. This individual shall be a ruling elder or minister of the
105 Word and Sacrament.
106

107 Section 2.2.5 – Assistant Stated Clerk

108 The Assistant Stated Clerk of the Presbytery is responsible to aid the Stated Clerk with the
109 assigned duties and shall chair the Stated Clerk’s Polity Committee to ensure the preservation of
110 the presbytery’s polity, procedures and guidance. The Assistant Stated Clerk shall be elected to
111 a 5-year term, renewable indefinitely. This individual shall be a ruling elder or minister of the
112 Word and Sacrament.
113

114 Section 2.2.6 – Recording Clerk

115 The Recording Clerk of the Presbytery is responsible to support the Stated Clerk to keep a true
116 written record of the proceedings of the actions of Presbytery meetings. The Recording Clerk
117 shall be elected annually and renewable indefinitely.
118

119 Section 2.2.7 – Treasurer

120 The Treasurer of the Presbytery shall keep current and accurate records of the Presbytery’s
121 finances and present an annual report to the Presbytery at the first stated meeting of the New
122 Year and any such interim reports as requested by the Presbytery Cabinet. The Treasurer is
123 elected each year at the final stated meeting to a one-year term, renewable indefinitely.
124

125 Section 2.2.8 – General Presbyter

126 The General Presbyter shall provide administrative leadership and oversight for the Presbytery.
127 Along with the Ministry Commission, they shall provide for the pastoral care of the minister
128 members and congregations of the Presbytery. They shall act as ex-officio as needed and
129 appropriate to commissions, committees and task groups. The General Presbyter shall serve as
130 the Presbytery administrator, head-of-staff, ecumenical representative, and liaison between the
131 Presbytery, Synod, General Assembly, and the general public.

132

133 Section 2.3.0 - Meetings

134 Presbytery Meetings shall be of one of two kinds: Stated or Called.

135

136 All meetings shall require roll to be taken by the Stated Clerk in order to establish quorum. A
137 quorum for Presbytery Meetings shall be 30% of the active membership as documented by the
138 Stated Clerk's roll for that year.

139

140 Section 2.3.1 – Stated Meetings

141 The Presbytery shall meet at least five times each calendar year for stated meeting. The
142 locations, times, and dates for these stated meetings shall be established by the Stated Clerk in
143 consultation with Cabinet as early in the prior year as possible. Unless the Cabinet deem it
144 necessary to change, the meetings shall be scheduled as follows:

- 145 1. The second Saturday of January at 10am
- 146 2. The second Tuesday of March at 7pm
- 147 3. The second Tuesday of May at 7pm
- 148 4. The second Tuesday of September at 7pm
- 149 5. The third Saturday of November at 10am

150

151 The first meeting of the year, shall typically be at the home church of the new Moderator of
152 Presbytery.

153

154 Section 2.3.2 – Called Meetings (G-3.0304)

155 The Presbytery may call meetings as follows:

- 156 1. By the request of Presbytery Cabinet
- 157 2. By the request of a Ministry Commission
- 158 3. When the Moderator deems it necessary
- 159 4. Upon written request of any combination of any three ministers of the Word and
160 Sacrament who are members of the Presbytery and three ruling elder
161 commissioners representing at least three different churches.

162

163 Section 2.4.0 – Action before Presbytery

164 Meetings shall be conducted in accordance with the most recent edition of Robert’s Rules of
165 Order, except when it is in contradiction to the Constitution of the PC(USA). In order to
166 facilitate the process of discernment for action to come before the Presbytery, the following
167 process shall be followed:

- 168 1. All commissioner and commission motions shall be given to the Stated Clerk in
169 writing.
- 170 2. All commissioner or commission motions requesting study or investigation of
171 possibility of action should be brought to the floor of presbytery.
- 172 3. All motions brought to the floor of Presbytery shall include an enabling clause,
173 indicating who is to implement the action, the date by when the action is to be
174 implemented, and an estimation of financial cost.
- 175 4. All items to be included in the Presbytery packet and/or distributed at a
176 Presbytery meeting are to be reviewed and approved by a Committee,
177 Commission, or Organization and shall include a notation of the date of review
178 and approval. Items not having this approval shall be approved by the Moderator
179 and Stated Clerk prior to the presbytery meeting.
- 180 5. The docket for each Stated and Called Meeting of the Presbytery shall be formed
181 by the Docket Committee (See 6.1.1). Any committee, commission, or
182 organization requiring time on the docket shall make this request known in
183 writing to the Stated Clerk no less than two weeks prior to the meeting. The
184 request shall include the business items to come before the Presbytery, motions in
185 writing, and the amount of time needed to conduct the business. The request
186 should also include the need for any special audio or visual equipment.
187

188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228

Article 3 – Presbytery Cabinet

Section 3.1.0 - Purpose

The Presbytery Cabinet shall serve as the leadership team of the Presbytery, monitoring, adjusting, challenging, and leading the total mission and program of the Presbytery. Cabinet shall function as the Presbytery during periods when the Presbytery is not in session. Cabinet shall use restraint on issues which pertain to the larger Presbytery and shall determine which actions would be better handled by the body as a whole.

Section 3.2.0 - Membership

The membership of the Cabinet shall be:

1. Moderator of Cabinet
2. Presbytery Moderator
3. Vice-Moderator of Presbytery
4. Chairpersons or designee (as appointed by the chairperson) of:
 - Presbytery Administration Commission
 - Presbytery Mission Commission
 - Presbytery Resource Commission
 - Presbytery Ministry Commission
 - Nominating-Representation
5. Up to Three at-large Ruling Elders or Ministers of the Word and Sacrament (to balance membership)
6. Presbytery-elected representative from the Presbyterian Women.

Section 3.3.0 – Ex-officio Members

The ex-officio members of the cabinet shall be: the Treasurer, the Stated Clerk, the Assistant Stated Clerk, a representative from the Synod Commissioners, and the General Presbyter. Ex-officio members have voice, but no vote.

Section 3.4.0 – Commission Authority of the Cabinet

Commission authority designated to the Cabinet are:

- The authority to establish Administrative Commissions for the purposes identified in the Gracious Dismissal Policy and Commissions for the Closing of Churches at their request.
- To review the composition of the Presbytery annually to fulfill G-3.0301.
- To form Task Groups to meet specific needs and projects.

Section 3.5.0 – Meetings

Presbytery Cabinet should meet on the first Thursday during the months when Presbytery does not meet, with the exception of July, or as needed when determined by the Moderator of Cabinet, in consultation with the General Presbyter and Stated Clerk.

229 **Article 4 – Commissions, Committees, and Task Groups**

230

231 **Section 4.1.0 – Formation and Responsibilities of Commissions**

232 In order to fulfill the responsibilities of the Presbytery as delineated in the Book of Order (G-
233 3.0301 – G-3.0307) the Presbytery creates commissions to accomplish the work of the
234 Presbytery. No commission may act on any item that requires a ¾ vote of the Presbytery. The
235 commissions are Presbytery Permanent Judicial Commission, Administration Commission,
236 Mission Commission, Resource Commission, and Ministry Commission. These commissions
237 handle the majority of the Presbytery’s work and are designated as administrative commissions
238 with their specific areas of commission authorities outlined in this manual. Where groups have
239 not been authorized by the Presbytery to act as a commission, they shall function as committee.
240 As committees, they shall provide reports and recommendations back to the Presbytery or
241 Cabinet as required.

242

243 **Section 4.2.0 – Standing Committees of the Stated Clerk**

244 The standing committees of the Stated Clerk are the Polity Committee, the Docket Committee
245 and the Representations-Nomination Committee.

246

247 **Section 4.3.0 – Formation of Task Groups**

248 When needed, the Presbytery or Cabinet shall create task groups.

249

250 **Section 4.4.0 – Manual of Procedures**

251 Each Commission or Committee shall create and maintain a manual of procedures to be
252 approved internally within its commission or committee. The manual and any changes to the
253 manual shall be reviewed by the Polity Committee and the Cabinet to ensure compliance with
254 this Manual of Administrative Operations and the Constitution of the PCUSA. The manual of
255 procedures shall ordinarily describe the functions, structure, membership and organization of the
256 commission or committee. The manual of procedures shall be provided to each member of the
257 commission or committee upon the member’s election. All manuals of procedures shall be
258 available as public documents via the Presbytery website or upon request.

259

260 **Section 4.5.0 - Meetings**

261 Commissions and Committees are expected to meet at least four times a year (physically or
262 virtually), with the exception of PJC. Typically, meetings shall be held at the Presbytery Office
263 in Yatesboro. Minutes shall be taken and forwarded to the Stated Clerk within seven (7) days of
264 the meeting.

265

266 **Section 4.5.1 – Virtual Meetings**

267 A Virtual Meeting is defined as a Video Conference via computer link or Conference Call where
268 all possible members can meet and discuss issues pertaining to their work.

269

270 Section 4.5.2 - E-Voting

271 E-Vote or votes by email shall be authorized by each individual Chair when there is a need for
272 quick action. The three votes that shall be recognized in the e-vote are “Yes”, “No”, or “We need
273 to meet.” If two or more individuals believe that a meeting is required to form a decision and
274 having voted “We need to meet”, or if there is not an overriding mandate one way or the other,
275 the e-vote shall be nullified and the cabinet, commission, or committee shall be required to meet.
276 A 50% affirmative vote of the committee, group or commission shall constitute consent, unless
277 “We need to meet” has been annotated in at least two emails by the end of vote closing period.
278 Any action not receiving a minimum of 50% of members responding shall be considered a failed
279 vote and a meeting shall be held.

280

281 Section 4.6.0 – Quorum

282 A quorum for all committees and commissions shall be 50% or more of its members.

283

284 Section 4.7.0 - Service on Committees or Commissions

285 All active resident Ministers of the Word and Sacrament and Commissioned Pastors, except the
286 Presbytery Stated Clerk, General Presbyter, Moderator, Vice-Moderator, and Presbytery staff,
287 shall serve on a committee, commission, task group of the Presbytery or as a Synod
288 Commissioner, unless exempted by the Presbytery. The Committee on Nominations shall
289 endeavor to avoid multiple committee or commission assignments for Ministers and Ruling
290 Elders. Any Minister of the Word and Sacrament eligible to serve on a committee or commission
291 who fails to do so shall provide a written statement to the Stated Clerk and General Presbyter as
292 to why he or she cannot fulfill the responsibility. The Chairperson of the Ministry Commission,
293 or the chair’s designee, along with the General Presbyter shall meet with the individual to
294 provide care and guidance to them in order to facilitate their ability to serve in the future. If it is
295 determined that Minister of the Word and Sacrament is unable to fulfill the responsibilities
296 related to the work of committees, commissions or task groups, this information shall be
297 provided to the Nominating Committee and Presbytery Moderator.

298

299 Section 4.8.0 – Composition of Committees and Commissions

300 The Committees, Commissions, and Task Groups of Presbytery and the Cabinet normally shall
301 be composed of an equal number of Ministers and Elders, unless deemed impossible or as
302 otherwise specified by the Book of Order or by-laws. If a commission has an odd number of
303 members the majority shall be Elders. Cabinet has the right to appoint members for a specific
304 task. Should the number of ministers in the Presbytery not be sufficient to meet specified
305 committee or commission membership, the positions shall be filled by elders, deacons or
306 members of congregations as appropriate.

307

308 Section 4.9.0 – Filling Vacancies

309 Constitutionally required committees or commissions (Representation, Nominations, and
310 Permanent Judicial Commission) and the Ministry Commission, shall receive priority in filling
311 vacancies when individuals possessing the gifts and talents needed are available to serve.

312

313 **Section 4.10.0 - Terms**

314 No committee or commission member shall be eligible to be elected to serve for more than six
315 (6) consecutive years on the same committee or commission until a period of one (1) year has
316 elapsed. Flexible terms of 1 to 3 years are authorized when needed to fill positions with the
317 exception of PJC, which is a 6-year term.

318

319 **Article 5 – Commissions Defined**

320

321 **Section 5.1.0. – Administration Commission (*Administration*)**

322 The Administration Commission shall have responsibility for personnel, property, financial and
323 legal matters of the presbytery. Members of *Administration* are elected at the annual corporation
324 meeting to serve as the Board of Trustees of the presbytery. *Administration* maintains a working
325 relationship with the bookkeeper, treasurer, General Presbyter, solicitor, auditor and insurance
326 agent.

327

328 **Section 5.1.1 – Administration Commission Authority**

329 *Administration* shall execute approved budget items from the annual budget of the Presbytery
330 that pertains to their work. All other actions taken shall be reported to the presbytery at the next
331 stated meeting. In the case that an individual believes an action of the commission is
332 inappropriate; they may appeal such discussions through the appeal process described in this
333 document.

334

335 As Trustees, *Administration* has the authority to conduct business on behalf of the Presbytery in
336 matters relating to financial and legal contracts, with fiduciary responsibilities to the Presbytery.

337

338 **Section 5.1.2 – Administration Membership**

339 Composition of *Administration* shall be a minimum of nine (9) people, which shall include the
340 President of Trustees (Administration Chairperson). The remaining members of *Administration*,
341 made up of Ministers of the Word and Sacrament and ruling elders, shall be divided into three
342 specialty areas: Finance, Personnel, and Property.

343

344 **Section 5.2.0 – Mission Commission (*Mission*)**

345 *Mission* shall have responsibility for promoting and carrying out the ministry of outreach,
346 mission, compassion and justice. This shall be accomplished by an interpretative process which
347 shall involve hands-on opportunities, video/social media/print awareness, prayer, personal
348 testimony and connecting with the Synod of the Trinity, the Presbyterian Church (U.S.A.), and
349 regional and local mission leadership.

350

351 **Section 5.2.1 – Mission Commission Authority**

352 *Mission* is commissioned to act as follows: *Mission* may establish programs, events, and invite
353 individuals and groups on behalf of the Presbytery, which helps promote the mission work of the
354 Presbytery, Synod, and General Assembly. *Mission* shall execute approved budget items from
355 the annual budget of the Presbytery that pertain to their work. *Mission* shall make decisions and
356 execute payments for the Hibbs Grants, determining recipients and gift amount from the Edgar
357 Shared Grant for Pastor's Widows, insuring Rwanda Partnership transfers are made as
358 scheduled, and send disaster assistance funds to appropriate recipients. All such actions taken
359 shall be reported to the presbytery at the next stated meeting. In the case that an individual
360 believes an action of the commission is inappropriate; they may appeal such discussions through
361 the appeal process described in this document.

362

363 Section 5.2.2 – Mission Membership

364 Composition of *Mission* shall be a minimum of six (6) people, which shall include the Chair of
365 Rwanda Partnership, and the Chair of Disaster Response. The remaining members made up of
366 Ministers of the Word and Sacrament, and ruling elders.

367

368 Section 5.2.3 – Mission Responsibilities Defined

369 *Mission* is responsible for providing oversight and support for all mission ministries, unless
370 otherwise determined. *Mission* shall annually review the Presbytery relationship with these
371 ministries and provide, in a variety of ways, an annual report on these ministries to the
372 Presbytery. The Presbytery shall approve these commitments or terminate them when needed.
373 Any new mission ministries that would seek to be added for the presbytery support shall provide
374 a mission statement, proposed plan and a proposed budget for consideration of the Presbytery. If
375 approved by Presbytery, *Mission* shall work with the Finance Committee to devise a reasonable
376 financial commitment for the next fiscal year.

377

378 The Mission Commission is the Presbytery’s connection with ecumenical relationships such as
379 the Christian Associates of Southwest Pennsylvania and the voice of the Presbyterian Church
380 (U.S.A.) in matters of denominational mission initiatives.

381

382 *Mission* shall be visionaries by identifying, advocating for, and developing outreach
383 opportunities that address social injustices in our communities and world.

384

385 *Mission* shall be the gatekeepers through which potential new mission partners might apply for
386 Self-Development of People funds of the Presbyterian Church (U.S.A.).

387

388 Section 5.2.4. – Mission Subgroups

389 The Rwanda Partnership works under the direction of *Mission*. Partnership members are
390 members of Kiskiminetas Presbytery and shall be approved by *Mission*. They are the hands and
391 the feet of the presbytery in partnership with the Gitarama Presbytery of the Presbyterian Church
392 in Rwanda (EPR).

393

394 Disaster Response works under the direction of *Mission*. Disaster Response are members of
395 Kiskiminetas Presbytery and shall be approved by *Mission*. They carry out disaster response
396 trips and mission opportunities as approved by *Mission*.

397

398 Section 5.3.0 – Resource Commission (*Resource*)

399 *Resource* shall be responsible for providing support to and nurture for the spiritual growth and
400 training of the presbytery. *Resource* does this by providing opportunities for learning and the
401 materials needed. Task Groups can be formed to meet specific needs and projects. *Resource*
402 shall work closely with the Resource Center Coordinator, and staff of the presbytery to promote
403 opportunities within the presbytery.

404

405 Section 5.3.1 – Resource Commission Authority

406 *Resource* is commissioned to act as follows: *Resource* may establish programs, events, and
407 invite individuals and groups on behalf of the Presbytery, which helps promote, spiritual growth,
408 training/learning and resources for work within the Presbytery, Synod, and General Assembly.
409 *Resource* shall execute approved budget items from the annual budget of the Presbytery that
410 pertains to their work. All such actions taken shall be reported to the presbytery at the next
411 stated meeting. In the case that an individual believes an action of the commission to be
412 inappropriate; they may appeal such discussions through the appeal process described in this
413 document.

414

415 Section 5.3.2 – Resource Membership

416 Six (6) people, normally half Ministers of the Word and Sacrament and half elders. There shall
417 be three classes of two (2) persons that shall be fully represented in unity and diversity.

418

419 Section 5.3.3 – Resource Subgroups

420 The Resource Center works under *Resource*. The Resource Center shall determine the makeup
421 of the Resource Center group. Resource Center Group members shall be approved by *Resource*.
422 Responsibilities include assisting churches with resources/equipment for worship and programs.
423 *Resource* shall assist individuals with resources for spiritual development, maintain the Resource
424 Center with current materials, manage the online Resource Center, and highlight seasonal
425 resources.

426

427 Our Camping Association representatives make reports to *Resource*. Two Camping Association
428 members are elected for one- to three-year terms. Each representative may serve up to two
429 consecutive three-year terms. A third Camping Association member is nominated by the
430 Visioning Committee of CAPNWP and ratified by the Board of Directors of the CAPNWP. The
431 Camping Association representatives are responsible to communicate with regular reports to
432 Cabinet through *Resource*.

433

434 Youth Ministry works under *Resource*. Youth Ministry members are approved by *Resource*.
435 Youth Ministry supports the spiritual growth of the youth of the presbytery, and is responsible to
436 plan and coordinate regularly with the Cabinet through *Resource*.

437

438 Section 5.4.0 – Ministry Commission (*Ministry*)

439 *Ministry* is responsible for the nurture and care of the Presbytery's Churches, Ministers of the
440 Work and Sacrament, Commissioned Pastors, Ruling Elders, and those engaged in preparation
441 for ministry both as Ministers and as Commissioned Pastors.

442

443 Section 5.4.1 – Ministry Commission Authority

444 *Ministry* shall routinely handle G-1.02 issues, to help ensure the smooth organization of future
445 congregations and ministries of the Presbytery. Only the Presbytery may act to declare any
446 worshiping community an organized congregation of the Presbytery, and that the congregation
447 conforms to the Constitution of the Presbyterian Church (U.S.A.).

448

449 *Ministry* shall, on behalf of the presbytery, appoint and dismiss moderators to churches and
450 sessions to facilitate G-1.05.

451
452 *Ministry* shall routinely handle G-2.05 issues of validating ministry requiring ordination, the
453 performance of that ministry, and ensure accountability of ministers of the Word and Sacrament,
454 and to grant permission for ministers to labor within and outside of the bounds of presbytery and
455 to dismiss ministers to other presbyteries.

456
457 *Ministry* shall handle other routine issues such as the authority to approve and authorize
458 individuals to serve as Pulpit Supply. *Ministry* may review and approve Terms of Call for
459 currently installed pastors, and review and approve contracts for currently placed individuals
460 serving as temporary supply pastors, interim pastors, and Commissioned Pastors.

461
462 *Ministry* shall routinely handle G-2.06 Preparation for Ministry issues. The Presbytery retains
463 exclusively the judgment for allowing accommodations to particular circumstances identified in
464 G-2.0610 (testing).

465
466 *Ministry* shall routinely handle issues regarding G-2.08 (Calling and Installation). *Ministry* has
467 the authority to find calls that are in order issued by churches, to approve and present calls for
468 services of ministers, and to approve the examination of ministers transferring from other
469 presbyteries. This includes appointing commissions to facilitate the smooth installation of
470 individuals to ministry with in the Presbytery. The Presbytery retains the exclusive right to
471 examine for ordination all Ministers of first-call or coming from other denominations outside the
472 covenant agreement.

473
474 *Ministry* shall routinely handle G-2.09 to dissolve the pastoral relationship in cases where the
475 congregation and pastor concur. *Ministry* is prohibited to dissolve relationships in cases where
476 there is disorder, difficulties or an investigative action per G-3.0109b(5).

477
478 *Ministry* shall routinely handle G-2.10 Commissioned Pastors to Particular Pastoral Service.
479 *Ministry* shall oversee the preparation and training of all individuals in the Commissioned Pastor
480 program. *Ministry* shall revalidate annually all Commissioned Pastors for particular pastoral
481 service, by reviewing their work, contracts, their participation in Presbytery, their involvement
482 with supervision and ensuring their continuing education. The Presbytery shall examine, and
483 approve all Commissioned Pastor, and shall assign all Commissioned Pastors to their identified
484 area of ministry.

485
486 *Ministry*, when working with individual worshiping communities, shall normally have the power
487 to make provision for moderator of session and congregation, have the authority to authorize
488 waivers to the two-term limit on elders serving on Session after review of particulars with district
489 leadership and sessions.

490
491 *Ministry* shall execute approved budget items from the annual budget of the Presbytery that
492 pertain to their work.

493

494 All such actions taken shall be reported to the presbytery at the next stated meeting. In the case
495 that an individual believes an action of the commission is inappropriate, they may appeal such
496 decisions through the appeal process described in this document.
497

498 **Section 5.4.2 - Exceptions**

499 The exceptions to this includes: the establishment of pastoral relationship when involving
500 individuals seeking ordination as a Minister of the Word and Sacrament, or Commissioned
501 Pastors, or transfer ministers of other denominations as set forth in G-2.0505 and/or new
502 ministries not associated with an existing congregation. Only the Presbytery shall enroll
503 temporary membership in the Presbytery as identified in G-2.0506.
504

505 **Section 5.4.3 – Ministry Membership**

506 *Ministry* shall be composed of ten ruling elders and ten Ministers of the Word and Sacraments.
507

508 **Section 5.4.4 – Ministry Responsibilities Defined**

509 *Ministry* shall further the spiritual and temporal welfare of the congregations, Ministers of the
510 Word and Sacrament, certified Christian educators, administrators and musicians, and
511 Commissioned Pastors, and shall be accessible to them.
512

513 *Ministry* shall be responsible for maintaining pastoral contact with Sessions of the Presbytery.

514 *Ministry* may enlist Ministers of the Word and Sacrament and ruling elders not currently on
515 *Ministry* to assist in these pastoral contacts. At least one member of a Pastoral Contact Team
516 shall be a member of *Ministry*.
517

518 *Ministry* shall serve as the instrument for the development of a Presbytery strategy for the
519 mission of the church in this area including, but not limited to organizing new congregations;
520 redevelopment/revitalization of existing congregations; and, the location of congregations
521 desiring to enter into cooperative relationship with each other.
522

523 The Presbytery shall fulfill its responsibility for the recruitment, determination of suitability, and
524 preparation of individuals for service as Ministers of the Word and Sacrament and
525 Commissioned Pastors through *Ministry*. *Ministry* assumes responsibility for the enlistment, care
526 and oversight of inquirers and candidates for the professional ministry preparing them for
527 ordination.
528

529 *Ministry* assumes responsibility for recruiting, determining suitability, and providing for the
530 training of people desiring to serve as Commissioned Pastors.
531

532 **Section 5.4.5 – Ministry Subgroups**

533 Subgroups of Ministry shall include groups formed to drive leadership to the most local level
534 possible. Those groups are established as District 1, District 2, and District 3. Preparation for
535 Ministry subgroup takes special leadership over those preparing for professional ministry. The
536 Leadership Team subgroup is made up of the leaders of each of the subgroups and the Chair of
537 Ministry.
538

538 **Section 5.5.0 – The Permanent Judicial Commission**

539 In accordance with D-5.000 Rule of Discipline, there shall be a Permanent Judicial Commission
540 to consist of four teaching and three ruling elders. The term of service shall be for six years in
541 classes as nearly equal as possible. The commission shall select a Moderator and Clerk from
542 among its members at its first meeting each year. No person who has served a full or cumulative
543 partial term of six years shall be eligible for re-election until he/she has been out of office for at
544 least four years.
545

546 **Article 6 - Committees of the Stated Clerk**

547

548 **Section 6.1.0 – Docket Committee**

549 The Docket Committee shall consist of the Moderator & Vice Moderator of the Presbytery, the
550 Stated Clerk and/or Assistant Stated Clerk and the General Presbyter. The Docket Committee is
551 chaired by the Presbytery Moderator. The Docket Committee shall establish the docket for each
552 Stated Meeting of the Presbytery. The Docket Committee shall invite individuals to provide and
553 lead worship at each Presbytery meeting.

554

555 **Section 6.2.0 – Polity Committee**

556 The Stated Clerk shall have a Polity Committee to assist in maintaining the Presbytery's policies,
557 procedures and records. The Polity Committee works with the Stated Clerk as their leader shall
558 provide guidance and suggestions where there is ambiguity in established policies and practices
559 to the Cabinet and Presbytery when requested. They shall also assist the Presbytery in
560 understanding General Assembly actions regarding amendments to the Constitution of the
561 Presbyterian Church (U.S.A.).

562

563 The Polity Committee shall assist the Presbytery Stated Clerk, as appropriate, to ensure the
564 smooth operation of the presbytery regarding polity issues.

565

566 The Polity Committee shall ensure that all actions taken by the Presbytery to establish, to clarify,
567 or to implement policy shall be updated in the manual of administrative operations, and
568 appropriate handbooks that enhances or secures the ministry of the Presbytery, in accordance
569 with G-3.0106.

570

571 The Polity Committee shall study and assist the Presbytery and/or Sessions of particular
572 churches regarding the implementation of Presbyterian Policies and Procedures and aid in
573 interpreting actions taken by the General Assembly which may apply to the policies and
574 procedures.

575

576 When new overtures and/or actions regarding Presbyterian governance come to the Presbytery
577 for action, The Polity Committee shall provide the Presbytery with information that shall impact
578 possible actions and potential ramification that such actions could have on the Presbytery in an
579 unbiased and impartial method.

580

581 **Section 6.2.1 – Polity Committee Leadership and Membership**

582 The Stated Clerk is responsible for the Polity Committee and has full oversight of its work.

583 The Assistant Stated Clerk shall function as convener, organizer and reporter for the Polity
584 Committee to the Stated Clerk and the Presbytery.

585

586 Membership should include one when possible, one (1) newly ordained (first call) Minister of
587 Word and Sacrament, one (1) person with historical knowledge of the Presbytery, the Stated
588 Clerk, the Assistant Stated Clerk, the General Presbyter, and one or two (1 or 2) Ministers of
589 Word and Sacrament or elders at-large to include a past moderator of Presbytery.

590 Representation-Nomination committee shall be responsible for filling the positions.

591 Section 6.3.0 – Committee on Representation-Nominations

592 There shall be a Committee on Representation-Nominations, consisting of elders and Ministers
593 of the Word and Sacrament that shall be fully represented in unity and diversity, elected for one-
594 to three-year terms at the November meeting of Presbytery, and the General Presbyter, ex-officio
595 without vote. The Presbytery Cabinet shall be responsible for nominating the chairperson and
596 other members of this committee to the Presbytery. The committee shall meet on the call of the
597 chairperson.

598

599 Section 6.3.1 – Committee on Representation-Nominations Responsibilities

600 The Committee on Representation-Nominations shall maintain an accurate and workable list of
601 members, deacons, ruling elders and Ministers of the Word and Sacrament available for
602 committee/commission assignments in the fields of their interests and abilities. From this list
603 and the roll of Ministers of the Word and Sacrament of Presbytery, it shall submit a written
604 report, at a meeting of Presbytery, of one nomination for each vacancy for the Officers of
605 Presbytery, all committees/commissions of Presbytery and the chairperson (except the
606 Nominating Committee and the President of the Trustees) and all representatives to any
607 ecclesiastical body as required, and Commissioners and Alternates to General Assembly and
608 Synod.

609

610 Sharing in the Governance of the Presbytery, one of the vows of ordination, sets up an
611 expectation for a Minister of the Word and Sacrament to serve on one committee or moderate
612 additional churches in fulfilling the role of service to the greater church. Typically, at least one
613 elder of each congregation shall share their gifts and talents in committees or commissions of the
614 Presbytery, supported by the Session of their church.

615

616 In the event of any resignation from a committee/commission or other position, the Nominating
617 Committee shall endeavor to fill that vacancy at the next regularly scheduled meeting of
618 Presbytery.

619

620 In all cases, elections shall be by ballot if there are nominations from the floor.

621

622 The chairperson of the Representation-Nominating Committee shall be available as a resource to
623 the Moderator of the Presbytery in the matter of appointments to task groups or commissions.

624 The Committee on Representation-Nominations shall nominate chairpersons for all committees/
625 commissions of the Presbytery and of the Presbytery Cabinet, and for the Moderator and Vice-
626 Moderator of the Presbytery, seeking to ensure that these nominations rotate between Ministers
627 of the Word and Sacrament and elders, and to provide for representation from the diverse
628 geographic areas of the Presbytery.

629

630 Section 6.3.2 - Nomination of General Assembly Commissioners

631 The Committee on Representation-Nominations shall biennially nominate ruling elders and
632 Ministers of the Word and Sacrament to serve as Commissioners to the General Assembly.

633

634 **Section 6.3.3 - Publication of Nominees**

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

639

640 **Section 6.3.4 – Representation and Statistics**

641 The Committee on Representation-Nomination implements the principles of participation and
642 inclusiveness to ensure fair and effective representation in the decision-making of the church.
643 They serve as an advocate for the representation of racial ethnic members, women, different age
644 groups, and persons with disabilities; and as a contributing resource to the Presbytery in these
645 areas. They review the performance of the Presbytery and shall report annually to the Presbytery
646 with recommendations for any corrective action.

647

648
649
650
651
652
653
654
655
656
657
658
659
660
661

Article 7 - Other Commissions

Section 7.1.0 - Administrative Commissions

The Presbytery may elect Administrative Commissions as provided in the Form of Government. The AC shall be composed of ruling elders and Ministers of the Word and Sacrament 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.

Section 7.2.0 – Investigating Commissions

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

662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695

Article 8 - Appeals and Remedy

Section 8.1.0 - Commission Appeal Process

Ideally, commissioned powers of the Presbytery are for routine items that typically and historically are not controversial. The Presbytery hopes that any use of commission powers is used in a consensus mode of operations. Yet, realistically we know that agreement for a consensus is sometimes not possible. If a commission is unable to reach consensus, it shall bring that action to Presbytery for action.

Two or more members of the commission that feel dissatisfied with the action of the commission may present to the Presbytery a minority report on the issue and that issue shall be handled by the Presbytery at its next meeting.

If an individual who is affected by the decision of a commission believes that the decision is in error, they may appeal that decision to the Presbytery Cabinet and/or Presbytery for review as quickly as possible.

During the Commission Report to the Presbytery at its stated meeting, any commissioner to Presbytery may ask that a commission action be set aside and that the Presbytery take up that action to review and determine for itself what is the appropriate action of the Presbytery. Such a request requires a second and a majority vote to set aside the commission action.

Section 8.2.0 - Process for remedy

In a case that comes as the result of a commission action, prior to a cabinet meeting, individuals who are affected by a decision or are members of the Commission and are dissatisfied with the action, should send a letter or email within 7 days to the Stated Clerk of the Presbytery describing the problem with the decision as they see it from their perspective and providing relevant information. The Stated Clerk shall then forward a copy to the Cabinet Moderator for inclusion in the next meeting of Cabinet or Presbytery, and the Commission Chair.

Section 8.3.0 - Remediation

The Book of Discipline within the Constitution of the Presbyterian Church (U.S.A.) provides for remediation beyond this appeal process.