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PRESBYTERY OF KISKIMINETAS
MANUAL OF ADMINISTRATIVE OPERATIONS

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Article 1 – Foundations

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Section 1.1.0 - Introduction

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As the Book of Order (G-3.0106) requires, the Manual of Administrative Operations (Manual) establishes the rule for the interrelationship of the Presbytery's various officers, commissions, committees, and teams to regulate its internal operating procedures. It provides the forms and structures needed for the Presbytery to do its work. This document delineates each commission's designated powers. Commissions are limited to those delegated powers. All provisions of this Manual are subordinate to the Constitution of the Presbyterian Church (U.S.A.) and the corporation's by-laws.

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Section 1.1.1 – Presbytery Vision

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Kiskiminetas Presbytery is a community nurturing and invigorating churches to grow spiritually and serve lovingly in Christ.

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Section 1.1.2 – Key Activities of the Presbytery

The presbytery is actively called to:

- Build relationships between and among pastors and churches.
- Train pastors and churches for healthy leadership and growth.
- Shape and normalize peoples' experiences of God.
- Transform and bless people through acts of Christ's love.

Section 1.2.0 – Methods for Amendment

Amendments to this Manual shall be proposed by anyone who is a member of the Presbytery sending their idea to the Vision Team. The Vision team will consider and send it to the Polity Committee for possible implementation. After reviewing the proposed amendment, the item will come to the Presbytery for a first read and will be voted on after a second reading at the following Presbytery Gathering.

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

39 **Article 2 – The Presbytery**

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41 **Section 2.1.0 - Structure**

42 The decision-making power of the Kiskiminetas Presbytery shall be exercised at its Stated and
43 Called Gatherings.

44
45 **Section 2.1.1 – Membership (G-3.0301)**

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

49
50 Ministers of the Word and Sacrament who temporarily serve churches within the Presbytery
51 and granted permission to labor inside the bounds of the Presbytery shall be given voice and
52 vote at Gatherings, except on constitutional issues.

53
54 Members of the Presbytery also include Ruling Elders, elected by their Session, to serve as
55 Commissioners with voice and vote to specific Presbytery Gatherings. Each church shall send
56 one Ruling Elder to participate in the work of the Presbytery. Equalization should occur if the
57 number of Ruling Elders eligible to participate becomes fewer than that of Ministers of Word
58 and Sacrament, reviewed annually once statistics are reported to the Office of the General
59 Assembly. This equalization will happen by requesting additional Ruling Elders from the
60 churches with the largest membership. The Organizational Presbyter shall bring this request to
61 the Presbytery for approval.

62
63 Commissioned Pastors to particular congregations within the Presbytery and given
64 responsibility as moderators for that church are given voice and vote. Commissioned Pastors
65 commissioned to a church(es) within the Presbytery and not given responsibility as moderator
66 for that church are given voice only. Commissioned Moderators for a particular church are
67 given a voice and vote. Other Ruling Elders who serve as commission chairs or as
68 Synod/General Assembly Commissioners are also given a voice and vote at Presbytery
69 Gatherings. General Assembly or Synod Young Adult Advisory Delegates who are not Ruling
70 Elders will have a voice but not vote.

71
72 **Section 2.2.0 – Officers (G-3.0104)**

73 The ecclesiastical officers of the Presbytery are the Moderator and Vice Moderator. Each year,
74 the Presbytery shall elect the Presbytery and Vice Moderator at the final Stated Gathering. It is
75 the intent, via the nomination and voting process, that the Vice Moderator shall fulfill the role
76 of Moderator in the following year. These two individuals should not hold other offices within
77 the Presbytery during their term of service.

78 **Section 2.2.1 – Moderator**

79 The chief officer of the Presbytery is the Moderator. The Moderator is elected and installed
80 annually by the Presbytery at the first Stated Gathering of the calendar year. The Moderator
81 possesses the authority to preserve order and conduct the Presbytery business efficiently.

82
83 **Section 2.2.2 – Vice Moderator**

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

87
88 **Section 2.2.3 – Presbyters for Organizational and Training**

89
90 **Section 2.2.3.1 – Organizational Presbyter**

91 Serve as the State Clerk.
92 Staff the Presbytery Organization Commission, which will include Administration
93 (trustees, finance, personnel); Ministry (Committee on Ministry and Administrative
94 Committee functions); Trustees, and Personnel
95 Serve as co-leader with the Training Presbyter and would be expected to work
96 collaboratively together in leading the presbytery.
97 With the Training Presbyter acts as a pastor to pastors and churches.

98
99 **Section 2.2.3.2 – Training Presbyter**

100 Coordinate and train pastors, lay pastors, churches, and leaders, focusing on church turnaround,
101 spiritual growth, and missional outreach.
102 Staff the Congregation and Pastor Formation Commission.
103 Develop training programs, seminars, webinars, and other events that help pastors, elders, and
104 congregations adapt and thrive in a changing cultural context, which includes:
105 • Training in healthy leadership, thriving worship, and community outreach
106 • Adaptive technology and video training.
107 Develop a dynamic, growth-oriented lay pastor training program focused on helping lay pastors
108 develop skills and abilities to help churches grow spiritually and missionally rather than simply
109 replicating a reduced version of traditional seminary education.
110 Offer mentorship and guidance to ordained ministry candidates and seminary students in
111 presbytery field placement opportunities.
112 Serve as a co-equal leadership partner with the Organizational Presbyter in envisioning and
113 nurturing growth within the presbytery.
114 Work with the Organizational Presbyter acts as pastor to pastors and churches, especially with
115 those she/he is training.
116 With the Organizational Presbyter, co-lead the Vision Team.
117 *The Training Presbyter will initially be supported financially through* Coordinate and provide
118 training for pastors, lay pastors, churches, and leaders, focusing on church turnaround,
119 spiritual growth, and missional outreach.

120 **Section 2.2.4 – Recording Clerk**

121 The Recording Clerk of the Presbytery is responsible for supporting the Presbyter for
122 Organization to keep an accurate written record of the proceedings of the actions of Presbytery
123 Gatherings. The Recording Clerk shall be elected annually, renewable indefinitely.

124
125 **Section 2.2.5 – Treasurer**

126 The Treasurer of the Presbytery shall keep current and accurate records of the Presbytery’s
127 finances and present an annual report to the Presbytery at the first Stated Gathering of each
128 new year and any such interim reports as requested by the Presbytery Cabinet. The Treasurer
129 is elected each year at the first Stated Gathering to a one-year term, renewable indefinitely,
130 and shall hold office until the next Treasurer’s election.

131
132 **Section 2.3.0 - Gatherings**

133 Presbytery Gatherings shall be of one of two kinds: Stated or Called.

134
135 All Gatherings shall require a role to be taken by the Organizational Presbyter to establish a
136 quorum. A quorum for Presbytery Gatherings is set in the by-laws of the Presbytery. (make the
137 by-laws an addendum to this MAO)

138
139 **Section 2.3.1 – Stated Gatherings**

140 The Presbytery should meet at least five times a year for Stated Gatherings. The locations,
141 times, and dates for these Stated Gatherings shall be established by the Vision Team in
142 consultation with the two Presbyters as early in the prior year as possible. Unless it is deemed
143 necessary to adjust, the Gatherings should be scheduled in the following months: January,
144 March, May, September, and November.

145
146 The first Gathering of the year should typically be at the home church of the new Moderator of
147 Presbytery. During cold months, Gatherings should be held on Saturdays in the daytime; during
148 warm months, Gatherings should be held on weekday evenings.

149
150 **Section 2.3.2 – Called Gatherings (G-3.0304)**

151 The Presbytery may call Gatherings as follows:

- 152 1. By the request of the Presbytery Vision Team
- 153 2. By the request of either Commission
- 154 3. When the Moderator deems it necessary
- 155 4. Upon written request of any combination of three Ministers of the Word and
156 Sacrament members of the Presbytery and three Ruling Elder Commissioners
157 representing at least three different churches.

158
159 **Section 2.3.3 – Digital Gatherings (G-3.0304)**

160 The Presbytery may host Gatherings as video conferences or conference calls to discuss and act
161 upon items. But if there is a controversial issue, voting will be limited to those present in

162 person by secret ballot. There will be no voting from those on the video conference who are
163 not present in person for these controversial votes.

164

165 **Section 2.4.0 – Action before Presbytery**

166 Gatherings should be conducted per the most recent edition of Robert’s Rules of Order, except
167 when it contradicts the Constitution of the PC(USA). To facilitate the process of discernment
168 for action to come before the Presbytery, the following procedure should be followed:

- 169 1. All Commissioner and commission motions should be given to the Organizational
170 Presbyter in writing.
- 171 2. All Commissioner or commission motions requesting study or investigation of
172 the possibility of action should be brought to the floor of the Presbytery.
- 173 3. The docket for each Stated and Called Gathering of the Presbytery shall be
174 formed by the Docket Committee (See 6.1.0). Any committee, commission, or
175 organization requiring time on the docket shall make this request known in
176 writing to the Organizational Presbyter no less than two weeks before the
177 Gathering. The request shall include the business items before the Presbytery,
178 motions in writing, and the time needed to conduct the business. The request
179 should also include the need for any unique audio, digital, or visual equipment.

180

181 **Article 3 – Commissions, Committees, and Teams**

182

183 **Section 3.1.0 – Formation and Responsibilities of Commissions**

184 To fulfill the responsibilities of the Presbytery, as delineated in the Book of Order, the
185 Presbytery establishes commissions to accomplish the work of the Presbytery. No commission
186 may act on any item that requires a super-majority vote of the Presbytery. The commissions of
187 the Presbytery are the Organization Commission, the Congregation and Pastor Formation
188 Commission, and the Permanent Judicial Commission. These commissions handle most of the
189 Presbytery’s work and are designated administrative commissions with their specific
190 commission authorities outlined in this Manual. Where the Presbytery has not authorized
191 groups to act as a commission, they shall function as a committee. If a commission does not
192 have equal participation between elders and ministers of the Word, they will act as
193 committees, not commissions. As committees, they shall provide reports and
194 recommendations to the Presbytery as required.

195

196 **Section 3.2.0 – Standing Committees of the Organizational Presbyter (Stated Clerk functions)**

197 The standing committees of the Organizational Presbyter are the Docket Committee, the Polity
198 Committee, and the Representation-Nomination Committee.

199

200 **Section 3.3.0 – Formation of Teams**

201 The Presbytery or Vision Team may create teams when needed.

202

203 **Section 3.4.0 – Manual of Procedures**

204 Each Commission or Committee shall create and maintain a manual of procedures to be
205 approved internally within its commission or committee. The Vision Team shall review the
206 manual and any changes to the manual to ensure compliance with this Manual of
207 Administrative Operations and the Constitution of the PC(USA). The manual of procedures shall
208 ordinarily describe the commission or committee's functions, structure, membership, and
209 organization. The manual of procedures shall be provided to each member of the commission
210 or committee upon the member's election.

211
212 **Section 3.5.0 – Meetings**

213 Commissions and Committees must meet at least four times a year (physically or digitally),
214 except PJC. Typically, meetings shall be held at the Presbytery Office. Minutes shall be taken
215 and forwarded to the Organizational Presbyter within seven (7) days of each meeting.

216
217 **Section 3.5.1 – Digital Meetings**

218 A Digital Meeting is a Video Conference via computer link or Conference Call where all
219 members can meet and discuss issues about their work.

220
221 **Section 3.5.2 – E-Voting**

222
223 E-votes or votes by email shall be authorized by each chair when there is a need for quick
224 action. The three votes that shall be recognized in the e-vote are "Yes," "No," or "We need to
225 meet." If two or more individuals believe that a meeting is required to form a decision and
226 having voted "We need to meet," or if there is not an overriding mandate one way or the other,
227 the e-vote shall be nullified. The commission shall be required to meet. A 50% affirmative vote
228 of the commission shall constitute consent unless "We need to meet" has been annotated in at
229 least two emails by the end of the vote closing period. Any action not receiving a minimum of
230 50% of members responding shall be considered a failed vote, and a meeting shall be held. All
231 results of e-votes shall be recorded in the minutes of the next meeting and reported to the
232 Presbytery at the next gathering.

233
234 **Section 3.6.0 – Quorum**

235 A quorum for all committees and commissions shall be 50% +1 of its members.

236
237 **Section 3.7.0 – Service on Committees or Commissions**

238 All active resident Ministers of the Word and Sacrament and Commissioned Pastors, except the
239 Presbytery Organizational Presbyter, General Presbyter, Moderator, Vice Moderator, and
240 Presbytery staff, shall serve on a committee, commission, team of the Presbytery or as a Synod
241 Commissioner are expected to participate in service on Committees or Commissions.

242 **Section 3.8.0 – Composition of Commissions, Committee, and Teams.**
243 Commissions of the Presbytery shall normally comprise an equal number of Ministers and
244 Ruling Elders unless deemed impossible or as otherwise specified by the Book of Order or
245 bylaws. If a commission has an odd number of members, the majority shall be Ruling Elders.
246
247 Committees are groups with an ongoing mission within the presbytery. They will be designated
248 to work as Committees. They will be made up of individuals appointed by the Presbytery, and
249 they will report to the Presbytery with reports for the Presbytery for requested actions. They
250 have no authority to act for the Presbytery unless the Presbytery has approved those actions.
251
252 Teams are made up of groups of individuals for a specific task. Teams will be limited to a task
253 or a time. The presbytery should review them on a yearly or bi-yearly basis. Depending upon
254 the ecumenical nature of their work, they may include individuals from other denominations or
255 religious affiliations. They may also work between different groups of churches.

256
257 **Section 3.9.0 - Terms**
258

259 The terms for serving on a commission are limited to one 3-year term. This allows pastors to
260 have time off from serving on Presbytery commissions. The goal for the presbytery is that a
261 pastor would serve a three-year term, then have at least one year off from Presbytery work to
262 focus that time on their church work with their congregations and not be pressured to serve
263 continually on many commissions and committees in the Presbytery.

264
265 Teams and committees shall have no terms, but care should be given to individuals who over-
266 extend themselves, and the Presbyters should discuss with individuals they believe may be
267 over-extended.
268

269 **Article 4 – Commissions Defined**
270

271 **Section 4.1.0. – Presbytery Organization Commission**

272 **1. The Presbytery Organization Commission:** This commission will be focused on the
273 operations of the presbytery, including:

- 274 ▪ *Trustees*
- 275 ▪ *Finance*
- 276 ▪ *Personnel*
- 277 ▪ *Pastoral concerns:* facilitating processes for incoming pastors; setting minimum
278 terms of call and granting pastoral permissions.
- 279 ▪ *Administration and disciplinary concerns:* creating administrative commissions
280 and disciplinary structures and efforts.
- 281 *The Organizational Presbyter will staff this commission.*

282
283 **Section 5.1.1 – Organizational Commission Membership**

284 The composition of the Organizational Commission shall be a minimum of five (5) people,
285 including the President of Trustees (Organizational Commission chairperson). The commission's
286 members will be 2 Ministers of the Word and Sacrament and 3 Ruling Elders. Other individuals
287 may be asked to assist with their work in an ex-officio status because of their expertise, and if
288 needed, may be nominated, and elected by the Presbytery to be an additional member of the
289 commission for up to 3 years. The Organizational Presbyter and Treasurer will serve as ex-
290 officio members of the commission.

291
292 The Organizational Commission may appoint teams to do specific work as needed for the
293 duration of the work that needs to be done. Once the work is accomplished, the team will
294 cease to exist. The team membership can be made up of any individual, but the team chair will
295 be a member of the Organizational Commission.

296
297 **Section 4.1.2 – Organizational Commission Authority**
298 The initial team shall develop the Organizational Commission, and until commission authority is
299 granted to them by changing this document, they will function as a committee.

300
301 This section for this initial MAO is incomplete and will be filled out over the next year as specific
302 work can be identified and implemented as a commission power.

303
304 **Section 4.2.0 – The Presbytery Congregation and Pastor Formation Commission**

305
306 **Section 4.2.1 – The Congregation and Pastor Formation Commission:**
307 This commission will be focused on training and forming healthier pastors, lay pastors, leaders, and
308 congregations, including:

- 309 ▪ *Lay pastor training program.*
- 310 ▪ *Preparation for Ministry processes.*
- 311 ▪ *Congregational transformation programs.*
- 312 ▪ *Elder and Church Leadership training (focusing on church transformation*
313 *rather than just church function).*
- 314 ▪ *Will be staffed by the Training Presbyter.*

315
316 **Section 4.2.2 – Congregation and Pastor Formation Commission Membership**
317 The composition of the Congregation and Pastor Formation Commission shall be at least five (5)
318 people, comprised of Ministers of the Word and Sacrament and Ruling Elders. Other individuals
319 may be asked to assist with their work in an ex-officio status because of their expertise, and if
320 needed, may be nominated and elected by the Presbytery to be an additional member of the
321 commission for up to 3 years. The Educational Presbyter will serve as ex-officio members of the
322 commission.

323
324 The Congregation and Pastor Formation Commission may appoint teams to do specific work as
325 needed for the duration of the work that needs to be done. Once the work is accomplished,

326 the team will cease to exist. The team membership can be made up of any individual, but the
327 team chair will be a Congregation and Pastor Formation Commission member.

328

329 **Section 4.2.3 – Organizational Commission Authority**

330 The initial team shall develop the Organizational Commission, and they will function as a
331 committee until commission authority is granted to them by changing this document.

332

333 This section for this initial MAO is incomplete and will be filled out over the next year as specific
334 work can be identified and implemented as a commission power.

335

336 **Section 4.3.0 – The Permanent Judicial Commission**

337 Under D-5.000 Rule of Discipline, there shall be a Permanent Judicial Commission to consist of
338 four teaching and three Ruling Elders. The term of service shall be for six years in classes as
339 equal as possible. The commission shall select a Moderator and Clerk from among its members
340 at its first meeting. No person who has served a full or cumulative partial term of six years shall
341 be eligible for re-election until he/she has been out of office for at least four years.

342

343 **Article 5 – Presbytery Vision Team**

344

345 **Section 5.1.0 – Purpose**

346 The Presbytery Vision Team shall serve as the leadership team of the Presbytery, monitoring,
347 adjusting, challenging, and leading the total mission and program of the Presbytery.

348

- 349 • **Vision Team:** the presbytery will establish a team of between 3 and 5 members, led by the two
350 presbyters and comprised of other presbytery members who are responsible for:
 - 351 ○ Understanding the ongoing challenges facing the presbytery in relationship to an ever-
352 changing culture;
 - 353 ○ Envisioning the future of the presbytery in keeping with the renewed vision of the presbytery;
 - 354 ○ Nurturing ongoing relationships and health within and beyond the presbytery;
 - 355 ○ Ensuring healthy relationships and efforts between congregations, the presbytery, the Synod
356 of the Trinity, and the General Assembly.

357 *Members will be nominated by the Nominating Committee in consultation with the presbyters.*

358

359 **Article 6 – Standing Committees of the Presbytery**

360

361 **Section 6.1.0 – Docket Committee**

362 The Docket Committee shall consist of the Moderator and Vice Moderator of the Presbytery,
363 the Organizational Presbyter, and the Training Presbyter. The Presbytery Moderator chairs the
364 Docket Committee. The Docket Committee shall establish the docket for each Stated Gathering
365 of the Presbytery. The Docket Committee shall invite individuals to provide and lead worship at
366 each Presbytery Gathering. The Docket Committee shall receive and approve requests for guest
367 speakers at Presbytery Gatherings.

368

369 **Section 6.3.0 – Committee on Representation-Nomination**

370 There shall be a Committee on Representation-Nomination, consisting of Ruling Elders and
371 Ministers of the Word and Sacrament that shall be fully represented in unity and diversity,
372 elected for one- to three-year terms at a Presbytery Gathering, and the Training Presbyter and
373 Organizational Presbyter as ex-officio members without vote. The committee shall meet on the
374 call of the chairperson.

375

376 **Section 6.3.1 – Committee on Representation-Nomination Responsibilities**

377 The Committee on Representation-Nomination shall maintain an accurate and workable list of
378 members, deacons, Ruling Elders, and Ministers of the Word and Sacrament available for
379 committee/commission assignments in the fields of their interests and abilities. From this list,
380 it shall submit a written report, at a Presbytery Gathering, of one nomination for each vacancy
381 for the Officers of Presbytery, all committees/commissions of Presbytery, and the chairperson
382 (except the Nominating Committee and the President of the Trustees) and all representatives
383 to any ecclesiastical body as required, and Commissioners and Alternates to General Assembly
384 and Synod. The committee chair will communicate with commission chairs about positions
385 needing to be filled, those who are serving well, and gifts needed to serve.

386

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

388

389 **Section 6.3.2 - Nomination of General Assembly Commissioners**

390 The Committee on Representation-Nomination shall biennially nominate Ruling Elders and
391 Ministers of the Word and Sacrament to serve as Commissioners to the General Assembly.

392

393 **Section 6.3.3 - Publication of Nominees**

394 The Committee on Representation-Nomination shall publish, when possible, in the call for the
395 Presbytery Gathering at which the election is to take place the names of all those being
396 nominated as officers of the Presbytery, committee/commission members, and synod and
397 General Assembly Commissioners and alternates.

398

399 **Section 6.3.4 – Representation and Statistics**

400 The Committee on Representation-Nomination implements the principles of participation and
401 inclusiveness to ensure fair and effective representation in the church's decision-making. They
402 advocate for the representation of racial and ethnic members, women, different age groups,
403 and persons with disabilities and as a contributing resource to the Presbytery in these areas.
404 They review the performance of the Presbytery and shall report annually to the Presbytery with
405 recommendations for any corrective action.

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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 equal as possible and sufficient to accomplish their work. The quorum for an Administrative Commission shall be most 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 Presbytery (or Vice Moderator in his or her stead) and the Organizational Presbyter to appoint such a commission and to report that appointment at the next Stated Presbytery Gathering.

Article 8 - Appeals and Remedy

Section 8.1.0 - Commission Appeal Process

Ideally, the use of commissioned powers is 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 consensus agreement is sometimes impossible. If a commission cannot reach a consensus, it shall bring that action to the Presbytery for action.

Two or more members of the commission who feel dissatisfied with the commission's action may present a minority report on the issue to the Presbytery. The Presbytery shall handle that issue at its next Gathering.

An individual or group affected by a commission's decision and believes it is in error may appeal that decision to the Presbytery for review.

During the Commission Report to the Presbytery at its Stated Gathering, 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, 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 seven days to the Organizational Presbyter of the Presbytery describing the problem with the decision as they see it from their perspective and providing relevant

446 information. The Organizational Presbyter shall then forward a copy to the Moderator for
447 inclusion in the next Presbytery Gathering and the Commission chair.

448

449 **Section 8.3.0 - Remediation**

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