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PRESBYTERY OF KISKIMINETAS
MANUAL OF ADMINISTRATIVE OPERATIONS

Article 1 – Foundations

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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.

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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 Presbytery

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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. Each church shall send one ruling elder to participate in the work of the presbytery. Equalization should occur if the number of ruling elders eligible to participate become fewer than the number of Ministers of Word and Sacrament, reviewed annually once statistics are reported to the Office of the General Assembly. This equalization will happen by requesting additional ruling elders from the churches with the largest membership. Stated Clerk will bring this request to Presbytery for approval.

Commissioned Pastors who are commissioned to a church(es) within the Presbytery and have been given responsibility as moderator for that church are given voice and vote. Commissioned Pastors who are commissioned to a church(es) within the Presbytery and have not been given responsibility as moderator for that church are given voice only. 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. General Assembly Young Adult Advisory Delegates who are not elders will have voice, but not vote.

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.

87 Section 2.2.1 – Moderator

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

92 Section 2.2.2 – Vice Moderator

93 The Vice Moderator serves as an assistant to the Moderator and may function as Moderator in
94 the Moderator's absence. This individual is elected and installed by the Presbytery with the
95 expectation that they shall serve the following year as the Moderator.

96 Section 2.2.3 – Cabinet Moderator

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

104 Section 2.2.4 – Stated Clerk

105 The Stated Clerk of the Presbytery is responsible for the official records of the Presbytery. All
106 official correspondence shall be sent and received by the Stated Clerk. The Stated Clerk ensures
107 the preservation of the presbytery's records and minutes and all rolls of presbytery's
108 membership, in compliance with G-3.0304 and G-3.3005. The Stated Clerk shall be elected to a
109 5-year term, renewable indefinitely. This individual shall be a ruling elder or minister of the
110 Word and Sacrament.

111 Section 2.2.5 – Assistant Stated Clerk

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

117 Section 2.2.6 – Recording Clerk

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

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127 **Section 2.2.7 – Treasurer**

128 The Treasurer of the Presbytery shall keep current and accurate records of the Presbytery's
129 finances and present an annual report to the Presbytery at the first stated meeting of the New
130 Year and any such interim reports as requested by the Presbytery Cabinet. The Treasurer is
131 elected each year at the first stated meeting to a one-year term, renewable indefinitely, and shall
132 hold office until the next Treasurer's election.

133

134 **Section 2.2.8 – General Presbyter**

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

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142 **Section 2.3.0 - Meetings**

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

144

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

148

149 **Section 2.3.1 – Stated Meetings**

150 The Presbytery should meet at least five times each calendar year for stated meeting. The
151 locations, times, and dates for these stated meetings shall be established by the Stated Clerk in
152 consultation with Cabinet as early in the prior year as possible. Unless the Cabinet deems it
153 necessary to change, the meetings should be scheduled in the following months: January, March,
154 May, September, and November.

155

156 The first meeting of the year, shall typically be at the home church of the new Moderator of
157 Presbytery. During cold months, meetings should be held on Saturdays in daytime; during warm
158 months, meetings should be held on weekday evenings.

159

160 **Section 2.3.2 – Called Meetings (G-3.0304)**

161 The Presbytery may call meetings as follows:

- 162 1. By the request of Presbytery Cabinet
163 2. By the request of a Ministry Commission
164 3. When the Moderator deems it necessary
165 4. Upon written request of any combination of any three ministers of the Word and
166 Sacrament who are members of the Presbytery and three ruling elder
167 commissioners representing at least three different churches.
168

169 Section 2.4.0 – Action before Presbytery

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

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

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Article 4 – Commissions, Committees, and Task Groups

Section 4.1.0 – Formation and Responsibilities of Commissions

In order to fulfill the responsibilities of the Presbytery as delineated in the Book of Order (G-3.0301 – G-3.0307) the Presbytery creates commissions to accomplish the work of the Presbytery. No commission may act on any item that requires a $\frac{3}{4}$ vote of the Presbytery. The commissions are Presbytery Permanent Judicial Commission, Admin Commission, Mission Commission, Resource Commission, and Ministry Commission. These commissions handle the majority of the Presbytery’s work and are designated as administrative commissions with their specific areas of commission authorities outlined in this manual. Where groups have not been authorized by the Presbytery to act as a commission, they shall function as committee. As committees, they shall provide reports and recommendations back to the Presbytery or Cabinet as required.

Section 4.2.0 – Standing Committees of the Stated Clerk

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

Section 4.3.0 – Formation of Task Groups

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

Section 4.4.0 – Manual of Procedures

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

Section 4.5.0 - Meetings

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

Section 4.5.1 – Virtual Meetings

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

277 Section 4.5.2 - E-Voting

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

288 Section 4.6.0 – Quorum

289 A quorum for all committees and commissions shall be 50% or more of its members.
290
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292 Section 4.7.0 - Service on Committees or Commissions

293 All active resident Ministers of the Word and Sacrament and Commissioned Pastors, except the
294 Presbytery Stated Clerk, General Presbyter, Moderator, Vice-Moderator, and Presbytery staff,
295 shall serve on a committee, commission, task group of the Presbytery or as a Synod
296 Commissioner, unless exempted by the Presbytery. The Committee on Nominations shall
297 endeavor to avoid multiple committee or commission assignments for Ministers and Ruling
298 Elders. Any Minister of the Word and Sacrament eligible to serve on a committee or commission
299 who fails to do so shall provide a written statement to the Stated Clerk and General Presbyter as
300 to why he or she cannot fulfill the responsibility. The Chairperson of the Ministry Commission,
301 or the chair’s designee, along with the General Presbyter shall meet with the individual to
302 provide care and guidance to them in order to facilitate their ability to serve in the future. If it is
303 determined that Minister of the Word and Sacrament is unable to fulfill the responsibilities
304 related to the work of committees, commissions or task groups, this information shall be
305 provided to the Nominating Committee and Presbytery Moderator.
306

307 Section 4.8.0 – Composition of Committees and Commissions

308 The Committees, Commissions, and Task Groups of Presbytery and the Cabinet normally shall
309 be composed of an equal number of Ministers and Elders, unless deemed impossible or as
310 otherwise specified by the Book of Order or by-laws. If a commission has an odd number of
311 members the majority shall be Elders. Cabinet has the right to appoint members for a specific
312 task. Should the number of ministers in the Presbytery not be sufficient to meet specified
313 committee or commission membership, the positions shall be filled by elders, deacons or
314 members of congregations as appropriate.
315

316 Section 4.9.0 – Filling Vacancies

317 Constitutionally required committees or commissions (Representation-Nominations, and
318 Permanent Judicial Commission) and the Ministry Commission, shall receive priority in filling
319 vacancies when individuals possessing the gifts and talents needed are available to serve.
320

321 Section 4.10.0 - Terms

322 No committee or commission member shall be eligible to be elected to serve for more than six
323 (6) consecutive years on the same committee or commission until a period of one (1) year has
324 elapsed. Flexible terms of 1 to 3 years are authorized when needed to fill positions with the
325 exception of PJC, which is a 6-year term. In extraordinary situations, Cabinet may approve a
326 member serving up to 9 consecutive years.

327

Article 5 – Commissions Defined328
329**Section 5.1.0. – Administration Commission (*Admin*)**

331 The Admin Commission shall have responsibility for personnel, property, financial and legal
332 matters of the presbytery. Members of *Admin* are elected at the annual corporation meeting to
333 serve as the Board of Trustees of the presbytery and shall hold the Trustee position until the next
334 Trustees election. *Admin* maintains a working relationship with the bookkeeper, treasurer,
335 General Presbyter, solicitor, auditor and insurance agent.

336

Section 5.1.1 – Administration Commission Authority

338 *Admin* shall execute approved budget items from the annual budget of the Presbytery that
339 pertains to their work. All other actions taken shall be reported to the presbytery at the next
340 stated meeting.

341

342 The Trustees/*Admin* have the authority to conduct business on behalf of the Presbytery in
343 matters, with fiduciary responsibilities to the Presbytery:

- 344 1. Hiring and firing of personnel who are in non-elected positions.
- 345 2. Approving and revising job descriptions for non-elected positions.
- 346 3. Determining the presbytery office schedule, including paid days off.
- 347 4. Conducting business regarding presbytery property and equipment, including the repair,
348 maintenance, and disposal of property held in trust.
- 349 5. Reprioritizing line items within the presbytery-approved budget (*Admin* may move
350 funding within budget areas).
- 351 6. Managing insurance coverage.
- 352 7. Managing funds with banks, PILP, or a presbytery-approved investment firm.
- 353 8. Legal matters, including engaging the services of appropriate legal counsel.

354

Section 5.1.2 – Administration Membership

356 Composition of *Admin* shall be a minimum of six (6) people, which shall include the President of
357 Trustees (*Admin* Chairperson). The remaining members of *Admin*, made up of Ministers of the
358 Word and Sacrament and ruling elders, shall be divided into three specialty areas: Finance,
359 Personnel, and Property.

360

Section 5.2.0 – Mission Commission (*Mission*)

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

367

368 **Section 5.2.1 – Mission Commission Authority**

369 *Mission* is commissioned to act as follows: *Mission* may establish programs, and events on
370 behalf of the Presbytery, which helps promote the mission work of the Presbytery, Synod, and
371 General Assembly. *Mission* shall suggest to docket committee those persons they wish to present
372 at presbytery meetings. *Mission* shall execute approved budget items from the annual budget of
373 the Presbytery that pertain to their work. *Mission* shall make decisions and execute payments for
374 the Hibbs Grants, determining recipients and gift amount from the Edgar Shared Grant for
375 Pastor’s Widows, insuring Rwanda Partnership transfers are made as scheduled, and send
376 disaster assistance funds to appropriate recipients. All such actions taken shall be reported to the
377 presbytery at the next stated meeting.

378

379 **Section 5.2.2 – Mission Membership**

380 Composition of *Mission* shall be a minimum of six (6) people made up of Ministers of the Word
381 and Sacrament, and ruling elders. Deacons serve with voice and vote except on actions of the
382 commission.

383

384 **Section 5.2.3 – Mission Responsibilities Defined**

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

393

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

397

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

400

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

403

404 **Section 5.2.4. – Mission Subgroups**

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

409

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

413

414 Section 5.3.0 – Resource Commission (*Resource*)

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

420

421 Section 5.3.1 – Resource Commission Authority

422 *Resource* is commissioned to act as follows: *Resource* may establish programs, and events, on
423 behalf of the Presbytery, which helps promote, spiritual growth, training/learning and resources
424 for work within the Presbytery, Synod, and General Assembly. *Resource* shall suggest to docket
425 committee those persons they wish to present at presbytery meetings. *Resource* shall execute
426 approved budget items from the annual budget of the Presbytery that pertains to their work. All
427 such actions taken shall be reported to the presbytery at the next stated meeting.

428

429 Section 5.3.2 – Resource Membership

430 Composition of *Resource* shall be a minimum of six (6) people, either Ministers of the Word and
431 Sacrament, and ruling elders. Deacons serve with voice and vote except on actions of the
432 commission.

433

434 Section 5.3.3 – Resource Subgroups

435 The Resource Center works under *Resource*. The Resource Center shall determine the makeup
436 of the Resource Center group. Resource Center Group members shall be approved by *Resource*.
437 Responsibilities include assisting churches with resources/equipment for worship and programs.
438 *Resource* shall assist individuals with resources for spiritual development, maintain the Resource
439 Center with current materials, manage the online Resource Center, and highlight seasonal
440 resources.

441

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

448

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

452

453 Section 5.4.0 – Ministry Commission (*Ministry*)

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

457

458 **Section 5.4.1 – Ministry Commission Authority**

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

463
464 *Ministry* shall, on behalf of the presbytery, appoint and dismiss moderators to churches and
465 sessions to facilitate G-1.05.

466
467 *Ministry* shall routinely handle G-2.05 issues of validating ministry requiring ordination, the
468 performance of that ministry, and ensure accountability of ministers of the Word and Sacrament,
469 and to grant permission for ministers to labor within and outside of the bounds of presbytery and
470 to dismiss ministers to other presbyteries.

471
472 *Ministry* shall handle other routine issues such as the authority to approve and authorize
473 individuals to serve as Pulpit Supply. *Ministry* may review and approve Terms of Call for
474 currently installed pastors, and review and approve contracts for currently placed individuals
475 serving as temporary supply pastors, interim pastors, and Commissioned Pastors.

476
477 *Ministry* shall routinely handle G-2.06 Preparation for Ministry issues. The Presbytery retains
478 exclusively the judgment for allowing accommodations to particular circumstances identified in
479 G-2.0610 (testing).

480
481 *Ministry* shall routinely handle issues regarding G-2.08 (Calling and Installation). *Ministry* has
482 the authority to find calls that are in order issued by churches, to approve and present calls for
483 services of ministers, and to approve the examination of ministers transferring from other
484 presbyteries. This includes appointing commissions to facilitate the smooth installation of
485 individuals to ministry with in the Presbytery. The Presbytery retains the exclusive right to
486 examine for ordination all Ministers of first-call or coming from other denominations outside the
487 covenant agreement.

488
489 *Ministry* shall routinely handle G-2.09 to dissolve the pastoral relationship in cases where the
490 congregation and pastor concur. *Ministry* is prohibited to dissolve relationships in cases where
491 there is disorder, difficulties or an investigative action per G-3.0109b(5).

492
493 *Ministry* shall routinely handle G-2.10 Commissioned Pastors to Particular Pastoral Service.
494 *Ministry* shall oversee the preparation and training of all individuals in the Commissioned Pastor
495 program. *Ministry* shall revalidate annually all Commissioned Pastors for particular pastoral
496 service, by reviewing their work, contracts, their participation in Presbytery, their involvement
497 with supervision and ensuring their continuing education. The Presbytery shall examine, and
498 approve all Commissioned Pastor, and shall assign all Commissioned Pastors to their identified
499 area of ministry.

500

501 *Ministry*, when working with individual worshipping communities, shall normally have the
502 power to make provision for moderator of session and congregation, have the authority to
503 authorize waivers to the two-term limit on elders serving on Session after review of particulars
504 with district leadership and sessions.

505
506 *Ministry* shall execute approved budget items from the annual budget of the Presbytery that
507 pertain to their work.

508
509 All such actions taken shall be reported to the presbytery at the next stated meeting.

510
511 **Section 5.4.2 - Exceptions**

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

517
518 **Section 5.4.3 – *Ministry* Membership**

519 Composition of *Ministry* shall be a minimum of ten (10) people, either Ministers of the Word
520 and Sacrament or ruling elders.

521
522 **Section 5.4.4 – *Ministry* Responsibilities Defined**

523 *Ministry* shall further the spiritual and temporal welfare of the congregations, Ministers of the
524 Word and Sacrament, certified Christian educators, administrators and musicians, and
525 Commissioned Pastors, and shall be accessible to them.

526
527 *Ministry* shall be responsible for maintaining pastoral contact with Sessions of the Presbytery.
528 *Ministry* may enlist Ministers of the Word and Sacrament and ruling elders not currently on
529 *Ministry* to assist in these pastoral contacts. At least one member of a Pastoral Contact Team
530 shall be a member of *Ministry*.

531
532 *Ministry* shall serve as the instrument for the development of a Presbytery strategy for the
533 mission of the church in this area including, but not limited to organizing new congregations;
534 redevelopment/revitalization of existing congregations; and, the location of congregations
535 desiring to enter into cooperative relationship with each other.

536
537 The Presbytery shall fulfill its responsibility for the recruitment, determination of suitability, and
538 preparation of individuals for service as Ministers of the Word and Sacrament and
539 Commissioned Pastors through *Ministry*. *Ministry* assumes responsibility for the enlistment, care
540 and oversight of inquirers and candidates for the professional ministry preparing them for
541 ordination.

542
543 *Ministry* assumes responsibility for recruiting, determining suitability, and providing for the
544 training of people desiring to serve as Commissioned Pastors.

545

546 **Section 5.4.5 – Ministry Subgroups**

547 Subgroups of *Ministry* shall include groups formed to drive leadership to the most local level
548 possible. Preparation for Ministry subgroup shall take special leadership over those preparing for
549 ministry. The Leadership Team subgroup is made up of the leaders of each of the subgroups and
550 the Chair of *Ministry*.

551

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

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

559

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

561

562 **Section 6.1.0 – Docket Committee**

563 The Docket Committee shall consist of the Moderator & Vice Moderator of the Presbytery, the
564 Stated Clerk and/or Assistant Stated Clerk and the General Presbyter. The Docket Committee is
565 chaired by the Presbytery Moderator. The Docket Committee shall establish the docket for each
566 Stated Meeting of the Presbytery. The Docket Committee shall invite individuals to provide and
567 lead worship at each Presbytery meeting. The Docket Committee shall receive and approve
568 requests for guest speakers at presbytery meetings. Invitations will be sent by Moderator,
569 General Presbyter, or Chair of Commissions as directed by the Docket Committee.

570

571 **Section 6.2.0 – Polity Committee**

572 The Stated Clerk shall have a Polity Committee to assist in maintaining the Presbytery's policies,
573 procedures and records. The Polity Committee shall provide guidance and suggestions where
574 there is ambiguity in established policies and practices to the Cabinet and Presbytery when
575 requested. They shall also assist the Presbytery in understanding General Assembly actions
576 regarding amendments to the Constitution of the Presbyterian Church (U.S.A.).

577

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

580

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

585

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

590

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

595

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

597 The Stated Clerk is responsible for the Polity Committee and has full oversight of its work.
598 The Assistant Stated Clerk shall function as convener, organizer and reporter for the Polity
599 Committee to the Stated Clerk and the Presbytery.

600

601 Membership should include when possible, one (1) newly ordained (first call) Minister of Word
602 and Sacrament, one (1) person with historical knowledge of the Presbytery, the Stated Clerk, the
603 Assistant Stated Clerk, the General Presbyter, and one or two (1 or 2) Ministers of Word and
604 Sacrament or elders at-large to include a past moderator of Presbytery. Representation-
605 Nomination committee shall be responsible for filling the positions.

606

607 **Section 6.3.0 – Committee on Representation-Nominations**

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

614

615 **Section 6.3.1 – Committee on Representation-Nominations Responsibilities**

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

625

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

631

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

635

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

637

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

640

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

646

647 Section 6.3.2 - Nomination of General Assembly Commissioners

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

650

651 Section 6.3.3 - Publication of Nominees

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

656

657 Section 6.3.4 – Representation and Statistics

658 The Committee on Representation-Nomination implements the principles of participation and
659 inclusiveness to ensure fair and effective representation in the decision-making of the church.
660 They serve as an advocate for the representation of racial ethnic members, women, different age
661 groups, and persons with disabilities; and as a contributing resource to the Presbytery in these
662 areas. They review the performance of the Presbytery and shall report annually to the Presbytery
663 with 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 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.

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Article 8 - Appeals and Remedy

Section 8.1.0 - Commission Appeal Process

Ideally, the use of commissioned powers 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.