

PRESBYTERY OF GENEVA

Manual of Administrative Operations

Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. The Constitution of the Presbyterian Church (U.S.A.) Book of Order

Approved by the Presbytery of Geneva _____

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I. INTRODUCTION

The Presbytery of Geneva of the Synod of the Northeast and the Presbyterian Church (U.S.A.) is located in the heart of the Finger Lakes region of western New York, bounded by Cayuga Lake on the east and Canandaigua Lake on the west and encompassing Seneca and Keuka lakes. The presbytery is comprised of the Presbyterian Church (U.S.A.) congregations in the New York State Counties of Wayne, Seneca, Yates, Schuyler, Chemung, Steuben, and Ontario (except the town of Victor, which is in the Presbytery of Genesee Valley). It also includes congregations in the Town of Andover in Alleghany County, the Town of Spencer in Tioga County, and the Town of Ulysses and the City of Ithaca in Tompkins County.

The policies and organizational structures in this document shall be effective upon final enactment by presbytery in accordance with existing procedures. It is the intent of presbytery that this manual and all approved policy addendums supplant any and all previously enacted standing rules, procedures, and policies. The policies and organizational structure may only be suspended or amended at any meeting of Presbytery, with proper notice, by a two-thirds vote of those present and voting.

The Presbytery of Geneva is governed by the Constitution of the Presbyterian Church (U.S.A.). For procedural purposes, the presbytery uses the most recent edition of Robert's Rules of Order, Newly Revised (Scott Foresman edition). In the event of any conflict or inconsistency between these Policies and the Constitution of the Presbyterian Church (U.S.A.) or applicable New York State law, the provisions of the Constitution or State law shall control.

II. THE PURPOSE, VISION, AND STRATEGY OF THE PRESBYTERY

PURPOSE:

The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.

VISION:

Radiating the Light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together.

STRATEGY

I. We will support and equip each congregation as they seek to engage in vital ministries.

- A. Connect with every congregation to recognize and celebrate congregational ministries and good practices, as a ministry of presence and to build trusting relationships.
- B. Promote partnership and prevent isolation by facilitating and supporting connections among congregations.
- C. Work with and develop tools for congregational leadership in discerning their unique purpose and pursuing options for congregational health and vitality.
- D. Develop helpful tools for assisting congregations in understanding and addressing congregational life cycles including the possibility of closure with dignity.

II. We will support and equip leaders as they seek to serve Christ through the ministries of the Church.

- A. Facilitate and promote the formation of colleague groups, affinity groups, and gatherings that assist the development of supportive relationships.
- B. Encourage spiritual direction, coaching, and continuing education.
- C. Provide and/or promote spiritual retreat opportunities.
- D. Promote the PC (U.S.A.) Board of Pensions preventive care, member assistance programs, pre-retirement and fiscal responsibility workshops.
- E. Improve use of electronic meetings for Presbytery committees in consideration of geography and to encourage participation in the ministry of the wider church.
- F. Recruit leaders and provide a variety of learning opportunities that will train and inspire current and future leaders for their various leadership roles.
- G. Develop and promote the use of a resource connection network to provide information, tools, and expertise.
- H. Use the gifts of leaders within the Presbytery to provide expertise, training, and guidance on a variety of skills and practices.
- I. Promote PC (U.S.A.), Synod of the Northeast, and neighboring presbytery leadership training events.

III. We will support the mission efforts of congregations and leaders as they seek to be Christ in the Finger Lakes and the world.

- A. Recognize, support, and encourage the engagement of congregational leaders in local and global justice and peacemaking ministries.
- B. Develop, review, and maintain the mission grants process that supports mission partnerships.
- C. Interpret and promote PC (U.S.A) mission opportunities and partnerships.
- D. Provide presbytery-wide mission opportunities that enable leaders to serve together locally and globally.
- E. Continue in the intentional improvement and discernment process to determine the future of Camp Whitman and how it supports the Presbytery's purpose.

III. MEMBERSHIP AND MEETINGS

Membership: Members of the presbytery shall be:

- All Teaching Elders on the Roll of the Presbytery
- Ruling Elder Commissioners elected by their sessions
- Commissioned Ruling Elders in active service
- Ruling Elders currently serving as Moderator and Vice-Moderator of the presbytery
- Ruling Elder members of the General Council
- Ruling Elders currently serving as committee chairpersons
- Other Teaching Elders meeting the Book of Order requirements shall be enrolled temporarily as members of the presbytery, upon recommendation of the Committee on Ministry.

Meetings

There shall be five stated meetings held each year at an hour and place to be set by the General Council in the months of January, March, May, September and November. Presbytery may call special meetings and shall only consider the business that is specified in the call.

Notification

Notice of all stated and special meetings shall be communicated by mail or electronic mail to all members (as noted above) of the Presbytery and to clerks of session providing ten days notice to all members. The date and hour of the stated meetings may be changed by presbytery or by General Council, provided ten days notice is given to all members.

Quorum

A quorum for any presbytery meeting shall consist of at least six teaching elders and six ruling elder members who are members of at least five different churches.

Docket

The docket for stated meetings and called meetings shall be prepared by the Stated Clerk in collaboration with the Presbytery Leader, Moderator, and Vice-Moderator. It ordinarily shall be mailed or electronically sent to all members of presbytery at least five days prior to the meeting.

Attendance

Members are expected to be present or inform the Stated Clerk of a request for an excused absence. The Stated Clerk shall report three consecutive absences without excuse by members of

the Presbytery to the Leader Care Committee. The Leader Care Committee will determine the appropriate pastoral response to such absences. It is the long-standing practice of the presbytery to record the absence at presbytery meetings of honorably retired teaching elders as “excused.”

Worship

Every meeting shall be opened and closed with prayer. Worship services, at all presbytery meetings, shall be arranged by the presbytery Vice-Moderator in consultation with the Moderator, Stated Clerk, Presbytery Leader, and the host location. Ordinarily, the Sacrament of the Lord’s Supper shall be celebrated at all stated meetings. At the January meeting, there shall be a memorial service for teaching elders and ruling elders who have died during the previous year.

Recommendations

All General Council and committee recommendations to be presented on the floor of presbytery shall ordinarily be submitted in writing to the members of presbytery.

Minutes

The minutes of each meeting shall be distributed to the presbytery for review and subsequent approval at the following stated meeting of the presbytery and made available on the Presbytery of Geneva website.

IV. OFFICERS

Officers

The Officers of Presbytery shall be the Moderator, Vice-Moderator, Stated Clerk, Treasurer, Chairperson of General Council, and the Chairperson(s) of the Committee on Operations in their function as the Chairperson(s) of the Board of Trustees.

Moderator

The moderator shall perform the duties of the office as set forth in the Book of Order: presiding at meetings of the presbytery during their term of office, preserving order, and conducting efficiently the business of the body. The moderator ordinarily will become the chair of the General Council as past- moderator when the moderatorial year has concluded. A position description for the moderator may be found in the Appendix.

Vice- Moderator

The vice-moderator shall perform duties of the office as assigned by the moderator. The vice-moderator shall arrange for the worship services at all stated meetings of the presbytery, in consultation with the Moderator, Stated Clerk, Presbytery Leader, and the host location. The vice-moderator ordinarily will become the moderator in the following year. A position description for the vice-moderator may be found in the Appendix.

Stated Clerk

The stated clerk shall perform the duties of the office as set forth in the Constitution of the Presbyterian Church (U.S.A.). The stated clerk shall be elected every three years. The stated clerk is the secretary for the General Council and the Committee on Ministry and serves ex officio without vote.

The stated clerk shall perform the following functions:

- fulfil the Book of Order requirements: *To record the transactions of the Presbytery, keep its rolls of membership and attendance, maintain any required registers, preserve its records and furnish extracts from them when required by another council of the church;*
- To provide support for the governing functions of the presbytery, monitoring the presbytery's compliance with Book of Order requirements

The Stated Clerk is an elected employee of the presbytery and is subject to the presbytery's Personnel Policies and Procedures. A position description for the Stated Clerk may be found in the Appendix.

Treasurer

The treasurer is an officer of the presbytery and the Board of Trustees. The treasurer shall ensure that standard financial practices are followed by the presbytery and that financial books and records are adequate to reflect all financial transactions. The treasurer will provide regular reports through the Committee on Operations to the General Council regarding financial activities. The presbytery treasurer is an officer of the Board of Trustees and attends meetings ex officio without vote. The treasurer is welcome, but not required, to attend General Council meetings and will be granted voice without vote. The treasurer is elected annually and may serve a maximum of six years. A position description for the treasurer is found in the Appendix.

Chairperson of General Council

The chairperson of General Council shall moderate the meetings of the General Council. The Immediate past-moderator ordinarily shall serve as the chairperson of the General Council. In the absence of the chairperson, the current presbytery moderator will moderate the General Council meeting. The position description for the chairperson of the General Council is in the Appendix.

Board of Trustees

The Committee on Operations shall be the Board of Trustees and shall have the powers authorized in the Book of Order

- to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the presbytery.
- Receive requests from any congregation to sell, mortgage, or otherwise encumber any of its real property or to acquire real property and recommend action to presbytery.
- Receive requests from any congregation to lease its real property used for purposes of worship, or lease for more than five years any of its other real property and recommend action to presbytery.

V. THE GENERAL COUNCIL

There shall be a General Council whose purpose is to organize the life of the presbytery, holding the presbytery accountable to God's call to mission by coordinating the implementation of the presbytery's purpose, vision, strategy, and structure.

The General Council shall be composed of ruling and teaching elders as follows: The Chairperson (*Immediate* Past-Moderator)

The Moderator

The Vice-Moderator

One Synod Commissioner (elected commissioners shall determine amongst themselves which shall serve)

One General Assembly Commissioner (elected commissioners shall determine amongst themselves which shall serve)

The Chairperson or designee of the Committee on Operations The Chairperson or designee of Committee on Ministry

The Chairperson or designee of the Committee on Vitality

The Chairperson or designee of the Committee on Leader Care

The Chairperson or designee of the Mission and Witness Committee

The Chairperson or designee of the Camp Whitman Committee

Representative of Presbyterian Women

Two at large members (1 Ruling Elder, 1 Teaching Elder)

The Stated Clerk (*ex officio without vote*)

The Presbytery Leader (*ex officio without vote*)

The Chairperson or designee of the Committee on Representation (*ex officio without vote*)

Any committee designee is expected to serve for a full year in that capacity. Those elected to serve on the General Council may serve for a maximum of four years regardless of which committee they represent.

If the regular committee designee is unable to attend a General Council meeting, the committee may designate an alternate person to represent the committee for that particular General Council meeting; the alternate designee will have voice and vote for that General Council meeting. The committee chair or clerk shall notify the Stated Clerk that an alternate designee will attend General Council prior to the meeting.

Responsibilities:

Vision

- Be open to and provide for God's plan and vision for the Presbytery of Geneva as part of the Body of Christ, through prayerfully implementing and generating strategies and policies for the future and recommending them to the presbytery.

Coordination

- Monitor and evaluate the work of committees, ensuring accountability and implementation of the strategy and vision.
- Recommend to presbytery the annual operating budget in consultation with the Committee on Operations.
- Approve employee position descriptions as recommended by the Committee on Operations.
- Recommend nominees for membership on the Committee on Representation to the presbytery for approval. The process of identifying potential nominees will be led by the at-large members of the General Council.
- Review funding for mission grants recommended by the Committee on Mission and Witness and recommend to the presbytery.
- Function as a clearing house for concerns and opportunities by referring them to appropriate committees when possible.
- Support the connectional relationship between the Presbytery of Geneva, the Synod of the Northeast, and the PC (U.S.A.) General Assembly and promote positive ecumenical relationships.

- Promote the use of electronic meetings for presbytery committees in consideration of geography and to encourage participation in the ministry of the wider church.
- Approve the distribution of grant funds, enabling the Mission and Witness Committee to disburse the funds in a more timely manner so that those receiving funding will not have to wait; checks would be distributed upon Council approval and reported to the Presbytery at the next stated meeting.

Implement Presbytery meetings

- Determine the places and schedule of meetings for the presbytery and establish the docket.
- Determine processes for the deliberation of business items including General Assembly overtures and concurrences.
- Provide orientation tools for presbyters to better understand and participate in meetings.
- Incorporate practices to increase our awareness of God's presence and voice in our midst.
- Make use of the gifts of leaders within the presbytery to create engaging worship at presbytery meetings.

Camp Whitman on Seneca Lake Operator

- Provide oversight of Camp Whitman in all corporate and strategic matters.
- Continue the intentional discernment and evaluation process to determine the future of Camp Whitman and how it supports the presbytery's purpose.

VI. GENERAL COMMITTEE INFORMATION

Operational Principles of the Structure

Just as Strategy is in service to Purpose and Vision, so Structure is always in service to the Strategy. The proposed structure for the Presbytery of Geneva intentionally makes use of small committees of elected leaders with the expectation that they will inspire, recruit, and empower other leaders to manifest servant leadership by taking on short-term assignments for mission-focused purposes, remembering that we are in this together. Communication and coordination will be key to the success of this approach. Committees will organize themselves as necessary, within the principles of Presbyterian polity, to accomplish the responsibilities designated to them.

Election

Election of all officers, General Council members, committee members, commissioners and Young Adult Advisory Delegates to General Assembly and Synod ordinarily shall occur at the November Meeting of Presbytery

Membership

Each committee shall have the number of members specified in this manual.

The General Council has the authority, by three-fourths vote, to remove officers or committee members who fail to comply with the Manual of Administrative Operations, or who violate the policies of the Presbytery of Geneva, when the General Council deems such action to be in the best interest of the presbytery.

Terms of Office

Election to committees shall be for a term of three years, unless otherwise specified by the presbytery.

All elected persons shall assume office January 1st unless elected to fill a vacancy except: Presbytery Leader or Stated Clerk who shall assume office on a date designated by the presbytery; commissioners to General Assembly and to Synod, who shall assume office at the opening sessions of the annual meeting of those judicatories.

Chairperson

Chairpersons of the committees shall be selected by the committee itself from its elected membership. The selection ordinarily should occur before the November Presbytery meeting for the term to begin January 1. Ruling Elders elected as chairpersons of committees shall be members of the Presbytery during their term of office.

Meetings

Committees shall establish their own regular schedule of meetings. Adequate notice shall be given to all members of all meetings, regular and special. Each committee shall keep accurate minutes, properly approved, of all meetings. Committee minutes (with the exception of Permanent Judicial Commission minutes and confidential personnel matter minutes) shall be submitted to the office administrator, filed in the office, and circulated to all members of the committees within 30 days of the meeting.

Absence from two consecutive meetings without valid excuse shall constitute an automatic resignation. The chairperson will report the resignation to the General Council and the Committee on Representation.

VII. COMMITTEES

Committee on Representation

There shall be a Committee on Representation whose purpose shall be to nominate persons to serve in positions requiring election by the presbytery with attention to reflecting the PC (U.S.A.) commitment to unity in diversity and ensuring fair representation of the presbytery's membership including geography.

Membership: 6 members including 3 Ruling Elders 3 Teaching Elders (equal numbers of male and female); (3-year terms, renewable once). The membership shall be reflective of the PCUSA's commitment to unity in diversity and ensure fair representation of the presbytery's membership. The staff of the presbytery, members of General Council and committee chairs are ineligible to serve. (3- year terms, renewable once) The General Council will nominate members of the Committee on Representation.

Responsibilities:

- Advise the Presbytery regarding the implementation of principles of unity and diversity; to advocate for diversity in leadership. Book of Order G-3.0103
- Nominate officers of the presbytery, elected members of committees (including members-at-large of General Council), and the Permanent Judicial Commission members. Book of Order G-3.0111 (Chairs of committees are elected by their own membership.)
- Nominate persons to fill vacancies in elected positions in a timely manner.
- Nominate persons as ordination examination readers as recommended by the Committee on Ministry.
- Develop an application process and oversee the nomination and election of commissioners and young adult advisory delegates (YAADs) to General Assembly and the Synod of the Northeast, advocating for:
 - o inclusiveness and diversity
 - o equitable representation of congregations for ruling elders and YAAD's
 - o consideration of teaching elders who have never been commissioners
- Seek out leaders from congregations and develop a reservoir list of people and the areas in which they have gifts to serve.
- Seek to involve every teaching elder in service to the Presbytery, Synod, or GA.

Committee on Operations

There shall be a Committee on Operations whose purpose shall be to provide organizational support to the daily operation of the Presbytery, to hold the Presbytery accountable to the Body of Christ, and to comply with all state and federal mandated not-for-profit organizational

requirements; to function as the Board of Trustees fulfilling the legal and fiduciary requirements of the Corporation of the Presbytery of Geneva; to model faithful and transparent stewardship practices.

Membership: 9 members, as close as possible to equal numbers of Ruling Elders and Teaching Elders (3-year terms, renewable once). The Presbytery Treasurer is an officer of the Board of Trustees and attends meetings ex officio without vote. The Chairperson or designee from the committee shall serve as a member of the General Council.

Responsibilities:

Finances

- Prepare, maintain, and implement financial and investment policies which are consistent with established financial guidelines and compliant with state and federal regulations, recommending policies or policy changes to the Presbytery for approval.
- Monitor monthly income and expense statements with the assistance of the Treasurer
- Provide for the annual audit of Presbytery's financial records and implement auditor recommendations.
- Prepare an easily understood reporting form for financial statements.
- Oversee the management and disbursement of restricted funds and maintain a description of those funds including the entity that has spending authorization.
- Hold, manage, invest, re-invest long-term funds belonging to the Presbytery.
- Make regular reports to the General Council and the Presbytery regarding the financial health of the Presbytery.

Property

- Have the powers to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the Presbytery. Book of Order G-4.0101
- Receive requests from any congregation to sell, mortgage, or otherwise encumber any of its real property or to acquire real property and recommend action to Presbytery. Book of Order G-4.0206a
- Receive requests from any congregation to lease its real property used for purposes of worship, or lease for more than five years any of its other real property and recommend action to Presbytery. Book of Order G- 4.0206b
- As the Board of Trustees of the Presbytery, act on requests by congregations for transactions and transfers involving property (that do not involve sanctuaries) on behalf of Presbytery, and that those actions be reported at the next stated meeting of Presbytery.

Legal:

- Oversee all legal matters incident to the duties of the Committee on Operations/ Board of Trustees including Personnel matters.
- As Trustees, each member of the Committee on Operations must annually sign the Conflict of Interest Policy.

Budget Development:

- Develop a proposed annual budget to present to General Council and Presbytery.
- Develop a budget format that is transparent regarding per capita and mission expenditures.

Personnel:

- Provide oversight of personnel matters.
- Develop job descriptions for staff for approval by the General Council.
- Operations Personnel representatives participate in annual reviews of staff, which the Presbytery Leader as Head of Staff conducts
- Make recommendations to the Presbytery for appropriate compensation for members of the Presbytery staff.
- Prepare, maintain, and implement personnel policies which are consistent with the Constitution of the PC(U.S.A.) and compliant with State and Federal Regulations, recommending policies or policy changes to the Presbytery for approval.

Office Operations:

- Oversee any lease agreements or building maintenance concerns for the Presbytery office.
- Oversee office operations, internal controls, equipment needs, and communication systems.

Committee on Ministry

There shall be a Committee on Ministry whose purpose is to oversee guidance and mandates of the Constitution of the Presbyterian Church (U.S.A.) regarding ordered ministry including oversight of pastoral transitions, preparation for ministry of Word and Sacrament, preparation and commissioning of ruling elders, and certification of Christian educators; and to promote healthy responses to conflict within congregations.

Membership: 9 members, as close as possible to equal Ruling Elders and Teaching Elders (3-year terms, renewable once) The chairperson or designee from the committee shall serve as a member of the General Council.

Responsibilities:

Ordered Ministry

- Oversee pastoral transitions, guiding pastors and churches during transitions in pastoral leadership.
- Act on behalf of Presbytery to dissolve the pastoral relationship when requested both by the pastoral leader whose relationship is to be dissolved and the congregation.
- Implement procedures for the Presbytery of Geneva's Background Check Policy for Pastoral Leaders.
- Approve and present terms of call for services of teaching elders.
- Examine teaching elders or candidates seeking membership in the presbytery.
- Act on behalf of Presbytery to approve the transfer of teaching elders to other presbyteries.
- Approve contractual arrangements for temporary pastoral relationships.
- Appoint moderators of session and/or meetings of congregations on behalf of the Presbytery.
- Nominate to the presbytery membership for ordination and installation administrative commissions, in consultation with the candidate/pastor.
- Recommend to the presbytery minimum compensation standards for installed pastoral calls, temporary pastoral service, commissioned ruling elders, and certified Christian educators; receive reports from sessions of their annual salary review.
- Recommend to the presbytery, oversee, and supervise commissioned ruling elders called to pastoral service in congregations.
- Develop written criteria for validating ministries within its bounds; to recommend to presbytery the validation of specialized ministries and maintain connections.
- Maintain a pulpit supply list, developing criteria for approval and compensation standards, update the list at least annually.
- Act on behalf of the Presbytery to respond to requests of sessions to waive term limit requirements for church officers in accordance with the provisions of the Book of Order.
- On behalf of the Presbytery, train and authorize ruling elders to administer or preside at the Lord's Supper [during worship in the congregation where the ruling elder is a member] in the absence of pastors.

Preparation

- Guide, nurture and oversee the process of becoming a teaching elder, commissioned ruling elder or certified Christian educator, following the process and procedures as outlined in the Constitution of the PC(U.S.A.)
- To have the authority to dismiss candidates to another presbytery or denomination for examination and/or for ordination, with the provision that all such actions be reported to the next stated meeting of the presbytery.
- Prepare, maintain, and implement a training, examination, and commissioning process for ruling elders when the presbytery's strategy for mission requires the need for commissioning to serve congregations.

- Recommend nominees for Ordination Examination Readers to the Committee on Representation for election

Conflict Management

- Provide basic conflict awareness and management training for congregational leaders and members of the Committee on Ministry.
- Counsel with sessions concerning reported difficulties within a congregation; advise sessions as to appropriate actions to be taken to resolve reported difficulties; offer the assistance of a mediator and/or coach. Book of Order
- Act to resolve difficulties if requested to do so by a session, or if the session is unable or unwilling to do so, following the procedural safeguards of the Constitution of the Presbyterian Church (U.S.A.) Rules of Discipline. Book of Order

Committee on Vitality

There shall be a Committee on Vitality whose purpose is to support each congregation as they seek to engage in vital ministries; promote congregational partnerships; provide resources and leadership development opportunities.

Membership: 6 members including 2 Ruling Elders, 2 Teaching Elders, 2 Church Members (3-year terms, renewable once) The Chairperson or designee from the committee shall serve as a member of the General Council.

Responsibilities:

Congregational Ministry

- Connect with every congregation to recognize and celebrate congregational ministries and good practices, as a ministry of presence and to build trusting relationships.
- Promote partnership and prevent isolation by facilitating and supporting connections among congregations, through supporting active clusters, the Small Church Network, and others.
- Work with and develop tools for congregational leaders in discerning their unique purpose and pursuing options for congregational health and vitality which may include faith formation for all ages.
- Develop helpful tools for assisting congregations in understanding and addressing congregational life cycles including the possibility of closure with dignity.
- Promote coaching as a means of helping congregations achieve goals by providing training and guidance.

Leadership Development

- Recruit leaders and provide a variety of learning opportunities that will train and inspire current and future leaders for their various roles

- Provide a process for the review of session records.
- Develop and promote the use of a resource connection network to provide information, tools, and expertise.
- Use the gifts of leaders within the Presbytery to provide expertise, training, and guidance on a variety of skills and practices.
- Promote PC (U.S.A.), Synod of the Northeast, and neighboring presbytery leadership training events.

Committee on Leader Care

There shall be a Committee on Leader Care whose purpose shall be to support pastoral leaders, presbytery leaders, and church leaders as they seek to serve Christ through the ministries of the Church.

Membership: 6 members including 2 Ruling Elders, 2 Teaching Elders, 2 Church Members (3-year terms, renewable once) The Chairperson or designee from the committee shall serve as a member of the General Council.

Responsibilities:

- Facilitate and promote the formation of colleague groups, affinity groups, and gatherings that assist the development of supportive relationships.
- Encourage spiritual direction, coaching, and continuing education.
- Develop and implement a process for training Presbytery committee members and officers
- Provide and/or promote spiritual retreat opportunities.
- Promote the PC (U.S.A.) Board of Pensions preventive care, member assistance programs, pre-retirement and fiscal responsibility workshops.
- Promote and assist leaders in learning the effective use of electronic meetings for Presbytery committees and work groups in consideration of geography and to encourage participation in the ministry of the wider church, according to the current standards of the PCUSA and the current edition of Robert's Rules of Order, Newly Revised (Scott-Foresman edition).
- Welcome new clergy and commissioned ruling elders and assist them in connecting with others.
- Plan for appropriate farewells for those retiring from parish ministry and make arrangements with the presbytery moderator for meeting docket time.
- Oversee the annual necrology.
- Oversee the administration of the Pastoral Care Emergency Fund in consultation with the Presbytery Leader.
- Provide Boundary Awareness training, as required by the presbytery's sexual misconduct policy every three years.

Committee on Mission and Witness

There shall be a Committee on Mission and Witness whose purpose shall be to support the mission and witness efforts of congregations and leaders as they seek to be Christ in the Finger Lakes and the world.

Membership: 6 members including 2 Ruling Elders, 2 Teaching Elders, 2 Lay members (3-year terms, renewable once) The Chairperson or designee from the committee shall serve as a member of the General Council.

Responsibilities:

- Recognize and support engagement of congregations and leaders in local and global mission ministries, providing educational resources and promoting networking.
- Develop, review, and maintain the mission grants process that supports mission partnerships, making recommendations to General Council for review.
- Provide presbytery-wide mission opportunities that enable leaders to serve together locally and globally including supporting work teams to assist in disaster recovery and other mission efforts.
- Recognize, support, and encourage the engagement of congregational leaders in local and global justice and peacemaking ministries, providing denominational resources and promoting networking.
- Interpret and promote the PC (U.S.A.) mission opportunities and partnerships, through the Presbyterian Mission Agency.
- Provide resources to facilitate and encourage evangelism.

The Camp Whitman Committee

There shall be a Camp Whitman Committee whose purpose is to be responsible for the development and maintenance of Camp Whitman on Seneca Lake program and facilities; the Committee shall relate to General Council in all corporate and strategy matters.

Membership: 6 members elected from the Presbytery of Geneva, 2 Ruling Elders, 2 Teaching Elders, 2 Church Members. The Presbytery of Genesee Valley is invited to send up to three members of their choosing to serve as members of the committee with voice and vote. (Terms for all members 3-years, renewable once). A quorum shall be 4 members of Geneva Presbytery. The Chairperson or designee must be a member of Geneva Presbytery and shall serve on the General Council.

Responsibilities:

- Implement the presbytery's strategy for Camp Whitman.
- Evaluate and implement program improvements.
- Evaluate and implement facility repairs and upgrades.

- Develop the annual budget for Camp Whitman and submit to the Committee on Operations and the General Council for approval as part of the annual budget development process.
- Actively engage in fundraising efforts for camperships and facility improvements to support the ministry of Camp Whitman.
- Make recommendations to the General Council regarding corporate and strategy matters.
- Work in partnership with the Camp Director, providing support and counsel.

VIII. COMMISSIONS

Permanent Judicial Commission

There shall be a Permanent Judicial Commission governed by the Constitution of the Presbyterian Church (U.S.A.) to fulfill the duties described in the Rules of Discipline. Book of Order.

Membership: minimum 7 members (as close as possible to equal number of Ruling and Teaching Elders). The Permanent Judicial Commission shall be elected in accordance with the Rules of Discipline of the Constitution of the PC(U.S.A.). No person who is a member of the General Council, an officer, or staff member shall be eligible to serve on the Commission.

Administrative Commissions

The presbytery may constitute administrative commissions to consider and conclude matters not involving ecclesiastical judicial process. Administrative commissions shall function as provided in the Book of Order and may only be designated by action of the presbytery. The presbytery shall state specifically the scope of the commission's powers and any restriction on those powers. Ordinarily, the Moderator will appoint the membership of the commission, in consultation with the Stated Clerk and the Committee on Ministry. Ordinarily, the stated clerk will orient administrative commissions, who will then choose a chair and a clerk, and set a date for the first meeting of the commission.

Administrative commissions to ordain and/or install ministers of the Word and Sacrament shall be composed of at least three teaching elders and three ruling elders from different churches. The Committee on Ministry, in consultation with the candidate/pastor, shall nominate to the presbytery membership for ordination and installation administrative commissions and recommend the date/time of the service. The presbytery Moderator or his/her designee shall preside.

IX. STAFF

The Book of Order allows that presbytery may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity. Presbytery shall make provision in its manual of administrative operations for the process of electing executive staff and the hiring of other staff, the description of the responsibilities of the positions, the method of performance review, and the manner of termination of employment.

Presbytery Leader

The presbytery may elect a Presbytery Leader who shall have the duties and responsibilities outlined in the position description. The presbytery shall elect a search committee of no fewer than five members (as close as possible to equal number of ruling and teaching elders).

Recommendation shall be made to the presbytery for election. The Presbytery Leader shall be subject to the terms of the position description and will be accountable to the presbytery through the Committee on Operations. The Presbytery Leader is an elected employee of the presbytery and is subject to the presbytery's Personnel Policies and Procedures. The position of Presbytery Leader is not an installed position however, a commissioning service may be held.

Administrative Staff

The Presbytery shall provide for adequate secretarial and administrative assistance. Persons shall be selected and reviewed by the Committee on Operations in consultation with the Presbytery Leader. Such staff person(s) shall have the duties and responsibilities outlined in the position description and are subject to the presbytery's Personnel Policies and Procedures.

Camp Whitman Director

The Presbytery shall have a Director for Camp Whitman on Seneca Lake who shall have the duties and responsibilities outlined in the position description. Persons shall be selected and reviewed by the Committee on Operations in consultation with the Camp Whitman Committee. The camp director shall be subject to the presbytery's Personnel Policies and Procedures.

APPENDIX : Position Descriptions

- [Moderator](#)
- [Vice-Moderator](#)
- [Stated Clerk](#)
- [Treasurer](#)
- [Chairperson of General Council](#)
- [Presbytery Leader](#)
- [Camp Whitman Executive Director](#)
- [Financial Support Services](#)
- [Administrative Support Services](#)

ADDENDUMS (previously approved)

- **Financial Policies**
- **[Personnel Policies and Procedures](#)**
- **Sexual Misconduct Policy**
- **Whistleblower Policy**
- **Conflict of Interest Policy**
- **Child, Youth, and Vulnerable Adult Protection Policy**
- **Preparation for Ministry Teaching Elders Manual**
- **CRE Formation Program**
- **Promoting Healthy Boundaries Between a Departing Pastor and a Congregation**
- **Pastor Emerita/ Emeritus Guidelines and Requirements**
- **IT Disaster Recovery Policy and Plan**