

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 _____

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.

III. MEMBERSHIP AND MEETINGS

Membership: Members of the presbytery shall be:

- All Minister Members of the Presbytery
Teaching elders (TE) in good standing of the PC(U.S.A.), retired (R), members-at-large (AL), or serving in validated ministries (VM) are members of the Presbytery with voice and vote
- Temporary Minister Members of the Presbytery
Teaching elders in good standing in other governing bodies of the PC(U.S.A.) or in any Christian church who are currently serving congregations in temporary, non-installed pastoral relationships, or in an installed relationship under the provisions of the Formula of Agreement, may be granted temporary membership (through examination and affirmative vote of the Presbytery) and have voice and vote
- Ruling Elder Commissioners elected by their sessions
Each church session is permitted to elect ruling elder commissioners (1 commissioner for every 400 members) to participate in meetings of the Presbytery with voice and vote; names of elected ruling elder commissioners shall be reported to the Stated Clerk annually
- Additional Ruling Elder Commissioners
Additional elders may be appointed by the Presbytery as commissioners in order to maintain a balance of minister members and elder commissioners as required in the Book of Order and to allow elders who are committee chairs and others with similar responsibility access to the floor; additional elder commissioners will be appointed for one-year renewable terms as recommended by the Stated Clerk and approved by the Presbytery. These persons shall ordinarily include:
 - Ruling Elders serving as Commissioned Pastors (CP) in active (commissioned) service
 - Certified Christian Educators and Certified Business Administrators in active (validated) service in the Presbytery
 - Ruling Elders currently serving as Officers in the Presbytery
 - Ruling Elder members of the General Council
 - Ruling Elders currently serving as committee chairpersons

Commissioned Pastors, Certified Christian Educators, and Certified Business Administrators who are not serving in active (commissioned/validated) service in the Presbytery shall be granted voice without vote.

Corresponding Membership shall be granted to all teaching elders or ruling elders of other PC(USA) councils, to ordained ministers/priests of other religions and Christian Denominations, and to others as the Presbytery shall determine, and shall be granted voice without vote.

Attendees who do not fit one of the above categories, including elders who are not enrolled as commissioners are considered as visitors; visitors do not have the privilege of the floor and shall not vote.

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 Moderator and Vice-Moderator. It ordinarily shall be mailed or electronically made available 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 include a record of attendance (indicating present, excused, or absent) in the minutes of each meeting of the presbytery. The Connections 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 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, and the host location. Ordinarily, the Sacrament of the Lord’s Supper

shall be celebrated at all stated meetings. At the November meeting, there shall be a memorial service for teaching elders and ruling elders who have died during the previous year (Nov 1 - Oct. 31)

Recommendations

All General Council and committee recommendations to be presented on the floor of presbytery shall ordinarily be submitted in writing to the Stated Clerk 12 days prior to the meeting for inclusion in the meeting materials provided to 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.

The stated clerk shall perform the following functions:

- fulfill 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;*
- provide support for the governing functions of the presbytery, monitoring the presbytery's compliance with Book of Order requirements
- provide for and oversee the review of session minutes

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 appointed annually by the Operations Committee (acting as the Board of Trustees) and may serve a maximum of six years. The annual appointment shall be reported to the presbytery by the January meeting. A position description for the treasurer is found in the Appendix.

Chairperson of General Council

The chairperson of the 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 eighteen months 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 Preparations for Ministry
- The Chairperson or designee of the Committee on Connections
- The Chairperson or designee of the Committee on Representation
- Ruling Elder At Large Member (elected from active membership of presbytery)
- Teaching Elder At Large Member (elected from active membership of presbytery)
- The Stated Clerk
- The Chairperson or designee of the Committee on Nominations (*ex officio without vote*)
- The Treasurer (*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 Nominations 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
- 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 Matthew 25 Mission Grants Working Group 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.

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: 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.

Clerk/Secretary

Clerks/Secretaries 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. Committee clerks/secretaries are responsible for the minutes of each committee meeting.

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 Nominations.

VII. COMMITTEES

Committee on Representation

There shall be a Committee on Representation whose purpose shall be to promote and review the Presbytery's implementation of the PC (U.S.A.) commitment to inclusiveness and representation.

Membership: 3 members including 2 Ruling Elders 1 Teaching Elder (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. 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;
- to consult with the presbytery on the employment of personnel, in accordance with the principles of unity and diversity in Book of Order F-1.0403.

Committee on Nominations

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

Membership: 3 members including 2 Ruling Elders 1 Teaching Elder (3-year terms, renewable once). The membership shall be reflective of the PC(USA)'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. The General Council will nominate members of the Committee on Representation.

Responsibilities:

- Nominate eligible persons to serve as:
 - officers of the presbytery
 - elected members of committees
 - members-at-large of General Council
 - members of the Permanent Judicial Commission
 - commissioners to the General Assembly of the PC(USA)
 - commissioners to the Synod of the Northeast
- Nominate persons to fill vacancies in a timely manner
- Nominate persons as ordination examination readers as recommended by the Committee on Preparation for 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:
 - inclusiveness and diversity
 - equitable representation of congregations for ruling elders and YAAD's
 - 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 General Assembly

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: 6 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.
- 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.
- 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 the 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.
- 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 (COM)

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, 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). A chairperson or designee from the committee shall serve as a member of the General Council.

Responsibilities:

With the provision that all such actions be reported to the next stated meeting of Presbytery, the Committee on Ministry shall have authority to act on behalf of Presbytery to:

- facilitate the oversight of Presbytery's teaching elder members, including granting Retirement status
- review and find in order calls and covenant agreements issued by churches
- approve and present calls to the Presbytery for services of pastoral leaders (teaching elders and commissioned pastors)
- approve teaching elder members of presbytery accepting new calls within the presbytery
- examine and approve Retired and At Large members of other presbyteries requesting transfer to, or temporary membership in, the Presbytery
- establish guidelines and reporting forms for administrative commissions for ordination and/or installation services
- grant permission to, and annually review, teaching elder members laboring within or outside the bounds of presbytery
- dismiss teaching elders to other presbyteries
- dissolve the pastoral relationship when requested and/or necessary

- approve covenantal/contractual arrangements for temporary pastoral relationships.
- appoint moderators of session and/or meetings of congregations
- consult with congregations regarding its strategy for mission, in collaboration with the Committee on Connections
- conduct and approve clearance and exit interviews with pastors and sessions
- develop and recommend to the presbytery minimum compensation standards for installed pastoral calls, temporary pastoral service, commissioned pastors, and certified Christian educators
- facilitate oversight of commissioned pastors serving the presbytery
- develop written criteria for validating ministries within its bounds and approve validation of specific ministries
- with the Committee on Connections, plan for appropriate farewells for those leaving the presbytery or retiring from parish ministry, being sure to make arrangements with the stated clerk for meeting docket time.
- respond to requests of sessions to waive term limit requirements for church officers in accordance with the provisions of the Book of Order.
- 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.
- receive and approve reports from sessions/congregations of the annual salary review of pastoral leadership
- maintain a pulpit supply list, developing criteria for approval and compensation standards, update the list at least annually.
- counsel with a session concerning reported difficulties within a congregation, including:
 1. advising the session as to appropriate actions to be taken to resolve the reported difficulties
 2. recommending resources for mediation and/or coaching
 3. acting to correct the difficulties if requested to do so by the session or, if the session is unable or unwilling to do so, following the procedural safeguards of Church Discipline with the provision that all such actions be reported to the next stated meeting of presbytery
 4. walking with congregations through the grieving process resulting from difficulties
- encourage congregations make full use of the resources available to them

The Committee on Ministry shall make recommendations to presbytery to:

- Oversee the division, dismissal, revitalization, union, or dissolution of congregations in consultation with their members
- Approve minimum compensation standards for installed pastoral calls, temporary pastoral service, commissioned pastors, and certified Christian educators

- Examine and approve teaching elders or candidates for ordination and/or installation
- Examine and approve teaching elders and trained (qualified) commissioned pastors for membership in the presbytery
- Examine and approve non-PCUSA teaching elders or other qualified pastoral leaders for temporary membership in the presbytery

Committee on Preparation for Ministry (CPM)

There shall be a Committee on Preparation for Ministry whose purpose is to 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.)

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

Responsibilities

With the provision that all such actions be reported to the next stated meeting of presbytery, the Committee on Preparation for Ministry shall have authority to act on behalf of presbytery to:

- 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.)
- Dismiss candidates to another presbytery or denomination for examination and/or for ordination
- 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.
- Partner with and/or merge other Committees on Preparation for Ministry to share responsibilities and resources
- Spend designated or budgeted funds to support candidates, including CRE candidates, with the cost of schooling, subject to reporting to the Committee on Operations
- Select and appoint persons to serve as Ordination Examination Readers and report those names to the Manager for Preparation for Ministry and Exams from the Presbyterian Life & Witness Office of the General Assembly of the PC(USA)

Committee on Connections

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

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: Vitality

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 regional groups, 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
- 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.

Responsibilities: Leader Care

- Facilitate and promote the formation of colleague groups, affinity groups, and gatherings that assist the development of supportive relationships.
- Recommend to Council the approval of regular scheduled gatherings for teaching elders, commissioned pastors, clerks, treasurers, sessions, retirees, and others; the expectation is that these gatherings will be scheduled to take place at least annually, with the recommendation that they take place as often as is possible for each group
- Promote and help connect pastoral leaders, elders, and congregations to take part in activities and practices that promote mental, spiritual, and physical health, including spiritual direction, coaching, continuing education, and vacation.

- 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.
- Oversee the annual necrology reporting, providing a written report to the stated clerk and service of remembrance at the November Stated Meeting.
- Oversee the administration of the Pastoral Care Emergency Fund in consultation with the Stated Clerk
- Schedule annual Boundary Awareness training opportunities for pastoral, congregational, and presbytery leaders, as required by the *Book of Order* and the presbytery's sexual misconduct policy.

Responsibilities: Mission and Witness

- 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 the 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.
- Work with the Operations Committee to provide an annual written report to the presbytery that interprets and provides accountability for the use of mission funds. This report ordinarily will be presented at the March Stated Meeting.
- Recognize, support, and encourage the engagement of congregational leaders in local and global justice and peacemaking ministries, providing denominational resources and promoting networking. This includes support and engagement with Presbyterian Women.
- Interpret and promote the PC (U.S.A.) mission opportunities and partnerships, through Presbyterian Life and Witness.
- Share testimonies from individuals and congregations that bear witness to the love of God through word and deed to our neighbors
- Provide resources to facilitate and encourage active evangelism.

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 of the Permanent Judicial Commission shall consist of a minimum of 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.

Ordination and Installation Administrative Commission

There shall be an Administrative Commission to ordain and/or install ministers of the Word and Sacrament constituted each year. This Administrative Commission shall be composed of at least three teaching elders and three ruling elders from different churches (1-year terms, renewable for up to six consecutive years). The presbytery Moderator shall serve as one of the members. The Committee on Ministry shall nominate to the presbytery membership for this Ordination and Installation Administrative Commission at the November meeting, with the 1-year term beginning January 1 and ending December 31 each year. The presbytery Moderator or their designee shall preside at all meetings of this commission.

Other 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 provide for the orientation of administrative commissions. Following orientation, the administrative commission will choose a chair and a clerk (reporting those names to the stated clerk), and set a date for the first meeting of the commission.

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.

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 Stated Clerk and the General Council. 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.

APPENDIX : Position Descriptions

- **Moderator**
- **Vice-Moderator**
- **Stated Clerk**
- **Treasurer**
- **Chairperson of General Council**
- **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**