

Manual Of Operations

Eastminster Presbytery
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Manual of Operations

EASTMINSTER PRESBYTERY
Synod of the Covenant
Presbyterian Church (U.S.A.)

ARTICLE I – AUTHORITY

Section A

- 1.100 The Book of Order of the Presbyterian Church (U.S.A.) shall govern Eastminster Presbytery in its organization and proceedings. Particular attention is called to the “Form of Government” and “Rules of Discipline” for procedures not specified in this Manual of Operations.

Section B

- 1.200 Robert’s Rules of Order (Newly Revised) shall be the accepted authority for guidance of procedures for the business of presbytery.

ARTICLE II – COMPOSITION

- 2.100 Eastminster Presbytery shall consist of those ministers of the Word and Sacrament who, in accordance with the “Form of Government”, are on the roll of Eastminster Presbytery and those elders who are officially commissioned by the sessions of the churches of the presbytery to be commissioners to presbytery, plus elders designated by the presbytery to equalize lay and clergy representation, if that be necessary. (Book of Order G-11.0415)
- 2.101 Every elder duly elected to be Moderator, Vice-Moderator, General Presbyter, Stated Clerk, or Enrolling Clerk of Presbytery, and any elder chosen to be a Moderator of a committee or commission of presbytery specified in the “Manual of Operations” shall be a member of the presbytery for the tenure of his or her office, and need not simultaneously be a commissioner from his or her church. The Moderator of Presbyterian Women in Eastminster Presbytery, or a designated elder from that organization, shall also be granted both vote and voice at meetings of the Presbytery.
- 2.102 The Stated Clerk shall keep a roll of inactive ministers of the presbytery. (Book of Order G-11.0415)
- 2.103 Any duly elected member of a committee or commission of presbytery who is not a minister and who is not otherwise a commissioner to a given meeting of presbytery may sit as a member of presbytery, with voice but without vote.

- 2.104 Each church may have one youth advisory delegate who will have voice on the floor, but no vote. These delegates will be elected by the session of the local church and will register at presbytery meetings.
- 2.105 To rectify any imbalance between lay and clergy representation, churches composed primarily of persons defined as racial/ethnic by the Book of Order (G-9.0105) are granted the right to send an additional elder commissioner to meetings of presbytery from March (of one year) through January (of the following year). Additionally, elders who are former moderators of Eastminster Presbytery shall be invited to regularly attend Presbytery meetings with both voice and vote.

ARTICLE III - MEETINGS OF PRESBYTERY

Section A – Stated Meetings

- 3.100 The presbytery shall hold six stated meetings per year, one each in the months of January, March, May, July, September, and November.
- 3.101 The Presbytery Meeting Coordinating Council shall, before the end of each calendar year, draw up a schedule of dates, times, and places for stated meetings. The schedule shall be presented to presbytery for approval.
- 3.102 The Stated Clerk shall be responsible for corresponding with the host pastor and session concerning the necessary arrangements for each meeting.
- 3.103 Each stated meeting shall include a time for worship. The presbytery shall celebrate the Lord's Supper at least annually with the moderator preaching. The Presbytery Meeting Coordinating Council may plan other observances of the Lord's Supper.
- 3.104 Committees of presbytery shall report to presbytery at stated meetings as the need arises, and shall report on its work and offer any recommendations, as appropriate, at least once a year.
- 3.105 All reports and recommendations of committees of presbytery and reports of commissions shall be presented (printed and/or in electronic form), to the Stated Clerk at or before the Presbytery Meeting Coordinating Council meeting preceding the presbytery meeting. The reports and recommendations will be reproduced and distributed to all members of presbytery five days prior to the presbytery meeting.
- 3.106 All substantive motions made from the floor at stated meetings of presbytery are to be written and given to the Stated Clerk.
- 3.107 To facilitate educated and informed discussion, substitute motions, whenever possible, shall be distributed at least 24 hours before the Stated meeting of Presbytery.
- 3.108 At the January meeting of presbytery, the incoming Moderator shall be installed into office.

Section B – **Special Meetings**

- 3.200 When necessary, a special meeting of the presbytery may be called as provided in the (Book of Order G-11.0201). A fee for such a meeting shall be charged to those requesting the meeting. The fee, which shall be a sum sufficient to cover the cost of a first class mailing to those in the presbytery not receiving such notices by e-mail, shall be paid to the presbytery.

ARTICLE IV – THOSE WHO SERVE

Section A – **The Moderator of Presbytery**

- 4.100 A minister or elder shall be elected for a one-year term as the moderator of the presbytery at the stated meeting in November. A moderator may not be elected to a successive term.
- 4.101 The Moderator shall perform the duties described in the Book of Order (G-9.0202). The moderator shall rule on interpretation of the Constitution of the Presbyterian Church (U.S.A.) and the “Manual of Operations” of the presbytery, with the assistance of the Stated Clerk. The moderator also serves as Vice Chairperson of the Presbytery Mission Visioning Council.
- 4.102 In case the moderator cannot fill the office, the Vice Moderator shall become Moderator.
- 4.103 The Moderator shall be directly responsible to the presbytery.

Section B – **The Vice Moderator of Presbytery**

- 4.200 A minister or elder shall be elected to a one-year term as Vice Moderator of the presbytery at the stated meeting in November. Installation of the Vice Moderator shall be at the January meeting of the presbytery.
- 4.201 The Vice Moderator shall function as Moderator of the presbytery when the Moderator is unable to serve or whenever requested by the Moderator.
- 4.202 It shall be assumed that normally the Vice Moderator shall be nominated in November to become the ensuing Moderator of presbytery upon expiration of the one-year term of the Moderator.
- 4.203 The Vice Moderator shall be responsible to the Moderator and the presbytery.

Section C – **The Stated Clerk**

- 4.300 A minister or elder shall be elected to a three-year term as Stated Clerk of the presbytery at the stated meeting in November. Installation of the stated clerk shall be at the January meeting of the presbytery.

- 4.301 The Stated Clerk shall perform the duties as outlined in the job description of Eastminster Presbytery for the Stated Clerk and as outlined in the (Book of Order G-9.0203).
- 4.302 For performance of these duties, the Stated Clerk shall receive an annual stipend from the presbytery in monthly payments, in the amount approved by presbytery after receiving a recommendation from the Committee on Personnel.
- 4.303 The Stated Clerk may recommend to presbytery, for presbytery's approval, a clerk pro tem to serve as stated clerk in his or her absence.
- 4.304 The Stated Clerk shall be responsible to the General Presbyter for use of the presbytery office, and for review and evaluation, to the presbytery, through the Committee on Personnel.

Section D – The Enrolling Clerk

- 4.400 A person shall be elected to a one-year term as Enrolling Clerk of presbytery at the stated meeting in November. Installation of the Enrolling Clerk shall be at the January meeting of the presbytery.
- 4.401 The Enrolling Clerk shall furnish a roll of members present at each meeting of presbytery and shall be responsible for the report on leave and absence.
- 4.402 For performance of these duties, the Enrolling Clerk shall receive an annual stipend from the presbytery in monthly payments, in the amount approved by presbytery after receiving a recommendation from the Committee on Personnel.
- 4.403 The enrolling clerk shall be responsible to the Stated Clerk.

Section E – The Treasurer

- 4.500 A minister or layperson of the Presbyterian Church (U.S.A.) shall be elected to a three-year term as Treasurer of the presbytery. Installation of the Treasurer shall be at the next stated meeting of the presbytery.
- 4.501 The duties and responsibilities of the Treasurer shall be those outlined in the Eastminster Presbytery job description for the position of Treasurer.
- 4.502 For performance of these duties and responsibilities, the Treasurer shall receive an annual stipend from the presbytery in monthly payments, in the amount approved by presbytery after receiving a recommendation from the Committee on Personnel .
- 4.503 The Treasurer shall be responsible, for review and evaluation, to the Trustees of the presbytery, and to the presbytery through the Committee on Personnel.
- 4.504 The accounting and financial ledgers used within the Presbytery shall be in compliance with all laws and regulations of the State and Federal revenue services. Such records shall be maintained with current and accepted accounting standards.

Section F – **The General Presbyter**

- 4.600 In consultation with Synod Council, a minister or elder shall be elected to a five-year term as general presbyter of the presbytery. Installation of the General Presbyter shall be at the next stated meeting of the presbytery. The Synod Council responsibility may be delegated to synod staff.
- 4.601 The duties and responsibilities of the General Presbyter shall be those outlined in the Eastminster Presbytery job description for the position of General Presbyter and as outlined in the Book of Order (G-9.0700).
- 4.602 For performance of these duties and responsibilities, the general presbyter shall receive compensation from the presbytery in monthly payments, in the amount approved by presbytery after receiving a recommendation from the Committee on Personnel .
- 4.603 The General Presbyter shall be responsible, for review and evaluation, to the presbytery through the Committee on Personnel.

ARTICLE V – THE PRESBYTERY MEETING COORDINATING COUNCIL

Section A – **Purpose**

- 5.100 Eastminster Presbytery shall have a Presbytery Meeting Coordinating Council in accordance with the provisions of the Book of Order (G-9.0901), whose purpose shall be to coordinate and direct activities of the presbytery between meetings, prepare for the stated meeting of the presbytery and other duties as appropriate.

Section B – **Responsibilities**

- 5.200 The Presbytery Meeting Coordinating Council coordinates all reports going to presbytery meetings. The Presbytery Meeting Coordinating Council may make specific referrals to committees and commissions, and may invite members of the presbytery before it for information or report. Members of the presbytery may request through the Moderator of the Presbytery Meeting Coordinating Council permission to appear before the Council. The stated clerk must be informed of the request by the requestor.
- 5.201 The Presbytery Meeting Coordinating Council shall be responsible for setting the docket of stated meetings of presbytery, reviewing and approving, as appropriate, distribution of papers and all other matters concerning stated meetings of presbytery.
- 5.202 The Presbytery Meeting Coordinating Council shall be responsible for: a) selecting a theme for presbytery worship, b) planning and securing leadership for presbytery worship, c) docketing worship at presbytery meetings.

- 5.203 The Presbytery Meeting Coordinating Council shall report at each meeting of presbytery any business transacted by it in the interim through the inclusion of its minutes and approval of its recommendations. Its decisions shall be operative where power has been conferred, but such decisions may be reviewed and reversed by action of the presbytery.
- 5.204 The Presbytery Meeting Coordinating Council, in intervals between the meetings of presbytery, shall have the general powers permitted in the Council by the Book of Order (G-11.0103v).
- 5.205 The Presbytery Meeting Coordinating Council, after notification to the Board of Trustees, may secure legal counsel as the need arises.
- 5.206 The Presbytery Meeting Coordinating Council shall review, ratify, and present to presbytery for election, or refer back to the Nominating Committee their nominees for openings on the Nominating Committee. The Presbytery Meeting Coordinating Council shall appoint the moderator of the Nominating Committee.
- 5.207 When necessary under the provisions of the “Rules of Discipline” D-10.0200, the Presbytery Meeting Coordinating Council shall form a task team of three persons which shall, in turn, appoint an Investigating Committee of no more than five nor less than three members (Book of Order D-10.0201a). The task team shall normally include the stated clerk of the presbytery, The Moderator of the Presbytery Meeting Coordinating Council and another member of the Presbytery Meeting Coordinating Council appointed by the Council’s moderator, and shall include at least one elder. Should either the Stated Clerk or the Moderator be unable to serve in this capacity, the Vice-Moderator of Council shall replace that person. None of these three persons and none of the Investigating Committee shall have a personal interest in the accusation. The Investigating Committee shall perform its duties as specified in the “Rules of Discipline”.
- 5.208 The Presbytery Meeting Coordinating Council will receive and review recommended changes in the “Manual of Operations” and make recommendations to presbytery concerning “Manual” changes.
- 5.209 The Presbytery Meeting Coordinating Council will receive and review all proposed overtures from Eastminster Presbytery to General Assembly and provide for the presentations of such overtures to Eastminster Presbytery for its consideration. The Presbytery Coordinating Council will present proposed Amendments to the Constitution of the Presbyterian Church (U.S.A.) coming from the General Assembly to Eastminster Presbytery for its concurrence or nonconcurrence.

Section C – **Election and Composition**

- 5.300 The election of the Presbytery Meeting Coordinating Council members shall occur each year at the November stated meeting of presbytery. The Nominating Committee shall present a slate of nominees.
- 5.301 The membership of the Presbytery Meeting Coordinating Council shall consist of six (6) persons. The stated clerk and general presbyter serve as ex-officio, without vote. The

Council from among the Council members elects a moderator and vice-moderator. The Secretary of the Council shall be the stated clerk.

5.302 A quorum of the Council shall consist of three (3) of its voting members.

Section D – **Meetings**

5.400 The Presbytery Meeting Coordinating Council shall meet no later than the second Thursday prior to each stated meeting of presbytery. Council, at its first (organizational) meeting each year shall establish its regular meeting time and place for the year.

ARTICLE VI – MISSION-VISIONING COUNCIL

Section A – **Purpose**

6.100 Eastminster Presbytery shall have a Mission-Visioning Council in accordance with the provision of the Book of Order (G-9.0901), whose purpose shall be for the coordination of mission and program.

Section B- **Responsibilities**

6.200 The Mission-Visioning Council is responsible to envision the future mission of Eastminster Presbytery, including local, regional and global mission opportunities.

6.201 The Mission-Visioning Council is responsible to coordinate efforts of all committees and commissions to support the Congregations of Eastminster Presbytery.

6.202 The Mission-Visioning Council is responsible to review communications from committees and commissions to ensure that presbytery vision is shared. The communications includes, but is not limited to meeting minutes, reports and recommendations to presbytery.

6.203 The Mission-Visioning Council shall review any requests from Committees Moderators for co-opted members, and approve those appointments that are in the best interest of both the committee and presbytery, considering the need for a range of diversity.

Section C – **Composition**

6.300 The membership of the Mission-Visioning Council shall be:

- a. One representative from each of the following committees/commissions:
Committee on Ministry, Committee on Preparation for Ministry, Committee on Nominations, Committee on Personnel, Committee on Mission , Committee on Joseph Badger Meadows , Committee on Congregational Resources , Committee on Communications and Nurture, Commission on Evangelism and Church Growth, the Board of Trustees and Presbyterian Women.
- b. The Moderator and Vice Moderator of presbytery, ex-officio with vote;
- c. A discernment advisor who serves ex-officio with vote; elected by the Nominating Committee for a one year term renewable up to six years.

d. The General Presbyter and the Stated Clerk serve ex-officio without vote.

- 6.301 No one may serve more than six (6) consecutive years as a voting member of the Mission-Visioning Council.
- 6.302 The Moderator of the Mission-Visioning Council shall be the immediate past Moderator of the presbytery. The Vice-Moderator of the Council shall be the present Moderator of presbytery.
- 6.303 A quorum of the Council shall consist of six (6) of its voting members.

Section D – **Meetings**

- 6.400 The Mission-Visioning Council shall meet no less than quarterly, and shall, at its first meeting each year, determine the time and place of its meetings.

ARTICLE VII – THE COMMITTEES OF PRESBYTERY

Section A – **General Information**

- 7.100 The election of committee members shall occur each year at the November stated meeting of presbytery. The Nominating Committee shall present a slate of nominees for the various openings on committees, except for openings on the Nominating Committee, which will be presented by the Presbytery Meeting Coordinating Council.
- 7.101 The election of a moderator (or co-moderators) of a committee of presbytery shall occur at the December meeting of that body by its own members. Those moderators (or co-moderators) shall be introduced to the presbytery at its January meeting. No one shall serve as a moderator of a committee for a period of more than three (3) consecutive years, or co-moderator for a period of more than five (5) consecutive years. If a vacancy occurs during the year for the position of moderator (or co-moderator), the committee shall elect one of its members to fill the vacancy. In addition, each committee shall have a secretary and other officers as needed.
- 7.102 All Committees (except the Committee on Representation, the Self-Development of People Committee, task groups and work groups) shall meet on the second Tuesday in the months of February, April, June, August (optional), October and December.
- 7.103 Each committee shall submit to the Stated Clerk, prior to the meeting of the Presbytery Meeting Coordinating Council, a clearly prepared report of information and recommendations for presbytery action (if any), which will be included in the packet that accompanies the call for the meeting.
- 7.104 Each Presbyter shall receive with the call for the presbytery meeting reports of all committees reporting at that meeting. Presbytery may waive this rule by vote in cases when matters must be dealt with and the time schedule does not permit inclusion of such matters in the packet and may accept papers to be distributed at the presbytery meeting.

- 7.105 For all committees, except the Committee on Ministry, a quorum shall be one-third of the elected members, or three (3) persons, whichever is greater. One third of the quorum shall be elders or ministers. The quorum for the Committee on Ministry is required to be a majority, or eight (8) by the Book of Order (G-11.0501).
- 7.106 Co-opted members may be appointed to committees of presbytery using the following criteria:
- a. Co-opted members shall be appointed by the Moderator of the committee on which they are to serve, subject to the approval of the Mission Visioning Council.
 - b. Co-opted persons are appointed for their knowledge and expertise in the area of the committee's function.
 - c. Co-opted members are full voting members of the committee.
 - d. A co-opted member cannot serve as Moderator, Co-Moderator or Vice-Moderator of the committee.
 - e. The term of service of a co-opted member shall be one (1) year and shall be renewable for a period of up to six (6) years.
 - f. Any expenses of a co-opted member shall be met within the committee's budget.
 - g. A co-opted member of a committee shall be eligible to be elected as a committee member when and if a vacancy occurs, provided he/she meets the qualifications for committee membership and has not served three (3) consecutive years as a co-opted member. No person shall serve any committee for more than eight (8) consecutive years, whether as an elected member or a co-opted member. The person may be recommended to the Nominating Committee for the usual election procedure.
 - h. The number of co-opted members shall be no more than one-half the number of elected committee members provided by this Manual.

Section B – The Committee on Mission

- 7.200 In consultation with the Mission-Visioning Council, the responsibilities of the Committee on Mission shall be to seek to support the presbytery’s vision by:
- a. Providing designs, strategies and resources for congregations to discern God’s mission for them.
 - b. Providing resources to interpret Presbyterian Church (USA) mission involvement and opportunities.
 - c. Providing specific resources to interpret the “Self-Development of People” program
 - d. Providing annual mission event for presbytery.
 - e. Providing a five-year plan for presbytery sponsored mission trips, which are to be updated and presented to presbytery annually.
 - f. Providing triennial consultation with congregations mission directions and needs.
 - g. Recommending annually a budget for administrative expenses and presbytery causes related to the committee’s work.
 - h. Providing congregations and special ministries assistance in applying for General Assembly and Synod of the Covenant mission grants, reviewing and evaluating the projects while they are receiving aid.
 - i. Administering grants from those restricted funds so designated by presbytery.
 - j. Providing support and advice for congregations in redevelopment.
 - k. Providing support and advice for campus ministries within the bounds of Eastminster Presbytery.
- 7.201 Composition: The Committee on Mission shall have nine (9) members, three (3) classes of three (3) each. A Moderator is, or co-Moderators are, elected from among the committee members. In accordance with the Book of Order (G-9.0501b), at least one-half of the members shall be laypersons.
- 7.202 This committee is expected to use task groups to fulfill the responsibilities listed.

Section C – **The Committee on Ministry**

- 7.300 In consultation with the Mission-Visioning Council, the responsibilities of the Committee on Ministry shall be to seek to support the presbytery's vision, and fulfill the responsibilities listed in the Book of Order (G-11.0502) by:
- a. Working in consultation with the Committee on Mission for triennial consultations with presbytery churches.
 - b. Serving as pastor and counselor to the ministers and Certified Christian Educators of the presbytery, to facilitate the relations between congregations, ministers and Certified Christian Educators, and the presbytery, and to settle difficulties on behalf of the presbytery when possible and expedient.
 - c. Exercising oversight of churches without pastors and ministers without churches in accordance with presbytery's policies. (Book of Order G-11.0502f)
 - d. Acting with the authority of presbytery to: find in order calls issued by churches; to approve and present calls for services of ministers; to approve the examination of ministers transferring from other presbyteries as required by the Book of Order (G-11.0402); to dissolve the pastoral relationships in cases where the congregation and the pastor concur; to grant permission to labor within or outside the bounds of presbytery; and to dismiss ministers to other presbyteries. All such actions must be reported at the next stated meeting of presbytery.
 - e. Evaluating the adequacy of the terms of call of ministers and other professional church workers annually and reporting the same to the presbytery with recommendations, if needed.
 - f. Expressing presbytery's concern for those receiving pensions and their relationship with the Presbyterian Board of Pensions, and dispersing funds from presbytery's Supplemental Pension fund.
 - g. Serving as presbytery's agent to military and institutional chaplains.
 - h. Processing all applications for credentials of persons from other denominations prior to any consideration of the applicant by a church within the presbytery.
 - i. Promoting and encouraging the continuing education of the presbytery's clergy.
 - l. Recommending annually a budget for administrative expenses and presbytery causes related to the committee's work.

- 7.301 Composition: The Committee on Ministry shall have fourteen (14) members, seven (7) elders and seven (7) ministers. There shall be three (3) members from each area of presbytery, plus two (2) additional members, one from the north or west area, one from the south or east area. Members will serve in classes. Each class will serve for a period of three (3) years. Members shall be ineligible to serve more than two (2) consecutive terms or portions of terms. (Book of Order G-11.0501).
- 7.302 A quorum shall be a majority or eight (8) members.
- 7.303 This committee is expected to use task groups to fulfill the responsibilities listed.

Section D – The Committee on Preparation for Ministry

- 7.400 In consultation with the Mission-Visioning Council, the responsibilities of the Committee on Preparation for Ministry shall be to support the presbytery's vision, and fulfill the committee responsibilities including those listed in the Book of Order (G-14.0300, G-14.0400) by:
- a. Providing for registration of persons interested in pursuing a church-related ordained vocation.
 - b. Making a close and particular examination of the promise and aptitude of each applicant for inquiry and candidacy, of his or her spiritual, emotional, intellectual, physical, and educational qualifications, and of intentions which have influenced his or her decisions.
 - c. Implementing presbytery's policies concerning attendance of an applicant at a career center and the choice of a seminary.
 - d. Maintaining a complete file on each inquirer and candidate.
 - e. Providing necessary information to the General Assembly Agency charged with responsibility for candidates.
 - f. Referring to the synod any request by the presbytery for exceptions to ordination requirements.
 - g. Implementing presbytery's policy concerning Clinical Pastoral Education (or equivalent).
 - h. Acting upon requests for grants from the Candidates Scholarship Fund.

- i. Certifying lay preachers.
- j. Clearing the standing of a candidate in covenant relationship with another presbytery prior to his or her approval by the Committee on Ministry of his or her nomination by a pastor (or associate pastor) Nominating Committee.
- k. Planning and conducting annual consultations for inquirers and candidates in a retreat setting.
- l. Encouraging congregations in recruiting people to consider the pastoral vocations as a career.
- m. Recommending annually a budget for administrative expenses and presbytery causes related to the committee's work.
- n. Encouraging financial support of Presbyterian seminaries through the Theological Education Fund.

7.401 Composition: The Committee on Preparation for Ministry shall have six (6) members, three (3) ministers and three (3) elders. There shall be three (3) classes of two (2) each. Each class shall be composed of (1) minister and (1) elder. Each class shall serve for a period of three (3) years. Members may be co-opted for specific liaison responsibilities when the number of inquirers and candidates do not allow two committee members to be without liaison responsibilities. Members may also be co-opted for their knowledge and expertise in the area of the committee's function.

7.401 This committee is expected to use task groups to fulfill the responsibilities listed.

Section E – The Committee on Nominations

7.500 The responsibilities of the Committee on Nominations are to be fulfilled by:

- a. Nominating to presbytery one (1) person for each position to be filled, including officers of presbytery, members of committees, members of those commissions not appointed by the moderator of presbytery, members of committees or boards of another Governing Body, if required, and members of special committees and task groups as directed by presbytery. Nominating members of the Committee on Ministry shall be the highest priority among committee nominations. The committee shall report the nominations annually at the November stated meeting of presbytery. The committee shall nominate persons to fill vacancies that may occur during the year among committees and commissions of presbytery or among the officers of presbytery. Upon receiving the nomination, presbytery will proceed to election. Nominations may always be made from the floor of presbytery and, if so, balloting shall take place to determine who shall be elected. In fulfilling its responsibility, the committee shall be guided by Book of Order (G-11.0501b, c and d).
- b. Nominating persons using the following restrictions: The committee shall nominate members of presbytery to serve on only one committee or commission of presbytery. The committee shall try to avoid having more than one person from the same church serving on the same committee. A presbyter may serve on a committee or commission and concurrently serve as a reader of examinations for candidates for ordination, on the Committee on Representation, on the Self-Development of People Committee, the Permanent Judicial Commission or on specially appointed committees.
- c. Determining from the members of presbytery their preference in regard to the committee on which they desire to serve. The committee will work to match the gifts and interests of potential committee members with presbytery service opportunities. This committee shall maintain a record of presbytery service of ministers of the presbytery and as many laymen and laywomen as possible. This committee or any nominator from the floor of presbytery shall only submit names in nomination after the nominee understands the duties and responsibilities of the position and has given his or her consent to be nominated.
- d. Consulting with the Committee on Preparation for Ministry to nominate, for presbytery's election, readers of examinations for candidates for ordination. (Book of Order G-11.0103m).
- e. Working to develop two-way communication with Committees and Commissions to assure that individuals with the gifts and energy needed on those Committees and Commissions are nominated for membership.
- f. Recommending annually a budget for administrative expenses and presbytery causes related to the committee's work.

- 7.501 The terms of office for all members of the committees of the presbytery, unless otherwise provided, shall be three (3) years with the privilege of re-election for one (1) succeeding term, with all terms to commence upon election at the November stated meeting of presbytery. A member, having served two (2) consecutive terms totaling six (6) years, shall be ineligible to serve on that committee for a further term until at least one (1) year has elapsed from the expiration of the last term from which he or she was elected. No person shall serve any committee for more than eight (8) consecutive years, whether as an elected member or a co-opted member. When a committee position becomes vacant because of death or resignation, the committee may nominate, if appropriate, an individual to complete the un-expired term.
- 7.502 Non-attending members: When a member of a committee of presbytery is absent without excuse for three (3) consecutive meetings, or for 50 percent of the meetings in a year, after contacting the member to ascertain his or her ability to serve, the Moderator of the committee shall report such absence to the Moderator of the Nominating Committee. The Nominating Committee may then take appropriate action.
- 7.503 Non-participating clergy and clergy who fail to serve on a committee shall be referred to the Committee on Ministry for appropriate action.
- 7.504 Election of Commissioners and Youth Advisory Delegates to General Assembly: The election of the commissioners, youth advisory delegate (YAD) and alternates to the General Assembly shall be held at the January meeting of the presbytery. The Committee on Nominations using a plan recommended by the committee and approved by the presbytery shall present nominations. Nominations may be made from the floor, providing the nominees have given their consent to be nominated and can attend the General Assembly.
- 7.505 Election of commissioners and the youth advisory delegate to the Synod of the Covenant: The election of commissioners and the youth advisory delegate (YAD) to the Synod of the Covenant shall be held in accordance with the synod provisions and the plan of the presbytery.
- 7.506 Composition: The Committee on Nominations shall have six (6) members, at least one from each area of presbytery, and a Moderator. One third of the members shall be ministers of the Word and Sacrament, one-third laywomen, and one-third laymen. The Presbytery Meeting Coordinating Council nominates members of the nominating committee and appoints a moderator from among the committee members.

Section F – **Committee on Representation**

- 7.600 The presbytery shall elect a Committee on Representation in accordance with the Book of Order (G-9.0105 and G-11.0302).
- 7.601 Composition: The Committee on Representation shall have 4 to 6 members. The committee elects a moderator from among its members. The committee is to be constituted to meet the requirements of the Book of Order (G-9.0105) as much as possible. In accordance with the Book of Order (G-9.0501b) at least one-half of the members shall be laypersons.

Section G – **Committee on Personnel**

- 7.700 The responsibilities of the Committee on Personnel shall be:
- a. In relation to the General Presbyter:
 - (1) To confer with the General Presbyter regarding the conduct of the presbytery office.
 - (2) To review and evaluate the performance and compensation and job description of the General Presbyter.
 - (3) To report to the presbytery its findings and recommendations concerning terms of office, compensation, responsibility, and service. The General Presbyter is to be elected for a term of 5 years, with the presbytery voting at the end of the 5year period on contract renewal.
 - b. In relation to the Financial and Clerical Assistant, and the Administrative Assistant –
 - (1) In consultation with the General Presbyter, to hire, review the work of, and if necessary, separate from employment the Financial and Clerical Assistant and the Administrative Assistant. Also make recommendations concerning terms of employment, compensation, and responsibilities of the Financial and Clerical Assistant and the Administrative Assistant.
 - c. In relation to other paid staff –
 - (1) In consultation with the General Presbyter, to hire, review the work of, make recommendations in regard to compensation and responsibilities and if necessary, separate from employment of all other paid staff.

- d. In relation to contract employees and consultants –
 - (1) In consultation with the General Presbyter, to hire (for a period not to exceed one year), review the work of, make recommendations in regard to compensation and responsibilities and if necessary, separate from employment of contract employees and consultants.
 - (2) Recommend to presbytery, in consultation with the General Presbyter, employment of any contract employees beyond one year.
- e. To recommend annually a budget for administrative expenses and presbytery causes related to the committee's work.

7.701 Composition: The Committee on Personnel shall have six (6) members, an equal number of ministers/laypersons and men/women forming three (3) classes of two persons each. Experience in personnel administration is helpful.

Section H – **The Committee on Joseph Badger Meadows Camp and Conference Center**

- 7.800 In consultation with the Mission-Visioning Council, the responsibilities of the Committee on Joseph Badger Meadows Camp and Conference Center shall be to support the presbytery's vision, and fulfill the committee responsibilities by:
- a. Participating in the training of committee members for the management of Joseph Badger Meadows Camp and Conference Center by attending synod events and self-initiated training seminars.
 - b. Being responsible for the program, maintenance, management, development, and staff of Joseph Badger Meadows Camp and Conference Center.
 - (1) Program – To provide opportunities for ministry in the presbytery through yearly camp, conference, and retreat programs. To promote all JBM programs in the churches of the presbytery. The committee will work with the Directors in planning the year's events.
 - (2) To develop sound fiscal policies for the management of the Camp and Conference Center.
 - (3) To keep the Camp and Conference Center well maintained.
 - (4) To consider ways for future development of the Camp and Conference Center program and facilities.
 - (5) To supervise the work of the Manager/Program Director (this position may be filled by more than one person).
 - c. To recommend annually a budget for administrative expenses and presbytery causes related to the committee's work.

- 7.801 Composition: The Committee on Joseph Badger Meadows Camp and Conference Center shall have nine (9) members; at least five (5) shall be laypersons. There shall be three classes of three (3) persons. Each class will serve for three (3) years. At least one church educator, if possible, should be considered for membership in each class. The Moderator of the committee will be elected from among the committee members.
- 7.802 This committee is expected to use task groups to fulfill the responsibilities listed.

Section I – **The Self-Development of People Committee**

- 7.900 The principal responsibility of the Self-Development of People Committee shall be to make recommendations on self-development projects within the bounds of the presbytery to the National Committee on Self Development of People. The committee shall encourage groups within the presbytery to begin projects of self-development. The committee will follow the guidelines and criteria of the National Program. The committee will meet as needed and will report its proceedings to the presbytery.
- 7.901 Composition: The membership of the Self-Development of People Committee shall consist of twelve (12) members in three (3) classes for terms of three (3) years each. Seventy-five percent (75%) of the members shall be Presbyterian. A majority shall be minorities. At least three (3) of its members shall be clergy. The Moderator of the Committee shall be Presbyterian.

Section J – **Committee on Congregational Resources**

- 7.1000 In consultation with the Mission-Visioning Council, the responsibilities of the Committee on Congregational Resources shall be to seek to support the presbytery's vision, and fulfill the committee responsibilities by:
- a. Supporting congregational efforts in:
 - (1) Christian Education
 - (2) Youth Ministry
 - (3) Worship
 - (4) Social Justice
 - (5) Stewardship
 - b. Reviewing session Minutes at least once a year as specified in the Book of Order (G-10.0301).
 - c. Managing the Resource Center
- 7.1001 The committee is to recommend annually a budget for administrative expenses and presbytery causes related to the committee's work.

- 7.1001 Composition: The Committee on Congregational Resources shall have nine (9) members; at least five (5) shall be laypersons. There shall be three classes of three (3) persons. Each class will serve for three (3) years. At least one church educator, if possible, should be considered for membership in each class. The moderator of the committee will be elected from among the committee members.
- 7.803 This committee is expected to use task groups to fulfill the responsibilities listed.

Section K – **Committee on Communications and Nurture**

- 7.1100 In consultation with the Mission-Visioning Council, the responsibilities of the Committee on Communications and Nurture shall be to seek to support the presbytery's vision, and fulfill the committee responsibilities by:
- a. Enhancing Communication
 - (1) Developing and administering a multiple function world wide web site:
 - Providing timely information about presbytery's role, structure and activities
 - Facilitating two-way communication with churches and interested parishioners
 - (2) Coordinating online and printed publications
 - (3) Helping congregations in need of computer equipment and skills
 - b. Building Community
 - (1) Installation services for pastors
 - (2) Providing opportunities for social events
 - (3) Implementing and supporting General Presbyter & minister gatherings
 - (4) Implementing and supporting General Presbyter & congregational gatherings
 - c. Nurturing Local Church & Presbytery Leadership
 - (1) Nurturing and supporting pastors
 - (2) Developing leadership
- 7.1101 This committee is to recommend annually a budget for administrative expenses and presbytery causes related to the committee's work.
- 7.1102 This committee is expected to use task groups to fulfill the responsibilities listed.

- 7.1103 Composition: The Committee on Communications and Nurture shall have nine (9) members; at least five (5) shall be laypersons. There shall be three classes of three (3) persons. Each class will serve for three (3) years. To the extent possible, membership on this committee should include at least one church educator and one person with skills in computer-based communications. The Moderator of the committee will be elected from among the committee members.

ARTICLE VIII – THE PERMANENT JUDICIAL COMMISSION

- 8.100 Responsibilities: The responsibilities of the Permanent Judicial Commission shall be to fulfill the requirements of the “Rules of Discipline”, specifically to conduct trials and hearings as authorized in the Book of Order (D-2.0102).
- 8.101 Composition: The Permanent Judicial Commission shall consist of eight (8) persons, four (4) ministers and four (4) laywomen and laymen elders arranged in three (3) classes elected for six-year terms, with no more than one of its elder members from any one church. There shall be at least one (1) minister and one (1) layman or laywoman elder in each class.
- 8.102 Quorum: A quorum shall be a majority or five (5) members.

ARTICLE IX – THE COMMISSION ON EVANGELISM AND CHURCH GROWTH

- 9.100 In consultation with the Mission-Visioning Council, the responsibilities of the Commission on Evangelism and Church Growth shall be to support the presbytery’s vision, and fulfill the commission responsibilities by:
- a. Resourcing congregations for growth, including providing consultative resources.
 - b. Assisting congregations in reaching younger generations
 - c. Publicizing, to each session, training events on Church growth
 - d. Providing support and oversight for new ministry probes and new church developments.
 - e. Engaging the presbytery annually in an analysis of the membership growth or decline and demographics of the presbytery’s churches and its implications for the presbytery.
 - f. Engaging the presbytery in discussing evangelism and membership growth as a Biblical mandate and part of the mission of the Church.
 - g. Serving as communicator and interpreter of evangelism material and actions coming from the synod and General Assembly.
- 9.101 This commission is to recommend annually a budget for administrative expenses and presbytery causes related to the committee’s work.
- 9.102 This commission is expected to use task groups to fulfill the responsibilities listed.

- 9.103 Composition: The Commission on Evangelism and Church Growth shall have nine (9) members; ministers and elders in numbers as nearly equal as possible, with not more than one of its elder members from any one church. There shall be three classes of three (3) persons. Each class will serve for three (3) years. The Moderator of the commission will be elected from among the commission members.
- 9.104 Quorum: A quorum of the Commission on Evangelism and Church Growth shall be a majority of its members.

ARTICLE X – TRUSTEES

- 10.100 The responsibilities of the Trustees are:
- a. To manage the assets of the Presbytery for compliance with local, county, state, and federal laws and regulations.
 - b. To manage the budget negotiation process of the Presbytery. The Trustees shall present the proposed askings budget for the following year at the September stated meeting of Presbytery, in order to prepare, in consultation with the committee/commission moderators, and submit a preliminary budget for approval at the November stated meeting. The preliminary budget shall take effect on January 1 and shall serve to authorize expenditures for the ongoing operations and programs of the Presbytery until the final budget is approved. The final budget shall be prepared in consultation with committee/commission moderators, and submitted for approval at the March stated meeting of Presbytery and, when approved, it shall be retroactive to January 1. Any additions or subtractions to particular periodic line items in the preliminary budget shall be prorated over the course of the remaining months that the final budget is in effect, April through December.
 - c. To recommend to the Presbytery, for Presbytery's approval, the per capita apportionment to fund the operating expenses of the Presbytery.
 - d. To oversee the budgets and other funds of Presbytery. Based on the budgets adopted by the Presbytery and the response of giving by congregations, the Trustees shall oversee the spending of the Presbytery budgets and all other funds. This responsibility includes checking spending compared to budget, the Treasurer's report, emergency financial needs, and dealing with insufficient or excess income. Funds are to be administered recognizing that the appropriate program or administrative committee or commission has the authority to direct disbursement of those funds. Committee or Council budgets can be overspent only with the permission of Presbytery.
 - e. To be responsible for the corporate affairs and physical health of the Presbytery.
- 10.101 Authority: The presbytery shall be incorporated under the laws of the State of Ohio, as a corporation not-for-profit, by the name and style of Eastminster Presbytery.

- 10.102 Eastminster Presbytery, a corporation, shall keep and maintain a set of books and records, and shall be specially charged to receive, segregate, earmark, and keep separate from any other funds and property placed in its care all appropriations, contributions, legacies, and funds in any way arising for any committee or commission of Eastminster Presbytery, an ecclesiastical body, or distributed to said committee or commission.
- 10.103 Composition: The Trustees shall have six (6) members; at least three (3) shall be laypersons. There shall be three (3) classes of two (2) each. Each class shall be composed of one (1) minister and one (1) elder and shall serve for a period of three (3) years. At least one member should have financial and/or real estate experience. The Trustees will elect one of the body's members annually to serve as its President, and another to serve as its Vice-President. The President or Vice-President will be moderator of all meetings of the Trustees.
- 10.104 Quorum: A quorum for a meeting of the Trustees shall be three (3) members.
- 10.105 Duties and Powers:
- a. The Trustees, on order of the presbytery, shall receive, take title to, control and manage any funds, money, or real or personal property willed, conveyed, or entrusted to the care of Eastminster Presbytery as the representative body of the Presbyterian Church (U.S.A.) for the area within the boundaries of the presbytery, the proceeds of which are to be used for any of the benevolent agencies of the Presbyterian Church (U.S.A.). All of the money, funds, and/or property are to be employed for the charitable, benevolent, or religious purposes of the Presbyterian Church (U.S.A.) as aforesaid and in no case for profit.
 - b. Eastminster Presbytery, a corporation, shall have power to purchase real estate and to sell, lease, mortgage, or otherwise encumber any real estate which it owns, or in which it has an interest, without petitioning for, or obtaining an order of any court for permission so to do, and shall have and exercise all of the powers permitted to corporations by Section 1715.12 of the Revised Code of the State of Ohio.

Churches desiring to borrow money for construction or renovations, mortgage church property for any reason, or buy or sell property or any building owned by the church, shall not do so without the approval of the Trustees, working in consultation with the Committee on Mission and Eastminster Presbytery.
 - c. The audit of finances of presbytery and books of the Treasurer shall be the responsibility of the Trustees. The committee shall submit names for approval by the Presbytery Meeting Coordinating Council of those who will do the audit. An audit shall be made at least once a year of the presbytery accounts.
 - d. The Trustees, after notification of the Presbytery Meeting Coordinating Council, may secure legal counsel as the need arises.
 - e. The Trustees shall provide counsel and oversight for the Endowment Fund Trustees.

10.106 Meeting of the Corporation: Unless otherwise called by the presbytery or the president of the Trustees, an annual meeting of the corporation shall be held each year on the second Tuesday of November.

ARTICLE XI – ENDOWMENT FUND TRUSTEES

- 11.100 The responsibilities of the Endowment Fund Trustees are:
- a. To exercise the powers listed in Article VI of Attachment V of the Minutes of the January 14, 1997 meeting Eastminster Presbytery.
 - b. To present an annual report to Eastminster Presbytery, no later than April 1, and present supplemental reports to Eastminster Presbytery from time to time. The details of the report content are listed in Article VII of Attachment V of the Minutes of the January 14, 1997 meeting Eastminster Presbytery.
 - c. To establish a long-term investment objective for each Fund created by the Program as listed in Article VIII of the Minutes of the January 14, 1997 meeting Eastminster Presbytery.
 - d. To exercise the duties listed in the “Investment Policies and Guidelines” section of Attachment V of the Minutes of the January 14, 1997 meeting Eastminster Presbytery.
- 11.101 Composition: The Endowment Trust Board of Trustees (the Endowment Fund Trustees) shall have seven (7) members, at least three of whom shall be laypersons. The moderator (chairperson) of the Board shall be elected from among the Board members annually. The General Presbyter and presbytery Moderator shall be ex-officio members of the Board without vote.
- 11.101 Quorum: A quorum for a meeting of the Trustees shall be four (4) members.
- 11.102 Additional information, requirements and policies are listed in Attachment V of the Minutes of the January 14, 1997 meeting Eastminster Presbytery.

ARTICLE XII - GENERAL RULES FOR THE PRESBYTERY

Section A - **Definition**

- 12.100 Robert’s Rules of Order (Newly Revised) shall be the accepted authority for guidance of procedures for the business of presbytery.

Section B – **Finances and Expenses of the Presbytery**

- 12.200 The presbytery shall attempt to provide for all reasonable expenses of its officers and committees within the limits of the budget of the presbytery.
- 12.201 As authorized in the Book of Order (G-9.0404d), operating expenses of the presbytery, synod and General Assembly are funded through per capita apportionment of costs. One apportionment shall cover the amounts apportioned for the General Assembly, the synod, and the expenses of Eastminster Presbytery. Each church shall pay to the treasurer of the presbytery the amounts apportioned for the General Assembly, the synod and the presbytery. Payment shall be made before the dates approved by the Presbytery Meeting Coordinating Council. The Treasurer shall report to the Trustees churches that have not paid their per capita apportionment and inform them of their obligations. The Treasurer shall also inform the Trustees of the church's participation in General Mission giving. The presbytery upon receiving a recommendation from the Trustees sets the presbytery's portion of this apportionment.
- 12.202 All churches shall forward their benevolences to the presbytery office. It is urged that such payments be made monthly.

Section C – **Relating to Ministers**

- 12.300 Attendance at the stated, special and adjourned meetings of the presbytery is an obligation of every enrolled member.
- 12.301 Any minister who cannot attend a stated, special or adjourned meeting of the presbytery shall notify the Stated Clerk. The Enrolling Clerk shall be notified if a minister desires to be excused from a portion of the meeting.
- 12.302 When a minister is absent without excuse from the stated, special and adjourned meetings of presbytery for a period of one year, the stated clerk shall report such absence to the Committee on Ministry for recommended action from the "Rules of Discipline". Ministers who are honorably retired may be granted optional attendance.
- 12.303 To be included on the roll for nomination for election as a Commissioner to General Assembly, ministers must have attended four of the six annual stated meetings of presbytery, and more than fifty percent (50%) of the meetings of presbytery committees/commissions/trustees. Those who are excused from committee service by virtue of being an elected officer of the presbytery are exempt from this requirement. Failure to maintain this level of attendance will prohibit a given minister from being nominated for election as Commissioner to General Assembly that year.
- 12.304 A minister may be granted an exception to this standard for any given absence, by applying, with rationale, to the Committee on Nominations. The Committee on Nominations will decide whether to grant the excuse and report their decision to the minister and to the Stated Clerk.

Section D – **Relating to Churches**

- 12.400 Each session shall see that it is represented by an elder at all stated, special and adjourned meetings of presbytery. The stated clerk shall note churches that are consistently not represented by an elder, and the Committee on Ministry will be notified for recommended action.
- 12.401 Each session shall present communications received from the presbytery, synod and General Assembly as items of business at the next session meeting following their receipt.
- 12.402 A statistical report provided by the General Assembly and presbytery shall be prepared by the session and sent to the presbytery office by a date set by the presbytery Stated Clerk. Reports of the session, trustees, and organizations of the church may be reviewed in compiling the statistics, which shall be incorporated in the session minutes.
- 12.403 Each church shall send to the presbytery Stated Clerk, along with the statistical report, a list of all session members and the Clerk of Session.
- 12.404 Each church shall present its session records to the presbytery for review by the Committee on Congregational Resources upon request by that committee.
- 12.405 Each session shall review annually, with the pastors, the terms of call, and report through the Clerk of Session such review and any resulting changes to the Committee on Ministry.
- 12.406 When a pulpit becomes vacant, the session shall confer with the Committee on Ministry regarding the presbytery's appointing a moderator and pulpit supply during the interim. The Pastor Nominating Committee shall receive approval from the Committee on Ministry, as guided and required by the Book of Order (G-14.0500), prior to nomination of any candidate to a pastoral position of the congregation.

Section E – **General Information**

- 12.500 The presbytery meeting docket may be changed at any time by a vote of the presbytery.
- 12.501 Amendments or additions to the "Manual of Operations" shall be referred to the Presbytery Meeting Coordinating Council for study and recommendation to presbytery. The Council shall present a first reading at the next stated meeting of presbytery. At the following stated meeting of presbytery the "Manual of Operations" change shall be voted upon.
- 12.502 Presbytery may set aside, by a 2/3 vote, provisions of the "Manual of Operations" not required by the Book of Order.
- 12.503 Presbytery may approve policy papers beyond the scope of the "Manual of Operations". Policy papers are for guidance and may be set aside by a majority vote of presbytery.

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