

Presbytery of Giddings-Lovejoy, *Manual of Operations*

**PRESBYTERY OF GIDDINGS-LOVEJOY**

*MANUAL OF OPERATIONS*



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## **GENERAL**

### **1.1 PURPOSE AND SCOPE**

This manual shall contain all the approved policies and procedures of the Presbytery of Giddings-Lovejoy, except those contained in the *Articles of Incorporation*, *Bylaws* and the *Book of Order* of the Presbyterian Church (U.S.A.).

### **1.2 THE GREAT ENDS OF THE CHURCH**

As a governing body, the Presbytery of Giddings-Lovejoy is guided by the *Form of Government*, which states:

**The Great Ends of the Church are...**

- the proclamation of the gospel for the salvation of humankind;
- the shelter, nurture and spiritual fellowship of the children of God;
- the maintenance of divine worship;
- the preservation of the truth;
- the promotion of social righteousness; and
- the exhibition of the Kingdom of Heaven to the world.

### **1.3 PREFACE**

The Presbytery of Giddings-Lovejoy is the crossroads of many cultures, peoples, histories and concerns. Here east meets west, north meets south, rural meets urban, and tradition meets experimental. Christians from European, African, Asian, Hispanic and Native American backgrounds all share space. Within our Presbytery we have a wealth of leadership styles, multiple histories, diverse congregations and different ways of doing things. Memories of our former denominations are still precious to many; varying theological perspectives continue to be passionate; and ministers and laity each seek to express themselves in particular ways. Truly God has given us the blessing of diversity that requires that we recognize and celebrate our differences. However, "to whom much has been given, much will be required..."(Luke 12:48b)

This presbytery is called to see our variety as blessing and not curse. For us, the Apostle Paul's metaphor of the body of Christ gives new hope for a presbytery built upon trust and acceptance of one another's gifts, abilities and good will. Just as the human body cannot easily do without any of its members, so too do we the church in this place depend upon the same variety that requires so much give-and-take. Therefore, the following Vision and Mission Statement are offered as particularly suited to the nature and needs of this presbytery.

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## **1.4 GUIDING PRINCIPLES**

The Presbytery values and is instructed by the following statements:

- A. **Presbytery's fundamental life is in and through local congregations:** affirming and supporting all congregations, wisely using and continuing to discover the varied gifts of the people, and responding to issues as they arise from the local churches.
- B. Instead of trying to be everything to everyone, **presbytery will focus on ministries that extend the ministry of local churches, support pastors and leaders of local churches, and provide efficient governance.**
- C. The Presbytery as part of the Body of Jesus Christ understands itself as a Christian community seeking a balance of worship, business, education, fellowship and service.
- D. The Presbytery values the spiritual growth of persons and seeks to nurture spiritual growth in all the work and worship of the church.
- E. The Presbytery cares for persons by building up ministers of the Word, training elders, supporting the ministry of the laity, being inclusive of all persons, and in all ways enabling the effective participation of all members of the Presbytery.
- F. The Presbytery values an equal role for women and men, laity and ministers of every racial ethnic group in the life and leadership of the church.
- G. The Presbytery values intentional calling of persons to service. Mission gives focus to our calling and is faithful to Christ's mandates.
- H. The Presbytery values Christian education as a means of building up both individual lives and the Body of Christ through leadership development and continuing education of laity and clergy.
- I. The Presbytery is called to be an advocate for issues that impact the whole, and networks together in order that mutual ministries may be accomplished beyond our own individual congregations.
- J. The Presbytery values the diversity of congregations – large and small, rural and urban, city and county as viable and necessary centers for worship, education, mission and fellowship.
- K. The Presbytery values a cooperative spirit that anticipates and prepares in advance for the work of the church and convenes persons to establish consensus and coordination and mutual concerns and responsibilities (i.e., Communication and coordination).
- L. The Presbytery as an employing body values the work of paid staff and volunteers in mission and is committed to providing a work environment that encourages staff growth and

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development, and policies and procedures that adequately and fairly define positions and compensate staff, and is committed to the employment and support of staff who are productive, professional, competent, and compatible.

M. Believing that the attitudes of individual persons are more important to the efficient functioning of the Presbytery than is the structure, all presbyters should be guided by "forbearance in love" in whatever they say or do.

## **1.5 Our Beliefs and Theological Identity**

- We are people of the Creator God – being called into creativity, transformation and authentic relationship among diverse peoples in our midst.
- We are people of the Redeemer God – being led to evangelize by sharing the gospel of Jesus Christ in fresh and innovative ways among fresh and innovative neighbors emerging around us.
- We are people of the Lover God – being sent by the Holy Spirit to feed the spiritually hungry people within our changing communities.
- We are people of the Sovereign God – committing ourselves to discipleship-excellence by participating in what God is doing through justice-action, merciful-example, and shalom-living.

## **1.6 We Articulate Our Vision**

We would be faithful people...

- < acknowledging God's claim on our lives and our resources,
- < listening for God's dream for our future,
- < claiming ministries that will embody God's kingdom in our time and our place.

We would be faithful communities...

- < connected to the needs and aspirations of our neighbors
- < creatively living out the tensions of the faith
- < nurtured by tradition but liberated to the newness of God's possibilities.

We would be churches...

- < enlivened by the gospel,
- < enriched by the active discipleship of persons of all ages,
- < equipping each person for ministry,
- < engaging in fruitful partnership with our communities,
- < empowered by the realization of cooperative ministry.

We would be congregations...

- < blessed by our difference, bound by common values rooted in scripture and tradition
- < led by passionate leaders committed to proclamation, mission, and health
- < renewed in response to the newness and need of the world around us

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- < committed as witnesses against the injustices of racism and privilege dedicated to the health and wholeness of all people, particularly in supporting children and the households that nurture them toward maturity.

## **1.7 Our Mission Statement**

Our mission is to build relationships that lead congregations in life-transforming ministries so that we together embrace the fullness of the Kingdom of God.

## **1.8 Our Commitment to Dismantling Racism and Privilege**

### **1.81 PURPOSE:**

To increase awareness of and work toward the eradication of intentional and unintentional racism and privilege at critical decision points in the life of the Presbytery of Giddings-Lovejoy without increasing the complexity of reaching timely and informed decisions.

### **1.82 BACKGROUND**

- The 211<sup>th</sup> General Assembly (1999) adopted the paper “Facing Racism: A Vision of the Beloved Community.” The paper states in part:  
“We violate God’s intention for the human family, to live together and to love one another as God loves us. We violate God’s intention for the human family by creating false categories of value and identity, based on identifiable characteristics such as culture, place or origin and skin color. We use these categories to create a race-based system, which benefits some while oppressing others. Racism is fundamentally a spiritual problem because it denies our true identity as children of God.”  
The paper declares “that the General Assembly will assume an anti-racism identity”. “Anti-racism identity” is an “intentional stance that opposes the sin of racism while affirming the dignity and humanity of those who may hold racist views or benefit from it. It opposes sin not the sinner.” The paper urges “governing bodies and congregations to assume an anti-racism identity.”
- The Presbytery of Giddings-Lovejoy at its meeting on September 21, 2002, adopted a requirement that the “Personnel and Office Management Committee provide an impact study that will measure the consequences, in regard to personnel changes, on fair and equitable employment, diversity of gifts, and inclusiveness which leads to wholeness in our staff design and transition process.”
- The Presbytery of Giddings-Lovejoy on February 19, 2005, voted to adopt and implement Strategic Directions for 2005 and Beyond, and committed to continue to address racism and privilege in the midst of a growing diversity in our population by:
  - ++ Strengthening the unique relationship between African Americans and Caucasians;

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++ Recognizing the particular relationship between other minorities and Caucasians.

### 1.83 RATIONALE

- One of the “privileges” of the dominant group, the white male community in the United States, is not having to give thought or consideration to how an action or decision will impact upon or be received by those who are not a part of the dominant group. The dominant group often assumes without thought or reflection that an action or decision will be received and accepted without question throughout the society. “That is simply how things work” is the assumption of a dominant group.
- The Presbytery of Giddings-Lovejoy believes that in order for the Presbytery to “assume an anti-racism identity” and fulfill “God’s intention for the human family to live together and to love one another as God love us” members of the dominant group must consciously and intentionally seek to become aware of the unexamined patterns of thought, behavior and decisions that may negatively impact other members of the church and the broader community.
- Therefore, in order for the Presbytery to take initial steps to increase its awareness of privilege and to identify and avoid acts of unintended racism and sexism without impending timely actions and decisions, it affirms that the existing requirement that the Personnel and Office Management Committee providing an impact study in regard to personnel changes be affirmed and expanded.

### 1.84 ACTIONS

- **Policy, Program or Personnel Decisions:**

The Mission Council requires the submission of a dismantling racism and privilege Impact Study prior to the adoption of a major Presbytery policy, program or personnel decision.

“Major Presbytery policy, program or personnel decisions” includes the calling of persons to all presbytery staff positions, the allocation of presbytery resources through the adoption of the Presbytery annual budget, the adoption of presbytery mission goals, new church developments; the redevelopment, merging, closing or relocation of churches, conducting a Presbytery capital fund campaign, and the allocation of Presbytery funds for non-budgeted special mission projects in the amount of \$5000 or more.

- **Pastoral Calls:**

The Committee on Ministry works with the Dismantling Racism and Privilege Action Team scheduling anti-racism trainings for its members and its pastoral transition advisors. In addition, the committee monitors the AA/EEO policy for calling pastors, requiring Pastor Nominating Committees to seriously consider women candidates and persons from all racial ethnic groups.

- **Business and Personnel Practices:**

The Presbytery takes seriously doing business with racial ethnic and female controlled firms using resources that include an Impact Study Form, Guidelines for Staff and Personnel in Decision Making, and Guidelines for Equity in Business practices.

## 2. MINISTRY AREAS

### **2. 1 Networks**

The Presbytery of Giddings-Lovejoy, through its staff, committees and teams, and the partnership visit process, encourages congregations to work together in existing and emerging networks that support the mission and ministries of churches and their leaders and witnesses to our connectionalism.

## 3. MEETINGS OF PRESBYTERY

### **3.1 Planning for Meetings**

The meetings of presbytery are occasions for the expression of the corporate life of presbytery. They are the times when the people of presbytery gather for worship, inspiration, instruction, sharing of ideas, and to conduct its business.

A Meeting Design Team, moderated by the Stated Clerk, and composed of creative people with worship and process skills, shall be appointed by the Moderator of Mission Council, in consultation with the Stated Clerk and Executive Presbyter, to plan for the most productive use of the valuable time we spend together. This team shall plan our stated meetings. Ministry Teams may be asked to participate in the planning of a particular meeting by the design team.

### **3.2 Frequency of Meetings**

Presbytery shall hold four (4) stated meetings a year; on a Saturday in February; a Thursday in May; a Thursday in September; and a Saturday in November; plus such special meetings as may be called by the Presbytery Mission Council or as provided for in *The Book of Order*, Section G-11.0201. The Stated Clerk shall recommend a meeting schedule to the Mission Council for presbytery's approval. Meetings shall ordinarily convene for business at 9:30 a.m.

### **3.3 Quorum**

The quorum of any meeting of Presbytery shall be any three (3) ministers and as many elders as may be present, providing that at least three churches are represented by elders (G-11.0202)

### **3.4 Docket & Actions**

So that the Presbytery commissioners may be adequately informed prior to each Presbytery meeting:

- a. Docket time shall be requested, in writing through the Stated Clerk, by every individual or group reporting to or proposing an action by Presbytery.
- b. Such written requests shall be received by the Stated Clerk no later than the Mission Council meeting prior to the meeting of presbytery.

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- c. Every request for docket time involving action by Presbytery (with the exception of the Committee on Ministry and the Committee on Preparation for Ministry) shall be accompanied by: a complete written report; recommendations for action or motions to be made, clearly stated; and any supporting papers.
- d. When docket time has been granted by Mission Council, the Stated Clerk shall send the call and proposed docket to minister members and elder commissioners along a brief summary of any proposed actions. Supporting papers and reports for information shall be posted to the presbytery website and printed for distribution at the meeting.
- e. Every proposal for Presbytery action, or request for docket time, not meeting the foregoing provisions shall be granted only by majority vote of the Presbytery at the time of meeting.

## **PRESBYTERY ORGANIZATIONAL STRUCTURE**

### **4.0 Standing Committees**

#### **4.1 Mission Council**

##### **4.11 Purpose**

The Purpose of the Presbytery Mission Council is to coordinate the implementation of the presbytery's mission through its various entities, to propose the docket for all meetings of the Presbytery, and to exercise any other general and specific powers delegated to it by the Presbytery.

##### **4.12 Membership**

The Presbytery Mission Council shall include the Presbytery Moderator, Presbytery Vice-Moderator, immediate past Presbytery Moderator, Moderator of Presbyterian Women, Stated Clerk, Treasurer of Presbytery, and the moderators of the six (6) Presbytery Ministry Teams or their designees. In addition, the presbytery shall elect six (6) at-large members upon recommendation of the Nominating Committee in consultation with the Committee on Representation.

The at-large members shall be selected for nomination based on the needs of the Mission Council for: representation from racial-ethnic constituencies; geographic diversity, and; balance in ordination status and gender. The at-large members shall be elected annually to a one-year term. They may be reelected but shall not serve more than three consecutive terms.

The Stated Clerk shall serve as Secretary to the Mission Council. The Executive Presbyter shall be an ex-officio member of the Council, with voice but without vote.

##### **4.13 Quorum**

A quorum of the Presbytery Mission Council shall be two (2) ministers and three (3) elders representing at least three congregations.

##### **4.14 Minutes**

The Stated Clerk shall maintain the minutes of the Presbytery Mission Council. Minutes of each meeting shall be circulated to all members of Mission Council.

#### **4.15 Officers**

The presbytery shall annually elect the Moderator and the Vice-Moderator of the Presbytery Mission Council upon nomination of the Nominating Committee.

#### **4.16 Function & Authority**

The primary function of the Mission Council shall be to oversee all administrative business of the Presbytery and to exercise the general and specific powers delegated to it by the Presbytery.

In particular the Mission Council shall:

- a. consider and manage all business arising from and pertaining to the decisions and programs of the Presbytery in order that such decisions and programs shall be executed in accordance with the aims and objectives of presbytery, and shall thereby provide oversight, maintenance, coordination and integration of the total work of Presbytery;
- b. refer persons or issues to the appropriate Presbytery unit or other governing body;
- c. recommend the proposed docket of business for the stated meetings of Presbytery;
- d. correspond with councils of Synod and General Assembly, and present to the churches of Presbytery the budget of the mission and benevolent causes and agencies as adopted by the General Assembly and Synod;
- e. have the authority to make adjustments in the budget;
- f. approve loans from the Revolving Loan Fund;
- g. oversee endowment funds and investments of the Presbytery;
- h. review and approve any modifications to the policies of the committees of the council.
- i. prepare nominations to be presented to Presbytery for election to the Nominating Committee and the Committee on Representation;
- j. review annually the work of the Presbytery, monitoring the vision and strategy of the Presbytery;
- k. approve the members and moderator of all Mission Council standing committees;
- l. appoint such Action Teams as it may require, consistent with the Mission Council's function and authority.

#### **4.17 Standing Committees of Mission Council: Membership, Terms, and Quorum:**

Mission Council shall have four standing committees: Financial Management; Personnel and Office Management, Property, and an Executive Committee.

Mission Council standing committees shall be moderated by persons elected by the Council. The Moderator, or a person designated by the Moderator, shall be responsible for reporting the committee's actions and recommendations to the Council. The committee moderator shall call such meetings as may be required to fulfill the purpose of the committee.

Mission Council standing committees shall ordinarily have no fewer than five members. Mission Council shall elect annually persons with appropriate expertise and gifts to serve on its standing committees. No person shall serve more than three consecutive years on a standing committee of Mission Council. Committee members may be ministers, elders or laypersons.

A quorum for meetings of standing committees shall be half the elected members of the committee, but no fewer than three.

#### ***4.171 Financial Management***

**Purpose:** The Financial Management Committee shall define and communicate the principles and procedures for estimating income and expenses for recommending the budget for the next year or years, monitor the administration of the current year's presbytery budget, and present a report of finances to the presbytery at each stated meeting. The committee shall make appropriate recommendations to Mission Council concerning administration of the income and expenditures budget in the current year. The *Financial Operations Manual* of the Presbytery of Giddings-Lovejoy addresses the scope of their work.

#### ***4.172 Personnel and Office Management***

**Purpose:** Personnel and Office Management shall oversee all matters pertaining to personnel administration and management of the presbytery office. The *Personnel Manual* of the Presbytery of Giddings-Lovejoy addresses the scope of their work.

#### ***4.173 Property Committee***

**Purpose:** The Property Committee shall provide oversight, counsel, and recommendations for action concerning all property of a particular church or agency of the presbytery in accordance with G-8.0000.

Specifically, the Property Committee shall:

- a. receive and make recommendations to Mission Council concerning request of churches and agencies of Presbytery for permission to buy, sell, or lease its property; as provided in the *Book of Order* G-8.0100, G-8.0200, and G-8.0500;
- b. receive and make recommendations to the Financial Management Committee concerning requests of churches seeking permission to borrow funds, or otherwise encumber their property through the Presbytery's Revolving Loan Fund, denominational entities, or other sources;
- c. Oversee and give counsel (based on consultation with the Business Manager) to the Mission Council concerning all insurances related to property, liability, and workman's compensation;
- d. Oversee changes to the Presbytery's properties, including Mound Ridge.

#### ***4.174 Executive Committee***

The Executive Committee shall consist of the Moderator of the Mission Council, who shall be moderator of the Executive Committee; the Stated Clerk who shall serve as secretary to the Executive Committee; the Moderator of Presbytery; the Moderator-Elect of the presbytery and two (2) additional members elected by and from the Mission Council annually.

The Executive Committee shall prepare the docket for meetings of the Mission Council, provide assistance and counsel for the Executive Presbyter in emerging matters and shall recommend to the Mission Council a slate of nominees for the Committee on Nominations and shall nominate the Moderator and Vice-Moderator of the Committee on Nominations.

A quorum of the Executive Committee shall be three (3) members.

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The Executive Committee of the Mission Council shall name an Investigating Committee Pool of at least twelve members. From this pool an Investigating Committee can be appointed by the Moderator. An Investigating Committee shall have no more than five but no less than three members. (D-10.0201). The powers, duties, and procedures of an Investigating Committee shall be those stated in Chapter X of the *Rules of Discipline* (D-10.0000 et seq.)

### 4.2 Committee on Ministry

**Purpose:** The Committee on Ministry functions to support congregations in calling and working with professional leadership, to act as pastor and counselor to individuals called to leadership in the church, and to facilitate the relations between congregations, ministers, and Certified Christian Educators, and the presbytery toward a healthy and vital ministry.

**Membership:** This Committee shall consist of twenty-four (24) members in three (3) classes. The Committee shall consist of equal numbers of ministers and elders, and shall strive to be representative of the presbytery in terms of gender, race, and geography.

**Meetings:** The Committee shall ordinarily meet monthly, either in plenary or in meetings of subcommittees empowered to act on behalf of the Committee as outlined in the COM Manual adopted by the presbytery.

#### **Function and Authority:**

The function and authority of the Committee shall be:

- a. to fulfill the functions delegated by G-11.0502 and 11.0503 “The Presbytery: The Committee on Ministry - Responsibilities, Open Communication”.
- b. to coordinate with members of the presbytery staff and the Leadership in Ministry team provision of pastoral care of all minister members of the presbytery and their families.
- c. to resource congregations and ministers in the process of calling and installing pastors and in the decision to seek dissolution of call, as described in G-14.0500 “Calling and Installing Ministers of the Word and Sacrament” and G-14.0600 “Dissolution of Pastoral Relationships”.
- d. to provide for the implementation of affirmative action and equal employment opportunity for ministers and candidates without regard to race, ethnic origin, sex, age, or marital status.
- e. to act on behalf of the 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, to dissolve pastoral relationship in cases where the congregation and pastor concur, to dismiss ministers to other presbyteries, to grant permission to ministers to labor within or outside the bounds of the presbytery, and to appoint moderators of session, with the provision that all such actions be reported to the Stated Clerk immediately and to the next stated meeting of the presbytery.
- f. to offer counsel to the Leadership in Ministry team in implementing a plan for the regular visitation of sessions in accordance with G-11.0502c.
- g. in consultation with the Leadership in Ministry team and the Committee on Preparation for Ministry, to develop and implement guidelines to train, place, and support Commissioned Lay Pastors as provided in G-14.0801 of the *Book of Order*.
- h. in consultation with the Resourcing and Equipping Ministry Team and the Committee on Preparation for Ministry, develop and implement guidelines to encourage and support

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certification, employment, and active ministry of Certified Christian Educators as outlined in G-14.0700 of the Book of Order.

- i. to develop a manual of policies and guidelines congruent with the directives of the *Book of Order* in the areas of responsibility delegated to the Committee on Ministry, which manual shall be attached as an Addendum to this *Manual of Operations* of the presbytery upon approval.

### **4.3 Committee on Preparation for Ministry**

**Purpose:** The Committee on Preparation for Ministry shall fulfill all functions of the Book of Order, G-14.0300.

**Membership:** The Committee shall consist of twelve (12) members in three (3) classes. The Committee shall consist of equal numbers of ministers and elders and shall strive to be representative in terms of gender, race, and geography.

**Meetings:** The Committee shall meet a minimum of six (6) times a year and as needed to fulfill its responsibilities.

#### **Function and Authority:**

- a. The function and authority of the Committee shall be to fulfill the functions delegated by G-14.0300 “Preparation for the Office of Minister of Word and Sacrament”, G-14.0400 “Ordination for the Ministry of Word and Sacrament”.
- b. to fulfill those functions delegated by G-14.0705 “Certified Christian Educator” and G-14.0801 “Commissioned Lay Pastor”, in consultation with the Leadership in Ministry Team and Committee on Ministry.
- c. to resource sessions and congregations in their work with church members and educators in discerning vocation and encouraging preparation for professional leadership.
- d. provide support and counsel to individuals seeking ordination to Word and Sacrament, training as a Commissioned Lay Pastor, or certification as a Christian Educator.
- e. to act on behalf of the presbytery to enroll individuals as Inquirers upon recommendation of the session to the Stated Clerk (G-14.0303), to examine and enroll individuals as Candidates upon recommendation of the session through the Stated Clerk (G-14.0305) when circumstances require Committee action in lieu of timely examination by the presbytery, and to certify candidates as ready to be examined for ordination pending a call. Any such action shall be reported to the next stated meeting of the presbytery.

### **4.4 Nominating Committee**

**Purpose:** The Nominating Committee shall nominate suitable persons for election by presbytery as officers of presbytery, moderators and members of committees and teams, as commissioners to higher governing bodies of the church, and as representatives of the presbytery in various official capacities.

**Membership:** The membership of the Nominating Committee shall be broadly representative of the member churches of the Presbytery. There shall be twelve (12) members on the Committee who shall be ministers and elders; one-third (1/3) ministers, one-third (1/2) laywomen, and one-third (1/2) laymen in three (3) classes each serving for a three (3) year term. Members of the Nominating Committee shall be elected by the presbytery upon the recommendation of the Presbytery Mission Council. The Moderator of Mission Council, with Council approval, shall name the chairperson.

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**Meetings:** The Committee shall ordinarily meet four (4) times a year prior to a meeting of Mission Council, and additionally as needed to fulfill its responsibilities.

**Function & Authority:**

The function and authority of the Nominating Committee shall be as follows, consistent with *Book of Order*, G-9.0105 and G-9.0800:

- a. present to presbytery at the last stated meeting of the calendar year nominations as needed for office;
- b. receive for consideration from sessions, presbytery entities, and other sources, suggestions of persons to be nominated for the various offices to be filled;
- c. present to the presbytery, as needed, nominees for election to presbytery committees and teams;
- d. present to presbytery, at the earliest possible meeting, nominees for filling vacancies or the election of additional officers or members;
- e. present to presbytery nominations for commissioners to the Synod;
- f. present to presbytery nominations for commissioners to the General Assembly and seek persons from this presbytery and recommend to appropriate Synod and General Assembly bodies their nominations to the various organizations of those governing bodies.
- g. Nominations in addition to those presented to the presbytery by the Nominating Committee may be made from the floor.

#### 4.5 Permanent Judicial Commission

**Purpose:** Within the context of pastoral care and oversight, the Permanent Judicial Commission shall carry out the judicial process under provisions of *Rules of Discipline*:

- a. for the prevention and correction of irregularities and delinquencies by governing bodies;
- b. for the prevention and correction of offenses by persons.

**Membership:** The Commission shall be composed of seven (7) ministers and elders in numbers as nearly equal as possible with not more than one (1) of its elder members from any one of the presbytery's constituent churches. The term of each member shall be six (6) years and those elected shall be in three (3) classes. Any vacancy may be filled by presbytery at any meeting by the election of a person to fill the unexpired term. The required quorum for the Commission to meet and conduct business shall be a majority of the members, D-4.0400.

**Meetings:** The Commission shall meet at such times and places directed by the presbytery, or, if no directions are given, at such times and places as the Commission shall determine.

#### 4.6 Committee On Representation

**Purpose:** The Committee on Representation shall fulfill the requirements of the *Book of Order*, G-9.0105, G-9.0106 and G-9.0801c.

**Membership:** The membership of the Committee on Representation shall consist of equal numbers of men and women. A majority of the members shall be selected from the racial ethnic groups within the

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presbytery. There shall be ten (10) members selected from the following groups, at least one shall be a person with a disability:

- |                       |                         |
|-----------------------|-------------------------|
| 1 majority male       | 3 racial ethnic females |
| 1 majority female     | 1 youth male            |
| 3 racial ethnic males | 1 youth female          |

If one or both youth members are also members of a racial ethnic group, majority male/female membership may be adjusted accordingly. The members of the Committee shall be elected for three (3) year terms in classes of three (3), three (3) and four (4) members by the presbytery upon nomination by the Presbytery Mission Council.

**Meetings:** The Committee on Representation shall meet as frequently as required to fulfill its responsibilities.

**Function & Authority:**

The main function of the Committee on Representation shall be to advise the presbytery with respect to its membership and to that of its committees, teams, agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the presbytery. The Committee on Representation shall serve both as an advocate for the representation of racial ethnic members, women, different age groups and persons with disabilities, and as a continuing resource to the presbytery in these areas. In particular the Committee on Representation shall:

- a. review the performance of presbytery in these areas and report annually to it and to the Synod with recommendations for any needed corrective action;
- b. consult with the Nominating Committee concerning nomination or appointment of racial ethnic members, women, different age groups and persons with disabilities to committees, teams, agencies or other units.
- c. advise the presbytery, through the Personnel and Office Management Committee, on the employment of personnel, in accordance with the principles of participation and representation G-4.0403 and in conformity with a church-wide plan for equal employment opportunity G-13.0201b.

#### 4.7 Sexual Misconduct Response Coordination Team

**Purpose:** To maintain and provide guidelines for prevention of and response to sexual misconduct; to ensure adherence by all church members, church officers, non-member employees and volunteers of governing bodies and entities to standards of ethical behavior consistent with Scripture, Reformed tradition, church and secular law; and to provide procedures for effective response to public allegations of the breach of ministerial, employment and professional relationships which are the responsibility of all who represent the Church in any way.

**Membership:** The Sexual Misconduct Response Coordination Team shall be composed of six (6) members, including the chairperson, nominated by the Presbytery Mission Council and elected by the Presbytery. Members shall be elected to three (3) year terms in three (3) classes of equal size. Advisory professionals in the areas of counseling, law and insurance shall be named as consultants to assist in the response at the invitation of the team.

**Meetings:** The Response Coordination Team shall meet at the call of the chairperson or the staff person.

**Function & Authority:**

- a. Interpret and monitor adherence to approved sexual misconduct policies of the Presbytery.
- b. Coordinate the Presbytery's formal response to public allegations.
- c. Confirm that required reporting to insurance carriers and civil authorities has taken place.
- d. Coordinate the pastoral care of the accuser, the accused, and the families of all parties involved.
- e. Coordinate actions for the care of the congregation (if a congregation is involved).
- f. Provide or arrange for training for all ministers and presbytery staff, salaried and unsalaried.
- g. Recommend educational or employment practices to be implemented to prevent instances of sexual misconduct.

## **5.0 Ministry Teams**

Presbytery shall form Ministry Teams that are responsive to presbytery-wide concerns and needs.

### **5.01 Membership**

Each Ministry Team shall consist of (9) nine members elected by Presbytery to three year terms in three classes consisting of three members per class on the recommendation of the Nominating Committee in consultation with the Committee on Representation. Members shall be limited to one three-year term but shall be eligible for reelection one year after their term of office expires. Co-opted members may be added and reported to Mission Council.

### **5.02 Terms, Representation and Responsibilities**

Each Ministry Team shall elect for a one year term a Moderator from its members who has ordinarily completed at least one year of service on that Ministry Team, with eligibility for re-election to a second term as Moderator.

Each Ministry Team will ordinarily be represented on the Mission Council by its Moderator. Ministry Team Moderators may designate another member of the Ministry Team as the Council representative with the concurrence of the team members.

Each Ministry Team shall meet as often as necessary to fulfill its purpose and will be responsible for its ongoing work in accordance with the vision of the Presbytery. Ministry Teams will review their work annually and plan further tasks in dialog with the Mission Council.

Each Ministry Team may create, commission, fund as necessary, and oversee the work of Action Teams to achieve team goals and respond to emerging needs. The teams shall select Action Team members based on passion, skill and expertise, and shall regularly review the work of Action Teams, dismissing them with thanks when tasks are completed.

Each Ministry Team shall provide leadership for Partnership Team (triennial) visits by scheduling and making arrangements for visits with sessions.

Each Ministry Team shall coordinate its efforts with other Ministry Teams to achieve mutual goals.

Each Ministry Team will be resourced by several related staff persons (Associate Executive/Consultant, Volunteers in Mission, and Administrative Assistants), and Action Teams throughout the presbytery.

### **5.1 Congregational Development Ministry Team**

**Purpose:** The Congregational Development Ministry Team shall develop and implement strategies to nurture the spiritual growth of congregations and their leaders and assist congregations with embracing change, evangelism, growth, and redevelopment, and plan and direct new church developments.

### **5.2 Leadership in Ministry Team**

**Purpose:** The Leadership in Ministry Team, open to the guidance of the Holy Spirit, in partnership with the Committee on Ministry and the Committee on Preparation for Ministry, shall develop and implement strategies to identify, equip and support leaders in the presbytery and create a climate of mutual support to promote healthy leaders and healthy congregations. The Leadership in Ministry Team relates to congregations concerning Ministers of Word and Sacrament, Christian Educators, Lay Pastors, Inquirers and Candidates

### **5.3 Justice and Compassion Ministry Team**

**Purpose:** The Justice and Compassion Ministry Team shall coordinate the justice and compassion activities of the presbytery. It shall assist congregations as they address issues of justice including peacemaking, social witness policy advocacy, the environment, hunger, self-development, and the response to natural disasters. In all its efforts the team shall partner with congregations to achieve the justice and compassion goals of the presbytery.

### **5.4 Resourcing and Equipping Ministry Team**

**Purpose:** The Resourcing and Equipping Ministry Team shall develop and implement strategies to train, resource, inform, and connect congregational and presbytery leaders for more effective ministry. It shall oversee the operations of the presbytery Resource Center.

### **5.5 Camp and Conference Ministry Team**

**Purpose:** The Camp and Conference Ministry Team provides oversight to the camp and conference ministry of the Presbytery through its ministry at Mound Ridge, located in Crawford County, Missouri, and other locations. It shall develop and implement strategies that provide an outdoor sanctuary, open to all, offering life-transforming experiences of faith, service and education, reflecting God's creation. It shall seek to utilize its facilities and finances to build leadership and support outdoor adventure with care given to the environment that is God's creation.

### **5.6 Dismantling Racism and Privilege Ministry Team**

**Purpose:** The Dismantling Racism and Privilege Ministry team assists the presbytery in its commitment to dismantle racism and privilege. Its purpose is to increase awareness and work toward the eradication of intentional and unintentional racism and privilege at critical decision points in the life of the presbytery, and to assist sessions and congregations in dismantling racism and privilege among our church constituency. This team is charge with bringing this awareness to every level of presbytery's life.

## **5.7 Action Teams**

Each Ministry Team may create Action Teams determined annually by its goals and objectives and in response to emerging needs.

Each Action Team will be composed of persons whose skill, passion, and expertise will enhance the team's work. These persons will be named by the Ministry Team and the roster reported to the Committee on Representation and to the presbytery annually. Terms will ordinarily be for no more than two years.

Action Teams shall be given a charge or purpose, a budget for their work, a system of accountability to the Ministry Team and shall be reviewed annually and re-commissioned for further service as appropriate.

## **6.0 Addenda**

Each section of this Manual may be supplemented with appropriate addenda that bring clarity to the work of the Presbytery. All Addenda shall be reviewed by the body charged with oversight, and shall be reported to the Mission Council or the Presbytery for its approval.

## **7.0 Amending the Manual of Operations**

This *Manual of Operations* may be amended by a majority of members present and voting at any meeting of the Presbytery of Giddings-Lovejoy, provided notice of proposed amendment has been included with the agenda. It shall be the responsibility of the Stated Clerk of the Presbytery, in consultation with the Executive Presbyter and with access to full services of the Presbytery Office and office staff, to edit, publish and continually update this manual. The Stated Clerk shall include only items approved by the Presbytery, but may reorganize and reword for clarity. There shall be no routine review and approval of the Stated Clerk's manual wording and organization. Unless the Presbytery shall act to change wording of or in a particular section, the contents of the Manual as determined by the Stated Clerk shall be understood as the action of Presbytery. Changes of policy or procedure shall be made using appropriate parliamentary processes with the manual simply reflecting changes made.

## **8.0 Distribution**

Each continuing member of Presbytery and each member of a Presbytery committee shall be provided with a copy and revisions of this *Manual of Operations*. Each congregation shall be provided with a copy and revisions of this *Manual* equal to its number of commissioners to Presbytery. The Stated Clerk may provide additional copies and revisions to others and may collect a copy and mailing fee in doing this.