

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-

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and-take. Therefore, the following Vision and Mission Statement are offered as particularly suited to the nature and needs of this presbytery.

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 and training Teaching and Ruling Elders, supporting the ministry of the people, 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, Ruling and Teaching Elders, and persons 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.

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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 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.

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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
- < 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 211th 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.”

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- 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;
 - ++ 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:**

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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.

PRESBYTERY GATHERINGS

3.1 Planning for Presbytery Gatherings

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, building relationships, sharing ideas, learning and decision making. It is the responsibility of the Leadership Team to plan for the most productive use of the valuable time we spend together.

3.2 Frequency Presbytery Gatherings

Presbytery shall hold five (5) presbytery gatherings a year; plus such special meetings as may be called by the Presbytery Leadership Team or as provided for in *The Book of Order*, Section G-3.0304. The Leadership Team will recommend to the Presbytery a schedule of dates at mid-year for the following year's gatherings.

3.3 Quorum

The quorum of any Presbytery Gathering for decision making shall be 10 percent of the teaching elder members and ruling elder commissioners representing at least 10 percent of the churches. (G-3.0304)

3.4 Schedule & Actions

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

- a. The Leadership Team shall consider all requests for time submitted in a timely manner in formulating a schedule for the Presbytery Gathering.
- b. Time on the schedule:
 1. shall be requested, in writing through the Stated Clerk, by every individual or group reporting to or proposing an action by Presbytery;
 2. shall be received by the Stated Clerk at a time set by the Leadership Team and announced by the date of the previous Presbytery Gathering;
 3. shall be accompanied by a clearly stated motion, a rationale for the motion, and any supporting papers.

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- c. The Stated Clerk shall send the call and proposed schedule to teaching elder members and ruling elder commissioners and, supporting papers and reports for information shall be posted to the presbytery website by the Thursday of the week before the Presbytery Gathering.
- d. Every proposal for Presbytery action, or request for time on the schedule, not meeting the foregoing provisions shall be granted only by majority vote of the Presbytery at the time of the gathering.

4. PRESBYTERY ORGANIZATIONAL STRUCTURE

Standing Committees

Presbytery shall maintain a Permanent Judicial Commission and Committee on Representation and such other standing committees as provided for in this *Manual* to enable it to accomplish its mission. The members of the committees and their chairs shall be elected by the presbytery with the exception of the Moderator of the Permanent Judicial Commission. Resignation from committee membership shall be directed in writing to the Stated Clerk who shall report the resignation to the next presbytery gathering. Committees may by their own action declare a vacancy when a member of the committee has failed to attend without excuse at least three consecutive meetings of the committee. The committee shall notify the member and the Stated Clerk of its action. The Stated Clerk shall report the vacancy to the next presbytery gathering.

4.1 Leadership Team

4.11 Purpose

The Purpose of the Leadership Team during this time of transition is to lead the Presbytery in implementing the focus, priorities, core values, and action plan and to exercise any other general and specific powers delegated to it by the Presbytery.

4.12 Membership

The Leadership Team shall include the Presbytery Moderator, Presbytery Vice-Moderator, immediate past Presbytery Moderator, Stated Clerk, Treasurer of Presbytery, and the Presbytery Leader. In addition, the Presbytery shall elect nine (9) 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 Leadership Team and to reflect the diversity of the Presbytery. The at-large members shall be elected to serve a three-year term and shall be eligible for election to an additional term but shall not serve for more than six (6) years consecutively.

4.13 Moderator

The Presbytery Leader shall serve as Moderator and designate a Moderator to serve in his or her absence.

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4.14 Secretary

The Stated Clerk shall serve as Secretary and designate a Secretary to serve in his or her absence. The Secretary shall take the minutes of the meetings and report all actions taken on behalf the Presbytery to the next scheduled Presbytery Gathering.

4.15 Quorum

A quorum of the Leadership Team shall be the Moderator of the Leadership Team (or designee), two (2) of the Presbytery officers, and five (5) additional members of the team.

4.16 Minutes

The Stated Clerk serving as Secretary shall maintain the minutes of the Leadership Team meetings and report all actions taken on behalf of the Presbytery to the next scheduled Presbytery Gathering. Minutes of each meeting shall be circulated to all members of the Leadership Team.

4.17 Function & Authority

The Leadership Team shall:

- a. Review on an ongoing basis the work of the presbytery to insure that the purpose, priorities and core values are being realized;
- b. Create a process for communication between the Leadership Team and groups in the Presbytery (such as Ministry Teams, Presbyterian Women, committee and commissions) to insure a coordinated and unified effort to live into the purpose of Presbytery.
- c. Recommend to Presbytery any changes in the purpose, priorities, core values, and action plan.
- d. Recommend to Presbytery policies to guide the day to day operations of the Presbytery so that the purpose and priorities are realized in accordance with the core values of the Presbytery.
- e. Oversee all matters pertaining to the personnel of the Presbytery and management of the Presbytery Office.
- f. Recommend to the Presbytery at mid-year the dates for the following year's Presbytery Gatherings.
- g. Determine the focus and recommend to Presbytery the schedule for each Gathering.
- h. Recommend to Presbytery an annual budget, regularly review income and expenditures and adjust the budget as the need arises.
- i. Oversee endowment funds and investments recommending to the Presbytery the expenditures of endowment funds and the principal and income of investments.

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- j. Provide oversight, counsel and recommendations for action concerning all property of the Presbytery and of any congregation or agency of the Presbytery in accordance with G-4.0000 *and to act on behalf of Presbytery between Gatherings on related matters.*

[amended to add the *italicized* text above on August 24, 2013]

- k. Receive and act with due diligence on loan requests of congregations and for any guarantee of such loans.
- l. Correspond with councils of Synod and General Assembly and interpret to the presbytery the budget of the mission and benevolent causes and agencies adopted by those bodies and actions approved by those bodies;
- m. Provide for the representation of the Presbytery in secular, ecumenical, and interfaith relationships.
- n. Recommend to the presbytery nominations for the Nominating Committee and the Committee on Representation;
- o. Name an Investigating Committee pool of at least twelve (12) members. From this pool an Investigating Committee can be appointed by the Moderator of Presbytery. An Investigating Committee shall have no more than five (5) and no less than three (3) members. The power, duties, and procedures of an Investigating Committee shall be those in Chapter 10 of the Rules of Discipline (D-10.000 et seq.).
- p. Organize the Leadership Team to fulfill its responsibilities in the manner that best utilizes the time and talents of its members.
- q. Appoint such Action Teams as it may require, consistent with the Leadership Team's purpose and authority.

4.18 Work Groups of the Leadership Team

Membership, Terms, and Quorum:

The Leadership Team shall have four work groups: Financial Management; Personnel and Office Management, Property, and a Planning Work Group.

The Leadership Team work groups shall be moderated by persons elected by the Leadership Team, except that the Moderator of the Leadership Team shall be the Moderator of the Planning Work Group. The work group moderators shall by nature of the office be members of the Leadership Team with voice and vote and shall be responsible for reporting the work group's actions and recommendations to the Leadership Team. The work group moderator shall call such meetings as may be required to fulfill the purpose of the work group.

Each work group shall consist of six (6) members elected by Leadership Team to three-year terms in three classes consisting of two members per class. Members shall be limited to one three-year term but shall be eligible for re-election one year after their term of office expires. Co-opted members may be added and reported to Leadership Team.

A quorum for meetings of work groups shall be half the elected members of the work group, but no fewer than three.

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4.181 PLANNING WORK GROUP

Purpose: To plan each Leadership Team gathering to ensure that the Leadership Team remains open to the best ways to accomplish and implement the presbytery's focus, priorities, core values, and action plan, and to exercise any other general and specific powers delegated to it by the Presbytery.

Responsibilities:

1. Plan agenda for Leadership Team
2. Recommend to the Leadership Team members of Work Groups and nominations to Presbytery for the committees of Nominating and Representation
3. Monitor the needs for communication between the Leadership Team and groups in Presbytery and recommend as needed to the Leadership Team processes for communication between the Leadership Team and groups in the presbytery to ensure a coordinated and unified effort to live into Presbytery's focus, priorities, core values and action plan.
4. Plan regular opportunities to review what Presbytery is accomplishing in light of our focus, priorities and core values.
5. Recommend to Leadership Team by October 2014 a process to evaluate the Leadership Team design and to recommend to Presbytery what will be carried forward in 2015.

Members: Presbytery Leader (IEP (moderator), Presbytery Moderator, Presbytery Vice-Moderator, Stated Clerk, Treasurer, Past Presbytery Moderator

PRESBYTERY GATHERING WORK GROUP

Purpose: To plan for each presbytery gathering.

Responsibilities:

1. Determine presbytery gathering locations
2. Recommend to presbytery a schedule for each gathering including the worship theme and liturgy
3. Receive requests for Open Space and workshops and determine which ones to schedule
4. Plan decision making processes for major decisions

Members: Presbytery Moderator (moderator), Stated Clerk, Presbytery Leader (IEP), minimum of 1 at large Leadership Team member, others at discretion of Presbytery Moderator.

PROPERTY WORK GROUP

Purpose: To provide oversight and recommendations for action concerning the sale of any property of a particular congregation or agency of the presbytery in accordance with G-4.02 (*Book of Order*).

Responsibilities:

1. Make recommendations to Leadership Team to sell property of presbytery and congregations
2. Provide for the management of presbytery property
3. Recommend to Leadership Team improvements and repairs of presbytery property

Members: 6 Minimum (minimum 2 at large including moderator)

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PERSONNEL WORK GROUP

Purpose: To provide oversight of all matters pertaining to the personnel of presbytery and management of the presbytery office.

Responsibilities:

1. Recommend to Leadership Team personnel policies for action by presbytery
2. Recommend to Leadership Team position descriptions for action by presbytery
3. Recommend to Leadership Team compensation ranges for staff positions
4. Provide for annual reviews of staff
5. Recommend salary increases to Finance Work Group
6. Provide counsel to head of staff and provide support for staff

Members: 6 Minimum (minimum two at large including moderator)

FINANCE WORK GROUP

Purpose: To provide oversight of the finances of the presbytery.

Responsibilities:

1. Recommend to Leadership Team finance policies for action by presbytery
2. Recommend to Leadership Team annual budget for action by presbytery
3. Present quarterly financials to Leadership Team for presentation to presbytery
4. Provide monthly oversight of income and expenditures
5. Recommend budget adjustments to Leadership Team as needed
6. Oversee endowment funds and investments recommending to Leadership Team expenditures of endowment funds and the principal and income of investments
7. Provide for an annual audit of the finances of the presbytery
8. Review requests for loans and loan guarantees from congregations and make recommendations to Leadership Team
9. Provide oversight of insurance policies related to property, liability, and workers' compensation and make recommendations to the Leadership Team.

Members: 6 Minimum (minimum two at large including moderator) and Treasurer.

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, pastors, and Certified Christian Educators, and the presbytery toward a healthy and vital ministry.

Membership: This committee shall consist of twenty-six (26) members in three (3) classes as nearly equal as possible. The Committee shall consist of equal numbers of Ruling Elders and Teaching 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.

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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”. [on August 27, 2011 presbytery authorized the committee to continue to follow the provisions of the *Book of Order 2010-2011* until further notice.]
- b. to coordinate with members of the presbytery staff and make provision of pastoral care of all Teaching Elder members of the presbytery and their families.
- c. to resource congregations and Teaching Elders 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 Teaching Elders 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 Teaching Elders, to approve the examination of Teaching Elders transferring from other presbyteries, to dissolve pastoral relationship in cases where the congregation and pastor concur, to dismiss Teaching Elders to other presbyteries, to grant permission to Teaching Elders 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. implement a plan for the regular visitation of sessions.
- g. in consultation with the Committee on Preparation for Ministry, to develop and implement guidelines to train, place, and support Ruling Elders commissioned to particular pastoral service as provided in G-2.10 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 certification, employment, and active ministry of Certified Christian Educators as outlined in G-12.1103 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.
- j. Appoint temporary Moderators of sessions during pastoral transitions;
- k. Establish minimum compensation level annually in accordance with presbytery policy (approved by the presbytery in November, 2012);
- l. Authorize the honorable retirement of ministers;
- m. Approve changes in pastors’ terms of call, and;
- n. Ensure the orderly administration of the Lord’s Supper in all our congregations through the services of a teaching elder or commissioned ruling elder and, when it is unable to do so, to authorize and train specific ruling elders to administer or preside at the Lord’s Supper temporarily.

4.3 Committee on Preparation for Ministry

Purpose: The Committee on Preparation for Ministry shall fulfill all functions of the Book of Order, G-2.06.

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Membership: The Committee shall consist of twelve (12) members in three (3) classes. The Committee shall consist of equal numbers of Ruling and Teaching 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:

[On August 27, 2011 presbytery authorized the committee to continue to follow the provisions of the Book of Order 2010-2011 until further notice.]

- 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 the office of Teaching Elder, training for commissioning of Ruling Elders to particular pastoral service, 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, to examine and enroll individuals as Candidates upon recommendation of the session through the Stated Clerk 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 councils 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 ruling and teaching elders in equal numbers (6 teaching elders and 6 ruling elders) 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 Leadership Team.

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

Function & Authority:

The function and authority of the Nominating Committee shall be as follows:

- a. present to presbytery at the last stated meeting of the calendar year nominations as needed for office;

ADOPTED - May 19, 2005

Amended Feb & May 2006, Feb 2007, Feb 2008, Aug 2009, Feb 2010, and Aug 2011 **17**

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- 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. consult with the members of the Committee on Ministry, Committee on Preparation for Ministry, and Committee on Representation and present for presbytery election annually nominees for the chairs of those committees;
- e. present to presbytery, at the earliest possible meeting, nominees for filling vacancies or the election of additional officers or members;
- f. present to presbytery nominations for commissioners to the Synod;
- g. 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.
- h. 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 as 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-3.0103 and F-1.0403.

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 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 F-1.0403 and in conformity with the Presbytery's affirmative action and equal employment opportunity policy.

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 Committee on Ministry 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 Teaching Elders 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

The Presbytery 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.

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

Each Ministry Team will be resourced by several related staff persons (Associate/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. The team shall assist congregations with their mission development and with hands-on mission in their communities, nationally, and globally.

5.2 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.

5.3 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.

5.4 Mound Ridge Governance Board

Purpose: The Mound Ridge Governance Board (formerly known as 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.

5.5 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 charged with bringing this awareness to every level of presbytery's life.

5.6 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 Presbytery Leader 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

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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.

AMENDMENTS:

June 2013 – 4.0 Mission Council section deleted and replaced with Leadership Team and 3.0 amended regarding Presbytery Gatherings.

February 2013 – Five functions added to Committee on Ministry at 4.2 j-n.

August 2011 – 4.11 *Purpose of Mission Council*, 4.16 *Specific Authority*, 4.174 *Executive Committee*, and 3.1 *Planning for Meetings* suspended until amended or December 31, 2012, temporary language inserted at 4.11 and 4.174. 4.4

Nominating Committee amended to equalize Ruling and Teaching Elders on the Nominating Committee.

4.01 *Standing Committees* amended to provide for standing committees.

February 2010 – 4.174 *Mission Council: Executive Committee* amended to put the moderators of Finance, Property, and Personnel committees of Council on the Executive Committee.

August 2009 – 4.12 *Mission Council: Membership* amended to extend membership of Council to the moderators of Finance, Property and Personnel committees of Council and the moderators of the six Ministry Teams (not their designees).

4.17 *Standing Committees of Mission Council* amended to designate the Council moderator as moderator of Executive Committee and to make the other three committee moderators members of Council with voice and vote. Set the committee membership at 6 with three-year terms in three classes. Allowed for “co-opted” members.

5.02 *Ministry Teams: Terms, Representation and Responsibilities* amended to provide that the Presbytery elect the Ministry Team moderators to one-year terms.

February 2008 – 4.17 *Standing Committees of Council* amended to put two at-large members of Council on Finance, Property and Personnel committee of Council by appointment of the Council Moderator.

February 2007 – 5.3 *Ministry Teams: Missional Outreach (Justice & Compassion)* and 5.1 *Ministry Teams: Congregational Development* amended to rename the Missional Outreach Ministry Team the Justice and Compassion Ministry Team; required partnership with congregations to achieve justice and compassion goals of presbyter; and, reassigned the mission development functions to the Congregational Development Ministry Team;

4.4 *Nominating Committee* amended to require consultation with COM, CPM, and COR regarding annual election by presbytery of the chairs of those committees.