



Presbytery of Coastal Carolina

“Cultivating Generosity”

807 West King Street • Elizabethtown, NC 28337-9587

VOICE: 910-862-8300 • FAX: 910-862-3524

www.presbycc.org



November 12, 2015

Greetings: Teaching Elders, Commissioned Ruling Elders, Clerks of Sessions, Members of Presbytery Mission Cabinet & Others

A Special Called Meeting of Presbytery will be held on **December 5, 2015 at 9:30 am** at Graves Memorial Presbyterian Church, 201 Fayetteville Street, Clinton, NC 28328. Directions are included in the Packet.

The attached Packet includes the meeting agenda, detailed reports concerning the three items of business to be conducted at this meeting, and several items of information. **By going to the Presbytery’s website (<http://presbycc.org/calendar/packets/>)** you will find *Guidelines for a First Time Elder Commissioner & a form for requesting to be excused* from the meeting.

Please note that you do not have to print the entire packet. Using Adobe Reader, you can print just the pages you need/want for the meeting. You can download the packet at <http://presbycc.org/calendar/packets/>. The Strategic Planning and Organizational Review Committee (SPOR) has prepared a series of **videos** introducing the proposed reorganization of the Presbytery. You can find them at the same link above.

The three items of business for the Called Meeting are: 1) to act on receiving Rev. Miguel Aragon as a member of the Presbytery, 2) to act on the proposed reorganization of the Presbytery and the revisions to the Manual of Operations needed to achieve this end, and 3) to act on a revised Presbytery budget for 2016. I urge you to study the Manual of Operations in advance so that you can fully participate in the discussion. We expect to adjourn the meeting by 12:00 pm. No lunch or childcare will be provided at this meeting.

Offering

The offering at the Called Presbytery meeting will be to assist the two presbyteries in SC that were badly hit by the recent storms: Trinity (Columbia) and New Harmony (Florence). Work teams may be needed later, but our colleagues in SC tell us that their urgent need is for funds to assist congregations with clean up and repairs. Please consider taking an offering in your congregation for this purpose and bringing it to the meeting.

Concerning Registration:

At each registration table there will be notebooks for you to print your name. There will be three registration groupings: **(1) Pastors, (2) CRE’s & others eligible to vote and (3) Church elder commissioners who will register under their church name.** Voting commissioners and minister members will be given a blue neck wallet. **The blue neck wallets are to be returned in collection bins at the conclusion of the meeting.** (Be aware that all “First Presbyterian” churches will be listed under “F”, not under the city name.) There will also be a **fourth line for Church Educators and visitors.** Visitors will receive regular name tags.

In the unlikely event of severe weather, we will announce any postponement of the meeting on Presbytery’s web site (www.presbycc.org).

Moderator Sue Lowery will call the meeting to order promptly at 9:30 AM.

William T. Reinhold
General Presbyter & Stated Clerk

Graves Memorial Presbyterian Church
201 Fayetteville Street
Clinton, North Carolina 28328
910-592-2677

From South of Wilmington – Take 421 N. to Clinton. Take 24W exit (road to Fayetteville) and turn right toward downtown Clinton. Church ½ mile on the right.

From South via US 701 – Take 701 to 421 N and follow South of Wilmington directions.

Wilmington and towns near I-40 - Take I-40 to 24W. Take 24 into town. Turn left onto College Street. Bear right around Court House and take a left on Vance. At next traffic light, turn right onto Fayetteville St. Watch closely because two roads merge into Vance. Take Fayetteville (2nd right) and not McKoy. Church is ½ block on the left.

Jacksonville/Morehead City – Take 24W and follow Wilmington instructions.

Faison – 403 W to Clinton. 403 becomes College Street. Follow Wilmington instructions.

Fayetteville area and beyond – Take 24 E (this crosses I-95) into Clinton. Go under overpass (421/701). Travel ½ mile toward downtown Clinton. Church is on the right.

Dunn – Take 421 S to Clinton. Merge onto 701. Take 24 exit. Turn left toward downtown Clinton. Church ½ mile on the right.

Proposed Agenda
Presbytery of Coastal Carolina
Called Presbytery Meeting
Saturday, December 5, 2015
Graves Memorial Presbyterian Church
201 Fayetteville Rd., Clinton, NC 28328

Ruling Elder Sue Lowery, Presbytery Moderator
Rev. Dr. Hazel Wilson, Vice-Moderator

Our Vision Is
Congregations Joyfully Committed to Christ as Lord
Called and Commissioned by God
Connected and Empowered by the Holy Spirit
For Worship and Service

8:45 AM	Registration Begins	
9:30 AM	Call to Order and Opening Prayer	Ruling Elder Sue Lowery, Moderator
9:35 AM	Declaration of Quorum	Rev. Bill Reinhold, Stated Clerk
9:37 AM	Welcome	Rev. James Moran
9:40 AM	Appointments of Standing Committees	Ruling Elder Sue Lowery, Moderator
9:45 AM	Morning Prayers	Ruling Elder, Teresa Page
	<i>Offering is for South Carolina Flood Recovery</i>	
10:15 AM	Stated Clerk's Report [4]	Rev. Bill Reinhold, Stated Clerk
	A. Recognition of first-time elders and visitors, seating of corresponding members	
	B. Correspondence Received	
10:20 AM	Committee on Ministry – Reception of Rev. Miguel Aragon [5-7]	Ruling Elder Jay Bender
10:35 AM	Committee on Strategic Planning and Organizational Review) [8-60]	Rev. Ernie Johnson
11:35 AM	Mission Cabinet/2016 Budget [61-63]	Rev. Rev. Ben Burrows
11:45 AM	Standing Committee Reports	Rev. Bill Reinhold
11:50 AM	Closing Prayer & Adjournment	Rev. Hazel Wilson, Vice-Moderator

Please

Tuck the cord back into your neck wallet and place in the containers by the doors as you leave.

Gather up any papers left over and place them in recycling boxes by the doors as you leave.

Thank you!

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Presbytery of Coastal Carolina
Special Called Meeting
Stated Clerk's Report

December 5, 2015

Correspondence – I have received the following correspondence

- Letter from Inter-Presbytery Partnership Committee of the Gulf of Mexico Presbytery (our partners in Tabasco, Mexico) stating their concerns about the recent action on same-sex marriages but at the same time pledging to remain in partnership with us. I have responded to their letter with thanks for their continuing partnership, noting how this presbytery voted, and reviewing how our denomination has come to this decision and what its implications are for individual ministers and congregations.
- Thank you note from Scotland County Counseling Center for the offering taken on October 10, 2015 presbytery meeting.

Morning Offering

The offering at today's Presbytery meeting will be to assist the two presbyteries in SC that were badly hit by the recent storms: Trinity (Columbia) and New Harmony (Florence). Work teams may be needed later, but our colleagues in SC tell us that their urgent need is for funds to assist congregations with clean up and repairs. Please give generously!

Statistical Reports

Clerks of Session will be able to log on the Statistical Report website beginning next week. We will send all clerks a packet next week with the instruction manual, login information and the pages to return to the Presbytery office. As always, assistance with login and filling out of the information can be had by calling the Presbytery office at 910-862-8300.

SafeGatherings and Ethics Policy

We still have a number of people who are in a pastoral relationship with one or more of our congregations and who have **not yet** completed *either* the SafeGatherings process of background check and boundary training *and/or* the Ethics Policy signoff sheet. These persons need to complete the process by the end of the year or, per the Presbytery's action on June 11, 2015, their pastoral relationship will be suspended by the Committee on Ministry.

Presbytery of Coastal Carolina
Special Called Meeting
Committee on Ministry
December 5, 2015

Action Item:

The Committee on Ministry recommends the reception of Rev. Miguel Aragón as a Teaching Elder (Minister) Member of this Presbytery.

Background:

Rev. Aragón was raised in the National Presbyterian Church of Mexico and holds a BA degree from the California Christian University and an MA degree in Theology from el Seminario Juan Calvino in Mexico City. The Committee on Ministry organized an alternative examination process to the Standard Ordination Exams given by the Joint Presbytery Committee on Examinations. This examination was deemed satisfactory by the COM examinations committee and endorsed by the full COM during each of its three Community COM meetings.

As you can see in his Personal Faith Journey and Biography, Rev. Aragón moved into our area eight years ago where he first connected with the Ebenezer Presbyterian Church and more recently has led the New Church Development known as the Sanford-Area Presbyterian Hispanic Ministry which is housed at the Jonesboro Church in Sanford. Miguel has played an important role in assisting with all of the other Spanish speaking congregations and missions across the Presbytery. We look forward to his joining our Presbytery as full member.

Statement of Faith
Miguel Aragón

My personal beliefs center on a profound sense of gratitude to Jesus Christ and an abiding sense of His presence in my life.

I believe that Jesus is the incarnate Son of God and Savior of the world, and our one true pathway to God. As Jesus proclaims in John 14:6, "I am the way, the truth, and the life; no one comes to the Father, but by me." Jesus gave His life for my sins and the sins of the world, and He guides me daily to walk in His paths of light as a child of God's Word who truly came to us in living flesh, fully human and fully divine. He reveals God's full nature to humankind. It is the primary goal of my ministry that others know of Christ's love and grace as I have come to know them.

The primary attribute that Jesus reveals about one God, Father, Son and Holy Spirit is that God is love. This means that above all else the Almighty Creator of the Universe is compassionately concerned for the well-being of His creation, particularly its living creatures. There is no depth to which God will not go on their behalf, especially in regards to redemption from sin. In fact, God is love; God, as love, chose to reveal God's true nature and plan. God took the initiative to enter human history as a human being, revealing this loving nature, enduring the full heartbreak of human existence, tasting death, and rising victorious over them all in the resurrection. The gift God now gives is a similar experience of grace and power: dying to this life and rising again within a life anew. This gift is open to all who need the call of God's Spirit and receives God's love by faith through grace in Christ.

The Holy Spirit is God's Spirit unleashed on earth to make God's presence available to all, and to lead us into all the truth. The Spirit convicts us, and directs us to faith in Christ and salvation. The Spirit continues to work in our lives, sanctifying us to God, helping us to discover the abundant life God grants to all His children through His Son. The Spirit is likewise our Advocate and Comforter, interceding for us before the Father's throne, and giving us strength in times of sorrow and difficulty.

At the same time, God gives us His written Word as the chief tool by which we can now learn of His love, nature, and saving deeds in history. The Bible is our infallible rule of faith and practice. The scriptures are the divinely inspired objective authority by which all actions and attitudes must be judged. Therefore we place ourselves in peril when we ignore its dictates for our lives, and we enrich our lives when we joyfully obey.

The Church is the congregation of believers that Christ calls together to be His body in the world. The Church is fellowship of the redeemed who proclaim that God was in Christ, reconciling the world to Himself, and who share the ministry of reconciliation as God reforms the world.

Jesus has given us two sacraments, Baptism and the Lord's Supper, to serve as outward signs and seals of God's eternal and invisible grace. Baptism is the sign of initiation into the body of believers, given once, where recipients are marked and sealed as belonging to God. The Lord's Supper is the recurring means of grace that feed us in the journey of faith. It re-enacts the gospel and brings to remembrance all Jesus did for us in His life, death, and resurrection.

My Personal Faith Journey and Biography **Miguel Aragón**

I was born in Puebla, México, and was raised in a Pentecostal home there, where my single mother introduced me and my brothers and sisters, to church life. We often went to Sunday school and worship, but as a child it meant very little to me. As I was growing up, God was working in my life but, I did not recognize God's love and grace until later on in my life.

When I was seventeen years old, God communicated a Greater Presence and Creative Power within me and I became involved in the Baptist Youth ministry, where I was introduced to a personal relationship with Jesus Christ as my Savior. After acknowledging God's grace in Jesus, I became interested and involved in Bible study. Later, I became active in the Youth Program in the Primera Iglesia Bautista de Coatzacoalcos, Veracruz, México. Through these experiences, I felt called to serve God and God's people as a minister.

I attended Juan Calvino seminary in México City from 1978 to 1981. For the first time I was introduced to Reformed Theology. After three years, because of a financial crisis, I moved to the United States. I started to work in Los Angeles, California and began looking for a Hispanic Presbyterian Church, but I could not find one therefore, I started attending the only Hispanic Baptist church in Norwalk, California.

Years later, while attending and teaching Sunday school there, I reunited with a professor from a seminary in México which I had attended. We were in a restaurant talking about what I was doing with the call that God had placed in my life. After this meeting, he introduced me to the Orange County Southern Baptist Association; the executive invited me to continue my studies at Golden Gate Baptist Theological Seminary. From 1992 to 1997, I continued my theological studies and received a Diploma in Theology-ELD. At the same time, I started as a "planter-church" in Anaheim 1991, and in 1994, I was ordained by the Southern Baptist Denomination in Anaheim, California. Due to the great need within the Hispanic community for counseling and because of what I was experiencing as pastor, I decided to continue studies. In October 2001, I received a Bachelor of Theology in Pastoral Ministry from the California Christian University. I organized and became the solo pastor to the same church until 2007.

In 2007, my family and I moved from California to North Carolina, which was a far better place to raise our family. When we arrived we decided to go back to our Reformed Theological roots and found Ebenezer Presbyterian Church, Siler City, where I became a leader.

Later on, Pastor Lucio González of the Ebenezer Church introduced me to Rev. Eduardo Moreno who invited me to develop a new Hispanic Presbyterian mission in Lee County. Rev. Moreno introduced me to some pastors in Sanford and talked with them about the importance of developing a Hispanic Presbyterian mission. In December 2009, some members of Ebenezer Presbyterian Church of Siler City and some members and pastors of Sanford Presbyterian Churches started the first service in Jonesboro Presbyterian Church; this mission work continues until today. At the same time, I re-registered Juan Calvino International Seminary in México City to complete my Master in Theology degree and graduated on the sixteenth of June, 2012.

In 1991 I married in with Eurice Castillo in Mexico City; we currently have two children, our sixteen year old daughter, Jocabed, and our eight year old son, Moises.

Presbytery of Coastal Carolina
Strategic Planning and Organizational Review
Report to Presbytery
October 10, 2015

Action Items: (presented for second reading, discussion, and action)

The actions suggested below are incorporated in the Proposed Manual of Operations which was presented to the Presbytery in October for first reading and can be found following this report.

1. Establish the Committee on Ministry as the **Commission on Ministry**¹ with authority to examine and receive teaching elders and candidates into the Presbytery, to examine and commission Ruling Elders to Commissioned Service in congregations, and to establish and dissolve pastoral relationships.
2. Shift **critical functions** of the Presbytery to the three Missional Communities including:
 - a. Leadership Formation
 - b. Congregational Transformation/Vitality
 - c. Shared Mission
 - d. Review of Sessional Records
3. **Restructure** the Mission Cabinet²
 - a. Focus on Vision of the Presbytery and Coordination of the work of the three Missional Communities
 - b. Discharge the Necessary Administrative and Fiduciary Responsibilities
 - c. Make sure that the concerns of special groups are not overlooked (African American, Latino-Hispanic, Presbyterian Men, Presbyterian Women, Youth)
 - d. Assure the Proper Functioning of Presbytery-Wide Units:
 - Ø Nomination and Representation
 - Ø Planning and Review
 - Ø Communications

Background and Introduction:

Over the past two years SPOR has been gathering information from congregations, committees of the Presbytery and commissioners to Presbytery meetings to discover how we might equip members as disciples and apostles of Jesus Christ and the Gospel, strengthen the connections among congregations and pastors within the Presbytery, enhance our focus on nurturing vital congregations, and sharing in mission across the Presbytery and around the world.

From an extensive Listening, Learning, Dreaming—Together process in the spring of 2016 and follow up discussions at subsequent Presbytery meetings, we identified three core learnings:

1. Our large geographical area creates unnecessary distance between us
2. We yearn for deeper connections among nearby congregations
3. We desire to find creative ways to do mission together

¹ See proposed Commission Powers of Commission on Ministry in the Appendix to the Proposed Revised Manual of Operations.

² See proposed make up of the Mission Cabinet on page 4 below. Details are found in Proposed Revised Manual of Operations.

Based on these findings and the positive experience we have had with our new three community-based Committees on Ministry structure, SPOR tested interest in expanding this concept to other parts of the Presbytery's life together at the June, 2015, meeting at Culdee. Two-thirds of respondents approved of commissioning the Committee on Ministry (either as a full body or in the communities) to examine and receive/ordain ministers or candidates into the Presbytery. A similar number endorsed the holding of two meetings of the full Presbytery with either one or two meetings of Community Gatherings empowered to act on behalf of the Presbytery on certain issues in their Missional Community.

With this encouragement, SPOR has turned its attention to what such a configuration would look like and what changes would be required in our Manual of Administrative Operations to enable a new structure and process. Taking a page from our new *Book of Order* the emerging Manual will allow a great deal of flexibility to each of the (proposed) three Missional Communities.

One of the things to note is that four critical aspects of our life together³ as a Presbytery are highlighted for special attention by the three Missional Communities:

1. shared mission
2. formation of leaders
3. congregational transformation/vitality
4. review of sessional records.

The emerging plan no longer has Presbytery-wide committees on Mission and Outreach, Christian Education, Congregational Revitalization and Transformation, and Sessional Records. Neither does it mandate such committees at the Missional Community level, but rather trusts that those who gather in Missional Communities are ideally situated to shape both the structure and content of ministry in these areas.

With this in mind, the emerging Manual has been reorganized. We have not only added new sections on Missional Communities and their gatherings, leadership, and mission, but we have placed this section very early in the Manual in an effort to highlight our response to the three learnings from the Listening, Learning, Dreaming—Together process: large geography, desire for deeper connections, and avenues for shared mission.

Several of the other familiar committees of the Presbytery have been restructured as functions of the Mission Cabinet. These include: Finance and Property, Personnel, Mexico Partnership, Hunger Programs, Peacemaking, and Communications.

The following remain as committees of the Presbytery: Ministry, Preparation for Ministry, Nominations, Representation, Bills and Overtures, Strategic Planning and Organizational Review, African American Ministries, Latino-Hispanic Ministries, Stewardship, Response Coordinating Team and Permanent Judicial Commission. A table outlining the proposed changes in the committee structure of the Presbytery is found below.

³ See page 4 below for the Vision Statement that is guiding these changes.

Comparison of Committee Structure

Current Structure	Proposed Structure
Mission Cabinet	Mission Cabinet
Executive Committee	Executive Committee (Board of Directors)
Finance and Property	<i>Standing Committee of Mission Cabinet</i>
Personnel	<i>Standing Committee of Mission Cabinet</i>
History	<i>Function of Mission Cabinet</i>
Response Coordinating Team	Response Coordinating Team
African American Ministries	African American Ministries
Christian Education	Function of Missional Communities
Church Revitalization and Transformation	Function of Missional Communities
Communications	<i>Function of Mission Cabinet</i>
Hunger Action Workgroup	<i>Function of Mission Cabinet</i>
Latino-Hispanic Ministries	Latino-Hispanic Ministries
<u>Committee</u> on Ministry	<u>Commission</u> on Ministry
Committee on Preparation for Ministry	Committee on Preparation for Ministry
Mexico Partnership	<i>Function of Mission Cabinet</i>
Mission and Outreach	Function of Missional Communities
New Church Development	<i>Function of Mission Cabinet</i>
Nominations and Volunteer Development	Nominations and Volunteer Development
Peacemaking Workgroup	<i>Function of Mission Cabinet</i>
Permanent Judicial Commission	Permanent Judicial Commission
Representation	Representation
Sessional Records & Bills and Overtures	Function of Missional Communities Bills and Overtures
Strategic Planning and Review	Strategic Planning and Review
Stewardship Development	Stewardship Development

Our Vision

A Provocative Proposal of the Reality We Seek to Live Into As Coastal Carolina Presbyterians

Empowered by our large size and rich diversity we help one another to share Christ's ministry and mission in a changing world.

1. As an entire Presbytery, we bear witness to our historic Reformed faith and learn from one another how to be God's sent-out church in our own day.
2. Gathered in Three Covenant Communities, we strengthen our relationships by finding ways to partner with nearby congregations, joining in God's mission in our communities, and learning from one another how to be Christ's Spirit-filled apostles to the whole world.
3. When we gather in worship, in prayer, and in study, we awaken our own spiritual imagination and stir one another to greater congregational vitality.
4. In times of fellowship, in occasions of learning, in ministries of compassion, and in joint worship of God, our various congregations become increasingly open to the movement of the Spirit in our lives.
5. As each of us brings our gifts and skills to the table, we effectively develop the leaders that our presbytery and our congregations need.

Composition of the Presbytery Mission Cabinet

The **Presbytery Mission Cabinet** shall be elected by the Presbytery and the three Missional Communities with membership to be made up as described below. Terms of service for the representatives of the three Missional Communities shall be 3 years, except that members may be elected to shorter terms in order to establish classes or to fill unexpired terms.

The following persons serve as *voting members* of the Mission Cabinet:

- 1-2. Chair and Vice-Chair of Mission Cabinet – elected by Presbytery
- 3-11. Three representatives from each Missional Community (9 people)
- 12-13. Moderator and Vice-Moderator of Presbytery

The following persons serve as *ex officio* members of the Mission Cabinet with voice but without vote:

1. General Presbyter/Stated Clerk
2. Presbytery Treasurer
- 3-5. The Three Mission Coordinators

The Board of Directors of the Presbytery shall form the **Executive Committee** of the Mission Cabinet. (See Section 1.02 of the Manual of Administrative Operations.) The Executive Committee shall have the authority to act in emergency situations within the authority of the Mission Cabinet when such action cannot wait for the next meeting of the full Mission Cabinet. Any such action taken shall be reported to the next meeting of the Presbytery Mission Cabinet.

1 Presbytery of Coastal Carolina
2 Community Meetings – A Roadmap to Them Started

3 **Launching the First Set of Community Gatherings**

- 4 • From each community, an initial Ad Hoc team of at least 5 and not more than 7 persons be
5 named and reported to Presbytery. (TE/RE/Gender/Ethnicity balance is important in identifying
6 this group.) Mission Coordinators per their community and Bill Reinhold generally are *ex officio*.
7 a. Mission Coordinators suggest these 5-7 people
8 b. Mission Coordinators make initial contact for a location/date (June 2016)
- 9 • These organizational leaders will be invited to gather all together for an orientation time and first
10 meeting in Elizabethtown so that all three groups understand the prime directive of the Vision
11 and desired outcomes of the initial Community gatherings.
12 a. This orientation would happen after Dec 2015 Presbytery Meeting
13 b. A small budget for the first gathering would be established (~\$200 per)
14 c. STAFF need to create three rosters assigning churches/pastors to communities; creating
15 sign-in notebooks and communicating these lists to the Presbytery.
16 d. Consider inviting more than the usual number of elders from congregations.
- 17 • Subsequent meetings of each planning group will be in their respective communities and at least
18 once after the gathering to evaluate and share discoveries. Others may be co-opted as needed to
19 accomplish the mission.

20 Each of these organizational teams is **charged with organizing the first Community (Commission)**
21 **Meeting of their area** keeping the following things in mind:

- 22 1. These Community Gatherings are not “mini-presbytery” meetings but rather are a way to deeply
23 change the way presbytery connects and cares for one another and reinvent the way we implement
24 Christ’s mission in our Presbytery. Plan & Design creatively!
- 25 2. The Committee needs to create an outline of how the time will be used so as to create an
26 opportunity
27 a. to deeply change the way congregations and pastors connect and care for one another
28 b. to reform (reshape) how we implement Christ’s mission in our community of Presbytery
29 together.
- 30 3. Some guiding questions for shaping this first gathering are:
31 a. In what ways will the time together as a community awaken spiritual imagination?
32 b. What, in our time together, will strengthen relationships and nurture shared ministry?
33 c. How, in our time together, will we generate creative ideas and listen to each other about
34 how gathering as a sub-group of the presbytery (as the West/East/Central community) might
35 bring about the expansion of our Christ-centered ministry here? (“being the church today”)
36 d. What about our time together will focus our hands and hearts on the needs of others?
37 (“partnerships in service”)
38 e. Moving forward, what, if any, business (traditional or innovative) would the body like to have
39 authority to do?
40 f. What method will be used to select a facilitator/moderator for the first gathering?

- 41 g. What other facilitators, breakout sessions, leadership, mission speakers are appropriate for
42 the design you are creating?
- 43 h. Since Presbytery is shifting many committee responsibilities to communities – what functions
44 would our community want to establish serve our needs/goals/dreams? How do we want to
45 organize to fulfill these desires?
- 46 4. Practical Considerations:
- 47 o Will there be a meal?
 - 48 o In what ways will the group worship together and have communion?
 - 49 o Who will record the minutes for the meeting?
 - 50 o Registration/Name Tags
 - 51 o Is there to be a printed agenda/outline?
- 52 5. Desired Outcomes of the Community Gathering is to investigate some of these areas:
- 53 o Given 1. The ideas generated in the Community Gathering and 2. What people heard from
54 each other...
 - 55 § In what ways can we, PCUSA congregations, envision being the body of Christ
56 uniquely for here, now, in our community?
 - 57 § In what ways can we support one another
 - 58 . for congregational vitality?
 - 59 . for strengthening relationships?
 - 60 . for shared ministry and for developing leaders?
 - 61 § What service opportunities are on our collective heart that we might begin to
62 address?
 - 63 o Describe what a second meeting of this community might be like.
64 (Content/Goals? When? How often? Who plans it?)
- 65 6. Per the bullets at the top, the launching group would have at least one follow-up meeting to wrap
66 up, review, and nurture the needed follow-up actions. Including summarizing the “Desired
67 Outcomes” listed in #5 above and share the report to the Mission Cabinet.

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5. As each of us brings our gifts and skills to the table, we effectively develop the leaders that our Presbytery and our congregations need.

Presbytery of Coastal Carolina

Presbyterian Church (U.S.A.)

Manual of Administrative Operations

(With Appendices)

The Presbytery of Coastal Carolina is a middle council of the Presbyterian Church (U.S.A.), part of the Synod of the Mid-Atlantic, and, as such, acknowledges the *Book of Confessions* and seeks always to order its affairs in accordance with the *Book of Order* of the Presbyterian Church (U.S.A.). The Presbytery adopts this *Manual of Administrative Operations*, with appendices, to establish the organization of the Presbytery for its life and mission and the operating procedures and interrelationships of the various administrative units of the Presbytery. All committees or other work groups authorized by the Presbytery shall conduct their work in accord with the *Book of Order* as well as this *Manual*.

A copy of this *Manual of Administrative Operations*, with *Appendices*, shall be made available on the Presbytery's website.

14 **1.00 Governing Principles**

15 **1.01 Presbytery**

16 The name of the Presbytery shall be the **Presbytery of Coastal Carolina**. The Presbytery is a corporate
17 expression of the church, consisting of all of the churches and teaching elders within its bounds. (*Book of*
18 *Order, G-3.0301*)

19 **1.02 Incorporation**

20 The Presbytery is incorporated as a non-profit corporation under the laws of the State of North Carolina
21 and with corporate name “**The Presbytery of Coastal Carolina, Inc.**” and for purposes defined in the
22 *Book of Order, F-1.0304*. The **Board of Directors** of the corporation shall consist of the Chair of the
23 Mission Cabinet, one representative of each Missional Community (selected by the Mission Cabinet), the
24 General Presbyter/Stated Clerk of Presbytery and Treasurer of the Presbytery. The Chair of the Cabinet
25 shall serve as Chair of the Board of Directors; the General Presbyter/Stated Clerk shall serve as the
26 Secretary of the Board of Directors; the Treasurer of the Presbytery shall serve as the Treasurer of the
27 Board of Directors. The Board of Directors constitutes the Executive Committee of the Mission Cabinet.
28 (See Section 6.02 below.)

29 **1.03 Jurisdiction**

30 The Presbytery shall exercise ecclesiastical jurisdiction over the churches and teaching elders in the
31 southeastern portion of North Carolina assigned to the Presbytery by actions of the Synod and General
32 Assembly. This geographical district includes the following counties:

33 All Bladen, Brunswick, Carteret, Columbus, Cumberland, Duplin, Harnett, Hoke, Jones, Lee, Moore,
34 New Hanover, Onslow, Pender, Robeson, Sampson, and Scotland Presbyterian Churches; and also
35 including Pink Hill Presbyterian Church in Lenoir County, Trinity and Croatan Presbyterian Churches in
36 Craven County, Rios de Agua Viva Presbyterian Church in Wayne County, and Biscoe Presbyterian
37 Church in Montgomery County.

38 **1.04 Membership**

39 Presbytery is a corporate expression of the church in the geographical area of its jurisdiction, consisting of
40 all the churches and teaching elders. Meetings of the Presbytery shall be composed of ruling elders
41 commissioned by the Sessions, according to the provisions of the *Book of Order, G-3.0301*, and the
42 member teaching elders. A ruling elder elected to serve as Stated Clerk, as Moderator or Vice Moderator
43 of Presbytery, as Chair and Vice Chair of the Presbytery Mission Cabinet, as Chair of Committees of the
44 Presbytery, as Chair of one of the Sub-Committees of the Mission Cabinet, or as Moderator of
45 Presbyterian Women or Presbyterian Men of the Presbytery shall be enrolled as a member of the
46 Presbytery for the term of office, whether or not commissioned by his or her Session. Ruling elders
47 currently appointed to serve churches as Commissioned Ruling Elders in particular pastoral service or in
48 other validated ministries shall be enrolled as members of the Presbytery for the period of such service.

49 In order to maintain parity between the number of teaching elders and ruling elders as members of the
50 Presbytery congregations with membership over 500 members shall be represented as follows:

- 51 ○ 501 – 1,000 by 2 ruling elders
- 52 ○ 1,001 – 1,500 by 3 ruling elders
- 53 ○ 1,501 – 2,000 by 4 ruling elders

- 54 ○ 2,001 – 3,000 by 5 ruling elders
55 ○ From 3,001 members there shall be an additional ruling elder representative for each 1,000
56 additional active members or major fraction thereof.

57 **1.05 Responsibilities**

58 The Presbytery is responsible for mission and government of the church throughout the geographical
59 jurisdiction. The listing of specific responsibilities for Presbytery given in the *Book of Order*, G-3.0301
60 shall always be determinative for the work of this Presbytery, and no programs, projects, or activities
61 which conflict with the *Book of Order* shall be undertaken.

62 **1.06 Sacrament Authorized**

63 The Sacrament of the Lord’s Supper may be celebrated when authorized by Presbytery at events spon-
64 sored by entities of the Presbytery. When a request to celebrate the Lord’s Supper in such an event is
65 made between meetings of Presbytery, a committee consisting of the Chair and the Vice Chair of the
66 Presbytery Mission Cabinet and the General Presbyter/Stated Clerk is authorized to approve celebration
67 of the Sacrament, with such approval to be reported to the next stated meeting of Presbytery.

68 **1.07 Missional Communities**

69 In order to facilitate the building of closer relationships among members of the Presbytery, to nurture
70 opportunities for shared mission locally, and to support the vitality of each member congregation the
71 Presbytery is organized into three Missional Communities as follows:

72 **East Missional Community**

73 Brunswick, Carteret, Craven (Croatan and Trinity/Havelock Churches), Duplin, Jones, Lenoir
74 (Pink Hill Church), New Hanover, Onslow, Pender Counties and Wayne (Rios de Agua Viva
75 Church) Counties.

76 **Central Missional Community**

77 Bladen, Columbus, Cumberland, Robeson, and Sampson Counties

78 **West Missional Community**

79 Harnett, Hoke, Lee, Moore, and Scotland Counties, Montgomery (Biscoe Church), and
80 Robeson (Lumber Bridge Church) Counties.

81 **1.08 Synod of the Mid-Atlantic**

82 The Presbytery of Coastal Carolina is located within the bounds of the Synod of the Mid-Atlantic. The
83 synod is a middle council responsible for the mission of the church within its geographic boundaries
84 (*Book of Order*, G-3.0401). Each Presbytery shall participate in the synod’s responsibility and service
85 through elected commissioners (*Book of Order*, G-3.0401). The manner in which commissioners from
86 the Presbytery of Coastal Carolina are elected is outlined in an appendix of this manual.

87 **1.09 General Assembly**

88 The General Assembly is the highest council of this church and is representative of the synods,
89 presbyteries, sessions and congregations of the Presbyterian Church (U.S.A.) (*Book of Order*, G-
90 3.0500). The manner in which commissioners from the Presbytery of Coastal Carolina are elected is
91 outlined in an appendix of this manual.

92 **2.00 Missional Communities (East, Central, and West)**

93 **2.01 Purpose**

94 In order to facilitate the building of closer relationships among members of the Presbytery, to nurture
95 opportunities for shared mission locally, and to support the vitality of each member congregation the
96 Presbytery is organized into three Missional Communities as outlined in 1.07 above.

97 **2.02 Authority**

98 The Presbytery of Coastal Carolina hereby **commissions** each of the three geographic (West, Central,
99 and East) Missional Communities to act on the following items:

- 100 a. Election of its own leaders according to its own procedures;
- 101 b. Formation of its own committees respecting our commitment to diversity;
- 102 c. Election of three representatives to the Presbytery's Mission Cabinet;
- 103 d. Adoption of budgets and allocation of resources necessary to carry out its mission in
104 consultation with the Presbytery Mission Cabinet;
- 105 e. Welcoming of ministers (teaching elders) to ministry in its congregations after action by
106 its Community Commission on Ministry;
- 107 f. Examination of candidates for ordination upon recommendation of the Commission on
108 Ministry for that Community;
- 109 g. Action to approve the sale or encumbrance of property by its congregations (G-4.0206)
110 in consultation with the Presbytery's Finance and Property Committee;
- 111 h. Authorization of the celebration of the Lord's Supper at events hosted by units of the
112 Missional Community;
- 113 i. Review of sessional records for congregations within its bounds;
- 114 j. Other powers may be added by the full Presbytery from time to time.

115 **2.03 Membership**

116 While gatherings of each of the three Missional Communities should be designed to appeal to a wide
117 cross-section of members of the Community, those who are entitled to vote on any of the actions
118 properly before the Community shall be those from the particular Missional Community who are
119 eligible to serve as commissioners to the full Presbytery meeting. (See Section 1.04 above.)

- 120 a. Teaching elders who serve congregations within the particular Missional Community
121 shall be members of that Community. Members at Large or Honorably Retired Ministers
122 will ordinarily be members of the Community in which they reside. Those who live
123 outside the bounds of the Presbytery may choose to be members of one of the three
124 particular Missional Community. No teaching elder shall be a member of more than one
125 Missional Community.

126 b. Ruling elders from congregations in the Missional Community who fulfill the qualif-
127 ications for voting membership of the Presbytery (Section 1.04 above) shall also be
128 voting members of the Missional Community when gathered for the transaction of
129 business.

130 c. An official roster of each Missional Community will be kept by the Stated Clerk.

131 **2.04 Frequency of Gatherings**

132 The Missional Communities shall meet at least once per year and more often if desired. Not every
133 gathering held within the Missional Community needs to have business to transact. Gatherings may be
134 organized for a variety of reasons and take a variety of forms.

135 **2.05 Agenda**

136 The agenda for gatherings of the Missional Community (whether for business, fellowship, mission,
137 education or other reason) shall be prepared by the Moderator of the Missional Community and the
138 Mission Coordinator in consultation with the Community's Steering Team.

139 Missional Communities are encouraged to include one or more of the elements of the Presbytery Vision at
140 each of the gatherings.

141 **2.06 Business at Community Gatherings**

142 Any reports or recommendations pertaining to business to come before the Community Gathering shall
143 be made available online not less than ten days before the scheduled meeting. Printed copies shall be
144 made available on request.

145 If the Moderator of the Missional Community and the Mission Coordinator agree that additional new
146 business needs to come before a Community Gathering they can ask the Missional Community to set
147 aside the Standing Rules and receive the business in accordance with Sections 7.05 and 13.00 below.
148 Written copies of the recommendations or action shall be made available to all voting members.

149 **2.07 Quorum**

150 The quorum for transacting business at a Gathering of a Missional Community shall be 20 persons
151 including at least 10 teaching elders and 10 ruling elders representing at least 7 different congregations.

152 **2.08 Other Rules of Order**

153 The same rules of order as apply to meetings of the full Presbytery shall apply when transacting
154 business at a gathering of one of the Missional Communities. (See Sections 7.03 and 7.04 below.)

155 **2.09 Officers of Missional Communities**

156 a. Moderator and Vice Moderator

157 Each Missional Community shall elect a moderator and vice moderator following the
158 principles for the election of the moderator and vice moderator of the Presbytery
159 (Section 4.01 through 4.04 and 4.06).

- 160 b. Clerk
161 The Stated Clerk of the Presbytery shall ordinarily serve as the Clerk of the Community
162 Gathering. If the Stated Clerk is not available to serve, the Missional Community shall
163 elect a Deputy Clerk to serve as parliamentarian and to take the minutes.

164 **2.10 Mission**

165 The mission of the three Missional Communities is to assist the congregations of the Presbytery to live
166 into the mission of the Presbytery as expressed in its Vision:

Our Vision

A Provocative Proposal of the Reality We Seek to Live Into

As Coastal Carolina Presbyterians

171 Empowered by our large size and rich diversity we help one another to share Christ’s ministry and
172 mission in a changing world.

- 173 1. As an entire Presbytery, we bear witness to our historic Reformed faith and learn from one another
174 how to be God’s sent-out church in our own day.
- 175 2. Gathered in Three Covenant Communities, we strengthen our relationships by finding ways to
176 partner with nearby congregations, joining in God’s mission in our communities, and learning from
177 one another how to be Christ’s Spirit-filled apostles to the whole world.
- 178 3. When we gather in worship, in prayer, and in study, we awaken our own spiritual imagination and
179 stir one another to greater congregational vitality.
- 180 4. In times of fellowship, in occasions of learning, in ministries of compassion, and in joint worship
181 of God, our various congregations become increasingly open to the movement of the Spirit in our
182 lives.
- 183 5. As each of us brings our gifts and skills to the table, we effectively develop the leaders that our
184 Presbytery and our congregations need.

185 **2.11 Missional Community Steering Committee**

186 Each of the three Missional Communities shall elect a Steering Committee representative of its
187 community to coordinate its work. The number of members and their selection shall be determined by the
188 Community.

189 **2.12 Responsibilities**

190 The three Missional Communities shall discern their own mission priorities. In doing so they shall be
191 guided by the vision expressed above and keep in mind responsibilities in **four critical areas**:

- 192 a. Shared Mission
- 193 b. Leadership Development

- 194 c. Congregational Transformation/Vitality
195 d. Sessional Records Review

196 **3.00 Administrative Organization of Presbytery**

197 The Presbytery shall organize administrative units for carrying out the mission program and the governing
198 functions of Presbytery. All such units shall be established only by the Presbytery or according to
199 procedures established by Presbytery. All such units shall conduct their affairs in accordance with the
200 *Manual of Administrative Operations*, and shall be accountable to the Presbytery, reporting regularly and
201 fully to Presbytery.

202 Administrative units of Presbytery shall include: the Presbytery Mission Cabinet; Missional
203 Communities; Missional Community Committees; Presbytery Committees; and Temporary/*ad hoc*
204 Committees or Task Groups/Forces.

205 **4.00 Officers of Presbytery**

206 **4.01 Elected by Presbytery**

207 Officers of the Presbytery shall be elected by the Presbytery, after due process of nomination including
208 opportunity for nominations from the floor, for terms and duties as specified for each office. The
209 Moderator and the Vice Moderator shall be member teaching elders or ruling elders eligible for
210 membership in Presbytery; if a ruling elder, he or she shall be enrolled as a member of the Presbytery for
211 the duration of the term as Moderator or Vice Moderator. The General Presbyter/Stated Clerk shall be a
212 person eligible for membership in the Presbytery.

213 **4.02 Moderator and Vice Moderator**

214 The term of the Moderator shall be one calendar year. The Moderator shall first be elected to the office
215 of the Vice Moderator for one year and shall serve as a member of the Presbytery Mission Cabinet
216 during that year and during the year of service as Moderator. The year following the term of office, the
217 Moderator shall serve as a member of the Presbytery Mission Cabinet. Presbytery shall be faithful to
218 the principles of inclusion (G-3.0103, F-1.0403), in electing persons to serve as Moderator and Vice
219 Moderator. Ordinarily these offices shall be filled alternately by a ruling elder and a teaching elder.

220 **4.03 Moderator**

221 The Moderator shall have the authority to preserve order and to ensure the efficient conduct of business
222 of the Presbytery, in accordance with the *Book of Order*, this *Manual*, and *Robert's Rules of Order*.

223 It is expected that during the term of service, the Moderator will seek to be a visible presence of the
224 Presbytery among its member churches, visiting congregations to worship and to interpret the ministry
225 and mission of the Presbytery.

226 Annually at the Fall Stated Meeting of Presbytery, the Moderator, in consultation with the Executive
227 Committee, shall recommend for Presbytery's consideration and election persons to serve in the new
228 class and any vacancies on the Presbytery's Committee on Nomination and Volunteer Development,
229 including the name of a person to Chair that committee, keeping in mind the Presbytery's commitment
230 to inclusiveness and representation. Nominations may be made from the floor.

231 If the Vice Moderator is unable to serve the following year as Moderator, the Committee on Nomin-
232 ations and Volunteer Development shall nominate a teaching elder or a ruling elder eligible for the
233 office of Moderator in accordance with the principles described in Section 4.02 above. A person is not
234 eligible to serve a second successive term as Moderator.

235 **4.04 Vice Moderator**

236 Presbytery shall elect a Vice Moderator to serve for one year in that office. The Vice Moderator shall
237 preside over meetings of Presbytery in the absence of the Moderator, or when requested by the Moder-
238 ator. The Vice Moderator serves as a member of the Presbytery Mission Cabinet.

239 Ordinarily a new Vice Moderator shall be elected and installed at the last stated meeting of a calendar
240 year, to serve during the following year, while the current Vice Moderator shall ordinarily be installed
241 as Moderator for the following year.

242 **4.05 Stated Clerk**

243 The Stated Clerk of Presbytery shall also serve as General Presbyter and head of staff of the program and
244 support staff of Presbytery. Details concerning nomination, election, and the term of office are given in
245 Section 8.03 in this *Manual*. Duties are detailed in the Position Description in the Appendix.

246 **4.06 Compensation**

247 The Moderator and Vice Moderator shall serve without compensation. The General Presbyter/Stated
248 Clerk shall be compensated, the amount established annually in the budget process.

249 **5.00 Committees**

250 **5.10 Committees of the Full Presbytery**

251 For the development and supervision of the mission of the Presbytery the following Committees shall be
252 established according to the General Provisions found below:

- 253 1. Commission on Ministry (COM)
- 254 2. Committee on Preparation for Ministry (CPM)
- 255 3. Nominations Committee
- 256 4. Bills and Overtures Committee (B&O)
- 257 5. Committee on Strategic Planning and Organizational Review (SPOR)
- 258 6. Committee for African-American Ministries
- 259 7. Committee for Latino-Hispanic Ministries
- 260 8. Committee on Stewardship Development
- 261 9. Response Coordinating Team
- 262 10. Permanent Judicial Commission (PJC)
- 263 11. Self-Development of People Committee (SDOP)

264 The mission and responsibilities of each committee are spelled out in an appendix to this Manual.

265 **5.20 Committees of the Missional Communities**

266 Missional Communities are authorized to set up committees as needed to develop its mission according
267 to the established General Provisions found below (section 5.30)

268 **5.30 General Considerations**

269 **5.31 Membership Formula**

270 Membership of the Committees of Presbytery, insofar as possible, shall include a balance of teaching
271 elders and laypersons; females and males; and shall give full expression to the rich diversity of the
272 Presbytery’s membership as advocated in G-3.0103 and in Principle V of the “Principles of
273 Agreement.” This membership standard shall apply to committees and temporary/*ad hoc* committees of
274 the Presbytery with the exception of those specifically mandated by the *Book of Order* or the *Manual of*
275 *Administrative Operations* to have a different membership.

276 **5.32 Representation**

277 a. **Committees of the Full Presbytery:**

278 Unless otherwise provided in specific cases, each committee of Presbytery, insofar as possible,
279 shall have elected members from all three geographical communities of Presbytery as outlined
280 in section 1.07 above with ordinarily no more than one person from one particular church,
281 except for committee representatives on the Mission Cabinet.

282 b. **Committees of the Missional Communities:**

283 When a Missional Community creates a committee to advance its mission, it shall honor our
284 commitments to diversity of membership.

285 **5.33 Terms and Classes**

286 All committees of Presbytery, except as otherwise required by the *Book of Order*, shall have three classes
287 of approximately equal size. Terms of service shall be three years, except that members may be elected to
288 shorter terms to establish classes or to fill unexpired terms. The Committee on Nominations shall
289 nominate persons to serve on committees. No person shall serve consecutive terms, full or partial, totaling
290 more than six years on the same committee or sub-committee or on the Presbytery Mission Cabinet,
291 except where the *Book of Order* requires otherwise.

292 **5.34 Quorum**

293 Unless otherwise stated in the *Book of Order* the quorum for any committee of the Presbytery shall be
294 one-third (1/3) of its elected membership but not less than 3 persons. Reasonable notice shall always be
295 given to all elected members of the committee.

296 **5.35 Limited Membership**

297 Unless otherwise provided by this *Manual of Administrative Operations*, no person shall serve
298 concurrently on more than one committee of Presbytery, with the exception of *ad hoc* committees or
299 committee representatives to the Presbytery Mission Cabinet.

300 **5.36 Failure to Serve**

301 Members who miss two consecutive meetings of a committee without an excuse approved by the com-
302 mittee will be contacted by the Chair as to their willingness or ability to continue serving. In the event that
303 a committee member needs to be replaced, the Chair will inform the Committee on Nominations. If a
304 member of the Committee on Nominations is removed, the Moderator of Presbytery shall be informed.

305 **5.37 Reports**

306 a. **Committees of Full Presbytery:**

307 Committees of the Full Presbytery shall report fully and regularly to Presbytery on the work
308 done in fulfillment of assigned responsibilities. Each shall report at least annually according to
309 a schedule established by the Presbytery Mission Cabinet or more frequently when matters
310 need to be presented for information or action of Presbytery. Reports shall be presented first to
311 the Presbytery Cabinet before being presented to Presbytery. Ordinarily, written reports to
312 Presbytery should not be read to the meetings of the Presbytery.

313 b. **Committees of Missional Communities:**

314 Committees of the Missional Communities shall report fully to their Missional Community on
315 the work done in fulfillment of assigned responsibilities. Reports shall ordinarily be presented
316 first to the Steering Team of their Missional Community before being presented to the
317 Missional Community.

318 **5.38 Expenses**

319 Each committee of Presbytery shall project its own expenses and any associated revenue for consideration
320 in the preparation of Presbytery's budget, and each chairperson shall monitor expenses and revenues so as
321 to remain within budgeted allocations approved by Presbytery. Net expenditures by any committee
322 beyond budgeted amounts shall be reported by the Finance and Property Committee to the Presbytery
323 Mission Cabinet and to Presbytery at their next respective meetings and action taken if deemed necessary.

324 Expenses of Committees of the Missional Community will be included in the Community's budget and
325 administered through the Presbytery's finance department.

326 **5.39 Minutes and Records**

327 Each committee of the Presbytery or its Missional Communities shall keep a full and accurate record of
328 its work and proceedings, which shall be maintained as records and property of the Presbytery. **A copy of**
329 **records and reports shall be sent to the administrative office of Presbytery after each meeting of the**
330 **committee.** Records shall be available for consultation by committees, churches and ministers of
331 Presbytery as may be needed for the work of Presbytery or for other legitimate concerns.

332 **5.40 Annual Program Goals, Objectives and Action Plans**

333 Each committee of Presbytery and its Missional Communities shall project goals, objectives and action
334 plans for each year's program based on its assigned responsibilities and in light of priorities adopted by
335 Presbytery or its Missional Community. As each unit sets its program goals, these goals shall be shared
336 with the Presbytery Mission Cabinet and with the Committee on Strategic Planning and Organizational
337 Review. Each year the committees shall evaluate their work, specifically in terms of the accomplishment
338 of adopted goals. This evaluation shall be used in projecting goals and work program for the coming year.

339 Members of the Presbytery staff will provide annual training/orientation for new committee members and
340 chairs.

341 **5.41 Committee Officers**

342 a. Each committee of the Presbytery shall have a Chair elected by the Presbytery upon
343 nomination by the Committee on Nominations and Volunteer Development. The committee
344 shall elect from its membership persons to serve as Vice Chair and Clerk of the committee.
345 The term of office for these officers shall be one year; committee officers may be re-elected,
346 but no person shall serve more than three years in the same office.

347 b. Missional Communities shall establish their own process for selecting the Chair of any
348 committee(s) they create.

349 **5.42 Sub-committees**

350 To establish effective sub-committees with clearly-defined tasks, the committees of the Presbytery or of
351 its Missional Communities have authority to form sub-committees that may be assigned specific portions
352 of the responsibilities of the full committee. Members of sub-committees shall include some members of
353 the full committee plus other persons who may be co-opted on the basis of interest, training, or
354 experience.

355 The full committee shall name one of its elected members to chair each sub-committee. Co-opted
356 members of sub-committees shall serve a term of one year, which may be renewed. No one shall serve as
357 a co-opted member on more than one sub-committee concurrently.

358 Sub-committees shall function with the powers delegated to them by the full committee. They shall report
359 fully on their work to the full committee. Reports and other communications to the Presbytery, including
360 participation in the budget process, from any sub-committee shall be through the full committee. Minutes
361 and other records of sub-committee work shall be filed promptly with the full committee and with the
362 administrative office of Presbytery.

363 **5.50 Limited Term Temporary/Ad Hoc Committees or Task Groups**

364 **5.51 Established By Presbytery Mission Cabinet**

365 Presbytery may establish, as needed from time to time, temporary committees or task groups. The
366 proposal for such a temporary group may arise from the Presbytery Cabinet, from one of the committees
367 of Presbytery, or from one of the Missional Communities, but because of budget considerations such
368 temporary groups need to be approved by the Mission Cabinet.

369 Membership of any limited task group shall be defined in the motion or resolution which authorizes the
370 task group. Nominations of persons to be elected to the task group shall be made in accord with the
371 provisions of this *Manual*, Section 5.31 above.

372 **5.52 Specific Responsibilities**

373 Each committee or task group approved by the Mission Cabinet shall be created with specific
374 responsibilities which clearly limits the authority of the committee or task group and define its area of
375 responsibility in relation to the responsibilities of other committees.

376 **5.53 Accountability Established**

377 Each time a committee or task group is established by the Mission Cabinet, it shall be clearly defined to
378 whom the committee or task group is to report. Schedule for reporting should normally be established
379 from the beginning; at least, a schedule for interim reports shall be clearly defined.

380 **5.54 Expense and Program Funds Budgeted**

381 No committee or task group shall be established without having committee expenses and/or program
382 funds provided through regular funding procedures, either through the budget of Presbytery or through
383 special allocation. Projected costs and authorizations of funds to cover those costs shall be one of the
384 necessary concerns for the establishment of any temporary committee.

385 **5.55 Specific Term Determined**

386 Each committee or task group established by Presbytery shall have the term of existence of the committee
387 or task group defined at the time the group is created. All committees or task groups shall be established
388 for limited periods of work; if the need for the work extends beyond that anticipated limit, then
389 consideration shall be given to assignment of responsibilities to an existing committee or the
390 establishment of a new committee.

391 **6.00 Presbytery Mission Cabinet**

392 **6.01 Mission**

393 To nurture the development of our Vision, to foster a deeper relatedness, to coordinate the work of the
394 three Missional Communities, and to oversee the implementation of all aspects of the mission and
395 ministry of the Presbytery of Coastal Carolina.

396 **6.02 Membership**

397 The **Presbytery Mission Cabinet** shall be elected by the Presbytery and the three Missional
398 Communities with membership to be made up as described below. Terms of service shall be 3 years,
399 except that members may be elected to shorter terms in order to establish classes or to fill unexpired
400 terms.

401 The following persons serve as *voting members* of the Mission Cabinet:

- 402 1-2. Chair and Vice-Chair of Mission Cabinet – elected by Presbytery
- 403 3-11. Three representatives from each Missional Community (9 people)
- 404 12-13. Moderator and Vice-Moderator of Presbytery – elected by Presbytery

405 The following persons serve as *ex officio* members of the Mission Cabinet with voice but without vote:

- 406 1. General Presbyter/Stated Clerk
- 407 2. Presbytery Treasurer
- 408 3-5. Mission Coordinators

409 The Board of Directors of the Presbytery shall form the **Executive Committee** of the Mission Cabinet.
410 (See Section 1.02 above.) The Executive Committee shall have the authority to act in emergency
411 situations within the authority of the Mission Cabinet when such action cannot wait for the next
412 meeting of the full Mission Cabinet. Any such action taken shall be reported to the next meeting of the
413 Presbytery Mission Cabinet.

414 **6.03 Responsibilities of the Presbytery Mission Cabinet**

415 The Presbytery Mission Cabinet is the guardian and advocate of the Vision of the Presbytery. The
416 Mission Cabinet serves as a venue where the Missional Communities can explore and develop shared
417 programs. It provides the fiduciary oversight of the Presbytery’s finances, personnel, and structure
418 necessary for the Presbytery to achieve its mission. The Mission Cabinet establishes its own goals and
419 objectives, urges the Presbytery’s committees and working groups and the three Missional Communities
420 to do the same, and prepares evaluation reviews and annual reports to the Presbytery. In carrying out its
421 mission the Cabinet has these responsibilities:

- 422 a. to establish and maintain working relationships and open lines of communication with
423 the leadership of the three Missional Communities;
- 424 b. to coordinate the mission and program of the Presbytery,
- 425 c. to oversee the finances of the Presbytery and its three Missional Communities including
426 the preparation and oversight of the budget of the Presbytery;
- 427 d. to promote the mission of the Presbytery and its three Missional Communities to its
428 member congregations and to assist our congregations in stewardship development;
- 429 e. to oversee the development of new worshipping communities across the Presbytery and,
430 with the Commission on Ministry, plan for their eventual chartering as congregations;
- 431 f. to receive reports from the Committee on Representation;
- 432 g. to make sure that the concerns of special groups are welcomed (African American,
433 Latino-Hispanic, Presbyterian Women, Presbyterian Men, Youth);
- 434 h. to develop strategies for informing members of the churches of the work and
435 opportunities of the Presbytery;
- 436 i. to recommend personnel policies to Presbytery for all Presbytery employees which shall
437 include implementation of the inclusiveness required by the *Book of Order* G-3.0103
438 and affirmed in Principle Six of the Principles of Agreement for the formation of new
439 Presbyteries in North Carolina;
- 440 j. to develop and review descriptions for all staff positions; and to review annually the
441 compensation and benefits of staff members, recommending changes when needed;
- 442 k. to exercise oversight of maintenance and use of the physical facilities and equipment of
443 the Presbytery, except as this responsibility may be assigned to other committees; to
444 conduct an annual review of all real property of the Presbytery; and to maintain a
445 current inventory of all Presbytery furnishings and equipment;
- 446 l. to provide for regular collection and distribution of historical information on
447 Presbyterian work, churches and people in this section of North Carolina;
- 448 m. to consider all proposals to the *Manual of Administrative Operations* of the Presbytery
449 and make recommendations for approval or disapproval to Presbytery;

- 450 n. to consider requests from churches for permission to sell, mortgage or encumber their
451 real property or lease their property, and to make recommendations to Presbytery in
452 accordance with G-4.0206 of the *Book of Order*. The Executive Committee of the
453 Mission Cabinet is empowered to act on Presbytery's behalf to give or to withhold
454 permission under G-4.0206, if in the judgment of the Chair of the Presbytery Mission
455 Cabinet, the Chair of the Finance and Property Committee of the Mission Cabinet, and
456 the General Presbyter, it will prove to be an undue hardship on the church requesting
457 such permission to wait for Presbytery's action at its next stated meeting, with all such
458 actions to be reported to Presbytery at the next stated meeting. (See Attached "Chapter
459 VIII Exemptions".); and
- 460 o. to conduct an annual review of all committees and a celebration of the events and
461 achievements of the three Missional Communities and the Committees of Presbytery
462 from the past year.

463 **6.04 Standing Committees of the Presbytery Mission Cabinet**

464 The Chair of the Presbytery Mission Cabinet shall nominate chairs and members of standing committees
465 of the Mission Cabinet for the approval of the Mission Cabinet. Chairs and members of Committees of
466 the Mission Cabinet may be appointed from among any of the voting and non-voting members of the
467 Presbytery Mission Cabinet as well as from any non-Cabinet members of churches or teaching elders in
468 the Presbytery of Coastal Carolina. The Presbytery Mission Cabinet shall determine the size and duties of
469 all committees of the Mission Cabinet and shall specify the length of terms of service. All members of
470 Mission Cabinet Committees shall have voting rights in their committees. Mission Cabinet Committees
471 shall elect their own Vice Chair and Secretary. Members of Presbytery staff may be appointed as non-
472 voting members of Mission Cabinet Committees by the Cabinet, upon recommendation of the General
473 Presbyter.

474 **Standing Committees** of the Mission Cabinet include:

- 475 a. Executive Committee – acts on behalf of Cabinet in urgent matters, is made up of the Board of
476 Directors of the Presbytery Corporation
- 477 b. Personnel Committee – supports and evaluates staff
- 478 c. Finance and Property Committee – builds budget and manages finances and property

479 **Other Workgroups** – the Mission Cabinet may create standing committees or work groups to fulfill its
480 responsibilities in the following areas:

- 481 a. Communications as a resource to committees and communities and maintains the website, e-
482 news and other media;
- 483 b. Hunger Action to allocate funds gathered by the Presbytery to address hunger issues;
- 484 c. Mexico Partnership to coordinate our partnership with the Presbytery of the Gulf of Mexico in
485 Tabasco, Mexico;
- 486 d. New Church Development to guide the Presbytery in the development of new worshipping
487 communities and chartering of new congregations;
- 488 e. Peacemaking to keep before the Presbytery our calling to be peacemakers and to offer
489 strategies to assist congregations, Missional Communities and the whole Presbytery in
490 supporting peacemaking efforts; and
- 491 f. Other temporary or ad hoc committees as needed. (Examples: disaster preparation and
492 response, history, etc.).

493 **6.05 Relationship of Presbytery Mission Cabinet to Committees of Presbytery**

494 While the Presbytery Mission Cabinet has responsibility for coordination of the mission and program of
495 Presbytery, the Committees of Presbytery have specific responsibilities entrusted to them by Presbytery
496 and are accountable to Presbytery for their stewardship. All committees of Presbytery report to Presbytery,
497 but all reports shall be presented to the Presbytery Mission Cabinet before being presented to the
498 Presbytery. The purpose of the Cabinet's review is for coordination and review of each report in
499 relationship with all other committees and their work. The Cabinet may, if it deems it necessary, make a
500 recommendation to Presbytery regarding any committee's report.

501 **6.06 Relationship of Presbytery Mission Cabinet to the Three Missional Communities**

502 Each Missional Community (either alone or in cooperation with another Missional Community) is free
503 to develop its own programs, events, etc. Missional Communities may request resources from the
504 Mission Cabinet as needed and available to support its mission. The Three Missional Communities
505 shall report regularly to the Mission Cabinet and the whole Presbytery on its plans, activities, and
506 results. All funds used or collected by the three Missional Communities shall be deposited with and
507 requested from the Finance Office of the Presbytery and shall be under the control of the Finance
508 Committee of the Presbytery and its Treasurer in accordance with the fiscal rules of this Manual.

509 **6.07 Officers of Presbytery Mission Cabinet**

510 The Chair and Vice-Chair of the Presbytery Mission Cabinet shall be nominated to the Presbytery by the
511 Committee on Nominations, and shall be elected for a term of one year. These officers may be re-elected,
512 but no person shall serve more than three years in the same office.

513 The Administrative Assistant to the Stated Clerk shall serve as *Recording Clerk* for the Presbytery
514 Mission Cabinet.

515 **6.08 Reports**

516 Presbytery's Mission Cabinet shall report to each stated meeting of Presbytery as needed. Any actions
517 taken by the Mission Cabinet on behalf of the Presbytery between stated meetings of the Presbytery shall
518 be reported to Presbytery at its next stated meeting, along with recommendations to Presbytery for action.

519 **6.09 Expenses**

520 The Presbytery Mission Cabinet shall project its own expenses for consideration in the preparation of
521 Presbytery's budget and shall monitor its expenditures so as to remain within budgeted amounts.

522 **6.10 Minutes and Records**

523 The Presbytery Mission Cabinet shall keep full and accurate records of its work and proceedings. These
524 records shall be kept in the office of Presbytery, and shall be available for consultation by committees,
525 churches and teaching elders of the Presbytery as may be needed for the work of Presbytery or other
526 proper concern.

527 **7.00 Meetings of Presbytery**

528 **7.01 Frequency**

529 The Presbytery shall hold stated meetings at least twice each year, at times and places determined by the
530 Presbytery on recommendation from the Presbytery Mission Cabinet. Ordinarily the dates of stated
531 meetings shall be established for the full year to enable better scheduling of activities by units of the
532 Presbytery. The first stated meeting of each year will include the celebration of the Lord's Supper as a part
533 of worship.

534 Special meetings of the Presbytery shall be called as needed, with notice of such meetings being sent not
535 less than two weeks in advance to each teaching elder and to the session of every church in the Presbytery.
536 The notice shall state the purpose of the meeting, and no business other than that stated in the notice shall
537 be transacted at that meeting.

538 **7.02 Agenda**

539 The agenda for each stated meeting of the Presbytery shall be prepared by the Stated Clerk in consultation
540 with the Presbytery Mission Cabinet and recommended to the Presbytery for consideration and adoption.
541 Each agenda shall intentionally reflect some element of at least one of the five commitments in the
542 Presbytery's Vision.

543 The agenda for each stated meeting shall give priority to corporate worship and to the constitutional
544 business of Presbytery. Worship at stated meetings shall ordinarily be planned by Community Mission
545 Coordinators in consultation with the host church(es) and the Presbytery Mission Cabinet. Presentations
546 by institutional representatives or by ecumenical agencies may be scheduled as time allows.

547 The agenda of business for a special called meeting shall be the consideration of the matter or matters
548 specified in the purpose for which the meeting is called.

549 **7.03 Reports and Recommendations**

550 Reports and recommendations to be considered at a meeting of Presbytery shall be made available online
551 not less than ten days before the meeting. Printed copies shall ordinarily be made available on request.

552 **7.04 Supplemental Reports**

553 Matters that arise after the Presbytery Mission Cabinet has approved the agenda for the upcoming meeting
554 of the Presbytery, but which need to be considered by the Presbytery, shall be distributed in writing at the
555 time of registration at the meeting. If such supplemental matters require a modification in the agenda,
556 those responsible for the material in the supplemental report shall contact the Stated Clerk before the
557 meeting to request the agenda change. If at all possible, supplemental reports should be reviewed by
558 Presbytery Mission Cabinet prior to being submitted to Presbytery either by a called meeting of
559 Presbytery Mission Cabinet or by electronic distribution.

560 **7.05 Resolutions and Overtures**

561 Resolutions (other than the resolution of thanks for a particular meeting) or overtures to Synod or General
562 Assembly shall be in the hands of the General Presbyter/Stated Clerk of Presbytery **at least thirty days**
563 before the stated meeting at which the resolution or overture is to be considered. The General
564 Presbyter/Stated Clerk shall immediately place the resolution or overture in the hands of the Bills and
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565 Overtures Committee for study and recommendation to Presbytery, including recommendation of a
566 process for consideration and debate if necessary. Any resolution or overture received by the General
567 Presbyter/Stated Clerk **less than thirty days** before a stated meeting shall be referred to the Bills and
568 Overtures Committee for study and recommendation to a later stated meeting, normally the second stated
569 meeting following receipt by the General Presbyter/Stated Clerk.

570 If the General Presbyter/Stated Clerk and Moderator conclude that it is advisable for a stated meeting to
571 consider a resolution or overture that was not delivered to the General Presbyter/Stated Clerk at least
572 thirty days before, the matter shall be presented to the stated meeting in writing, with copies available for
573 all members of the Presbytery, with explanation of why normal procedure should be set aside. The
574 Presbytery may vote by **two-thirds majority** of those present and voting to suspend the rules and to place
575 the resolution in the hands of the standing committee on Bills & Overtures (or other group named by the
576 Presbytery to consider) for study and recommendation later in the meeting.

577 **7.06 Rules of Order**

578 All meetings, stated and special, of the Presbytery, as well as meetings of administrative units of the
579 Presbytery, shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*,
580 except in cases in which the Constitution of the Presbyterian Church (U.S.A.) provides otherwise. These
581 rules of parliamentary procedure are always to be followed to ensure fairness of treatment and clarity of
582 procedure and are never to be used to take unfair tactical advantage in the midst of debate.

583 **Quorum:** A quorum for **stated meetings** of the Presbytery shall be 70 persons, including 20 teaching
584 elders, and 20 ruling elders commissioned by at least 20 sessions. The quorum for **special meetings** shall
585 be 50 persons, including 20 teaching elders, and 20 ruling elders commissioned by at least 20 sessions.

586 **7.07 New Business**

587 Items of new business shall be brought to the General Presbyter/Stated Clerk prior to the adoption of the
588 agenda by the body and shall be introduced at the time specified on the agenda. No additional items shall
589 be received for consideration subsequent to the adoption of the agenda. Some items of new business may
590 be referred to the Presbytery Mission Cabinet or other units of Presbytery for consideration and report to a
591 later stated meeting.

592 **7.08 Floor Privilege for Committee Members**

593 Members of the Presbytery Mission Cabinet, members of all Committees, and Commissioners shall have
594 the privilege of the floor when matters being considered relate to the work of the Mission Cabinet or
595 Committees of which they are members.

596 **7.09 Moderatorial Appointments**

597 *For the efficient conduct of meetings of the Presbytery, the Moderator shall make appointments as*
598 *follows:*

599 **Committee on Resolutions of Thanks**, to prepare for consideration and adoption an
600 appropriate expression of thanks to those responsible for arrangements, leadership, and other
601 facets of the meeting;

602 **Committee on Attendance**, to review the registration of teaching elders and ruling elder

603 commissioners, and to report to Presbytery on attendance, with recommendations on excused
604 absences as appropriate;

605 **Committee on Bills & Overtures** (consisting of members present of the Bills and Overtures
606 Committee) to consider any matter referred to the committee by the plenary, and to report later
607 in the meeting with recommendation for Presbytery action; (see Section 2.05 in this manual). If
608 fewer than three members of the Bills and Overtures Committee are present, the Moderator,
609 with the consent of the Presbytery, shall appoint an additional (or additional) members to the
610 Bills and Overtures Committee.

611 **Temporary Clerks**, to assist in counting votes as needed, and to distribute materials if
612 necessary;

613 **Others** as may be necessary.

614 **7.10 Approval of Minutes**

615 Minutes of each meeting of the Presbytery shall be prepared by the Recording Clerk and the General
616 Presbyter/Stated Clerk and presented to the Presbytery Mission Cabinet for review and approval.

617 **8.00 Staff of Presbytery**

618 *To facilitate the mission of the Presbytery and the support of the churches of the Presbytery, exempt*
619 *program staff and non-exempt support staff shall be employed.*

620 **8.01 Exempt Program Staff**

621 **8.02 Search Process**

622 All search committees shall observe the provisions of the *Book of Order*, F-1.0403 “Unity in Diversity,”
623 and the church-wide plan of equal employment opportunity affirmed in **Principle Six** of the **Principles of**
624 **Agreement** for the formation of new Presbyteries in North Carolina. (See Appendix #1.)

625 **8.03 General Presbyter/Stated Clerk**

626 A teaching elder or ruling elder shall be elected by the Presbytery to serve as General Presbyter/Stated
627 Clerk (**GP/SC**) for a term of three years, which may be renewed. This person shall serve as the Stated
628 Clerk of Presbytery, as chief executive officer of Presbytery, as Secretary of the Corporation, and as
629 supervisor of exempt program staff and non-exempt support staff. The GP/SC shall be accountable to the
630 Presbytery (through the Presbytery Mission Cabinet) for timely and proper performance of the duties of
631 the Stated Clerk and for the implementation of decisions and matters of strategy, mission, program, and
632 resources. The GP/SC shall be an exempt program staff position.

633 More detailed duties and relationships are found in the position description approved by Presbytery and
634 included as an appendix to this *Manual*.

635 When a vacancy occurs in the office of the GP/SC, the Presbytery shall elect a search committee
636 representative of the entire Presbytery. Members of this Search Committee shall be nominated by the
637 Committee on Nominations and Volunteer Development in consultation with the Presbytery Mission
638 Cabinet. The search committee shall be faithful to the principles of inclusion of the *Book of Order* (G-

639 3.0103, F-1.0403), and **Principle Six** of the **Principles of Agreement** for the formation of new Presby-
640 teries in North Carolina. When the search committee is ready to report, it shall notify the interim GP/SC
641 who shall include this report in the business of the next meeting of Presbytery.

642 When an incumbent GP/SC approaches the end of a term, it shall be the responsibility of the Presbytery
643 Mission Cabinet to make a recommendation concerning renewal of call, making use of the performance
644 evaluations required in paragraph ~~4.05~~ 8.10 in this manual.

645 **8.04 Other Exempt Program Staff**

646 Other exempt program staff positions may be authorized and persons employed by the Presbytery.
647 Positions shall be authorized by Presbytery before persons are considered for nomination. All persons to
648 fill exempt program staff positions shall be elected by Presbytery upon recommendation of the GP/SC
649 after a proper process for search and nomination. Presbytery shall always proceed in full accord with the
650 principles of participation and representation found in the *Book of Order*, G-3.0103 and affirmed in
651 **Principle Six** of the **Principles of Agreement** for the formation of new Presbyteries in North Carolina to
652 “*honor the principle of inclusiveness in employment.*”

653 Exempt program staff positions may be full-time, part-time, or shared-time; they shall be clearly defined
654 in relationship with other staff positions, and also in relationship with other duties in the case of a joint
655 call. All exempt program staff shall be accountable through the GP/SC and the Presbytery Mission
656 Cabinet to the Presbytery.

657 Each exempt program staff person shall have a position description, approved by the Presbytery and
658 included as an appendix to this *Manual*.

659 **8.05 Terms of Service**

660 Employment is voluntarily entered into by an exempt program staff person and Presbytery, and either
661 party can end the relationship at any time, with or without notice. The exempt program staff person is
662 not hired or obligated for a fixed period of time, but serves at will. Neither the exempt program staff
663 person nor the Presbytery has any authority to state otherwise.

664 An exception is that Presbytery may retain the services of a General Presbyter/Stated Clerk for a
665 defined period of three years.

666 Though employment needs can and do change, the individual and the Presbytery will not end the
667 employment for any unlawful reason.

668 **8.06 Non-Exempt Support Staff**

669 Non-exempt support staff of Presbytery provides staff services for the GP/SC and for the Presbytery
670 Mission Cabinet and Committees of Presbytery. All non-exempt support staff positions shall be approved
671 by the Presbytery Mission Cabinet upon recommendation of the GP/SC, and shall include accountability,
672 and salary level, with position descriptions attached as appendices to the *Manual*.

673 Non-exempt support staff positions may be full-time or part-time. Persons may be employed by the
674 Presbytery Mission Cabinet upon the recommendation of the GP/SC. A proper process for search and
675 selection shall be followed, in accord with the principles of participation and representation found in the
676 *Book of Order*, G-3.0103 and affirmed in **Principle Six** of the **Principles of Agreement** for the formation

677 of new Presbyteries in North Carolina.

678 **8.07 Temporary Non-Exempt Support Staff**

679 Temporary non-exempt support staff workers may be employed when necessary for periods of heavy
680 workload or prolonged absence of regular employees. Decisions on temporary non-exempt support staff
681 shall be made by the GP/SC in consultation with the Executive Committee of the Presbytery Mission
682 Cabinet and the Chair of the Finance and Property Committee of the Cabinet. Temporary non-exempt
683 support staff shall not be engaged for more than ninety days at a time. Funds to cover these temporary
684 non-exempt support staff must be in the budget.

685 **8.08 Position Descriptions**

686 There shall be a position description for each exempt program staff position and each non-exempt support
687 staff position of the Presbytery. These descriptions shall include duties of the position, qualifications
688 required, lines of accountability, and salary range. They shall be approved by the Presbytery and included
689 as appendices to this *Manual*. The Personnel Committee of the Presbytery Mission Cabinet shall assist the
690 GP/SC in the development and revision of those position descriptions.

691 **8.09 Supervision & Accountability**

692 The GP/SC shall be the chief executive officer and supervisor of exempt program staff and non-exempt
693 support staff of Presbytery. Some positions may be immediately supervised by another staff member, as
694 determined by the GP/SC.

695 While all exempt program staff have specific responsibilities with different units of Presbytery, they shall
696 be accountable to the Presbytery through the GP/SC. Non-exempt support staff members will be
697 accountable through the GP/SC and the Presbytery Mission Cabinet.

698 **8.10 Annual Performance Evaluations**

699 All staff members shall receive confidential written performance evaluations annually. Evaluation of non-
700 exempt staff shall be done by the immediate supervisor in consultation with the GP/SC. Evaluation of
701 exempt staff shall be done by the GP/SC and be reported to Presbytery Mission Cabinet through the
702 Personnel Committee. Evaluation of the GP/SC shall be done by the Personnel Committee of the
703 Presbytery Mission Cabinet, with input from committee chairs, and reported to the Presbytery Mission
704 Cabinet in executive session.

705 **8.11 New Exempt Program Staff Positions**

706 New exempt program staff positions may be created by the Presbytery using the following procedure:

- 707 a. A proposal for a new position may arise from any administrative unit in Presbytery and
708 must be presented to the Presbytery Mission Cabinet with description of responsibilities
709 and rationale for the proposal.
- 710 b. The Presbytery Mission Cabinet will appoint a work group for initial evaluation and report
711 to the next meeting of the Cabinet. The work group will include the Chairs or representa-
712 tives of Personnel Committee, the Committee on Strategic Planning and Organizational
713 Review, the Finance & Property Committee of Cabinet, the General Presbyter/Stated
714 Clerk, and any other committee with related interests.

- 715 c. The Presbytery Mission Cabinet will consider the report of the work group, and will
716 present the proposal for a new exempt program staff position to a stated meeting of
717 Presbytery, along with the Presbytery Mission Cabinet's recommendation regarding it, for
718 a first hearing.
- 719 d. If Presbytery recommends further study of the proposal, it will be referred to one of the
720 following:
- 721 · Personnel Committee of the Presbytery Mission Cabinet;
 - 722 · Committee on Strategic Planning and Organizational Review;
 - 723 · Finance & Property Committee of the Presbytery Mission Cabinet;
 - 724 · Other Committees with an interest determined by the Presbytery Mission Cabinet.
- 725 f. The proposal for a new exempt program staff position will be considered by the next
726 stated meeting of Presbytery, along with reports of committees regarding the proposal.
727 Presbytery will vote to approve or to disapprove the new position.

728 **9.00 Subsidiary Properties**

729 **9.01 Oversight and Care**

730 The Finance and Property Committee of the Presbytery Cabinet shall maintain oversight and overall care
731 of the various subsidiary properties of Presbytery.

732 Current contact will be maintained with individual management boards or committees where such groups
733 exist, leaving Finance and Property with direct management responsibility for properties where no such
734 local group exists. A report shall be given to the Presbytery Cabinet at least annually concerning the
735 management and stewardship of these properties.

736 **9.02 List of Properties**

737 These properties for which Presbytery has responsibility are listed in an appendix to this *Manual*.

738 **10.00 Permanent Judicial Commission**

739 **10.01 Membership**

740 Membership of the Permanent Judicial Commission shall be seven members, teaching elders and ruling
741 elders in as nearly equal numbers as possible, for six-year terms in three classes, in accord with the
742 requirements of *Book of Order*, D-5.0000.

743 **10.02 Responsibilities**

744 The Permanent Judicial Commission shall have responsibilities detailed in the *Rules of Discipline* of the
745 *Book of Order* and shall conduct its business in strict accord with the requirements of the *Rules of*
746 *Discipline*.

747 **10.03 Initiation of Preliminary Procedures in Judicial Process**

- 748 a. When the Stated Clerk receives notification that the Presbytery is a respondent in a
749 remedial case, as soon as possible the Stated Clerk shall notify the Moderator of

750 Presbytery, who promptly shall appoint a committee of counsel of three persons provided
751 for in Section D-6.0300 of the *Book of Order*. These actions shall be reported to
752 Presbytery at its next stated meeting.

753 b. When the Stated Clerk receives an accusation filed according to section D-10.0100 of the
754 *Book of Order*, as soon as possible the Stated Clerk shall notify the Moderator of
755 Presbytery, who promptly shall appoint an investigating committee of three to five persons
756 as provided in Section D-10.0201 of the *Book of Order*. These actions shall be reported to
757 Presbytery at its next meeting.

758 c. When the Stated Clerk receives a request for an inquiry for vindication under Section
759 D-9.0000 of the *Book of Order*, the Committee on Ministry shall function as Presbytery's
760 "appropriate committee" to ascertain whether it is proper to grant the request (D-9.0101a).

761 **11.00 Special Organizations**

762 **11.01 Relation to Presbytery**

763 Presbytery shall receive as information the annual reports and minutes of Special Organizations within the
764 bounds of the Presbytery, including annual financial reports. Presbytery also may receive from these
765 organizations for consideration in the regular budget process requests for financial support. Such requests
766 must be made in advance of any anticipated expenditures; and this provision for consideration of requests
767 shall not be interpreted to mean that a request will be granted in full or in part.

768 In receiving reports of the activities and finances of Special Organizations, Presbytery shall not have the
769 intention of exercising control over these organizations which are related to but not formally units of the
770 Presbytery. In order to make clear the relationship and to promote effective collaboration, Presbytery shall
771 identify areas of responsibility and parts of the administrative organization of the Presbytery through
772 which communications with each Special Organization are to be channeled.

773 **11.02 Recognized Organizations**

774 Special Organizations recognized in the bounds of the Presbytery are:

- 775 a. Presbyterian Women
- 776 b. Presbyterian Men
- 777 c. Black Caucus
- 778 e. Latino-Hispanic Caucus
- 779 d. Youth Council

780 Each of these organizations has the right to send a representative to meetings of the Mission Cabinet to
781 speak to issues that relate to their mission at these meetings. Expenses related to their presence at
782 meetings of the Mission Cabinet shall be borne by the recognized organization or within its budget from
783 the Presbytery.

784 **12.00 Financial Policies and Procedures**

785 **12.01 Financial Terminology**

786 All money received by the Presbytery shall be classified in one of the following categories:

787 a. **Mission Support**

788 1. **Shared Mission Fund** are monies given to the Presbytery without any special
789 designation, to be used to support the program and mission of Presbytery, Synod,
790 and General Assembly, according to the annual budget of Presbytery.

791 2. **Designated/Validated Fund** are monies given to Presbytery with special
792 designation, and when accepted by the Presbytery, must be used for the purposes
793 that the donor has indicated.

794 b. **Special Offerings**

795 Special offerings are seasonal offerings received in the churches for a cause approved by a higher
796 governing body but not included in the budget of Presbytery. Such offerings are directed to the
797 specified recipients. All Special Offerings shall be remitted to the designated recipient by the
798 Treasurer of Presbytery within 60 days of receipt.

799 c. **Per Capita Apportionments**

800 Per Capita apportionments refer to the assessment per member set by General Assembly and
801 Synod to finance their administrative costs. Such apportionments are paid by and reflected in
802 Presbytery's annual budget.

803 **12.02 Distribution of Benevolences**

804 The annual budget adopted by the Presbytery shall determine the actual distribution percentages in any
805 particular year.

806 **12.03 Balanced Budget**

807 Each of the Three Missional Communities shall submit their budget requests to the Presbytery Mission
808 Cabinet by the end of ~~June~~ **July** each year. The Presbytery Mission Cabinet shall ordinarily submit the
809 next year's annual budget to the Presbytery at its fall meeting for adoption.

810 In developing the proposed budget to be presented to Presbytery, the Finance and Property Committee of
811 the Cabinet shall develop a narrative budget to explain what the Missional Communities, the Presbytery
812 Mission Cabinet and the committees plan to accomplish with funds allocated to them. The budget shall
813 contain a brief budget message outlining the major goals and objectives of the proposed budget. The
814 proposed budget shall show the total funds allocated to the Cabinet and committees. The Treasurer shall
815 submit a financial report to each stated meeting of Presbytery for information. Presbytery shall operate
816 with a balanced annual budget based on realistic estimates of revenues and support.

817 **12.04 Expenditures Limited by Budget**

818 All committees and the Presbytery Mission Cabinet shall adhere to the expenditure limits of the adopted
819 budget. Line item expenditures, and transfer of funds between line items within the budget, shall be
820 authorized by the chairs of committees or the Cabinet (or by persons designated by the Chairs and
821 identified in writing to the Treasurer). The Finance and Property Committee of the Cabinet shall bring to
822 the attention of the Presbytery the failure of any committee to adhere to this policy.

823 **12.05 Presbytery Budget**

824 The Presbytery shall operate with a unified annual budget rather than separate budgets for administration
825 and mission.

826 **12.06 No Carry-over**

827 No committee shall carry over budgeted funds from one year to the next unless specifically authorized by
828 the Presbytery upon recommendation by the Finance and Property Committee of the Presbytery Mission
829 Cabinet.

830 **12.07 All Funds in Presbytery Accounts**

831 No validated ministry or committee of the Presbytery shall hold program funds or establish a separate
832 bank account for its work. All funds collected by any validated ministry or committee of Presbytery must
833 be remitted to the Presbytery office on a monthly basis.

834 **12.08 Benevolences to be Forwarded Monthly**

835 The Treasurer of Presbytery shall remit to the proper entities in a timely manner, and in the correct
836 amount, all designated/validated funds and special offerings received.

837 **12.09 Year-end Unused Balances**

838 If total receipts for the fiscal year have been less than 100% of the annual budget, the unexpended monies
839 shall be used to fulfill budgeted commitments to Synod and General Assembly. If monies are available
840 after these commitments have been met, they shall remain in the General Benevolence Fund.

841 **12.10 Investment of Funds**

842 All monies from all funds of Presbytery shall be invested and managed properly by the Treasurer under
843 the supervision of the Finance and Property Committee of the Presbytery Mission Cabinet to ensure a safe
844 return. They should be invested in reputable financial institutions and in accordance with the socially
845 responsible guidelines of the PCUSA.

846 **12.12 Operating Reserve (General Benevolence Fund)**

847 Presbytery shall work toward establishing and maintaining a General Benevolence Fund operating reserve
848 equal to at least twenty percent (20%) of the current year's budget.

849 **12.13 Annual Financial Review**

850 Consistent with the *Book of Order*, G-3.0113, the Presbytery shall purchase annually an external financial
851 review or audit from a Certified Public Accountant selected by the Finance and Property Committee of

852 the Presbytery Mission Cabinet. The results of this financial review or audit shall be reported to the
853 Presbytery and shall be made available for review by any church of the Presbytery or by any governing
854 body of the Presbyterian Church (USA) that shall request it.

855 **12.14 Bonded Employees**

856 Bonding shall be provided for all persons handling funds and other assets of the Presbytery in an amount
857 determined by the Finance and Property Committee of the Presbytery Mission Cabinet. In addition, all
858 checks written on Presbytery accounts shall require two (2) authorized signatures to be valid.

859 **12.15 Priority of Salary Commitments**

860 Salaries and salary-related expenses to which Presbytery has committed itself shall be paid as a first
861 priority.

862 **12.16 Emergency Expenditures**

863 Between meetings of Presbytery, the Presbytery Mission Cabinet shall have authority to approve
864 extraordinary expenditures outside the adopted budget when, in their best judgment, such expenditures
865 are necessary and cannot wait for the next meeting of Presbytery, provided that such expenditures do not
866 exceed twenty thousand dollars (\$20,000.00). All such expenditures shall be reported to the next meeting
867 of Presbytery with a full explanation of the circumstances that required them. The \$20,000.00 limit is the
868 cumulative total of one or more projects. These additional funds should come from uncommitted
869 designated fund accounts that require Presbytery approval to be spent.

870 **12.17 Loan or Grant Funds**

871 The Finance and Property Committee of the Presbytery Mission Cabinet shall administer and oversee all
872 loans and grant funds held by the Presbytery, taking care to ensure that all such funds are used according
873 to the purposes for which they were established.

874 **12.18 Financial Statements of Related Institutions**

875 Any institution of Presbytery, Synod, or General Assembly, or any other agency not directly under the
876 supervision of the Presbytery, that requests funding from Presbytery shall be required to submit to the
877 Finance and Property Committee of the Presbytery Mission Cabinet a certified financial statement by the
878 officers of the institution, or a copy of the previous year's audit, as a part of the application for support.
879 Without such audit or financial statement, no application may be considered.

880 **12.19 Financial Implications of Proposals**

881 Any proposal to be presented to the Presbytery and having financial implications must be accompanied by
882 a rationale for the proposal, a projected budget, and a report from the Finance and Property Committee of
883 the Presbytery Mission Cabinet indicating the source of funding, before it may be considered.

884 **12.20 Restricted Funds**

885 Designations and/or restrictions that apply to funds and investments of the Presbytery shall be honored
886 and upheld, to ensure that said funds and their earnings will be used as intended, in perpetuity. The Asset
887 Management Manual of the Presbytery provides the requirements for implementation of this policy.

888 **12.21 Church Statements**

889 The Treasurer shall provide to each church an annual statement of its giving to Mission Support, Special
890 Offerings, Validated/Designated Causes, and Per Capita Apportionments.

891 **12.22 Budget Status Reports for Committees**

892 The Treasurer shall provide on a monthly basis to each committee Chair a report of the budget and
893 expenditures-to-date for the work of that committee.

894 **12.23 Mission Support from Aid-receiving Churches**

895 All churches requesting and receiving program support or salary support from Presbytery are required to
896 support the general mission budget of Presbytery, including those churches for which Presbytery
897 guaranteed a loan.

898 **12.24 Travel Reimbursement**

899 The travel reimbursement rate for persons serving on committees and task forces of Presbytery shall be
900 determined annually by the Presbytery on recommendation from the Finance and Property Committee of
901 the Presbytery Mission Cabinet. Ordinarily the reimbursement rate for a particular year shall be
902 established at the final stated meeting of the preceding year.

903 **12.25 Internal Accounting Procedures**

904 The Treasurer is the chief financial officer of the Presbytery and shall be responsible for receiving,
905 depositing, disbursing, reporting and accounting for all monies given to or held by the Presbytery. In
906 fulfillment of these duties, the financial officer may delegate particular duties to an accountant or to
907 another staff member as a part of that person's assigned responsibilities. Nevertheless, the financial officer
908 shall be held accountable for ensuring that the work is done properly and shall have necessary authority to
909 carry out this assignment. All persons working with financial or other fiduciary responsibilities shall be
910 fully bonded by position. Vouchers, statements, receipts, or duplicate copies of remittance forms must be
911 presented and approved for all checks written.

912 **12.26 Reporting Salaries and Benefits**

913 The salaries, allowances, and benefits of all persons called or employed by the Presbytery and
914 compensated from Presbytery funds shall be reported to the Presbytery for approval upon issuance of a
915 call or an offer of employment. Any changes in terms of call or employment shall be reported for
916 Presbytery approval. The Finance and Property Committee of the Presbytery Mission Cabinet shall
917 provide annually to Presbytery a summary of the salaries, allowances, and benefits of all staff persons as
918 part of the proposed budget.

919 **12.27 Requests for Campaigns**

920 All requests by Presbyterian-related institutions or agencies for special campaigns, capital or otherwise,
921 shall be submitted to the Finance and Property Committee of the Presbytery Mission Cabinet for review
922 and recommendation, through the Presbytery Mission Cabinet, for approval by Presbytery. All requests
923 should be received at least six (6) months prior to the beginning of the campaign.

924 **13.00 Suspension of the Manual of Administrative Operations**

925 A provision of this *Manual of Administrative Operations* may be suspended temporarily, with the
926 exception of the provision for amendment of the *Manual*, by vote of a two-thirds majority of those present
927 and voting at a meeting of the Presbytery, with the understanding that no suspension of the *Manual* may
928 contravene the *Book of Order*. Such suspension shall remain in effect through the remainder of the
929 meeting at which it is voted, unless the same meeting votes by two-thirds majority of those present and
930 voting to reinstate the suspended provision. In any event, the suspension does not carry over to the next
931 meeting of Presbytery.

932 **14.00 Amendment of the Manual of Administrative Operations**

933 Amendment of the *Manual of Administrative Operations* may be proposed by ruling elder or teaching
934 elder members of a meeting of Presbytery, by sessions, committees, Presbyterian Women and
935 Presbyterian Men of the Presbytery, the Black Caucus, the Youth Council, and the Stated Clerk/Executive
936 Presbyter. All proposed amendments to the *Manual* shall be referred to the Presbytery Mission Cabinet
937 for study and recommendations to Presbytery. Amendments can be made to the *Manual* in either of two
938 ways: 1) Recommended amendments to the *Manual* shall be submitted in writing to a stated meeting of
939 Presbytery for a first reading and then be brought to the next stated meeting of Presbytery for a second
940 reading. At the second reading, proposed changes to the proposed amendment may be acted on by
941 Presbytery through normal parliamentary procedure; or 2) Recommended amendments to the *Manual*
942 shall be submitted in writing to each session and teaching elder member of the Presbytery at least six (6)
943 weeks before a stated meeting of the Presbytery which can then discuss and vote on the proposed
944 amendment. At that meeting, proposed changes to the proposed amendment may be acted on by
945 Presbytery through normal parliamentary procedure.

946 **15.00 Appendices to the Manual**

947 **15.01 Approved by Presbytery**

948 Documents are appended to the *Manual* only by vote of Presbytery. These appendices are important parts
949 of the *Manual* and carry the same authority as guides for the corporate life of the Presbytery. Items to be
950 approved as appendices will include position descriptions, personnel policies, asset management program,
951 and administrative manuals of committees of Presbytery. Presbytery may vote to append other documents
952 as well.

953 **15.02 Amendment of Appendices**

954 Amendments to any of the Appendices of the *Manual* may be considered and voted on at any stated
955 meeting of Presbytery. A proposed amendment to an appendix shall be referred to the Presbytery Mission
956 Cabinet for study and report and shall be distributed in writing at least ten days before the meeting at
957 which it will be considered, along with the recommendations. Amendments of the appendices shall
958 require a two-thirds majority vote of those present at the time of the vote in order to be effected.

959 **16.00 Editing Authorization Addition**

960 Presbytery authorizes and empowers the General Presbyter/Stated Clerk, the Chair of the Presbytery
961 Mission Cabinet, and the Recording Clerk to make editing changes to the Manual of Administrative
962 Operations as needed to give internal consistency of content, language and format to the Manual. No
963 changes of substance will be made without the approval of Presbytery given through the normal
964 amendment process.

1
2
3 Presbytery of Coastal Carolina
4 **Appendices to the Manual of Operations**

- 5 Principles of Agreement
- 6 Election of Commissioners
- 7 Committee Mission and Responsibilities
- 8 · Committees of the Full Presbytery
 - 9 1. Committee on African American Ministries
 - 10 2. Committee on Bills and Overtures
 - 11 3. Committee on Latino-Hispanic Ministries
 - 12 4. Committee on Ministry (Commission)
 - 13 5. Committee on Nominations Committee
 - 14 6. Committee on Preparation for Ministry
 - 15 7. Committee on Representation
 - 16 8. Committee on Stewardship Development
 - 17 9. Committee on Strategic Planning and Organizational Review
 - 18 10. Permanent Judicial Commission
 - 19 11. Response Coordinating Team
 - 20 12. Self Development of People
- 21 · Functions of Missional Communities
- 22 · Functions of Presbytery Mission Cabinet
 - 23 1. Communications
 - 24 2. Hunger Action
 - 25 3. Mexico Partnership
 - 26 4. New Church Development
 - 27 5. Peacemaking
 - 28 6. Resource Center
 - 29 7. Youth Ministry
 - 30 8. Temporary or Ad Hoc
- 31 · Standing Committees of Presbytery Mission Cabinet
 - 32 1. Executive Committee
 - 33 2. Finance Committee
 - 34 3. Personnel Committee

35 **Not included in this document since there are no changes.**

- 36 · Principles of Agreement
- 37 · Position Descriptions for Personnel
 - 38 1. GP/SC
 - 39 2. Other Exempt
 - 40 3. Non-Exempt
- 41 · List of Properties
- 42 · Ethics Policy
- 43 · Sexual Misconduct Policy
- 44 · Boundary Training and Certification Policy
- 45 · Election of Synod and General Assembly Commissioners

46 **1.00 Committee for African-American Ministries**

47 **1.10 Membership**

48 Membership of the Committee for African-American Ministries shall be nine voting members,
49 with representation from each of the regions where there are African-American Churches. A
50 majority of the members shall be African-American.

51 **1.11 Mission**

52 To strengthen the ministries and develop unity among the African-American congregations
53 within the Presbytery and to assist the Presbytery to become more aware of the needs and gifts of
54 African American congregations.

55 **1.12 Responsibilities**

- 56 a. to work closely with Presbytery and Missional Community leadership to plan and
57 promote programs of training, education and fellowship designed to meet the
58 needs of African-Americans in ministry and affirm their role as an integral part of
59 the whole Presbytery;
- 60 b. to develop ways to respond to and work with developing and emerging African-
61 American constituencies in the bounds of Presbytery;
- 62 c. to develop and maintain open lines of communication with other ethnic
63 congregations and groups, as well as with the general leadership of the
64 Presbytery;
- 65 d. to coordinate with the National Black Presbyterian Caucus and work with other
66 ethnic groups and other committees of Presbytery in a common advocacy for
67 racial justice and inclusiveness;
- 68 e. to develop and provide scholarship grants for racial/ethnic persons preparing for
69 ministry;

70 **2.00 Committee on Bills & Overtures**

71
72 **2.10 Membership**

73 Membership of the Committee on Bills & Overtures shall be five voting members, with at least
74 one from each of the three communities of the presbytery and no more than two from the same
75 community.

76
77 **2.12 Mission**

78 To ensure that the Presbytery properly docket (or refers to a committee or workgroup) all bills
79 and overtures received from member churches or Teaching Elders for presbytery consideration
80 and to review and make recommendations (or referrals to committees or workgroups) regarding
81 requests and communications to Presbytery from other PC(USA) governing bodies.

82
83 **2.13 Responsibilities**

- 84 a. to review all formal ecclesiastical communications addressed to the Presbytery
85 and make recommendations to the Mission Cabinet and/or the Presbytery
86 concerning action and response, including procedure for considering the matter in
87 the meeting of Presbytery;
- 88 b. to study all proposed amendments to the *Book of Order* or the *Book of*
89 *Confessions*, plan presentations of the amendments to facilitate understanding and
90 consideration by the Presbytery, and make recommendations of
91 approval/disapproval;
- 92 c. to study requests or recommendations from sessions, teaching elders, or others
93 and recommend appropriate action to the Presbytery;
- 94 d. to study proposed overtures to the Synod or General Assembly from other
95 presbyteries and recommend appropriate action to the Presbytery;
- 96 e. to convene and study any new business offered at a presbytery meeting and
97 recommend appropriate action to the Presbytery.

98 **3.00 Committee on Latino-Hispanic Ministries**

99 **3.10 Membership**

100 Membership for the Committee for Latino-Hispanic Ministries shall be twelve voting members
101 made up of one representative from each of the six (6) Latino-Hispanic congregations/missions
102 plus all of the Latino-Hispanic pastors (currently 4) and with additional teaching elders drawn
103 from across the Presbytery to make up the 12 voting members.

104 **3.11 Mission**

105 To support and strengthen various Latino-Hispanic congregations, missions and ministries within
106 the Presbytery; to assign pastors to their work and guide congregations in their mission as
107 commissioned by the Commission on Ministry; and to assist the Presbytery to become more
108 aware of the needs and gifts of Latino-Hispanic congregations and missions.

109 **3.12 Responsibilities**

- 110 1. to work closely with Presbytery and Missional Community leadership to plan and
111 promote programs of training, education and fellowship designed to meet the
112 needs of Latino-Hispanic people in ministry and affirm their role as an integral
113 part of the whole Presbytery;
- 114 2. to promote involvement of Latino-Hispanic people in the total program, mission
115 and worship of the Presbytery;
- 116 3. to act in concert with the Commission on Ministry to establish pastoral
117 relationships in Latino-Hispanic Congregations and to guide the ministry of those
118 missions/fellowships which are not yet chartered as congregations of the
119 Presbytery;
- 120 4. to develop and maintain open lines of communication with other ethnic groups
121 and congregations, as well as with the general leadership of the Presbytery;
- 122 5. to develop ways to respond to and work with developing and emerging Latino-
123 Hispanic constituencies within the bounds of the Presbytery;
- 124 6. to coordinate with the Latino-Hispanic Caucus of the Synod of the Mid-Atlantic,
125 and with the North Carolina Latino-Hispanic Commissioned Ruling Elder
126 Program (CRE) and/or to develop our own CRE program.
- 127 7. to assist the Committee for New Church Development and the Committee for
128 Church Revitalization and Transformation to understand the needs and
129 opportunities of the Latino-Hispanic Community;
- 130 8. to work with other ethnic groups and other committees of Presbytery in a
131 common advocacy for racial justice and inclusiveness.

132 **4.00 Commission on Ministry**

133 **4.10 Membership**

134 Membership of the Commission on Ministry shall consist of equal numbers of teaching elders
135 (ministers) and ruling elders (*Book of Order, G-3.0307*). There shall be forty-six (46) voting
136 members, with fifteen members from each of the three Missional Communities as equally
137 divided between ruling elders and teaching elders as is possible and a teaching or ruling elder as
138 Chairperson of the Commission on Ministry who is not a member of any of the three community
139 Commissions on Ministry. The General Presbyter/Stated Clerk and the three Mission
140 Coordinators serve as advisory members without vote. (See Section 5.31 of *Manual*.)

141 **4.11 Mission**

142 To serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral
143 service, and certified Christian educators of the presbytery; to facilitate the relations between the
144 presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service,
145 and certified Christian educators; and to settle difficulties on behalf of the presbytery where
146 possible and expedient and to provide for the training, examination and commissioning of ruling
147 elders to particular pastoral service. (G-3.0307; 2.0903; 2.10)

148 **4.12 Responsibilities**

149 The **responsibilities** of the Commission on Ministry and its three Community Commissions are
150 spelled out in the *Commission on Ministry Handbook* and include:

- 151 1. To develop, review and revise annual goals, objectives, and action plans, to keep
152 full minutes of meetings and actions and to report to the Presbytery on any actions
153 taken on its behalf;
- 154 2. to facilitate Church-Pastor relations;
- 155 3. to work with the Missional Communities to develop strategies for the mission of
156 the church in its area;
- 157 4. to work through **each of** the Missional Community's Commissions on Ministry with
158 **the** churches in the Missional Communities **and their** leadership groups to address
159 specific needs as they apply to the work of the Committee on Ministry;
- 160 5. to carry out the constitutionally-assigned functions of examining, receiving,
161 counseling, and dismissing ministers;
- 162 6. to carry out a preliminary examination of candidates for ordination who shall
163 ordinarily preach a sermon before the Presbytery or one of its Missional
164 Community Gatherings as part of the floor examination for ordination;
- 165 7. to arrange for the introduction of new teaching elders (ministers) to the Presbytery
166 including sharing of their statements of faith and biographical sketches;
- 167 8. to coordinate the training and examination of ruling elders who sense a call to
168 particular pastoral ministry as Commissioned Ruling Elders and provide for their
169 oversight and continuing education;
- 170 9. to minister to the ministers and their families;
- 171 10. to counsel with the Pastor Nominating Committees, and to advise the Sessions of
172 vacant churches with regard to pastoral services;

- 173 11. to carry out applicable provisions of the sexual misconduct, ethics, and boundary
174 training and certification policies;
- 175 12. to examine non-PC(USA) ministers being considered for pastoral leadership by
176 congregations in the Presbytery and to provide training and support to any of
177 those permitted to serve congregations of the Presbytery;
- 178 13. to work with the Missional Community Mission Coordinators in providing care
179 for churches and their pastors, in counseling churches with regard to pastoral
180 services, and in addressing conflicts and issues that may arise including the
181 appointment of Committees of Inquiry or Administrative Commissions;
- 182 14. to appoint Pastoral Teams to work congregations discerning their relationship
183 with the PC(USA) as outlined in the Presbytery's Separation Policy.

184 **4.13 Commission Power**

185 The Commission on Ministry and its Community Commissions shall have authority to act for the
186 Presbytery on the following limited matters as detailed in the *Book of Order* and the *Commission*
187 *on Ministry Handbook*:

- 188 1. Grant permission for minister members (Teaching Elders) to engage in work
189 outside the geographic bounds and/or jurisdiction of this Presbytery (G-2.0502
190 and G-2.0503), and to grant permission to minister members of other presbyteries
191 to engage in work within the bounds and/or jurisdiction of this presbytery.
- 192 2. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 193 3. Validate the ministry of Teaching Elders who are not serving in a pastoral
194 relationship in a particular church and review that ministry on an annual basis –
195 G-2.0503
- 196 4. Grant Honorable Retired status to teaching elders – 2.0503c.
- 197 5. Approve pastoral relationships in:
- 198 a. Installed pastoral relationships – G-2.0504a
- 199 b. Temporary pastoral relationships – G-2.0504b
- 200 c. Approve terms of call – G-3.0109b(3)
- 201 6. Receive the transfer of ministers of other denominations:
- 202 a. As full members of the Presbytery – G-2.0505
- 203 b. As temporary members of the Presbytery – G-20506
- 204 7. Release Teaching Elders from ministry at their request – G-2.0507
- 205 8. Appoint moderators for sessions without an installed pastor – G-3.0104
- 206 9. Name Administrative Commissions to ordain and/or install Teaching Elders to
207 pastoral relationships – G-3.0109b(2); G-3.0109b(3)
- 208 10. Examine and receive into membership Teaching Elders seeking admission to
209 presbytery – G-3.0109b(3)
- 210 11. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

211 **4.14 Authority Reserved to Full Presbytery**

212 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its
213 Missional Communities. In particular, the Commission on Ministry **shall not** take action

214 concerning the following matters as detailed in the *Book of Order*, **but may** make a
215 recommendation to the full Presbytery for **its action**.

216 1. Removal of the name of a Teaching Elder from the role of the Presbytery for
217 failure to be engaged in a validated ministry or to fulfill the criteria for
218 membership-at-large (G-2.0508) or for persisting in work disapproved by the
219 presbytery (G-2.0509).

220 2. Establish minimum compensation for Teaching Elders, Certified Christian
221 Educators and Certified Associate Christian Educators – G-3.0103c

222 **4.15 Authority Reserved to Presbytery and/or Missional Communities**

223 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its
224 Missional Communities. In particular, the Commission on Ministry **shall not** take action
225 concerning the following matters as detailed in the *Book of Order*, **but may** make a
226 recommendation to the full Presbytery or its Missional Communities for **its action**.

227 1. Assumption of original jurisdiction of a session – G-3.0303e

228 2. Exceptions to the prohibition on calling of an Associate Pastor as the next
229 Installed Pastor of a congregation or the calling of a Teaching Elder engaged in a
230 temporary pastoral relationship as the next Installed Pastor of a congregation – G-
231 2.0504c.

232 3. Examination of candidates for ordination as teaching elders.

233 **5.00 Committee on Nominations**

234 **5.10 Membership**

235 Membership of the Committee on Nominations shall be fifteen voting members, with at least four
236 from each of the three communities of presbytery. (See Section 5.30 of the Manual of Administra-
237 tive Operations) A representative of the Committee on Representation shall be an advisory member
238 with voice and no vote.

239 **5.11 Election**

240 Voting members of the Committee on Nominations shall be nominated by the outgoing Moderator
241 of Presbytery annually at the Fall Stated Meeting and elected by the Presbytery. Nominations may
242 also be made from the floor of presbytery.

243 **5.12 Structure of the Committee**

244 The Committee on Nominations shall have a Chair, a Vice-Chair, and a Secretary. The Chair shall
245 be recommended to the presbytery by retiring Moderator of the Presbytery.

246 **5.13 Quorum**

247 A quorum shall be a simple majority of those elected, voting members.

248 **5.14 Mission**

249 To identify and nominate qualified candidates to serve on various committees and work groups of
250 the Presbytery.

251 **5.15 Responsibilities**

- 252 1. to work closely with the leadership of the Mission Communities of the Presbytery
253 on specific needs for leadership of Presbytery committees and work groups;
- 254 2. to nominate members of the Committees of the full Presbytery (except for the
255 Committee on Nominations), the Response Coordination Team and the Permanent
256 Judicial Commission in accord with the requirements of Manual of
257 Administrative Operations of the Presbytery;
- 258 3. to nominate the Moderator and Vice-Moderator of the full Presbytery;
- 259 4. to nominate the Chair and Vice-Chair of the Presbytery Mission Cabinet;
- 260 5. to nominate the Chairs of the Committees of the full Presbytery;
- 261 6. to nominate Commissioners and Young Adult Advisory Delegates to meetings of
262 General Assembly and Synod (see Appendix for guidelines);
- 263 7. to suggest to the Synod and General Assembly nominating committees the names
264 of persons for service on committees of the Synod and the General Assembly.

265 **6.00 Committee on Preparation for Ministry**

266 **6.10 Membership**

267 Membership of the Committee on Preparation for Ministry shall be twelve voting members, with
268 at least two from each of the three communities of presbytery. (See 7.01) The General
269 Presbyter/Stated Clerk serves as an advisory member without vote.

270 **6.11 Mission**

271 To have responsibility for care and oversight of persons from churches in the Presbytery who are
272 preparing for ministry of Word and Sacrament and other church vocations.

273 **6.12 Responsibilities**

274 The Committee on Preparation for Ministry shall have responsibility for all those duties
275 described in the *Book of Order*, G-2.06:

- 276 a. to review and revise annual goals, objectives, action plans, and prepare annual reports
277 and minutes;
- 278 b. to work with regional leadership groups on specific needs;
- 279 c. to take the lead in providing supervision, oversight, care and encouragement for
280 persons preparing for service as ministers of Word and Sacrament and other church
281 professions;
- 282 d. to promote ministry as a career option among the churches and other church
283 professionals and institutions of the Presbytery of Coastal Carolina.

284 **6.13 Commission Power**

285 The Committee on Preparation for Ministry is granted authority, when all pertinent requirements
286 have been met, to enroll inquirers and to dismiss inquirers and candidates for ministry to other
287 Presbyteries and report these actions to the next stated meeting of Presbytery. The Committee on
288 Preparation for Ministry shall appoint ruling elders and teaching elders to serve as this
289 Presbytery's readers of examinations for candidates for ordination (*Book of Order*, G-3.0202b).

290 **7.00 Committee on Representation**

291 **7.10 Membership**

292 Membership of the Committee on Representation shall be at least six voting members,
293 representing the three Missional Communities of the Presbytery. In so far as possible, the
294 committee shall include male and female, young adults, clergy and lay persons, and persons with
295 disabilities. A majority of the membership shall be racial ethnic persons.

296 **7.11 Mission**

297 To advise Presbytery Mission Cabinet regarding the implementation of principles of unity and
298 diversity; to advocate for diversity in leadership; and to consult with Presbytery Mission Cabinet
299 on the employment of personnel in accordance with the principles of unity and diversity in the
300 *Book of Order* F-1.0403.

301 **7.12 Responsibilities**

302 The Committee on Representation shall have the following responsibilities based on the *Book of*
303 *Order*, G-3.0103:

- 304 a. To work with the Committee on Nominations to assure inclusiveness in nominating
305 persons to committees of Presbytery.
- 306 b. To report to the Presbytery and Synod annual goals and objectives, minutes, and an
307 annual report on the inclusiveness of the membership of Presbytery committees.
- 308 c. To assure that Presbytery Mission Cabinet and staff practice the principles of
309 inclusiveness and diversity in all policy development and hiring practices.
- 310 d. To provide resources to congregations, in consultation with the mission coordinators,
311 on inclusiveness and diversity.

312 ***Book of Order: G-3.0103 Participation and Representation***

313 The councils of the church shall give full expression to the rich diversity of the church's
314 membership and shall provide for full participation and access to representation in decision-
315 making and employment practices (F-1.0403). In fulfilling this commitment, councils shall give
316 due consideration to both the gifts and requirements for ministry (G-2.0104) and the right of
317 people in congregations and councils to elect their officers (F-3.0106).

318 Each council shall develop procedures and mechanisms for promoting and reviewing that
319 body's implementation of the church's commitment to inclusiveness and representation.
320 Councils above the session shall establish by their own rule committees on representation to
321 fulfill the following functions: to advise the council regarding the implementation of principles
322 of unity and diversity, to advocate for diversity in leadership, and to consult with the council on
323 the employment of personnel, in accordance with the principles of unity and diversity in F-
324 1.0403. A committee on representation should not be merged with another committee or made a
325 subcommittee of another committee.

326 **8.00 Committee for Stewardship Development**

327 **8.10 Membership**

328 Membership of the Committee for Stewardship Development shall be nine voting members, with
329 at least two people from each of the three communities of presbytery and including persons who
330 have special skills in stewardship and funds development. (See 7.01)

331 **8.11 Mission**

332 To plan and oversee opportunities for mission interpretation, stewardship education, and funds
333 development, including capital campaigns for presbytery's mission.

334 **8.12 Responsibilities**

- 335 a. to review and revise annual goals, objectives, action plans, and prepare annual reports
336 and minutes;
- 337 b. to work with the Presbytery Mission Cabinet, with Mission Coordinators, and with
338 congregations to interpret the program and mission of the whole Church, and to
339 encourage and enable support for the work of the Church;
- 340 c. to provide resources and training opportunities for local church leaders in stewardship
341 responsibility and in church programs of stewardship;
- 342 d. to encourage the use of year-round programs of stewardship of time, talent, and
343 resources;
- 344 e. to interpret and encourage support of Special Offerings authorized by the General
345 Assembly or the Synod, working with other committees of the Presbytery as
346 appropriate;
- 347 f. to advise the Presbytery Mission Cabinet with regard to strategies for securing
348 adequate funds for mission and ministry;
- 349 g. to oversee any capital funds campaigns authorized by the Presbytery Mission Cabinet.

350 **9.00 Committee on Strategic Planning and Organizational Review**

351 **9.10 Membership**

352 Membership of the Committee for Strategic Planning and Organizational Review shall be nine
353 voting members, with at least two from each of the three Missional Communities of the
354 presbytery. The General Presbyter/Stated Clerk serves as an advisory member without vote.

355 **9.11 Mission**

356 To oversee the various aspects of Strategic Planning and Organizational Review for the
357 Presbytery.

358 **9.12 Responsibilities**

359 **Strategic Planning**

- 360 a. to oversee the strategic planning process relating to vision, mission, core values,
361 goals, objectives and action plan;
- 362 b. to provide tools to Presbytery's Cabinet and staff for development of annual goals,
363 objectives and action plans;
- 364 c. to communicate annually to the committees of Presbytery the shared vision of the
365 Presbytery.
- 366 d. to be the vehicle for sessions, pastors, and congregations to communicate their input
367 with regard to the work of the Presbytery and the implementation of the 5-year plan.
- 368 e. to serve as a resource to local churches for long range planning strategies;

369 **Organizational Review**

- 370 a. to review the organizational design of the Presbytery with reference to the importance
371 of meeting the needs of local churches;
- 372 b. to provide an evaluation instrument for Presbytery, Cabinet, and Committee,
373 meetings;

374 **10.00 Permanent Judicial Commission**

375 **10.10 Membership**

376 Membership of the Permanent Judicial Commission shall be seven members, teaching elders and
377 ruling elders in as nearly equal numbers as possible, for six-year terms in three classes, in accord
378 with the requirements of *Book of Order*, D-5.0000.

379 **10.11 Responsibilities**

380 The Permanent Judicial Commission shall have responsibilities detailed in the *Rules of Discipline* of
381 the *Book of Order* and shall conduct its business in strict accord with the requirements of the *Rules*
382 *of Discipline*.

383 **10.12 Initiation of Preliminary Procedures in Judicial Process**

384 a. When the Stated Clerk receives notification that the Presbytery is a respondent in a
385 remedial case, as soon as possible the Stated Clerk shall notify the Moderator of
386 Presbytery, who promptly shall appoint a committee of counsel of three persons
387 provided for in Section D-6.0300 of the *Book of Order*. These actions shall be
388 reported to Presbytery at its next stated meeting.

389 b. When the Stated Clerk receives an accusation filed according to section D-10.0100
390 of the *Book of Order*, as soon as possible the Stated Clerk shall notify the Moderator
391 of Presbytery, who promptly shall appoint an investigating committee of five
392 persons as provided in Section D-10.0201 of the *Book of Order*. These actions shall
393 be reported to Presbytery at its next meeting.

394 c. When the Stated Clerk receives a request for an inquiry for vindication under
395 Section D-9.0000 of the *Book of Order*, the Commission on Ministry shall function
396 as Presbytery's "appropriate committee" to ascertain whether it is proper to grant the
397 request (D-9.0101a).

398 **11.00 Response Coordinating Team**

399 **11.10 Membership**

400 The Response Coordination Team (hereinafter RCT) is a committee of seven (7) ministers,
401 elders, and members of churches of Presbytery of Coastal Carolina responsible for coordinating
402 Presbytery's response under this Policy to reports of alleged sexual misconduct. Members of the
403 RCT shall be elected by the Presbytery upon nomination by the Committee on Nominations,
404 with the goal of having one person on the RCT from each of the Presbytery's six regions. The
405 RCT shall be composed of three classes of approximately equal size. Terms of service shall be
406 three years, except that members may be elected to shorter terms in order to establish classes or
407 to fill unexpired terms. The RCT shall designate one member as the Chair.

408 **11.11 Mission**

409 The RCT is charged with the responsibility to assure that an objective, effective, expeditious, and
410 caring response is made to reports of sexual misconduct.

411 **11.12 Responsibilities**

412 The Response Coordination Team shall work in consultation with the Stated Clerk, the Chairs of
413 the Committee on Ministry and the Personnel Committee, and the executive committee of
414 Presbytery Council to recruit a pool of resource persons to serve effectively as potential members
415 of a Care Team. The pool should consist of at least eight persons from each of the Presbytery's
416 three Missional Communities, and may be comprised in part of one or more members of the
417 RCT. Individuals in the pool shall be expected to participate in only one Care Team in a period
418 of three years. Additional teams may be implemented if needed. The RCT should seek to recruit
419 as potential Care Team members persons who possess professional expertise and/or extensive
420 experience in the following areas:

- 421 · Psychological counseling, with particular experience in the area of sexual abuse
422 and its aftermath, as well as pastoral care;
- 423 · Child advocacy;
- 424 · Law, with particular experience in sexual harassment or abuse, civil tort
425 proceedings, criminal proceedings involving matters of due process, and domestic
426 relations law;
- 427 · Conflict management and resolution;
- 428 · Insurance and risk management; and
- 429 · Personnel management and training.

430 **12.00 Committee on Self-Development of People**

431 **12.10 Membership**

432 Membership of the Committee on Self-Development of People shall be no less than six. No less
433 than ¾ of the committee shall be Presbyterian; the majority of the committee shall be racial
434 ethnic minorities.

435 **12.11 Mission**

436 To partner with others seeking to change the structures that perpetuate poverty, oppression and
437 injustice.

438 **12.12 Responsibilities**

- 439 1. to review and validate self-development projects, in consultation with the
440 National Committee on Self-Development of People;
441 2. to receive proposals and fund projects in accord with the guidelines and criteria of
442 the National Committee on Self-Development of People;
443 3. to promote the cause of self-development of people within Presbytery;
444 4. to advocate for the needs of the poor and oppressed people within the bounds of
445 Presbytery;
446 5. to engage in dialogue with communities of poor and oppressed people to seek
447 ways and means for Presbytery to be engaged in partnership with them.

448 **12.13** The Committee on Self-Development of People conforms in membership, mission and
449 responsibilities to guidelines established by the national committee. While the committee is not
450 considered one of Presbytery's Program or Operational Committees because of its unique nature,
451 this committee description is included with those of the operational committees.

452 **Functions of the of**
453 **the Missional Communities**
454

455 Certain critical, core functions of our life together as the Presbytery of Coastal Carolina are assigned to the
456 three Missional Communities (East, Central, and West) in order to link them more closely to the
457 congregations that make up the Presbytery and to enable the Mission Communities to respond more quickly
458 and concretely to the needs of local congregations and their members.

459 This plan does not spell out how these core functions should be carried out. We hope that each Missional
460 Community will develop a variety of ways of addressing these (and other functions) in their part of the
461 Presbytery. These responses may well involve sharing ideas, personnel, and resources across two or more of
462 the Missional Communities – just as a Missional Community may focus its attention on a part of its region.

463 In addition to informal coordination among the three Missional Communities, a major part of the work of the
464 Presbytery Mission Cabinet will be to learn from and enable the mission of the three Missional Communities.

465 The functions listed below are intended as suggestions for consideration by the Missional Communities as
466 they plan their work and life together. Programs to support these critical functions might take place at
467 Community Gatherings, in other Community-wide events, or in smaller groupings of congregations.

468 **CF-1.00 Christian Formation**

469 The Missional Communities (either jointly or independently) should consider opportunities to promote
470 Christian formation and leadership development within and among their congregations. Such formation
471 should focus on equipping leaders and members of our congregations to be more active disciples and apostles
472 of the Gospel of Jesus Christ in their communities and to support the ministry and mission of their
473 congregations.

474 **CF-2.00 Congregational Vitality (Transformation)**

475 The Missional Communities (either jointly or independently) should consider opportunities to develop
476 vibrant congregations within and among their Communities. Such development should focus on assisting
477 congregations to discover the abundant spiritual resources within our faith in Jesus Christ and a clearer sense
478 of their call to join in God's mission in the world.

479 **CF-3.00 Shared Mission**

480 To promote and support the mission of Presbytery and PC(USA), special ministries such as campus
481 ministries, prison ministries, counseling centers, and ecumenical and institutional relations.

482 The Missional Communities (either jointly or independently) should consider opportunities to develop
483 concrete ways that congregations or groups of congregations could join together in God's mission to the
484 world. These shared mission opportunities could take many forms including joint work camps, community
485 gardens or other hunger action projects, support of mission coworkers in other countries through Presbyterian
486 World Mission, mission fairs, Habitat for Humanity builds, barn-raising for neighboring congregations,
487 campus ministry programs, support of key community ministries within the Missional Community, etc.

488 **CF-4.00 Sessional Records**

489 To fulfill the *Book of Order* (G-3.0108a) responsibilities of annual review of the proceedings and actions
490 of sessions under its care.

491 The Missional Communities (either jointly or independently) should develop mechanisms for the review of
492 sessional records including their minutes, rolls, and registers and report their findings to the Missional
493 Community or Presbytery as appropriate.

494
495

Functions of the of the Presbytery Mission Cabinet

496 In addition to its roles as guardian of the vision of the Presbytery, monitor of administrative and
497 fiduciary requirements, and coordination of ministry across the Presbytery, the Presbytery Mission
498 Cabinet is charged with coordinating certain key functions of the whole Presbytery so that they are
499 available to each Missional Community, Committee or other work group with in the Presbytery.
500 Among these general functions are the following:

501 PF-1.00 Communications

502 The Presbytery Mission Cabinet will establish a way to support the work of the Presbytery through
503 good communication networks and technologies. Special attention should be given to equipping the
504 committees, Missional Communities, and other parts of the Presbytery to share a coherent and
505 positive message of our work for Jesus Christ in the world.

506 PF-2.00 Hunger Action

507 The Presbytery Mission Cabinet will establish a way to promote Christian action on hunger issues
508 including raising funds and distributing them to programs that address both the root causes of
509 poverty and hunger and assisting those who are currently experiencing food insecurity. These
510 approaches may be in coordination with the three Missional Communities or through other
511 organizations, institutions, or congregational initiatives.

512 PF-3.00 Mexico Partnership

513 The Presbytery Mission Cabinet will establish a way to promote our partnership with the Gulf of
514 Mexico Presbytery and to encourage both congregation-to-congregation partnerships and joint
515 projects in which the two presbyteries can share.

516 PF-4.00 New Church Development

517 The Presbytery Mission Cabinet will establish a way to support the development of various
518 worshipping communities into congregations of this Presbytery as well as exploring new
519 opportunities to establish worshipping communities and/or new church developments. The PMC is
520 also responsible establishing a mechanism for supervising any new church developments and for
521 encouraging the financial support of new church developments.

522 PF-5.00 Peacemaking

523 The Presbytery Mission Cabinet will establish a way to support peacemaking efforts within the
524 Presbytery and its Missional Communities by promoting and coordinating initiatives of the
525 Presbyterian Mission Agency, the Office of Public Witness and the Presbyterian mission to the
526 United Nations and developing its own programs of peacemaking.

527 **PF-6.00** **Resource Center**

528 The Presbytery Mission Cabinet will establish a way to continue to support and oversee the
529 Presbytery's Resource Center and its Director, the Associate for Resources. This will include
530 establishing a budget for the Center, encouraging the use of the Center across the Presbytery, and by
531 receiving the reports of the Director and supporting her work.

532 **PF-7.00** **Youth Ministry**

533 The Presbytery Mission Cabinet will establish a way to continue to support the Presbytery-wide
534 Youth Program by receiving reports from the Associate for Youth Ministry, assisting in establishing
535 and supporting the Presbytery Youth Council, and coordinating the Presbytery's youth work with
536 that may develop among the Missional Communities.

537 **PF-8.00** **Temporary/Ad Hoc Functions**

538 The Presbytery Mission Cabinet may establish special work groups and assign them short-term
539 tasks as needed and appropriate. Any work group so formed should have a definite assignment, a
540 budget within which to work, and a method of evaluation and reporting.

541 **Standing Committees of**
542 **the Presbytery Mission Cabinet**

543 **SC-1.00 Executive Committee**

544 **1.10 Membership:**

545 The Executive Committee shall consist of:

- 546 1. the Chair of the Mission Cabinet
547 2-4. one representative of each Missional Community (selected by the Mission Cabinet),
548 5. the General Presbyter/Stated Clerk of Presbytery
549 6. the Treasurer of the Presbytery
550

551 **1.11 Mission**

552 The Executive Committee shall have the authority to act in emergency situations within the
553 authority of the Mission Cabinet when such action cannot wait for the next meeting of the full
554 Mission Cabinet. Any such action taken shall be reported to the next meeting of the Presbytery
555 Mission Cabinet.

556
557 **SC-2.00 Finance and Property Committee**

558 **2.10 Membership:**

559 The Chair of the Presbytery Mission Cabinet shall appoint, with the concurrence of the members of
560 the Mission Cabinet, persons with the necessary skills and background to the Finance and Property
561 Committee.

562 **2.11 Mission**

563 The Finance and Property Committee shall exercise proper oversight over the finances and property
564 of the Presbytery including developing an annual budget, arranging for an annual financial audit,
565 and recommending to the Presbytery actions on financial and property issues.

566 **2.12 Financial Responsibilities**

- 567 1. to develop a narrative, goal-oriented biennial budget for recommendation to
568 Presbytery, in cooperation with committees and related groups, and in consultation
569 with the Councils of Synod and General Assembly;
570 2. to communicate to each local church a suggested level of benevolence giving for
571 each annual budget as part of the annual stewardship campaign.
572 3. to exercise oversight of budgeted expenditures, financial records and procedures;
573 4. to review all “special gifts” (other than those defined in paragraph 15.01.c) received
574 and to present them through the Presbytery Mission Cabinet for action at
575 the next meeting of Presbytery;
576 5. to review, as requested by the Committee for Church Revitalization and
577 Transformation, applications for loans or grants from non-budgeted church
578 development funds of Presbytery, Synod, or General Assembly, and to advise that
579 Committee concerning the financial aspects of the applications;
580 6. to review the report of the annual financial review with Council each year;

- 581 7. to recommend amendments to the budget to the Cabinet for submission to
582 Presbytery for final action;
583 8. to solicit input from all Committees, Synod, and General Assembly prior to
584 development of a proposed biennial budget.
585 9. to propose budget policies and procedures to the Presbytery Mission Cabinet for
586 approval.
587 10. to manage and invest funds according to the Investment Policy of Presbytery.
588 11. to keep the Asset Management Manual up to date and recommend changes to the
589 Mission Cabinet and submission to Presbytery for final action;
590 12. to keep churches informed about changes in IRS rules and regulations that affect tax
591 reporting.

592 **2.13 Property Responsibilities**

- 593 1. to oversee the care, maintenance, and replacement of real property, equipment,
594 and vehicles owned by Presbytery, except as this responsibility is assigned to a
595 Program Committee or Operational Committee;
596 2. to review and recommend insurance coverage on Presbytery properties;
597 3. to conduct annual physical inspection of Presbytery's real properties, furnishings
598 and vehicles, reporting to the Presbytery Mission Cabinet.
599 4. to maintain an up to date inventory on all real property; furnishings, equipment
600 and vehicles, reporting to the Presbytery Mission Cabinet;
601 5. to consider and make recommendations to the Presbytery Mission Cabinet
602 regarding requests received from churches for permission to sell, mortgage or
603 otherwise encumber their real property or lease their property, in accordance with
604 G-4.0206.
605 6. to consider the details of any construction project on Presbytery property beyond
606 routine maintenance, for adequacy of plans, time lines, contractors, etc.
607

608 **SC-3.00 Personnel Committee**

609 **3.10 Membership:**

610 The Chair of the Presbytery Mission Cabinet shall appoint, with the concurrence of the members of
611 the Mission Cabinet, persons with the necessary skills and background to the Personnel Committee.

612 **3.11 Mission**

613 The Personnel Committee shall exercise proper oversight over the staff of the Presbytery including
614 evaluating the work of the General Presbyter/Stated Clerk, assuring that evaluation of other staff
615 members is carried out annually, maintaining the Personnel Policies of the Presbytery, and
616 providing resource and support to the General Presbytery as needed in dealing with personnel
617 issues.

618 **3.12 Responsibilities**

- 619 1. to review and recommend personnel policies
620 2. to review the General Presbyter's conduct of the annual evaluation of all staff;
621 3. to review and recommend salaries for Administrative Staff.
622 4. to work with the GP/SC in development of an evaluation form and position
623 descriptions.
624 5. to evaluate the GP/SC with input from Presbytery committee chairs, and report to
625 the Mission Cabinet in executive session.

Presbytery of Coastal Carolina
**The Finance and Property Committee
of Presbytery Mission Cabinet**
Report to Special Called Presbytery Meeting
December 5, 2015

Financial Information:

Due to declining revenue from churches and the restructuring of Presbytery to reflect more community-based activities, the Finance and Property Committee needs to amend the 2016 budget to reflect these anticipated changes. Eleven churches have stated that they wish to enter the discernment process to leave the PCUSA, many churches have lowered their support, and several have chosen not to remit any funds at all.

In addition, the Morgan Foundation did not approve the \$25,000 grant we had requested for the Youth Ministry position.

The Finance and Property Committee decided that based on the current situation, the budget would have to be reduced by at least \$100,000, and some designated funds will need to be used for related expenses. The 2015 budget was not amended, but we asked previously that committees hold their spending to issues relevant to the operation of presbytery and its programs already planned, or that they feel are essential, and this still holds true. We currently have over a \$70,000 deficit; part of which will not be made up this year and will have to come from our reserves. This is a very painful process, not only for the Presbytery but also for many of the churches, but it is necessary in light of the anticipated financial situation at this time.

Attached is the 2016 amended budget being submitted for a second reading and action which reflects the proposed administrative manual changes and re-organization of Presbytery.

Action Item:

The Finance and Property Committee of the Presbytery Mission Cabinet requests approval of the amended 2016 budget as submitted below in the amount of \$1,056,681.

	Previously Approved	Proposed Amended
Revenue-Budgeted Mission Support and Per Capita:	2016	2016
Shared Mission Support--Supports Programs of Presbytery & GA Missions	905,000	770,000
Per Capita--100% of apportionment to GA and Synod for their Governance budgets-this figure is estimated for 2016	206,681	206,681
Campbellton-Friendship Funds/Reserve Funds--Transformation Projects (Thompson)/Events/Travel	25,000	18,000
Transfer from Designated Hispanic Ministry Fund to help offset Moreno travel to Hispanic Missions-As Validated	2,000	3,000
Assistance from Fuente de Agua Viva Church for support of Eduardo Moreno as their Teaching Elder	0	6,000
Two Cents a Meal Administrative (5%) Assistance--helps offset adm costs of offering	3,000	3,000
Monroe Support from Misc. Designated Funds-declining basis	0	20,000
Opportunity Fund-For Regional Activities (\$8,000 ea.), Mexican Partnership(\$2,000), Special Unfunded Projects as requested, Emergency Grants	0	30,000
Total Projected Revenue	1,141,681	1,056,681
Expenses-Budgeted:		
GA Support:		
GA Shared Mission Support--remitted to GA and includes General Mission support received	15,000	11,000
Per Capita: Presbytery is constitutionally mandated to pay this from reserves or mission funds if churches fail to remit their fair share		
GA Per Capita Apportionment --100% or amount collected	186,985	186,985
Synod Per Capita Apportionment--100% or amount collected	19,696	19,696
Presbytery Mission Cabinet and Staff:		
Presbytery Staff--Salaries, Benefits, Prof. Exp.	700,423	655,200
Presbytery Cabinet--Office Supp, Bldg Maint & Equip.(new AC), Audit, Ins.increase, Utilities increase, Comm of Cabinet expenses, NC Council/Churches, Presbytery, Cabinet, & Regional Meetings support as needed, and expenses for other committees if required	76,677	82,500
Sub-committees of Cabinet:		
Sub-committee for African-American Ministries--Committee expenses and activities	2,000	1,800
Sub-committee for Christian Education-Resource Center and E3 if continued	18,000	3,500
Sub-committee for Church Revitalization & Transformation-Campbellton Friendship Fund- Thompson/Events/Travel	21,000	18,000
Sub-committee for Communications	1,800	500
Sub-committee for Hunger-Administers Cents-a-bility offering-travel		250
Sub-committee for Latino/Hispanic Ministries-committee expenses and activities	1,800	1,600
Sub-committee for New Church Development--Adm/travel exp-oversee New Church Development Fund	3,600	1,000
Sub-committee for Peacemaking-Administers Peacemaking offering-travel, Admin. Expenses		250
Youth Ministries-Youth Activities/Events		6,000
Committee on Ministry--Provides oversight of churches and ministers, church visitations	10,000	10,000
Committee for Mission and Outreach--Includes support for organizations/missions	36,000	0
Committee on Nominations & Volunteer Develop.--recruits committee members and works with Comm on Representation	2,400	2,000
Committee on Preparation for Ministry-Oversight of Inquirers and Candidates, annual consultation	8,000	3,500
Committee on Representation-Travel/adm exp.--ensures proper representation on committees	600	400
Committee on Session Rec./Overtures/HGBD-Oversight of church records, overtures, amendments	600	600
Committee on Stewardship-publicize and emphasize stewardship within Presbytery	1,000	800
Committee on Strategic Planning & Organiz. Review-Reviews/evaluates programming within Presbytery	1,000	1,000
Permanent Judicial Committee--Travel/adm exp.	100	100
Monroe Camp and Conf Ctr-from Misc designated Funds	35,000	20,000
Opportunity Fund-For Regional Activities (\$8,000 ea.), Mexican Partnership(\$2,000), Special Unfunded Projects as requested, Emergency Grants	0	30,000
Total Budgeted Expenses	1,141,681	1,056,681
Designated Funds Accounts Available: Approved only 2015 and 2016 amounts	2016	2016
1 From General Benevolence Reserve Account -Established Opportunity Fund in 2013 and replenished as approved annually: (These are supplemental funds available to committees for special projects or needs as requested and approved by the individual committees, Finance & Property, and Council. Guidelines are established in the Asset Management Manual.)	15,000	
2 The Bridge-New Church Development- approved by Presbytery for 2015 or 2016 as needed		84,000

0% Raise in 2016												
1% Raise in 2015												
0% Raise in 2014												
1% Raise in 2013												
1% Raise in 2012												
2% Raise in 2011												
0% Raise in 2010												
	Salary	Utilities/ Housing	Effective Salaries	Est. 24.50%	12.00%	Employer 0.0765				Total Package	Less Grants	Net Salary Package
Name	2016	2016	2016	Medical	BOP	FICA/SECA	Travel	Con't Ed	2016	2016	2016	2016
General Presbyterian/Stated Clerk	57,489	18,000	75,489	18,495	9,059	5,775	6,000	2,200	117,018			117,018
Mission Coordinator-East	37,291	10,000	47,291	10,877	5,675	3,618	6,000	1,000	74,461			74,461
Mission Coordinator-West	28,710	20,000	48,710	11,203	5,845	3,726	6,000	1,000	76,485			76,485
Mission Coordinator-Central	25,905	20,000	45,905	11,247	5,509	3,512	6,000	1,000	73,171			73,171
Treasurer/Bus Mgr	47,384	0	47,384	11,609	5,686	3,625	1,000	1,000	70,304			70,304
Hispanic Evangelist	24,710	18,000	42,710	10,780	5,125	3,267	3,000	1,000	65,882	9,000		56,882
Assoc for Youth Ministries	20,705	0	20,705	0	0	1,584	2,000	1,000	25,289	0		25,289
Resource Center Director--4/5	30,221	0	30,221	10,120	3,627	2,312	1,000	1,000	48,280			48,280
Admin. Assist./Recording Clerk/Financial Admin.	39,300	0	39,300	10,780	4,716	3,006	0	0	57,802			57,802
Receptionist/Adm Asst/Database Mgr-3/4	23,274	0	23,274	10,780	2,793	1,780	0	0	38,627			38,627
Total Salaries/Benefits	334,990	86,000	420,990	105,891	48,034	32,206	31,000	9,200	647,321	9,000		638,321
Budgeted for Staff-Salaries/Benefits/Travel									655,200			
Balance Available for contingencies									7,879			
Notes:												
Source of Funds for Budgeted Salaries/Benefits/Related Contingencies:												
Designated Hispanic Ministry-Moreno Travel			3,000									
Fuente de Agua Viva-E. Moreno is their Installed Teaching Elder			6,000									
Medical is 23% per member and 24 1/2% per family; Death/Disability is 1%; Pension is 11% for a total of 36.5% in 2016												
Medical Maximum	124,000	2016										
Medical Minimum	44,000	2016							Rev			
Pension/Death/Disability Min.	13,325	2016							11/11/2015			