

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.

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).

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b. Clerk

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

2.10 Mission

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

Our Vision

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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.

2.11 Missional Community Steering Committee

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

2.12 Responsibilities

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

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

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

266 **5.20 Committees of the Missional Communities**

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

269 **5.30 General Considerations**

270 **5.31 Membership Formula**

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

277 **5.32 Representation**

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

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

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

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

286 **5.33 Terms and Classes**

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

293 **5.34 Quorum**

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

297 **5.35 Limited Membership**

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

301 **5.36 Failure to Serve**

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

306 **5.37 Reports**

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

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

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

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

319 **5.38 Expenses**

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

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

327 **5.39 Minutes and Records**

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

333 **5.40 Annual Program Goals, Objectives and Action Plans**

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

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

342 **5.41 Committee Officers**

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

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

350 **5.42 Sub-committees**

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

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

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

364 **5.50 Limited Term Temporary/Ad Hoc Committees or Task Groups**

365 **5.51 Established By Presbytery Mission Cabinet**

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

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

373 **5.52 Specific Responsibilities**

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

377 **5.53 Accountability Established**

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

381 **5.54 Expense and Program Funds Budgeted**

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

386 **5.55 Specific Term Determined**

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

392 **6.00 Presbytery Mission Cabinet**

393 **6.01 Mission**

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

397 **6.02 Membership**

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

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

- 403 1-2. Chair and Vice-Chair of Mission Cabinet – elected by Presbytery
- 404 3-11. Three representatives from each Missional Community (9 people)
- 405 12-13. Moderator and Vice-Moderator of Presbytery – elected by Presbytery

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

- 407 1. General Presbyter/Stated Clerk
- 408 2. Presbytery Treasurer
- 409 3-5. Mission Coordinators

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

415 **6.03 Responsibilities of the Presbytery Mission Cabinet**

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

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

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

464 **6.04 Standing Committees of the Presbytery Mission Cabinet**

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

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

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

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

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

494 **6.05 Relationship of Presbytery Mission Cabinet to Committees of Presbytery**

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

502 **6.06 Relationship of Presbytery Mission Cabinet to the Three Missional Communities**

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

510 **6.07 Officers of Presbytery Mission Cabinet**

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

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

516 **6.08 Reports**

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

520 **6.09 Expenses**

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

523 **6.10 Minutes and Records**

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

528 **7.00 Meetings of Presbytery**

529 **7.01 Frequency**

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

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

539 **7.02 Agenda**

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

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

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

550 **7.03 Reports and Recommendations**

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

553 **7.04 Supplemental Reports**

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

561 **7.05 Resolutions and Overtures**

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

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

578 **7.06 Rules of Order**

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

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

587 **7.07 New Business**

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

593 **7.08 Floor Privilege for Committee Members**

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

597 **7.09 Moderatorial Appointments**

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

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

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

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

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

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

614 **Others** as may be necessary.

615 **7.10 Approval of Minutes**

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

618 **8.00 Staff of Presbytery**

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

621 **8.01 Exempt Program Staff**

622 **8.02 Search Process**

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

626 **8.03 General Presbyter/Stated Clerk**

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

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

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

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

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

646 **8.04 Other Exempt Program Staff**

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

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

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

660 **8.05 Terms of Service**

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

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

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

669 **8.06 Non-Exempt Support Staff**

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

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

678 of new Presbyteries in North Carolina.

679 **8.07 Temporary Non-Exempt Support Staff**

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

686 **8.08 Position Descriptions**

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

692 **8.09 Supervision & Accountability**

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

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

699 **8.10 Annual Performance Evaluations**

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

706 **8.11 New Exempt Program Staff Positions**

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

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

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

729 **9.00 Subsidiary Properties**

730 **9.01 Oversight and Care**

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

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

737 **9.02 List of Properties**

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

739 **10.00 Permanent Judicial Commission**

740 **10.01 Membership**

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

744 **10.02 Responsibilities**

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

748 **10.03 Initiation of Preliminary Procedures in Judicial Process**

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

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

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

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

762 **11.00 Special Organizations**

763 **11.01 Relation to Presbytery**

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

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

774 **11.02 Recognized Organizations**

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

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

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

785 **12.00 Financial Policies and Procedures**

786 **12.01 Financial Terminology**

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

788 a. **Mission Support**

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

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

795 b. **Special Offerings**

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

800 c. **Per Capita Apportionments**

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

804 **12.02 Distribution of Benevolences**

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

807 **12.03 Balanced Budget**

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

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

818 **12.04 Expenditures Limited by Budget**

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

824 **12.05 Presbytery Budget**

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

827 **12.06 No Carry-over**

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

831 **12.07 All Funds in Presbytery Accounts**

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

835 **12.08 Benevolences to be Forwarded Monthly**

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

838 **12.09 Year-end Unused Balances**

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

842 **12.10 Investment of Funds**

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

847 **12.12 Operating Reserve (General Benevolence Fund)**

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

850 **12.13 Annual Financial Review**

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

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

856 **12.14 Bonded Employees**

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

860 **12.15 Priority of Salary Commitments**

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

863 **12.16 Emergency Expenditures**

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

871 **12.17 Loan or Grant Funds**

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

875 **12.18 Financial Statements of Related Institutions**

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

881 **12.19 Financial Implications of Proposals**

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

885 **12.20 Restricted Funds**

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

889 **12.21 Church Statements**

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

892 **12.22 Budget Status Reports for Committees**

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

895 **12.23 Mission Support from Aid-receiving Churches**

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

899 **12.24 Travel Reimbursement**

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

904 **12.25 Internal Accounting Procedures**

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

913 **12.26 Reporting Salaries and Benefits**

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

920 **12.27 Requests for Campaigns**

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

925 **13.00 Suspension of the Manual of Administrative Operations**

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

933 **14.00 Amendment of the Manual of Administrative Operations**

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

947 **15.00 Appendices to the Manual**

948 **15.01 Approved by Presbytery**

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

954 **15.02 Amendment of Appendices**

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

960 **16.00 Editing Authorization Addition**

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

Presbytery of Coastal Carolina

Appendices to the Manual of Operations

966

967

968 Principles of Agreement

969 Election of Commissioners

970 Committee Mission and Responsibilities

- 971 • Committees of the Full Presbytery
 - 972 1. Committee on African American Ministries
 - 973 2. Committee on Bills and Overtures
 - 974 3. Committee on Latino-Hispanic Ministries
 - 975 4. Committee on Ministry (Commission)
 - 976 5. Committee on Nominations Committee
 - 977 6. Committee on Preparation for Ministry
 - 978 7. Committee on Representation
 - 979 8. Committee on Stewardship Development
 - 980 9. Committee on Strategic Planning and Organizational Review
 - 981 10. Permanent Judicial Commission
 - 982 11. Response Coordinating Team
 - 983 12. Self Development of People
- 984 • Functions of Missional Communities
- 985 • Functions of Presbytery Mission Cabinet
 - 986 1. Communications
 - 987 2. Hunger Action
 - 988 3. Mexico Partnership
 - 989 4. New Church Development
 - 990 5. Peacemaking
 - 991 6. Resource Center
 - 992 7. Youth Ministry
 - 993 8. Temporary or Ad Hoc
- 994 • Standing Committees of Presbytery Mission Cabinet
 - 995 1. Executive Committee
 - 996 2. Finance Committee
 - 997 3. Personnel Committee

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

- | | |
|--|--|
| 999 • Principles of Agreement | 1007 • Boundary Training and Certification |
| 1000 • Position Descriptions for Personnel | 1008 Policy |
| 1001 1. GP/SC | 1009 • Election of Synod and General |
| 1002 2. Other Exempt | 1010 Assembly Commissioners |
| 1003 3. Non-Exempt | |
| 1004 • List of Properties | |
| 1005 • Ethics Policy | |
| 1006 • Sexual Misconduct Policy | |

1011

1012 **1.00 Committee for African-American Ministries**

1013 **1.10 Membership**

1014 Membership of the Committee for African-American Ministries shall be nine voting members, with
1015 representation from each of the regions where there are African-American Churches. A majority of the
1016 members shall be African-American.

1017 **1.11 Mission**

1018 To strengthen the ministries and develop unity among the African-American congregations within the
1019 Presbytery and to assist the Presbytery to become more aware of the needs and gifts of African
1020 American congregations.

1021 **1.12 Responsibilities**

- 1022 a. to work closely with Presbytery and Missional Community leadership to plan and
1023 promote programs of training, education and fellowship designed to meet the needs of
1024 African-Americans in ministry and affirm their role as an integral part of the whole
1025 Presbytery;
- 1026 b. to develop ways to respond to and work with developing and emerging African-
1027 American constituencies in the bounds of Presbytery;
- 1028 c. to develop and maintain open lines of communication with other ethnic congregations
1029 and groups, as well as with the general leadership of the Presbytery;
- 1030 d. to coordinate with the National Black Presbyterian Caucus and work with other ethnic
1031 groups and other committees of Presbytery in a common advocacy for racial justice and
1032 inclusiveness;
- 1033 e. to develop and provide scholarship grants for racial/ethnic persons preparing for
1034 ministry;

1035 **2.00 Committee on Bills & Overtures**

1036

1037 **2.10 Membership**

1038 Membership of the Committee on Bills & Overtures shall be five voting members, with at least one
1039 from each of the three communities of the presbytery and no more than two from the same community.

1040

1041 **2.12 Mission**

1042 To ensure that the Presbytery properly docket (or refers to a committee or workgroup) all bills and
1043 overtures received from member churches or Teaching Elders for presbytery consideration and to
1044 review and make recommendations (or referrals to committees or workgroups) regarding requests and
1045 communications to Presbytery from other PC(USA) governing bodies.

1046

1047 **2.13 Responsibilities**

- 1048 a. to review all formal ecclesiastical communications addressed to the Presbytery and
1049 make recommendations to the Mission Cabinet and/or the Presbytery concerning action

- 1050 and response, including procedure for considering the matter in the meeting of
1051 Presbytery;
- 1052 b. to study all proposed amendments to the *Book of Order* or the *Book of Confessions*, plan
1053 presentations of the amendments to facilitate understanding and consideration by the
1054 Presbytery, and make recommendations of approval/disapproval;
- 1055 c. to study requests or recommendations from sessions, teaching elders, or others and
1056 recommend appropriate action to the Presbytery;
- 1057 d. to study proposed overtures to the Synod or General Assembly from other presbyteries
1058 and recommend appropriate action to the Presbytery;
- 1059 e. to convene and study any new business offered at a presbytery meeting and recommend
1060 appropriate action to the Presbytery.

1061 **3.00 Committee on Latino-Hispanic Ministries**

1062 **3.10 Membership**

1063 Membership for the Committee for Latino-Hispanic Ministries shall be twelve voting members made
1064 up of one representative from each of the six (6) Latino-Hispanic congregations/missions plus all of the
1065 Latino-Hispanic pastors (currently 4) and with additional teaching elders drawn from across the
1066 Presbytery to make up the 12 voting members.

1067 **3.11 Mission**

1068 To support and strengthen various Latino-Hispanic congregations, missions and ministries within the
1069 Presbytery; to assign pastors to their work and guide congregations in their mission as commissioned
1070 by the Commission on Ministry; and to assist the Presbytery to become more aware of the needs and
1071 gifts of Latino-Hispanic congregations and missions.

1072 **3.12 Responsibilities**

- 1073 1. to work closely with Presbytery and Missional Community leadership to plan and
1074 promote programs of training, education and fellowship designed to meet the needs of
1075 Latino-Hispanic people in ministry and affirm their role as an integral part of the whole
1076 Presbytery;
- 1077 2. to promote involvement of Latino-Hispanic people in the total program, mission and
1078 worship of the Presbytery;
- 1079 3. to act in concert with the Commission on Ministry to establish pastoral relationships in
1080 Latino-Hispanic Congregations and to guide the ministry of those missions/fellowships
1081 which are not yet chartered as congregations of the Presbytery;
- 1082 4. to develop and maintain open lines of communication with other ethnic groups and
1083 congregations, as well as with the general leadership of the Presbytery;
- 1084 5. to develop ways to respond to and work with developing and emerging Latino-Hispanic
1085 constituencies within the bounds of the Presbytery;

- 1086 6. to coordinate with the Latino-Hispanic Caucus of the Synod of the Mid-Atlantic, and
 1087 with the North Carolina Latino-Hispanic Commissioned Ruling Elder Program (CRE)
 1088 and/or to develop our own CRE program.
- 1089 7. to assist the Committee for New Church Development and the Committee for Church
 1090 Revitalization and Transformation to understand the needs and opportunities of the
 1091 Latino-Hispanic Community;
- 1092 8. to work with other ethnic groups and other committees of Presbytery in a common
 1093 advocacy for racial justice and inclusiveness.

1094 **4.00 Commission on Ministry**

1095 **4.10 Membership**

1096 Membership of the Commission on Ministry shall consist of equal numbers of teaching elders
 1097 (ministers) and ruling elders (*Book of Order, G-3.0307*). There shall be forty-six (46) voting members,
 1098 with fifteen members from each of the three Missional Communities as equally divided between ruling
 1099 elders and teaching elders as is possible and a teaching or ruling elder as Chairperson of the
 1100 Commission on Ministry who is not a member of any of the three community Commissions on
 1101 Ministry. The General Presbyter/Stated Clerk and the three Mission Coordinators serve as advisory
 1102 members without vote. (See Section 5.31 of *Manual*.)

1103 **4.11 Mission**

1104 To serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and
 1105 certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its
 1106 congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian
 1107 educators; and to settle difficulties on behalf of the presbytery where possible and expedient and to
 1108 provide for the training, examination and commissioning of ruling elders to particular pastoral service.
 1109 (G-3.0307; 2.0903; 2.10)

1110 **4.12 Responsibilities**

1111 The **responsibilities** of the Commission on Ministry and its three Community Commissions are spelled
 1112 out in the *Commission on Ministry Handbook* and include:

- 1113 1. To develop, review and revise annual goals, objectives, and action plans, to keep full
 1114 minutes of meetings and actions and to report to the Presbytery on any actions taken on
 1115 its behalf;
- 1116 2. to facilitate Church-Pastor relations;
- 1117 3. to work with the Missional Communities to develop strategies for the mission of the
 1118 church in its area;
- 1119 4. to work through each of the Missional Community's Commissions on Ministry with the
 1120 churches in the Missional Communities and their leadership groups to address specific
 1121 needs as they apply to the work of the Committee on Ministry;
- 1122 5. to carry out the constitutionally-assigned functions of examining, receiving, counseling,
 1123 and dismissing ministers;

- 1124 6. to carry out a preliminary examination of candidates for ordination who shall ordinarily
 1125 preach a sermon before the Presbytery or one of its Missional Community Gatherings as
 1126 part of the floor examination for ordination;
- 1127 7. to arrange for the introduction of new teaching elders (ministers) to the Presbytery
 1128 including sharing of their statements of faith and biographical sketches;
- 1129 8. to coordinate the training and examination of ruling elders who sense a call to particular
 1130 pastoral ministry as Commissioned Ruling Elders and provide for their oversight and
 1131 continuing education;
- 1132 9. to minister to the ministers and their families;
- 1133 10. to counsel with the Pastor Nominating Committees, and to advise the Sessions of vacant
 1134 churches with regard to pastoral services;
- 1135 11. to carry out applicable provisions of the sexual misconduct, ethics, and boundary
 1136 training and certification policies;
- 1137 12. to examine non-PC(USA) ministers being considered for pastoral leadership by
 1138 congregations in the Presbytery and to provide training and support to any of those
 1139 permitted to serve congregations of the Presbytery;
- 1140 13. to work with the Missional Community Mission Coordinators in providing care for
 1141 churches and their pastors, in counseling churches with regard to pastoral services, and
 1142 in addressing conflicts and issues that may arise including the appointment of
 1143 Committees of Inquiry or Administrative Commissions;
- 1144 14. to appoint Pastoral Teams to work congregations discerning their relationship with the
 1145 PC(USA) as outlined in the Presbytery's Separation Policy.

1146 **4.13 Commission Power**

1147 The Commission on Ministry and its Community Commissions shall have authority to act for the
 1148 Presbytery on the following limited matters as detailed in the *Book of Order* and the *Commission on*
 1149 *Ministry Handbook*:

- 1150 1. Grant permission for minister members (Teaching Elders) to engage in work outside the
 1151 geographic bounds and/or jurisdiction of this Presbytery (G-2.0502 and G-2.0503), and
 1152 to grant permission to minister members of other presbyteries to engage in work within
 1153 the bounds and/or jurisdiction of this presbytery.
- 1154 2. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 1155 3. Validate the ministry of Teaching Elders who are not serving in a pastoral relationship
 1156 in a particular church and review that ministry on an annual basis – G-2.0503
- 1157 4. Grant Honorable Retired status to teaching elders – 2.0503c.
- 1158 5. Approve pastoral relationships in:
- 1159 a. Installed pastoral relationships – G-2.0504a
- 1160 b. Temporary pastoral relationships – G-2.0504b
- 1161 c. Approve terms of call – G-3.0109b(3)
- 1162 6. Receive the transfer of ministers of other denominations:
- 1163 a. As full members of the Presbytery – G-2.0505

- 1164 b. As temporary members of the Presbytery – G-20506
- 1165 7. Release Teaching Elders from ministry at their request – G-2.0507
- 1166 8. Appoint moderators for sessions without an installed pastor – G-3.0104
- 1167 9. Name Administrative Commissions to ordain and/or install Teaching Elders to pastoral
1168 relationships – G-3.0109b(2); G-3.0109b(3)
- 1169 10. Examine and receive into membership Teaching Elders seeking admission to presbytery
1170 – G-3.0109b(3)
- 1171 11. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

1172 **4.14 Authority Reserved to Full Presbytery**

1173 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its
1174 Missional Communities. In particular, the Commission on Ministry **shall not** take action concerning
1175 the following matters as detailed in the *Book of Order*, **but may** make a recommendation to the full
1176 Presbytery for **its action**.

- 1177 1. Removal of the name of a Teaching Elder from the role of the Presbytery for failure to
1178 be engaged in a validated ministry or to fulfill the criteria for membership-at-large (G-
1179 2.0508) or for persisting in work disapproved by the presbytery (G-2.0509).
- 1180 2. Establish minimum compensation for Teaching Elders, Certified Christian Educators
1181 and Certified Associate Christian Educators – G-3.0103c

1182 **4.15 Authority Reserved to Presbytery and/or Missional Communities**

1183 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its
1184 Missional Communities. In particular, the Commission on Ministry **shall not** take action concerning
1185 the following matters as detailed in the *Book of Order*, **but may** make a recommendation to the full
1186 Presbytery or its Missional Communities for **its action**.

- 1187 1. Assumption of original jurisdiction of a session – G-3.0303e
- 1188 2. Exceptions to the prohibition on calling of an Associate Pastor as the next Installed
1189 Pastor of a congregation or the calling of a Teaching Elder engaged in a temporary
1190 pastoral relationship as the next Installed Pastor of a congregation – G-2.0504c.
- 1191 3. Examination of candidates for ordination as teaching elders.

1192 **4.16 Sharing of Actions**

1193 All faith statements and biographical sketches and actions of the Commission on Ministry related to the
1194 reception of minister members of the Presbytery shall be published on the Presbytery’s website in a
1195 timely manner.

1196 **5.00 Committee on Nominations**

1197 **5.10 Membership**

1198 Membership of the Committee on Nominations shall be fifteen voting members, with at least four from
1199 each of the three communities of presbytery. (See Section 5.30 of the Manual of Administrative
1200 Operations) A representative of the Committee on Representation shall be an advisory member with voice
1201 and no vote.

1202 **5.11 Election**

1203 Voting members of the Committee on Nominations shall be nominated by the outgoing Moderator of
1204 Presbytery annually at the Fall Stated Meeting and elected by the Presbytery. Nominations may also be
1205 made from the floor of presbytery.

1206 **5.12 Structure of the Committee**

1207 The Committee on Nominations shall have a Chair, a Vice-Chair, and a Secretary. The Chair shall be
1208 recommended to the presbytery by retiring Moderator of the Presbytery.

1209 **5.13 Quorum**

1210 A quorum shall be a simple majority of those elected, voting members.

1211 **5.14 Mission**

1212 To identify and nominate qualified candidates to serve on various committees and work groups of the
1213 Presbytery.

1214 **5.15 Responsibilities**

- 1215 1. to work closely with the leadership of the Mission Communities of the Presbytery on
1216 specific needs for leadership of Presbytery committees and work groups;
- 1217 2. to nominate members of the Committees of the full Presbytery (except for the
1218 Committee on Nominations), the Response Coordination Team and the Permanent
1219 Judicial Commission in accord with the requirements of Manual of Administrative
1220 Operations of the Presbytery;
- 1221 3. to nominate the Moderator and Vice-Moderator of the full Presbytery;
- 1222 4. to nominate the Chair and Vice-Chair of the Presbytery Mission Cabinet;
- 1223 5. to nominate the Chairs of the Committees of the full Presbytery;
- 1224 6. to nominate Commissioners and Young Adult Advisory Delegates to meetings of
1225 General Assembly and Synod (see Appendix for guidelines);
- 1226 7. to suggest to the Synod and General Assembly nominating committees the names of
1227 persons for service on committees of the Synod and the General Assembly.

1228 **6.00 Committee on Preparation for Ministry**

1229 **6.10 Membership**

1230 Membership of the Committee on Preparation for Ministry shall be twelve voting members, with at
1231 least two from each of the three communities of presbytery. (See 7.01) The General Presbyter/Stated
1232 Clerk serves as an advisory member without vote.

1233 **6.11 Mission**

1234 To have responsibility for care and oversight of persons from churches in the Presbytery who are
1235 preparing for ministry of Word and Sacrament and other church vocations.

1236 **6.12 Responsibilities**

1237 The Committee on Preparation for Ministry shall have responsibility for all those duties described in
1238 the *Book of Order*, G-2.06:

- 1239 a. to review and revise annual goals, objectives, action plans, and prepare annual reports and
1240 minutes;
- 1241 b. to work with regional leadership groups on specific needs;
- 1242 c. to take the lead in providing supervision, oversight, care and encouragement for persons
1243 preparing for service as ministers of Word and Sacrament and other church professions;
- 1244 d. to promote ministry as a career option among the churches and other church professionals
1245 and institutions of the Presbytery of Coastal Carolina.

1246 **6.13 Commission Power**

1247 The Committee on Preparation for Ministry is granted authority, when all pertinent requirements have
1248 been met, to enroll inquirers and to dismiss inquirers and candidates for ministry to other Presbyteries
1249 and report these actions to the next stated meeting of Presbytery. The Committee on Preparation for
1250 Ministry shall appoint ruling elders and teaching elders to serve as this Presbytery's readers of
1251 examinations for candidates for ordination (*Book of Order*, G-3.0202b).

1252 **7.00 Committee on Representation**

1253 **7.10 Membership**

1254 Membership of the Committee on Representation shall be at least six voting members, representing the
1255 three Missional Communities of the Presbytery. In so far as possible, the committee shall include male
1256 and female, young adults, clergy and lay persons, and persons with disabilities. A majority of the
1257 membership shall be racial ethnic persons.

1258 **7.11 Mission**

1259 To advise Presbytery Mission Cabinet regarding the implementation of principles of unity and
1260 diversity; to advocate for diversity in leadership; and to consult with Presbytery Mission Cabinet on the
1261 employment of personnel in accordance with the principles of unity and diversity in the *Book of Order*
1262 F-1.0403.

1263 **7.12 Responsibilities**

1264 The Committee on Representation shall have the following responsibilities based on the *Book of*
1265 *Order*, G-3.0103:

- 1266 a. To work with the Committee on Nominations to assure inclusiveness in nominating persons
1267 to committees of Presbytery.
- 1268 b. To report to the Presbytery and Synod annual goals and objectives, minutes, and an annual
1269 report on the inclusiveness of the membership of Presbytery committees.
- 1270 c. To assure that Presbytery Mission Cabinet and staff practice the principles of inclusiveness
1271 and diversity in all policy development and hiring practices.

- 1272 d. To provide resources to congregations, in consultation with the mission coordinators, on
1273 inclusiveness and diversity.

1274 ***Book of Order: G-3.0103 Participation and Representation***

1275 The councils of the church shall give full expression to the rich diversity of the church's
1276 membership and shall provide for full participation and access to representation in decision-making
1277 and employment practices (F-1.0403). In fulfilling this commitment, councils shall give due
1278 consideration to both the gifts and requirements for ministry (G-2.0104) and the right of people in
1279 congregations and councils to elect their officers (F-3.0106).

1280 Each council shall develop procedures and mechanisms for promoting and reviewing that
1281 body's implementation of the church's commitment to inclusiveness and representation. Councils
1282 above the session shall establish by their own rule committees on representation to fulfill the following
1283 functions: to advise the council regarding the implementation of principles of unity and diversity, to
1284 advocate for diversity in leadership, and to consult with the council on the employment of personnel, in
1285 accordance with the principles of unity and diversity in F-1.0403. A committee on representation
1286 should not be merged with another committee or made a subcommittee of another committee.

1287 **8.00 Committee for Stewardship Development**

1288 **8.10 Membership**

1289 Membership of the Committee for Stewardship Development shall be nine voting members, with at
1290 least two people from each of the three communities of presbytery and including persons who have
1291 special skills in stewardship and funds development. (See 7.01)

1292 **8.11 Mission**

1293 To plan and oversee opportunities for mission interpretation, stewardship education, and funds
1294 development, including capital campaigns for presbytery's mission.

1295 **8.12 Responsibilities**

- 1296 a. to review and revise annual goals, objectives, action plans, and prepare annual reports and
1297 minutes;
- 1298 b. to work with the Presbytery Mission Cabinet, with Mission Coordinators, and with
1299 congregations to interpret the program and mission of the whole Church, and to encourage
1300 and enable support for the work of the Church;
- 1301 c. to provide resources and training opportunities for local church leaders in stewardship
1302 responsibility and in church programs of stewardship;
- 1303 d. to encourage the use of year-round programs of stewardship of time, talent, and resources;
- 1304 e. to interpret and encourage support of Special Offerings authorized by the General
1305 Assembly or the Synod, working with other committees of the Presbytery as appropriate;
- 1306 f. to advise the Presbytery Mission Cabinet with regard to strategies for securing adequate
1307 funds for mission and ministry;
- 1308 g. to oversee any capital funds campaigns authorized by the Presbytery Mission Cabinet.

1309 **9.00 Committee on Strategic Planning and Organizational Review**

1310 **9.10 Membership**

1311 Membership of the Committee for Strategic Planning and Organizational Review shall be nine voting
1312 members, with at least two from each of the three Missional Communities of the presbytery. The
1313 General Presbyter/Stated Clerk serves as an advisory member without vote.

1314 **9.11 Mission**

1315 To oversee the various aspects of Strategic Planning and Organizational Review for the Presbytery.

1316 **9.12 Responsibilities**

1317 **Strategic Planning**

1318 a. to oversee the strategic planning process relating to vision, mission, core values, goals,
1319 objectives and action plan;

1320 b. to provide tools to Presbytery's Cabinet and staff for development of annual goals,
1321 objectives and action plans;

1322 c. to communicate annually to the committees of Presbytery the shared vision of the
1323 Presbytery.

1324 d. to be the vehicle for sessions, pastors, and congregations to communicate their input with
1325 regard to the work of the Presbytery and the implementation of the 5-year plan.

1326 e. to serve as a resource to local churches for long range planning strategies;

1327 **Organizational Review**

1328 a. to review the organizational design of the Presbytery with reference to the importance of
1329 meeting the needs of local churches;

1330 b. to provide an evaluation instrument for Presbytery, Cabinet, and Committee, meetings;

1331 **10.00 Permanent Judicial Commission**

1332 **10.10 Membership**

1333 Membership of the Permanent Judicial Commission shall be seven members, teaching elders and ruling
1334 elders in as nearly equal numbers as possible, for six-year terms in three classes, in accord with the
1335 requirements of *Book of Order*, D-5.0000.

1336 **10.11 Responsibilities**

1337 The Permanent Judicial Commission shall have responsibilities detailed in the *Rules of Discipline* of the
1338 *Book of Order* and shall conduct its business in strict accord with the requirements of the *Rules of*
1339 *Discipline*.

1340 **10.12 Initiation of Preliminary Procedures in Judicial Process**

- 1341 a. When the Stated Clerk receives notification that the Presbytery is a respondent in a
1342 remedial case, as soon as possible the Stated Clerk shall notify the Moderator of
1343 Presbytery, who promptly shall appoint a committee of counsel of three persons provided
1344 for in Section D-6.0300 of the *Book of Order*. These actions shall be reported to
1345 Presbytery at its next stated meeting.
- 1346 b. When the Stated Clerk receives an accusation filed according to section D-10.0100 of the
1347 *Book of Order*, as soon as possible the Stated Clerk shall notify the Moderator of
1348 Presbytery, who promptly shall appoint an investigating committee of five persons as
1349 provided in Section D-10.0201 of the *Book of Order*. These actions shall be reported to
1350 Presbytery at its next meeting.
- 1351 c. When the Stated Clerk receives a request for an inquiry for vindication under Section D-
1352 9.0000 of the *Book of Order*, the Commission on Ministry shall function as Presbytery’s
1353 “appropriate committee” to ascertain whether it is proper to grant the request (D-9.0101a).

1354 **11.00 Response Coordinating Team**

1355 **11.10 Membership**

1356 The Response Coordination Team (hereinafter RCT) is a committee of seven (7) ministers, elders, and
1357 members of churches of Presbytery of Coastal Carolina responsible for coordinating Presbytery’s
1358 response under this Policy to reports of alleged sexual misconduct. Members of the RCT shall be
1359 elected by the Presbytery upon nomination by the Committee on Nominations, with the goal of having
1360 one person on the RCT from each of the Presbytery’s six regions. The RCT shall be composed of three
1361 classes of approximately equal size. Terms of service shall be three years, except that members may be
1362 elected to shorter terms in order to establish classes or to fill unexpired terms. The RCT shall designate
1363 one member as the Chair.

1364 **11.11 Mission**

1365 The RCT is charged with the responsibility to assure that an objective, effective, expeditious, and
1366 caring response is made to reports of sexual misconduct.

1367 **11.12 Responsibilities**

1368 The Response Coordination Team shall work in consultation with the Stated Clerk, the Chairs of the
1369 Committee on Ministry and the Personnel Committee, and the executive committee of Presbytery
1370 Council to recruit a pool of resource persons to serve effectively as potential members of a Care Team.
1371 The pool should consist of at least eight persons from each of the Presbytery’s three Missional
1372 Communities, and may be comprised in part of one or more members of the RCT. Individuals in the
1373 pool shall be expected to participate in only one Care Team in a period of three years. Additional teams
1374 may be implemented if needed. The RCT should seek to recruit as potential Care Team members
1375 persons who possess professional expertise and/or extensive experience in the following areas:

- 1376 • Psychological counseling, with particular experience in the area of sexual abuse and its
1377 aftermath, as well as pastoral care;
- 1378 • Child advocacy;

- 1379 • Law, with particular experience in sexual harassment or abuse, civil tort proceedings,
1380 criminal proceedings involving matters of due process, and domestic relations law;
- 1381 • Conflict management and resolution;
- 1382 • Insurance and risk management; and
- 1383 • Personnel management and training.

1384 **12.00 Committee on Self-Development of People**

1385 **12.10 Membership**

1386 Membership of the Committee on Self-Development of People shall be no less than six. No less than ¾
1387 of the committee shall be Presbyterian; the majority of the committee shall be racial ethnic minorities.

1388 **12.11 Mission**

1389 To partner with others seeking to change the structures that perpetuate poverty, oppression and
1390 injustice.

1391 **12.12 Responsibilities**

- 1392 1. to review and validate self-development projects, in consultation with the National
1393 Committee on Self-Development of People;
- 1394 2. to receive proposals and fund projects in accord with the guidelines and criteria of the
1395 National Committee on Self-Development of People;
- 1396 3. to promote the cause of self-development of people within Presbytery;
- 1397 4. to advocate for the needs of the poor and oppressed people within the bounds of
1398 Presbytery;
- 1399 5. to engage in dialogue with communities of poor and oppressed people to seek ways and
1400 means for Presbytery to be engaged in partnership with them.

1401 **12.13** The Committee on Self-Development of People conforms in membership, mission and
1402 responsibilities to guidelines established by the national committee. While the committee is not
1403 considered one of Presbytery's Program or Operational Committees because of its unique nature, this
1404 committee description is included with those of the operational committees.

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Functions of the of the Missional Communities

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1409 Certain critical, core functions of our life together as the Presbytery of Coastal Carolina are assigned to the three
1410 Missional Communities (East, Central, and West) in order to link them more closely to the congregations that
1411 make up the Presbytery and to enable the Mission Communities to respond more quickly and concretely to the
1412 needs of local congregations and their members.

1413 This plan does not spell out how these core functions should be carried out. We hope that each Missional
1414 Community will develop a variety of ways of addressing these (and other functions) in their part of the Presbytery.
1415 These responses may well involve sharing ideas, personnel, and resources across two or more of the Missional
1416 Communities – just as a Missional Community may focus its attention on a part of its region.

1417 In addition to informal coordination among the three Missional Communities, a major part of the work of the
1418 Presbytery Mission Cabinet will be to learn from and enable the mission of the three Missional Communities.

1419 The functions listed below are intended as suggestions for consideration by the Missional Communities as they
1420 plan their work and life together. Programs to support these critical functions might take place at Community
1421 Gatherings, in other Community-wide events, or in smaller groupings of congregations.

1422 **CF-1.00** **Christian Formation**

1423 The Missional Communities (either jointly or independently) should consider opportunities to promote Christian
1424 formation and leadership development within and among their congregations. Such formation should focus on
1425 equipping leaders and members of our congregations to be more active disciples and apostles of the Gospel of
1426 Jesus Christ in their communities and to support the ministry and mission of their congregations.

1427 **CF-2.00** **Congregational Vitality (Transformation)**

1428 The Missional Communities (either jointly or independently) should consider opportunities to develop vibrant
1429 congregations within and among their Communities. Such development should focus on assisting congregations to
1430 discover the abundant spiritual resources within our faith in Jesus Christ and a clearer sense of their call to join in
1431 God's mission in the world.

1432 **CF-3.00** **Shared Mission**

1433 To promote and support the mission of Presbytery and PC(USA), special ministries such as campus ministries,
1434 prison ministries, counseling centers, and ecumenical and institutional relations.

1435 The Missional Communities (either jointly or independently) should consider opportunities to develop concrete
1436 ways that congregations or groups of congregations could join together in God's mission to the world. These
1437 shared mission opportunities could take many forms including joint work camps, community gardens or other
1438 hunger action projects, support of mission coworkers in other countries through Presbyterian World Mission,
1439 mission fairs, Habitat for Humanity builds, barn-raising for neighboring congregations, campus ministry
1440 programs, support of key community ministries within the Missional Community, etc.

1441 **CF-4.00** **Sessional Records**

1442 To fulfill the *Book of Order* (G-3.0108a) responsibilities of annual review of the proceedings and actions of
1443 sessions under its care.

1444 The Missional Communities (either jointly or independently) should develop mechanisms for the review of
1445 sessional records including their minutes, rolls, and registers and report their findings to the Missional Community
1446 or Presbytery as appropriate.

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Functions of the of the Presbytery Mission Cabinet

1450 In addition to its roles as guardian of the vision of the Presbytery, monitor of administrative and fiduciary
1451 requirements, and coordination of ministry across the Presbytery, the Presbytery Mission Cabinet is
1452 charged with coordinating certain key functions of the whole Presbytery so that they are available to each
1453 Missional Community, Committee or other work group with in the Presbytery. Among these general
1454 functions are the following:

1455 PF-1.00 Communications

1456 The Presbytery Mission Cabinet will establish a way to support the work of the Presbytery through good
1457 communication networks and technologies. Special attention should be given to equipping the
1458 committees, Missional Communities, and other parts of the Presbytery to share a coherent and positive
1459 message of our work for Jesus Christ in the world.

1460 PF-2.00 Hunger Action

1461 The Presbytery Mission Cabinet will establish a way to promote Christian action on hunger issues
1462 including raising funds and distributing them to programs that address both the root causes of poverty and
1463 hunger and assisting those who are currently experiencing food insecurity. These approaches may be in
1464 coordination with the three Missional Communities or through other organizations, institutions, or
1465 congregational initiatives.

1466 PF-3.00 Mexico Partnership

1467 The Presbytery Mission Cabinet will establish a way to promote our partnership with the Gulf of Mexico
1468 Presbytery and to encourage both congregation-to-congregation partnerships and joint projects in which
1469 the two presbyteries can share.

1470 PF-4.00 New Church Development

1471 The Presbytery Mission Cabinet will establish a way to support the development of various worshipping
1472 communities into congregations of this Presbytery as well as exploring new opportunities to establish
1473 worshipping communities and/or new church developments. The PMC is also responsible establishing a
1474 mechanism for supervising any new church developments and for encouraging the financial support of
1475 new church developments.

1476 PF-5.00 Peacemaking

1477 The Presbytery Mission Cabinet will establish a way to support peacemaking efforts within the Presbytery
1478 and its Missional Communities by promoting and coordinating initiatives of the Presbyterian Mission

1479 Agency, the Office of Public Witness and the Presbyterian mission to the United Nations and developing
1480 its own programs of peacemaking.

1481 **PF-6.00** **Resource Center**

1482 The Presbytery Mission Cabinet will establish a way to continue to support and oversee the Presbytery's
1483 Resource Center and its Director, the Associate for Resources. This will include establishing a budget for
1484 the Center, encouraging the use of the Center across the Presbytery, and by receiving the reports of the
1485 Director and supporting her work.

1486 **PF-7.00** **Youth Ministry**

1487 The Presbytery Mission Cabinet will establish a way to continue to support the Presbytery-wide Youth
1488 Program by receiving reports from the Associate for Youth Ministry, assisting in establishing and
1489 supporting the Presbytery Youth Council, and coordinating the Presbytery's youth work with that may
1490 develop among the Missional Communities.

1491 **PF-8.00** **Temporary/Ad Hoc Functions**

1492 The Presbytery Mission Cabinet may establish special work groups and assign them short-term tasks as
1493 needed and appropriate. Any work group so formed should have a definite assignment, a budget within
1494 which to work, and a method of evaluation and reporting.

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Standing Committees of the Presbytery Mission Cabinet

1498 **SC-1.00** **Executive Committee**

1499 **1.10** **Membership:**

1500 The Executive Committee shall consist of:

- 1501 1. the Chair of the Mission Cabinet
- 1502 2-4. one representative of each Missional Community (selected by the Mission Cabinet), 5.
1503 the General Presbyter/Stated Clerk of Presbytery
- 1504 6. the Treasurer of the Presbytery

1505

1506 **1.11** **Mission**

1507 The Executive Committee shall have the authority to act in emergency situations within the authority of
1508 the Mission Cabinet when such action cannot wait for the next meeting of the full Mission Cabinet.
1509 Any such action taken shall be reported to the next meeting of the Presbytery Mission Cabinet.

1510

1511 **SC-2.00** **Finance and Property Committee**

1512 **2.10** **Membership:**

1513 The Chair of the Presbytery Mission Cabinet shall appoint, with the concurrence of the members of the
1514 Mission Cabinet, persons with the necessary skills and background to the Finance and Property
1515 Committee.

1516 **2.11** **Mission**

1517 The Finance and Property Committee shall exercise proper oversight over the finances and property of the
1518 Presbytery including developing an annual budget, arranging for an annual financial audit, and
1519 recommending to the Presbytery actions on financial and property issues.

1520 **2.12** **Financial Responsibilities**

- 1521 1. to develop a narrative, goal-oriented biennial budget for recommendation to Presbytery,
1522 in cooperation with committees and related groups, and in consultation with the Councils

- 1523 of Synod and General Assembly;
- 1524 2. to communicate to each local church a suggested level of benevolence giving for each
- 1525 annual budget as part of the annual stewardship campaign.
- 1526 3. to exercise oversight of budgeted expenditures, financial records and procedures;
- 1527 4. to review all “special gifts” (other than those defined in paragraph 15.01.c) received and to
- 1528 present them through the Presbytery Mission Cabinet for action at the next meeting of
- 1529 Presbytery;
- 1530 5. to review, as requested by the Committee for Church Revitalization and Transformation,
- 1531 applications for loans or grants from non-budgeted church development funds of
- 1532 Presbytery, Synod, or General Assembly, and to advise that Committee concerning the
- 1533 financial aspects of the applications;
- 1534 6. to review the report of the annual financial review with Council each year;
- 1535 7. to recommend amendments to the budget to the Cabinet for submission to Presbytery for
- 1536 final action;
- 1537 8. to solicit input from all Committees, Synod, and General Assembly prior to development
- 1538 of a proposed biennial budget.
- 1539 9. to propose budget policies and procedures to the Presbytery Mission Cabinet for
- 1540 approval.
- 1541 10. to manage and invest funds according to the Investment Policy of Presbytery.
- 1542 11. to keep the Asset Management Manual up to date and recommend changes to the Mission
- 1543 Cabinet and submission to Presbytery for final action;
- 1544 12. to keep churches informed about changes in IRS rules and regulations that affect tax
- 1545 reporting.

1546 **2.13 Property Responsibilities**

- 1547 1. to oversee the care, maintenance, and replacement of real property, equipment, and
- 1548 vehicles owned by Presbytery, except as this responsibility is assigned to a Program
- 1549 Committee or Operational Committee;
- 1550 2. to review and recommend insurance coverage on Presbytery properties;
- 1551 3. to conduct annual physical inspection of Presbytery's real properties, furnishings and
- 1552 vehicles, reporting to the Presbytery Mission Cabinet.
- 1553 4. to maintain an up to date inventory on all real property; furnishings, equipment and
- 1554 vehicles, reporting to the Presbytery Mission Cabinet;
- 1555 5. to consider and make recommendations to the Presbytery Mission Cabinet regarding
- 1556 requests received from churches for permission to sell, mortgage or otherwise encumber
- 1557 their real property or lease their property, in accordance with G-4.0206.
- 1558 6. to consider the details of any construction project on Presbytery property beyond routine
- 1559 maintenance, for adequacy of plans, time lines, contractors, etc.
- 1560

1561 **SC-3.00 Personnel Committee**

1562 **3.10 Membership:**

1563 The Chair of the Presbytery Mission Cabinet shall appoint, with the concurrence of the members of the

1564 Mission Cabinet, persons with the necessary skills and background to the Personnel Committee.

1565 **3.11 Mission**

1566 The Personnel Committee shall exercise proper oversight over the staff of the Presbytery including
1567 evaluating the work of the General Presbyter/Stated Clerk, assuring that evaluation of other staff members
1568 is carried out annually, maintaining the Personnel Policies of the Presbytery, and providing resource and
1569 support to the General Presbytery as needed in dealing with personnel issues.

1570 **3.12 Responsibilities**

- 1571 1. to review and recommend personnel policies
- 1572 2. to review the General Presbyter's conduct of the annual evaluation of all staff;
- 1573 3. to review and recommend salaries for Administrative Staff.
- 1574 4. to work with the GP/SC in development of an evaluation form and position
1575 descriptions.
- 1576 5. to evaluate the GP/SC with input from Presbytery committee chairs, and report to the
1577 Mission Cabinet in executive session.