

Manual of Operations

Central Missional Community

LIVING OUT COASTAL CAROLINA'S FRESH VISION

*"Awakening spiritual
imagination and congregational
vitality as we gather in community"*



Bladen, Columbus, Cumberland, Robeson, and Sampson Counties

Behold, I am doing a new thing; now it springs forth, do you not perceive it?
I will make a way in the wilderness and rivers in the desert.
- Isaiah 43:19 (ESV)

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ACKNOWLEDGEMENTS

When the Central Missional Community came into existence in 2016, a launch team was established to formulate the structure of the Presbytery's Provocative Proposal. There was excitement, hesitation, mixed feelings, and lots of discussions on how to plan the first Central Community Gathering. With Co-Chairs, TE Sally Henry and RE Bonnie Barr taking the helm to spearhead the meeting and receiving advice from TEs George and Beverly Thompson, TE Steuart Link, Central Mission Coordinator, and Bill Reinhold, General Presbyter, the team began to move forward.

After meeting for several months, the first Central Community Gathering met June 4, 2016, at Westminster Presbyterian Church, and elected a steering team to continue the work of the Launch Team. Some members of the Launch Team came on the Steering Team to begin brainstorming and strategizing what it means to capture the "New Vision" that would connect churches with one another through their faith, service, fellowship and, of course, conduct minimum business of the Presbytery. TE Cassandra Thomas became chair of the Steering Team and served faithfully in bringing the vision into reality. Through her leadership, bylaws were established on how the team should function. Special thanks to her and everyone for their part in this exciting venture for the work of Christ. Others are not mentioned here but are listed in the introductory background of this manual.

Clarence G. Page Central Community Mission Coordinator
Central Community Steering Team

Introductory Background:

Presbytery wide, an appreciative inquiry process, “Listing, Learning, and Dreaming Together,” was conducted in 2014 and 2015. Several churches met in clusters and gave input to this “New Vision.” From those conversations, the Central Missional Community Gathering of the Presbytery of Coastal Carolina came into existence. On March 5, 2016, a CMC Launch Team was approved to plan and organize the first CMC Gathering. Those individuals were: TE Sally Henry, TE Cassandra Thomas, TE James Moran, TE Clarence Page, RE Bonnie Barr, RE Stan Mertz, RE Doris Dees, RE Joann Cox, RE Darrell Page, TE Steuart Link, Central Mission Coordinator (ex officio), and TE William Reinhold, General Presbyter (ex officio).

At the first Central Missional Community Gathering, members of the Steering Team were chosen to continue this “New Vision” of the Presbytery by providing spiritual support to churches and connecting them with one another in a new way as the body of Christ. Those elected on the Steering Team were: TE Cassandra Thomas (Cumberland), TE James Moran (Sampson), TE Clarence Page (Robeson), CRE Bebe Briggs (Columbus), CRE Becky Raynor (Bladen), RE Joyce Peay (Robeson), RE Bonnie Barr (Sampson), RE Stan Mertz (Sampson), TE Steuart Link, Central Mission Coordinator (ex officio).

Community Vision:

As we follow Jesus Christ, the Central Missional Community of the Presbytery of Coastal Carolina seeks to serve one another with joy and let the Holy Spirit lead us to do the will of God in our community and in the world.

E----Entering into relationship with each other and God

N----Nurturing the well-being of ALL God’s children

J----Joyfully sharing of gifts, talents, and resources

O---Offering opportunities for holistic growth development within and beyond the faith community

“Y” (why?)---TO GLORIFY GOD AND ENJOY GOD FOREVER

Community Mission:

The CMC Steering Team’s focus is ENJOY in the Lord within the CMC through its connections of the Presbytery and beyond by focusing on the Presbytery of Coastal Carolina’s identified 3-fold missional community core functions of: 1) Christian formation; 2) Congregation vitality; and 3) Shared mission. In addition, the CMC Steering Team will ensure Sessional record reviews, as well as other areas of leadership and administration that may be needed.

Membership Composition should be:

- a quorum of twenty (20) persons including at least ten (10) teaching elders and ten (10) ruling elders representing at least seven (7) different congregations in transacting business at a Community Gathering
- an uneven number of CMC Steering Team positions allowing a majority rule vote with a minimum of nine members consisting of large/medium/small church representatives, demographics by gender, age, ethnicity, and geographic location: rural/small town/city
- approved to serve on CMC Steering Team from July 1st of current year to June 30th of following year in three year term increments
- nominees approved, elected and installed at the Central Community Gathering
- willing to offer energy, enthusiasm, creativity, gifts, skills, and talents to this connectional community for the term elected, thus might not want to have conflicting responsibilities at the Session/church, Presbytery or Synod level for the term elected
- newly elected members installed during the Community Gathering. This applies to officers being elected to serve a second three year-term or returning onto the Commission after a period of one year leave.
- elected officers of the Community Gathering: moderator, vice-moderator, clerk, treasurer, nominations, historian and parliamentarian
- voted on annually by the elected and installed Commission members.

Ex officio member(s) without vote: Presbytery staff, Central Community Mission Coordinator, and Presbytery Revitalization Coaches.

Purpose of CMC Steering Team is to:

- Encourage relationships of congregations, pastors, and other leaders within community and acts as a catalyst to increase connectivity within the community
- Execute Presbytery-delegated responsibilities
- Create budget and calendar of events connected to the community's and Presbytery's strategic goals

- Plan and execute CMC Gatherings (Winter Gathering the fourth Saturday in January and Summer Gathering the first Saturday in June) for minimal business of the Presbytery and more importantly, continued "living into" the visions for the Presbytery and Central Community
- meet monthly, and as needed, to ensure the work of the community is accomplished through community-decided goals, plans and actions.

- Ensure that new steering members are elected annually after all vacant positions are filled and installed.

Term of Each Member: To serve in classes of equal or near equal numbers for terms of three years renewable for a second term. Maximum of six consecutive years in active service, a one year break is required before returning to active service.

- should select among themselves the Chair, Vice Chair and Clerk, and will serve as representatives on the Mission Cabinet. The Chair will serve on the Mission Cabinet Executive Committee.

- should select a five person nominating committee for a three year term, representing five CMC counties, and serving with diversity in representation.

- should have a quorum one-third (1/3) of its elected membership but not less than 3 persons.

Chair: moderates Steering Team meetings; ensures agendas and minutes are prepared appropriately; ensures accountability for Steering Team; represents Community at Presbytery Mission Cabinet; ensures Community Gathering moderator and vice-moderator are nominated to the Gathering for election of one (1) year duties conducting any Community Gathering business meetings, with the vice-moderator succeeding to the moderator position the following year and a new vice-moderator being elected successively

Vice-Chair: works closely with Chair in duties; assumes role of Chair in absence of Chair; ensures review of Central churches' Sessional records; represents Community at Presbytery Mission Cabinet; other duties as assigned; will become Chair the following year

Recording Clerk: prepares agendas and minutes with attachments; maintains records of Steering Team; distributes minutes and other documents as needed; represents Community at Presbytery Mission Cabinet, and makes sure a copy of corrected minutes from each meeting is given to Steering Team Chair and Community Mission Coordinator.

Other Officers to Be Elected:

Moderator: elected annually to lead the Community Gathering and plan agendas with the Mission Coordinator.

Vice Moderator: elected annually to assist the moderator whenever necessary and to become

moderator at the end of term.

Treasurer: accounts for budget, income/expenses of Steering Team and Community Gatherings, mission funds collected and distributed; provides financial records to Steering Team and/or Presbytery upon request.

Ad Hoc Committees to Steering Team:

Nomination Committee: ensures careful compiling of list of names to be given to Steering Team for the Community Gathering to elect new Steering Team members for vacant seats/terms and Moderator and Vice-Moderator positions to be filled as needed.

Communications/Historian: ensures publicity of Central Community activities; maintains historical records, audiovisual and photographic data from Community Gatherings and functions. Submits records to appropriate Presbytery and historical agencies as needed. Ensures technological and audiovisual needs met at Community Gatherings and other events as required

Parliamentarian: ensures business meeting procedures are properly and duly carried out in accordance with PCUSA Book of Order, Presbytery rules of order within the Manual of Operations and Robert's Rules of Order

Sessional Record Review: should be carefully done prior to Community Gatherings or shortly thereafter, and be signed off by Steering Team members or individuals designated by the Steering Team, or Central Gathering Officers.

Temporary Clerk: counts votes; receives the offering, and ensures that information is passed out during Presbytery meetings.

Attendance Committee: tracks and reports those in attendance, to establish that a quorum is met for the business meeting.

Thank You Committee: provides a thank you to the sponsoring church/churches for the event/gathering.

Presbytery Missional Core Functions:

Christian Formation: focuses on equipping leaders and members of our congregations to be more active disciples and apostles of the Gospel of Jesus Christ in their communities and to support the ministry and mission of their congregations.

Church Vitality: focuses on assisting congregations to discover the abundant spiritual resources within our faith in Jesus Christ and a clearer sense of their call to join in God's mission in the world.

Shared Mission: promotes and support the mission of Presbytery and PC(USA), special ministries such as campus ministries, prison ministries, counseling centers, and ecumenical and institutional relations.

Excerpts from PCC Manual of Administrative Operations Relevant to Missional Community Steering Teams

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.

1.02 Incorporation The Presbytery is incorporated as a non-profit corporation under the laws of the State of North Carolina and with corporate name "**The Presbytery of Coastal Carolina, Inc.**" and for purposes defined in the *Book of Order*, F-1.0304. The **Board of Directors** of the corporation shall consist of the Chair of the Mission Cabinet, one representative of each Missional Community (selected by the Mission Cabinet)...

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

Central Missional Community Bladen, Columbus, Cumberland, Robeson, and Sampson Counties

2.0 Missional Communities (East, Central, and West)

2.1 Purpose

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

2.02 Authority

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

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

2.03 Membership

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

- a. Teaching elders who serve congregations within the particular Missional Community shall be members of that Community. Members at Large or Honorably Retired Ministers will ordinarily be members of the Community in which they reside. Those who live outside the bounds of the Presbytery may choose to be members of one of the three particular Missional Community. No teaching elder shall be a member of more than one Missional Community.
- b. Ruling elders from congregations in the Missional Community who fulfill the qualifications for voting membership of the Presbytery (Section 1.04 above) shall also be voting members of the Missional Community when gathered for the transaction of business.
- c. An official roster of each Missional Community will be kept by the Stated Clerk.

2.04 Frequency of Gatherings

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

2.05 Agenda

The agenda for gatherings of the Missional Community (whether for business, fellowship, mission, education or other reason) shall be prepared by the Moderator of the Missional Community and the Mission Coordinator in consultation with the Community's Steering Team. Missional Communities are encouraged to include one or more of the elements of the Presbytery Vision at each of the gatherings.

2.06 Business at Community Gatherings

Any reports or recommendations pertaining to business to come before the Community Gathering shall be made available online not less than ten days before the scheduled meeting. Printed copies shall be made available on request. If the Moderator of the Missional Community and the Mission Coordinator agree that additional new business needs to come before a Community Gathering they can ask the Missional Community to set aside the Standing Rules and receive the business in accordance with Sections 7.05 and 13.00 below. Written copies of the recommendations or action shall be made available to all voting members.

2.07 Quorum

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

2.08 Other Rules of Order

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

2.09 Officers of Missional Communities

- a. Moderator and Vice Moderator: Each Missional Community shall elect a moderator and vice moderator following the principles for the election of the moderator and vice moderator of the Presbytery (Section 4.01 through 4.04 and 4.06).
- 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:

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

3.00 Administrative Organization of Presbytery

The Presbytery shall organize administrative units for carrying out the mission program and the governing functions of Presbytery. All such units shall be established only by the Presbytery or according to procedures established by Presbytery. All such units shall conduct their affairs in accordance with the *Manual of Administrative Operations*, and shall be accountable to the Presbytery, reporting regularly and fully to Presbytery. Administrative units of Presbytery shall include: the Presbytery Mission Cabinet; Missional Communities; Missional Community Committees; Presbytery Committees; and Temporary/*ad hoc* Committees or Task Groups/Forces.

5.20 Committees of the Missional Communities

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

5.30 General Considerations

5.31 Membership Formula

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

5.32 Representation

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

b. Committees of the Missional Communities: When a Missional Community creates a committee to advance its mission, it shall honor our commitments to diversity of membership.

5.33 Terms and Classes

All committees of Presbytery, except as otherwise required by the *Book of Order*, shall have three

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

5.34 Quorum

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

5.35 Limited Membership

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

5.36 Failure to Serve

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

5.37 Reports

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

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

5.38 Expenses

Each committee of Presbytery shall project its own expenses and any associated revenue for consideration in the preparation of Presbytery's budget, and each chairperson shall monitor expenses and revenues so as to remain within budgeted allocations approved by Presbytery. Net expenditures by any committee beyond budgeted amounts shall be reported by the Finance and Property Committee to the Presbytery Mission Cabinet and to Presbytery at their next respective meetings and action taken if deemed necessary. Expenses of Committees of the Missional Community will be included in the Community's budget and administered through the Presbytery's finance department.

5.39 Minutes and Records

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

5.40 Annual Program Goals, Objectives and Action Plans

Each committee of Presbytery and its Missional Communities shall project goals, objectives and action plans for each year's program based on its assigned responsibilities and in light of priorities adopted by Presbytery or its Missional Community. As each unit sets its program goals, these goals shall be shared with the Presbytery Mission Cabinet and with the Committee on Strategic Planning and Organizational Review. Each year the committees shall evaluate their work, specifically in terms of the accomplishment of adopted goals. This evaluation shall be used in projecting goals and work program for the coming year. Members of the Presbytery staff will provide annual training/orientation for new committee members and chairs.

5.41 Committee Officers

- a. Each committee of the Presbytery shall have a Chair elected by the Presbytery upon nomination by the Committee on Nominations and Volunteer Development. The committee shall elect from its membership persons to serve as Vice Chair and Clerk of the committee. The term of office for these officers shall be one year; committee officers may be re-elected, but no person shall serve more than three years in the same office.
- b. Missional Communities shall establish their own process for selecting the Chair of any committee(s) they create.

5.42 Sub-committees

To establish effective sub-committees with clearly-defined tasks, the committees of the Presbytery or of its Missional Communities have authority to form sub-committees that may be assigned specific portions of the responsibilities of the full committee. Members of sub-committees shall include some members of the full committee plus other persons who may be co-opted on the basis of interest, training, or experience. The full committee shall name one of its elected members to chair each sub-committee. Co-opted members of sub-committees shall serve a term of one year, which may be renewed. No one shall serve as a co-opted member on more than one sub-committee concurrently.

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

5.50 Limited Term Temporary/Ad Hoc Committees or Task Groups

5.51 Established By Presbytery Mission Cabinet

Presbytery may establish, as needed from time to time, temporary committees or task groups. The proposal for such a temporary group may arise from the Presbytery Cabinet, from one of the committees of Presbytery, or from one of the Missional Communities, but because of budget considerations such temporary groups need to be approved by the Mission Cabinet. Membership of any limited task group shall be defined in the motion or resolution which authorizes the task group. Nominations of persons to be elected to the task group shall be made in accord with the provisions of this *Manual*, Section 5.31 above.

5.52 Specific Responsibilities

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

6.0 Presbytery Mission Cabinet

6.1 Mission

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

6.02 Membership

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

1-2. Chair and Vice-Chair of Mission Cabinet - elected by Presbytery

3-11. Three representatives from each Missional Community (9 people)

12-13. Moderator and Vice-Moderator of Presbytery - elected by Presbytery

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

1. General Presbyter/Stated Clerk

2. Presbytery Treasurer

3-5. Mission Coordinators

6.06 Relationship of Presbytery Mission Cabinet to the Three Missional Communities

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

Committee of the Presbytery and its Treasurer in accordance with the fiscal rules of this Manual.

12.03 Balanced Budget

Each of the Three Missional Communities shall submit their budget requests to the Presbytery Mission Cabinet by the end of June July each year. The Presbytery Mission Cabinet shall ordinarily submit the next year's annual budget to the Presbytery at its fall meeting for adoption. In developing the proposed budget to be presented to Presbytery, the Finance and Property Committee of the Cabinet shall develop a narrative budget to explain what the Missional Communities, the Presbytery Mission Cabinet and the committees plan to accomplish with funds allocated to them. The budget shall contain a brief budget message outlining the major goals and objectives of the proposed budget. The proposed budget shall show the total funds allocated to the Cabinet and committees. The Treasurer shall submit a financial report to each stated meeting of Presbytery for information. Presbytery shall operate with a balanced annual budget based on realistic estimates of revenues and support.

Functions of the of the Missional Communities

Certain critical, core functions of our life together as the Presbytery of Coastal Carolina are assigned to the three Missional Communities (East, Central, and West) in order to link them more closely to the congregations that make up the Presbytery and to enable the Mission Communities to respond more quickly and concretely to the needs of local congregations and their members. This plan does not spell out how these core functions should be carried out. We hope that each Missional Community will develop a variety of ways of addressing these (and other functions) in their part of the Presbytery. These responses may well involve sharing ideas, personnel, and resources across two or more of the Missional Communities -just as a Missional Community may focus its attention on a part of its region. In addition to informal coordination among the three Missional Communities, a major part of the work of the Presbytery Mission Cabinet will be to learn from and enable the mission of the three Missional Communities. The functions listed below are intended as suggestions for consideration by the Missional Communities as they plan their work and life together. Programs to support these critical functions might take place at Community Gatherings, in other Community-wide events, or in smaller groupings of congregations.

CF-1.00 Christian Formation

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

CF-2.00 Congregational Vitality (Transformation)

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

CF-3.00 Shared Mission

To promote and support the mission of Presbytery and PC(USA), special ministries such as campus ministries, prison ministries, counseling centers, and ecumenical and institutional relations. The Missional Communities (either jointly or independently) should consider opportunities to develop concrete ways that congregations or groups of congregations could join together in God's mission to the world. These shared mission opportunities could take many forms including joint work camps, community gardens or other hunger action projects, support of mission coworkers in other countries through Presbyterian World Mission, mission fairs, Habitat for Humanity builds, barn-raising for neighboring congregations, campus ministry programs, support of key community ministries within the Missional Community, etc.

CF-4.00 Sessional Records

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

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

**PRESBYTERY OF COASTAL CAROLINA
CMC - VOLUNTEER SUBMISSION FORM**

Name _____ Church _____
Address _____ City _____ Zip _____
Phone (H) _____ (O) _____ (C) _____
Email _____ Church-County Location _____
Teaching Elder _____ CRE _____ Elder _____ Layperson _____
Race _____ Gender _____

1. Please check your skills or experiences:

Computer _____ Technology _____ Publicity _____ Finances/Fund-Raising _____
List Others _____

2. On what committee are you willing to serve?

- Steering Team
- Nomination
- Sessional Records
- Shared Mission
- Christian Formation
- Church Vitality

3. On what position would you be willing to serve?

- Moderator
- Vice Moderator
- Recording Clerk
- Parliamentarian
- Temporary Clerk
- Attendance Chair
- Thank You Chair

4. Person suggesting to volunteer: Self Other (name) _____
Phone Number _____
Email Address _____

Return completed form to:

Central Mission Community Coordinator
P. O. Box 221
Lumberton, NC 28359
Email: clarencepage@presbycc.org

DESCRIPTION OF COMMITTEE RESPONSIBILITIES

Steering Team: focuses on the Presbytery's three core functions: Christian Formation, Church Vitality, Shared Mission, and Sessional Record reviews, as well as areas of leadership and administration that may be needed. The Steering Team also does the following:

- Encourages relationships of congregations, pastors, and other leaders within community and acts as a catalyst to increase connectivity within the community.
- Executes Presbytery-delegated responsibilities.
- Creates budget and calendar of events connected to the community's and Presbytery's strategic goals.
- Plans and executes at least one community gathering (ordinarily in June) for the minimal business of the Presbytery and more importantly, continued "living into" the visions for the Presbytery and Central Community.
- Purposes to meet monthly, or as needed, to ensure the work of the community is accomplished through community-decided goals, plans and actions.

Moderator: moderates steering meetings and community gathering; ensures agendas and minutes are prepared appropriately; ensures accountability for steering commission; represents community at Presbytery-level mission cabinet.

Vice-Moderator: works closely with moderator in duties; assumes role of moderator in absence of moderator; ensures review of Central churches' sessional records; represents community at Presbytery-level mission cabinet; other duties as assigned; will become moderator the following year.

Recording Clerk: prepares agendas and minutes with attachments; maintains records of steering commission; represents community at Presbytery-level mission cabinet.

Nominations: ensures careful compiling of list of names to be given to steering commission for the Community Gathering to elect new commission members for vacant seats/terms and other positions.

Parliamentarian: ensures business meeting procedures are properly and duly carried out in accordance with PCUSA Book of Order, Presbytery rules of order within the Manual of Operations and Robert's Rules of Order.

Temporary Clerk: counts votes; receives the offering, and ensures that information is passed out during Presbytery meetings.

Attendance: tracks and reports those in attendance, to establish that a quorum is met for the business meeting.

Thank You: provides a thank you to the sponsoring church/churches for the event/gathering.

Christian Formation: focuses on equipping leaders and members of our congregations to be more active disciples and apostles of the Gospel of Jesus Christ in their communities and to support the ministry and mission of their congregations.

Church Vitality: focuses on assisting congregations to discover the abundant spiritual resources within our faith in Jesus Christ and a clearer sense of their call to join in God's mission in the world.

Shared Mission: promotes and support the mission of Presbytery and PC(USA), special ministries such as campus ministries, prison ministries, counseling centers, and ecumenical and institutional relations.

FEEDBACK AND EVALUATION OF THE CENTRAL MISSIONAL COMMUNITY GATHERING

Please complete this form and turn in before leaving today's Central Missional Community Gathering. Thank you for your thoughtful, constructive feedback and comments.

Please use the scale below as a rating tool for answering the questions

5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor 0 = No Response/Not Applicable

Evaluation Items	Rating
Were the communication networks used to communicate about the CMC Gathering effective in terms of time, agenda, and location?	
Was the CMC Gathering enjoyable and/or relevant to you?	
Was the location comfortable?	
Was the agenda timing sufficient for activities?	
Were the materials and information provided helpful?	
Was CMC Gathering well organized?	
How was the business meeting?	
How was the breakout session you attended? Breakout Session: _____	
How was worship?	
How was lunch?	
How was parking?	
General Questions (Please print your responses):	
In your breakout session, what was enjoyable and/or helpful to you?	
List some strengths of the CMC Gathering?	
List some areas for improvement in planning and/or executing a gathering?	
What do you suggest to make gatherings more productive and/or fun?	
Additional comments:	

Primary Position Today (Check the Box Which Best Applies)	
Teaching Elder, Voting	<input type="checkbox"/>
CRE, Voting	<input type="checkbox"/>
Ruling Elder Commissioned to Vote	<input type="checkbox"/>
Teaching Elder, Non-voting	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>
Visitor	<input type="checkbox"/>
Presbytery Staff/Volunteer	<input type="checkbox"/>

REFERENCES

Presbytery Directory, www.presbycc.org/directory, password: pccdir

Book of Order/Book of Confession, www.pcusastore.com

Presbyterian Calendar, www.pcusastore.com

Session Records Review Form, www.presbycc.org/forms (Clerk of Session Helps)

Sharing your church's story, www.sacredstories.life

Presbytery Coaches, www.thompsoncoaches.weebly.com

*Contact Presbytery: (910) 862-8300, Fax: 1, (555) 899-7210