

# 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 so that we can 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 so that we can be Christ's Spirit-filled apostles to the whole world.
3. We gather in worship, in prayer, and in study, so that we can awaken our own spiritual imagination and stir one another to greater congregational vitality.
4. We gather in times of fellowship, in occasions of learning, in ministries of compassion, and in joint worship of God, so that our various congregations become increasingly open to the movement of the Spirit in our lives.
5. Each of us brings our gifts and skills to the table, so that we can effectively develop the leaders that our Presbytery and our congregations need.

### Presbytery of Coastal Carolina

Presbyterian Church (U.S.A.)

## Manual of Administrative Operations

(With Appendices)

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

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

14 **1.00 Governing Principles**

15 **1.01 Presbytery**

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

19 **1.02 Incorporation**

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

29 **1.03 Jurisdiction**

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

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

38 **1.04 Membership**

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

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

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

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

57   **1.05   Responsibilities**

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

62   **1.06   Sacrament Authorized**

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

68   **1.07   Missional Communities**

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

72        **East Missional Community**

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

76        **Central Missional Community**

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

78        **West Missional Community**

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

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

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

87 **1.09 General Assembly**

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

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

93 **2.01 Purpose**

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

97 **2.02 Authority**

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

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

115 **2.03 Membership**

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

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

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

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

#### 131   **2.04   Frequency of Gatherings**

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

#### 135   **2.05   Agenda**

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

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

#### 141   **2.06   Business at Community Gatherings**

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

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

#### 149   **2.07   Quorum**

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

#### 152   **2.08   Other Rules of Order**

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

#### 155   **2.09   Officers of Missional Communities**

##### 156           a.     Moderator and Vice Moderator

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

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

164 **2.10 Mission**

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

167 **Our Vision**  
168 **A Provocative Proposal of the**  
169 **Reality We Seek to Live Into**  
170 **As Coastal Carolina Presbyterians**

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

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

185

186 **2.11 Missional Community Steering Committee**

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

190 **2.12 Responsibilities**

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

- 193 a. Shared Mission  
194 b. Leadership Development

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

### 197 **3.00 Administrative Organization of Presbytery**

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

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

### 206 **4.00 Officers of Presbytery**

#### 207 **4.01 Elected by Presbytery**

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

#### 214 **4.02 Moderator and Vice Moderator**

215 The term of the Moderator shall be one calendar year. The Moderator shall first be elected to the office  
216 of the Vice Moderator for one year and shall serve as a member of the Presbytery Mission Cabinet  
217 during that year and during the year of service as Moderator. Presbytery shall be faithful to the  
218 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 **1.20 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  
Manual of Administrative Operations 16 Adopted by Presbytery on 12-05-2015

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.