

**Winnebago Presbytery**  
**Manual of Administrative Operations**  
Revised 11 May 2010

**INTRODUCTION**

This information is intended for use by all members of the Presbytery and all components of the Presbytery structure, as well as sessions and congregations. The policies and procedures established by Presbytery for use and implementation by its committees are listed in the appendix to this Manual and carry the full authority of the Manual. These policies and procedures are available upon request to the office of Presbytery.

**I. MEETINGS OF PRESBYTERY**

A. STATED MEETINGS

The Presbytery shall meet four times a year with exact dates to be determined at least one year in advance by Presbytery Council.

B. OTHER MEETINGS

1. Presbytery may adjourn a stated meeting to a specific time and place.
2. Special meetings of Presbytery (*pro re nata*) may be called as provided in the Constitution of the Presbyterian Church (USA) - (G-11.0201).
3. It shall be the duty of every member of Presbytery to be present throughout all meetings unless excused by the Presbytery.

C. COMMUNION

The Sacrament of the Lord's Supper shall be celebrated at least annually.

D. MILEAGE AND DEPENDENT CARE SUBSIDIES

Presbytery shall pay a travel subsidy, if requested, to all stated and special (*pro re nata*) meetings of Presbytery at a rate determined by Presbytery Council. Presbytery also offers a subsidy for dependent care during Presbytery meetings.

E. COMMISSIONERS

Sessions are encouraged to elect elder commissioners to Presbytery for a one-year term for the purpose of continuity.

Policy on Mileage Subsidy, Dependent Care Policy, and Guidelines for Worship at Presbytery Events and Guidelines for Worship at Presbytery Events are companion pieces outlining the policies and procedures. Complete copies are available on-line and any required forms are available upon request from the Presbytery Office.

## II. PRESBYTERY OFFICERS

Presbytery Officers are: Moderator, Vice Moderator, Stated Clerk and Treasurer. The general duties of these offices are outlined in the Standing Rules. More detailed position descriptions for the Stated Clerk and Treasurer are included herein.

### A. MODERATOR

1. be a member of Presbytery;
2. be the presiding officer of the Presbytery;
3. appoint temporary or special committees unless their appointment is otherwise specified by action of the Presbytery;
4. represent the Presbytery at official functions;
5. perform any additional duties Presbytery may prescribe;
6. serve as moderator of the Presbytery Council;
7. appoint a clerk pro tem in the absence of the Stated Clerk, if possible, in consultation with the Stated Clerk;
8. attend the General Assembly sponsored Moderator's Conference (at Presbytery expense) usually held in Louisville in the fall;
9. preside over Ordination and Installation of Pastors, or appoint the Vice Moderator or a former Moderator if unable to attend;
10. preside over Installation of Presbytery officers;
11. preside over Commissioning of General Assembly Commissioners;
12. preside over Commissioning of Lay Pastors.

### B. VICE MODERATOR

1. be a member of Presbytery;
2. at the invitation of, or in the absence of the Moderator, perform the duties assigned to the Moderator.

### C. STATED CLERK

The Stated Clerk shall:

1. give notice of all meetings of the Presbytery to all ministers and all Sessions of Presbytery;
2. distribute a printed docket ten (10) days in advance of the meetings of Presbytery;
3. have available the most recent Minutes of the Synod of Lakes and Prairies, and of the General Assembly of the Presbyterian Church (USA);
4. assist Presbytery in determining questions of order, serving as parliamentarian;

5. receive all papers, communications, and overtures addressed to the Presbytery and transmit them to the appropriate person(s) and report such transmittals to the Presbytery;
  6. conduct the ecclesiastical correspondence of Presbytery;
  7. keep a permanent roll of churches, ministers, moderators, ordinations, candidates for ordination to the Ministry of Word and Sacrament under the care of Presbytery, certified Christian Educators, inactive and released ministers, and such other rolls as Presbytery or the Constitution of the Presbyterian Church (U.S.A.) or the General Assembly may require;
  8. keep a record of officers, trustees, personnel of committees, task forces, commissioners to General Assembly, churches from which Elder commissioners have been elected, and churches which have entertained Presbytery as hosts for its meetings;
  9. prepare an annual necrology report for both elders and ministers;
  10. compile such reports as are required or requested by Synod and General Assembly;
  11. be a member of Presbytery Council ex officio without vote and serve as its secretary;
  12. notify, in writing, all who have been elected or appointed to serve for specific duties;
  13. report at the first meeting of the year of Presbytery on the equalization of elders and minister members of Presbytery (Book of Order G-11.0101);
  14. keep, in proper form, the minutes of all meetings of Presbytery together with such reports as are submitted at meetings of Presbytery;
  15. serve as legal registered agent of Presbytery;
  16. arrange for minutes to be taken at each meeting of Presbytery and Presbytery Council;
  17. coordinate the review of Session records for consideration and action of Presbytery on an annual basis;
  18. communicate with Elder commissioners and Ministers who are not present at meetings of Presbytery;
  19. serve as resource to the Permanent Judicial Commission for its yearly review of duties and responsibilities and whenever judicial action is enacted under the provision of the Book of Order;
  20. perform those appropriate duties assigned by Presbytery or Presbytery Council
- Performance of the above responsibilities shall be reviewed annually by the Personnel Committee of Presbytery according to the provisions of the Presbytery Personnel Policies and Procedures.

#### D. TREASURER

**Accountability:** The Treasurer is an elected officer, accountable to Presbytery. The Treasurer serves as a resource person to the Finance Committee, and is a voting member of the Council and of the Presbytery. The term of office is three years; successive terms may be served. The position is filled through the nomination process of Presbytery.

**Responsibilities:**

1. Authorized to co-sign all checks and financial papers as authorized by the Presbytery;
2. Recommend investment vehicles to the Finance Committee compatible with the current investment policy;
3. Implement the investment process and report investment status as directed by the Finance Committee and/or Presbytery;
4. Participate as a resource member of the Finance committee and as a voting member of Council;
5. Serve as a resource person for the Associate for Administration, in the Presbytery Office;
6. Review financial monthly financial statements and account reconciliations.

**Skills**

1. Experienced with and capable of understanding financial transactions, records and processes in order to recommend proper accounting procedures and principles for the best possible financial accountability.
2. Experienced with investing vehicles, investment reporting and the implementation of investment direction.
3. Familiarity with computers and financial programs.

**Relationships**

1. Be an active member of a PC (U.S.A.) congregation.
2. Be willing to work closely with the Associate for Administration, the Executive Presbyter, and the Finance Committee Moderator.

### III. **PRESBYTERY STAFF**

#### A. EXECUTIVE PRESBYTER

**Purpose:** To provide leadership, care, oversight, and communication in order to promote the ministry and mission of the Presbytery through its officers, congregations, and members.

**Accountability and Relationships:** The Executive Presbyter is:

1. called and employed by the Presbytery with the full participation of the Synod of Lakes and Prairies (G-9.0701b).

2. accountable to the Presbytery through its Council (G-90701a) and Personnel Committee, and
3. responsible for interpreting and facilitating the implementation of the actions of the Presbytery and the Synod as they may affect one another's ministry or mission.

## **Responsibilities**

### **1. Leadership**

- a) To provide leadership in the task of learning, understanding, and adhering to the Reformed theological tradition and polity of the Presbyterian Church (USA).
- b) To serve the Presbytery as:
  - member of the Presbytery Council ex officio
  - resource advisor to the Committee on Ministry and other committees of Presbytery as determined in consultation with the Personnel Committee and other employees.
  - facilitator in the development, implementation, and evaluation of Presbytery policies, goals and budgets in order to implement Presbytery decisions in matters of strategy, program and resources.
- c) To maintain contact and visibility with all churches of Presbytery and to help develop a climate of friendliness, concern, support, openness, trust, love, respect, and understanding among the churches, committees, and members of Presbytery.
- d) To serve on Synod or church-wide committees and task forces upon assignment in consultation with the Presbytery Council or Synod as appropriate.

### **2. Care**

- a) To provide guidance and care for the human and professional needs of the ministers of Presbytery and be available for counsel with members, professional staff, and their families.
- b) Whenever possible, to participate in clergy ordination and installation services in the Presbytery, and to initiate and respond to opportunities to meet with pastors and local church groups on an ongoing regular basis.

### **3. Administration:**

- a) To function as Head of Staff of the Presbytery and its office in the implementation of the Presbytery's policies, strategies and programs.
- b) To coordinate the work of any Synod or General Assembly staff working within the bounds of the Presbytery in accordance with the arrangements and policies established by the Synod Personnel Committee.
- c) To administer the implementation of Synod and General Assembly policies within the bounds of the Presbytery including the churchwide plan for equal employment opportunity, consistent with the church's commitment to inclusiveness and diversity.

#### 4. Communication

- a) To communicate the interests of the Presbytery to the churches of the Presbytery, to the Synod and General Assembly and vice versa.
- b) To communicate the interests of the Presbytery in ecumenical relations consistent with the policies established by the Presbytery.
- c) To communicate the programs and decisions of the Presbytery and the Presbyterian Church (USA) to persons and agencies beyond the bounds of the denomination.
- d) To communicate the decisions and policies of the governing bodies to other groups within the churches of the Presbytery.
- e) To communicate matters of critical concern to the churches and media.

**5. Evaluation:** The Presbytery committee responsible for personnel shall make provisions in consultation with the Synod, for annual review of the Executive's work, and for a comprehensive review at least every five years. The annual review shall include the identification of goals and priorities at the beginning of the review period to provide the basis for the annual review.

**6. Term:** The Executive Presbyter shall be elected for an indefinite term.

#### B. ASSOCIATE EXECUTIVE PRESBYTER ( $\frac{3}{4}$ Time Position)

**Purpose:** Empowerment, resourcing and coordination of ministry and mission within the church of Jesus Christ in and for the congregations and the Presbytery of Winnebago.

**Accountability:** This individual is accountable to the Presbytery through the Personnel Committee and the Presbytery Council. The Executive Presbyter is the person's direct supervisor. The individual will be the primary staff person for the Resource and Program Coordinating Team and will provide staff support for the existing task groups which relate to it.

**Responsibility** (Including, but not limited to the following):

1. Stewardship Development
2. Congregational Development and Transformation
  - Focus on Small Church Ministry
  - Potential for New Church Development
  - Evangelism Enhancement
3. Education
  - Youth Ministry
  - The Gathering

4. Communication
  - Including web-based communication with and between congregations
5. Leadership Development
6. Connectional Mission
7. Cooperative Ministries (Youth)

**Terms:** This is a called position with a minimum commitment of three years. Annual review and evaluation will occur according to the established personnel policies and procedures of the Presbytery.

#### C. ASSOCIATE FOR ADMINISTRATION

**Purpose:** To provide administrative and financial support services to the Presbytery of Winnebago.

**Accountability:** The Associate for Administration is a non-exempt position accountable to the presbytery through the Executive Presbyter and the Personnel Committee.

**Responsibilities:**

1. Coordinate the administrative work of Presbytery of Winnebago and its programmatic and ecclesiastical units.
2. Maintain the ongoing financial records of Presbytery of Winnebago and its units.
3. Serve as a staff resource to the Finance Committee.
4. Serve as an active member of the Presbytery of Winnebago staff team.

**Evaluation:** There will be an annual review/evaluation conducted by the Personnel Committee and periodic review consultations with the Executive Presbyter.

**Term:** The person is selected by the Presbytery Personnel Committee.

#### IV. BOOK OF ORDER MANDATED COMMITTEES

##### A. COMMITTEE ON MINISTRY

The Committee shall fulfill the responsibilities as described in the Book of Order, G-11.0502.

In reference to the Book of Order, G-11.0502h, the Committee on Ministry may exercise the authority to find in order calls issued by churches, to approve and present call for services of ministers, to approve the examination of ministers

transferring from other presbyteries required by G-11.0402, to dissolve pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries. All such actions must be reported at the next stated meeting of Presbytery. This shall include the review function of the terms of call.

The Committee on Ministry Manual is a companion piece outlining the policies and procedures, including all forms, related to the work of the committee. Committee members will be given complete manuals, and required forms are available upon request from the Presbytery Office.

## B. COMMITTEE ON PREPARATION FOR MINISTRY

The Committee on Preparation for Ministry (CPM) of Winnebago Presbytery shall fulfill the Presbytery's responsibilities pertaining to candidates for church vocations as provided in the Book of Order, G-14.0300-14.0405.

The Committee shall treat all information generated in the application and care process with confidentiality.

Policy guidelines and requirements for the CPM are found in the manual: Preparation for Ministry in the Presbyterian Church (U.S.A.).

The Committee on Preparation Manual is a companion piece outlining the policies and procedures, including all forms, related to the work of the committee. Committee members will be given complete manuals, and required forms are available upon request from the Presbytery Office.

## C. NOMINATING COMMITTEE

The Committee shall fulfill the responsibilities as described in the Book of Order: G-90800. One member of the Committee will serve, ex officio, on the Committee on Representation; and one member of the Committee on Representation will serve, ex officio on the Nominating Committee. The following procedures are intended to guide the Nominating Committee in fulfilling its responsibilities. In addition, nominations from the floor are in order, provided that the person nominated has indicated willingness to serve.

1. Procedures for Nominating Presbytery Officers, Committee Members and Moderators, and Representatives to Ecumenical Organizations.
  - a) Recommendations for the nominees will be solicited from sources such as moderators of presbytery committees, Moderator of Presbyterian Women in Winnebago Presbytery, clerks of session and the pastors and congregational nominating committee moderators. Only Nominating Committee members will contact persons under consideration for specific positions.
  - b) Nominating Committee may consult presbytery officers and committee moderators.

- c) Nominations will be based on the following considerations:
  - i. balance between Elders and Ministers, with due regard to race, ethnic origin, disability, age, sex and marital status;
  - ii. representative of church size and geographical area;
  - iii. to the extent possible, pastors and lay personnel shall be invited to serve in areas of interest;
  - iv. ordinarily, the office of Moderator and Vice Moderator will alternate between Elder and Minister.
- d) While the Nominating Committee shall solicit input as above, it is responsible for preparing and presenting the slate of nominees, with Presbytery having the right to nominate from the floor and the power to elect.
- e) The time line for these nominations is in a sequence of three Committee reports in sequential meetings of Presbytery:
  - i. Present a slate of nominees for election as Synod and GA Commissioners and Youth Advisory Delegate(s), nominees for representation on Synod Committees and Commissions, Presbytery Officers, and Moderators of Committees.
  - ii. Present a slate of nominees for election to presbytery committees and commissions.
  - iii. Present a slate of nominees for elections for representatives to ecumenical organizations and endorsements for General Assembly committees and units.
  - iv. When vacancies occur by reason of resignation or death, the Nominating Committee shall ordinarily nominate persons to fill the vacancies at the next meeting of Presbytery.

2. Procedures for Nominations to Synod:

- a) Presbytery's representative to the Synod's Nominating Committee is an ex officio member of Presbytery's Nominating Committee and is to provide liaison with Synod.
- b) Nominations are secured by the Synod's Nominating Committee for the following positions and passed on to Synod for election.
  - i. Synod officers, when appropriate;
  - ii. Synod organizational units and subsidiary corporations, when appropriate.
- c) Presbytery, when notified of Synod vacancies, will be given the opportunity to make suggestions, conveyed to Synod through our representative on the Synod Nominating Committee.
- d) In order for Presbytery to understand fully the relationship of Synod's Nominating Committee to Presbytery, the following guidelines established by Synod for the Synod Nominating Committee are included:
  - i. Members, other than the Moderator and at-large members of the Synod Committee, are nominated by their presbyteries, and elected by the Synod.

- ii. Presbytery representatives on the Synod Nominating Committee are the primary means of liaison with Presbytery nominating committees. Presbytery nominating committees are urged to invite these representatives to be liaison members, without vote, of their Presbytery committees to help hold before the Presbytery committee the Synod's needs and processes.

3. Election of Elder Commissioners and Alternates to Synod and General Assembly

- a) Nominees will be selected according to the following guidelines:
  - i. leadership in local church;
  - ii. ability to contribute to Synod or General Assembly;
  - iii. participation in Presbytery;
  - iv. inclusive representation.
- b) Nominees to General Assembly shall be chosen from a rotating list of churches based on the date when the congregation was last represented at General Assembly.
- c) Whichever persons represent the Presbytery at General Assembly, such persons' churches will be rotated on the respective lists.
- d) A person elected as an alternate commissioner will be eligible for nomination to the next General Assembly.
- e) Nominees to Synod are elected for two-year terms.

4. Election of Minister Commissioners and Alternates to Synod and General Assembly

- a) One nominee for each General Assembly vacancy shall be chosen from a rotating list based on last commissioning, from active members of the Presbytery and according to the following guidelines:
  - i. faithfulness in attendance and activities of the Presbytery during the past five years;
  - ii. longevity in the ministry;
  - iii. longevity in the Presbytery;
  - iv. never has been a commissioner to Synod or General Assembly;
  - v. the Moderator of Presbytery;
  - vi. competency in the issues to be acted upon by Synod or General Assembly;
  - vii. inclusive representation.
- b) Whichever persons represent the Presbytery at General Assembly, said persons will be rotated on the respective lists.
- c) Principals and Alternates will be chosen for the General Assembly according to the maximum number allowed by the General Assembly.

- d) A person elected as alternate will be eligible for nomination for the next General Assembly Commissioner vacancy.
  - e) Synod Commissioners are elected for two-year terms.
5. Nominations From the Floor: In addition to nominations submitted by the committee, it is always appropriate for nominations to be made from the floor of a Presbytery meeting. Persons being nominated from the floor shall have agreed to have their names placed in nomination. Persons making such nominations shall be prepared to present biographical and other appropriate information about the nominee.

Resignations and Replacements for Presbytery Committee Positions is a companion piece related to the work of the committee. Committee members will be given complete copies.

#### D. COMMITTEE ON REPRESENTATION

1. The Committee on Representation of Winnebago Presbytery shall conform to the provisions of the Book of Order, G-9.0105, in both its composition and its functions.
2. Membership: The committee is composed of six persons, in equal numbers of men and women and with a majority of its members from racial/ ethnic groups within the Presbytery. One member of the Committee will serve, ex officio, on the Nominating Committee; and one member of the Nominating Committee will serve, ex officio, on this committee. The following categories of persons shall be represented:
  - a) majority male membership;
  - b) majority female membership;
  - c) racial/ethnic male membership;
  - d) racial/ethnic female membership;
  - e) youth male and female membership.
3. Advisory and Advocacy Functions: The committee shall advise the Presbytery on inclusiveness of representation within its units and to other groups. It shall advocate for the representation of racial/ethnic members, women, different age groups, and persons with disabilities and review the performance of the Presbytery in achieving balanced representation. The committee shall also advise the Presbytery on the employment of personnel in accordance with the equal employment opportunity policy of Presbytery.

4. Reporting: The Committee shall report annually to Presbytery and Synod with proposals for any corrective action which it deems appropriate, after consultation with the Nominating committee of Presbytery. The annual report shall be included in the Permanent Minutes of Presbytery.

Age Categories and Disability Definitions is a companion piece related to the work of the committee. Committee members will be given complete copies

#### E. PERMANENT JUDICIAL COMMISSION

The Permanent Judicial Commission will meet annually to review its duties and responsibilities. The Commission will also meet whenever a judicial action is enacted under the provision of the Book of Discipline. The Stated Clerk will be responsible for convening the meeting of the commission. The Stated Clerk will be the presbytery officer who provides counsel to this commission.

### V. PRESBYTERY COUNCIL

- A. **Purpose**: The purpose shall be to envision, facilitate, and evaluate the mission of the Presbytery, and to administer its ongoing work.

- B. **Responsibilities**:

1. coordinate, plan and prepare docket for Presbytery meetings.
2. receive reports of and review the work of committees and task groups;
3. be responsible for evaluating and recommending the goals of Presbytery;
4. report to Presbytery every item of business transacted by it;
5. act on behalf of Presbytery as necessary between stated meetings of Presbytery.

When necessary, the Presbytery Council **MAY ACT** on the following matters upon recommendation by the Committee on Ministry: approval of Calls and related recommendations (excluding enrollment); dissolve pastoral relationships; approve Commissions for ordinations and installations. These matters are to be brought directly to Presbytery for action whenever possible; Council may act when this is impossible or inappropriate.

The following matters **MAY NOT** be enacted by Presbytery Council and must always be acted upon by the Presbytery: approval of Presbytery goals; organizing or dissolving congregations; receiving candidates under care; receiving clergy members of Presbytery. In matters of business not mentioned above, the Presbytery Council may act on behalf of the Presbytery.

The Council must present its actions for review at the next meeting of Presbytery.

6. appoint task forces to fulfill responsibilities not clearly designated to an existing committee or unit of Presbytery
7. coordinate the Presbytery's involvement in denominational and ecumenical relationships. In addition to those items specified in the Manual under "Nominating Committee," the Council shall also:

- a) coordinate/facilitate communications with other governing bodies and ecumenical agencies;
  - b) appoint representatives to participate in consultations and other events;
8. nominate the slate for the Presbytery Nominating Committee.
  9. set the exact dates for Presbytery meetings at least one year in advance.
  10. study and make recommendations regarding proposed amendments to the Standing Rules and the Manual of Administrative Operations.

B. **Membership:** maintain the following positions for the promotion and execution of the mission of the Presbytery:

Officers: Moderator of Presbytery (who shall preside), Vice Moderator of Presbytery, Stated Clerk (who shall take minutes and maintain Council records), Treasurer.

Staff: Executive Presbyter, Associate Executive Presbyter, Associate for Administration

Moderators of the Book of Order Mandated Committees: Committee on Ministry, Committee on Preparation for Ministry, Committee on Representation, Nominating Committee, (Judicial Commission relates to Council through the Stated Clerk);

Moderators of Committees Formed by Winnebago Presbytery: Finance Committee, Resource & Program Coordinating Team, and Personnel Committee and the Session Records Review Committee.

Moderator of Presbyterian Women and Immediate Past Moderator of Presbytery

**Quorum:** The quorum for Council shall be a majority of the members.

C. **Reporting:** The Moderator of Presbytery Council, with the assistance of the moderators shall submit written reports to Presbytery, for mailing at least ten (10) days prior to stated meetings of Presbytery.

D. **Annual Planning:** Presbytery Council shall conduct annual planning and evaluation review of its organization and task priorities.

## VI. COMMITTEES FORMED BY WINNEBAGO PRESBYTERY

### A. FINANCE COMMITTEE

1. **Membership:** The Finance Committee shall consist of six (6) elected members serving in three classes for not more than two three-year terms. The Treasurer of Presbytery shall serve as an ex officio member.
2. **Purpose:** The Finance Committee shall:
  - a. administer the ongoing financial work of Presbytery;

- b. provide advice and assistance to constituent churches which desire or need financial expertise of Presbytery;
  - c. fulfill legal responsibilities for the orderly and efficient functioning of Presbytery as a non-profit organization and meet annually as trustees of Presbytery.
3. **Responsibilities:** The Finance Committee shall have oversight in the following areas:
- a. budgeting and financial matters of Presbytery;
  - b. property use & disposition and insurance coverage, subject to review of Presbytery;
  - c. presbytery record-keeping;
  - d. guidance in financial matters to local congregations;
  - e. as Board of Trustees, the legal transactions of the corporation.
4. **Specific Tasks:** The Finance Committee shall:
- a. develop and monitor a budgeting process for all committees, and task forces;
  - b. prepare the annual budget for recommendation to Presbytery;
  - c. review and manage Presbytery funds and investments;
  - d. provide for and review the annual audit;
  - e. report to Presbytery annually on assets held by the corporation;
  - f. review all plans by local churches to sell, mortgage, encumber, or lease real property, and recommend action to Presbytery (Book of Order G-8.0500);
  - g. prepare, with the Treasurer, monthly financial reports to Presbytery and committees;
  - h. establish and supervise per capita apportionment and payments.

Budget Overage Policy, Property Disposition Policy, Per Capita Payment Policy, Endowment and Reserve Fund Policies, and Presbytery Investment Policy are companion pieces related to the work of the committee. Committee members will be given complete copies.

## B. PERSONNEL COMMITTEE

1. **Membership:** The Personnel Committee shall consist of six (6) elected members serving in three classes for no more than two three-year terms.
2. **Purpose:** To supervise Presbytery staff and report all actions, recommendations and evaluations.
3. **Responsibilities:** This committee shall be responsible for the following:

- a. provide supervision and evaluation for the Executive Presbyter.
- b. delegate appropriate staff supervision to the Executive Presbyter.
- c. provide an evaluation process for all Presbytery staff.
- d. provide supervision and evaluation for the Stated Clerk and other paid officers.

Personnel Policies and Procedures is a companion piece related to the work of the committee. Committee members and all employees will be given complete copies.

#### C. RESOURCE AND PROGRAM COORDINATING TEAM

1. **Membership:** A moderator and eight other members to be elected by Presbytery, serving three-year terms in three classes.
2. **Purpose:** To be responsive to the ministry and mission concerns of the Presbytery and its congregations, especially its unmet needs.
3. **Responsibility:** To stimulate partnership projects between Presbytery and congregations for specific tasks in ministry and mission with delimited time frames.
4. **Accountability:** Programs and activities are reported to Presbytery. Funding is to be approved by Presbytery, through the reports and recommendations of the Finance Committee. The Team's ongoing work is to be reviewed and evaluated by Council annually.

#### D. GRANTS ALLOCATION COMMITTEE

1. **Membership:** The Grants Allocation Committee shall be composed of a minimum of five members-at-large (minister or lay leaders) with no more than two representatives from a particular congregation. Additionally, one member of the Finance Committee, and one member of the Resource and Program Coordinating Team (RPCT) will serve. The RPCT representative serves as Committee chair. The Associate Executive Presbyter shall serve as staff resource.
2. **Purpose:** The Committee shall recommend the allocation of the dollars available from various special funds of the Presbytery, particularly the local mission grants and local emerging mission grants (Operations Budget), the Genesis Fund (Ministry Projects), and the Small Church Grant Fund.
3. **Responsibilities:** Committee responsibilities are to:
  - a. Establish procedures as needed
  - b. Promote funds availability
  - c. Review applications
  - d. Recommend allocation of the available dollars
4. **Accountability:** The Committee is accountable to the Presbytery.

E. SESSION RECORD REVIEW COMMITTEE

1. **Membership:** The Session Record Review Committee shall be composed of three (3) elected members serving in three classes for no more than two three-year terms. The Stated Clerk serves ex officio on this committee.
2. **Purpose:** The Committee, under the direction of the Stated Clerk, is responsible for the annual review of the minutes and registers of each session in the Presbytery.

Session Records Review Procedures, Session Records Review Checklist and Commentary are companion pieces related to the work of the committee. Committee members will be given complete copies.

F. INVESTIGATING COMMITTEE POOL MEMBERSHIP

The pool will consist of six (6) elected persons, in three classes of two persons serving for not more than two-three-year terms.

VII. AMENDMENT AND SUSPENSION OF MANUAL OF ADMINISTRATIVE OPERATIONS PROVISIONS

Amendment of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery, provided that there is an opportunity for discussion of the rationale and consequences of the proposed change. Temporary suspension of particular provisions of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery for an action or decision at that meeting only.

VIII. REVIEW OF THE MANUAL OF ADMINISTRATIVE OPERATIONS

There will be a complete review and evaluation of the Manual of Administrative Operations annually for adequacy. This review shall be the responsibility of the Presbytery Council. The Council shall report this review annually to Presbytery with its recommendations.