



The Presbytery

of the Western Reserve

2800 Euclid Avenue, Suite 500
Cleveland, OH 44115-2431

www.preswesres.org

The Manual of Operations

*“Equipping and supporting congregations to be
Christ in the world.”*

PRESBYTERY OF THE WESTERN RESERVE

MANUAL OF OPERATIONS

Approved November 2016

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Chapter 1 - Introduction

1.1 Mission

The core of the presbytery's mission can be stated simply as:

"Equipping and supporting congregations to be Christ in the world."

The Presbytery of the Western Reserve bears witness to the grace of God in Jesus Christ through the unique ministries of its members and churches. We are an ordered and interconnected body that equips each congregation to experience God in vital worship and mission. With love and cooperation, we develop leaders, nurture pastors, and support ministries of justice and evangelism. We believe the Holy Spirit speaks through the gathered body as, together, we discern Christ's will and give glory to God. (May 27, 2015)

1.2 Operational Principles

Structures are meant to embody the Presbytery's theological understanding of itself and its mission. Structures are therefore time-limited and expected to change as the Presbytery responds to God's call. Structure is always in service to the mission strategy. The proposed structure intentionally makes use of small committees of elected leaders with the expectation that they will inspire, recruit, and empower others to take on specific assignments for mission-focused causes or to assist in carrying out their responsibilities. Communication and coordination will be key to the success of this approach. Committees will organize themselves as necessary, within the principles of Presbyterian polity, to accomplish the responsibilities designated to them.

Chapter 2 – Membership and Meetings

2.1 Voting Membership of the Presbytery

1. Teaching elders who have been admitted to membership according to the Constitution.
2. Ruling elder(s) of member congregations who:
 - a. have been designated by their session as commissioners;
 - b. have been elected as officers of the Presbytery;
 - c. are former Moderators of Presbytery who are in residence within the bounds of the Presbytery and are able to attend;
 - d. are paid Presbytery staff;
 - e. are Moderators of Presbytery units;
 - f. is the Moderator of Presbyterian Women;
 - g. are certified Christian Educators or Associates in approved service; and
 - h. are ruling elders commissioned to serve congregations.
3. Sessions shall elect commissioners according to the following table for the purpose of equalization of ruling elders and teaching elders:

149 or fewer members	1 elder
150 to 400 members	2 elders
401 to 500 members	3 elders
501 to 1000 members	4 elders
1001 or more members	5 elders

4. If there is still an imbalance in the number of ruling elders and teaching elders, the Stated Clerk shall recommend a process to correct it.

2.2 Meetings of the Presbytery

1. Stated Meetings: The Presbytery shall ordinarily hold six (6) stated meetings each year on the fourth Monday in the months of January, March, May, July, September, and November. The schedule of stated meetings shall be prepared by the Stated Clerk), and presented for approval by the Coordinating Cabinet at its September meeting, and reported to the Presbytery. Notice of any stated meeting shall ordinarily be sent not less than ten days in advance to each member and member congregation of the presbytery. Such notice will be sent by electronic means.

2. The May stated meeting shall be the Annual Meeting to elect officers of the Presbytery, moderators and members of Ministries and Committees, to install the Moderator and Vice Moderator of the Presbytery, to receive the Memorial report of ruling elders and teaching elders who have died during the year, and ordinarily to celebrate communion.
3. Commissioners to General Assembly shall ordinarily report at the next stated meeting after General Assembly meets. Commissioners to Synod shall report at stated meetings following each Synod Assembly. Reports from commissioners to these Assemblies may be oral or written.
4. Special meetings of the Presbytery may be called: 1) by the Coordinating Cabinet, or 2) by the moderator of the presbytery at the request of, or with the concurrence of, two ruling elders from two congregations and two teaching elders of the presbytery. Notice of a special meeting requiring action by the presbytery shall ordinarily be sent not less than seven days in advance to each member and member congregation of the presbytery. Notice of a special meeting to report information shall ordinarily be sent not less than three days in advance to each member and member congregation of the presbytery. The notice for a special meeting shall set out the purpose of the meeting, and no business or report other than that listed in the notice shall be transacted. Such notice may be sent by electronic means.

Chapter 3 – Officers and Staff

3.1 Ecclesiastical Officers

1. The Presbytery shall elect from its teaching elder members and ruling elders of member congregations a Moderator, a Vice-Moderator, a Moderator of Coordinating Cabinet, a Treasurer, a Stated Clerk, a President of the Corporation who shall be the Moderator of the Board of Trustees, and a Vice-President of the Corporation who shall be the Vice-Moderator of the Board of Trustees. The Stated Clerk shall serve as the Secretary of the Corporation.
2. The Corporate Officers shall be the President, Vice-President, Secretary and Treasurer.

3.2 Moderator

The Moderator shall be elected and installed for a term of one (1) year, and shall not be eligible for re-election to the next succeeding term. The Moderator shall be elected and installed at the Maystated meeting, and shall assume all duties at the close of the May stated meeting.

1. Duties:
 - a. to be a member ex-officio without vote of all ministries, committees, and special committees of the Presbytery
 - b. to preside at ordinations, installations, and other similar occasions, but may delegate these duties to the Vice-Moderator or a former moderator of the Presbytery;
 - c. to provide for worship at Presbytery meetings in consultation with the Coordinating Cabinet; (see section 5.3)
 - d. to appoint a Committee of Counsel for the Presbytery in the Judicial Process for a Remedial Case when advised by the Stated Clerk;
 - e. to ordinarily be elected to moderate the Coordinating Cabinet the following year; and
 - f. to fulfill such other duties as the Presbytery shall assign.

3.3 Vice Moderator

The Vice-Moderator shall be elected for one (1) year to assist the Moderator in the duties of the office, and shall ordinarily be elected Moderator the succeeding

term. The Vice Moderator shall be installed and assume all duties at the May stated meeting.

3.4 Moderator of Mission Council

The immediate past Moderator shall be elected to serve a one (1) year term as Moderator of Mission Council. The Moderator of Mission Council shall be installed and assume all duties at the May stated meeting.

3.5 Stated Clerk

The Stated Clerk shall be elected ordinarily for a term of three (3) years. A comprehensive review will be conducted prior to a recommendation for election to any additional term. The Stated Clerk's compensation shall be approved by the Presbytery upon recommendation of the Committee on Operations. The Stated Clerk is accountable to the Presbytery through the Committee on Operations.

1. Duties:

- a. to act as communicator for the Presbytery with the Sessions, other presbyteries, synods, and General Assembly;
- b. to be responsible for providing for organizational and procedural details for Presbytery meetings, including acting as parliamentarian, providing for the recording of minutes and approving the distribution of literature and petitions at Presbytery meetings;
- c. to provide advice and counsel concerning matters of Presbyterian polity and the Constitution of the Presbyterian Church (USA);
- d. to serve as staff resource to the Committee on Ministry and the Committee on Preparation for Ministry and to serve as secretary to the Coordinating Cabinet;
- e. to facilitate all processes involved in judicial cases as specified in the Rules of Discipline;
- f. to recommend members to serve as an Investigating Committee when an accusation is filed preliminary to a disciplinary case;
- g. to report to the Moderator of the Presbytery the names of those who will serve as Prosecuting Committee in a disciplinary case when the charges in that matter are reported to the Presbytery;
- h. to serve as Secretary of the Corporation;
- i. to seek legal counsel when necessary; and
- j. to provide such other services as the Presbytery shall designate.

3.6 Treasurer

The Treasurer shall be elected by the Presbytery for a term of one (1) year upon nomination by the Committee on Nominations and Representation in consultation with the moderator of the Committee on Operations/Board of Trustees, and may be re-elected for additional terms without limit. The Committee on Operations/Board of Trustees is responsible for ensuring the annual review of the work of the Treasurer.

1. Duties:

- a. to be an ex-officio member, with vote, of the Committee on Operations/Board of Trustees;
- b. to consult with the Committee on Operations/Board of Trustees concerning the charge, custody, and responsibility for all funds and securities of the Presbytery;
- c. to make a monthly report for the meetings of the Committee on Operations/Board of Trustees and the Coordinating Cabinet, prepare an annual financial statement for the Presbytery, and assure that a full financial review is made yearly by an independent certified public accountant and that its results are reported to the Presbytery;
- d. to act as advisor to all Presbytery staff concerned with finances; and
- e. to perform such other duties as assigned by the Presbytery.

3.6 General Presbyter

There shall be a General Presbyter elected to assist the Coordinating Cabinet as administrator for the implementation of the Presbytery's mission strategies, programs and resources. A comprehensive review of the General Presbyter shall be provided for.

When a vacancy occurs in the office of General Presbyter, the Committee on Nominations and Representation shall nominate a Search Committee to be elected by the Presbytery in accordance with the principles of participation and representation of the constitution. The Search Committee shall consist of an equal number of teaching elders and ruling elders and shall consult with the synod regarding its work. The Search Committee may make its nomination at a stated meeting or a special meeting of the Presbytery with approval from the Committee on Ministry if the candidate is a teaching elder. Information regarding the candidate and proposed terms of call shall be included in the call to the meeting at which the Presbytery is scheduled to consider the nomination for General Presbyter.

1. Duties:

- a. to serve as head of staff—motivating, supervising, coordinating and evaluating staff services;
- b. to participate fully in the work of the Coordinating Cabinet and elected committees, attending meetings and serving as a guide and Counselor;
- c. to support and participate in the practice of sound fiscal management of the Presbytery's financial resources and assets through work with the Trustees and the Coordinating Council;
- d. to nurture and maintain open communication regarding the life and ministry of each congregation and nurture positive relationships within the Presbytery;
- e. to provide pastoral care to clergy in times of need;
- f. to provide inspirational leadership that will enhance the effective implementation of the Presbytery's strategy for mission and ministry;
- g. to encourage multi-directional communication among the units of the Presbytery, the congregations, their members and leadersh. to serve as staff to particular units of the Presbytery as delineated in the job descriptioni. to seek legal counsel when necessary;
- h. to represent the Presbytery at meetings of the Synod and General Assembly, and in ecumenical, interfaith, and secular contexts.

3.7 Staff

The Presbytery shall determine the staffing pattern of the Presbytery upon recommendation of the Coordinating Cabinet through the Committee on Operations. Position descriptions for staff members will be approved by the Presbytery. Compensation shall be approved by the Presbytery upon recommendation of the Committee on Operations. Presbytery staff members shall have an annual review, shall be supervised by the General Presbyter, and are accountable through the Committee on Operations. Temporary staffing needs of six (6) months or less may be recommended by the Committee on Operations to the Coordinating Cabinet.

Chapter 4 – Organization

4.1 Continuing Organization of Presbytery

4.2 Units of Ministry

Coordinating Cabinet, Committee on Ministry, Committee on Preparation for Ministry, Committee on Nominations, Committee on Representation, Committee on Operations/Board of Trustees, Committee on Outreach, Committee on Leadership, Committee on Vitality and Permanent Judicial Commission. Each of these units will be responsible for the functions outlined in the Constitution of the PC(USA). The membership and any additional duties for each unit are delineated in this Manual of Operations.

4.3 Quorum

The quorum for all units shall be half of the elected members currently serving unless otherwise specified in this Manual.

4.4 Minutes

Every unit shall provide for the recording of minutes of their meetings and shall report at least annually to the Presbytery, ordinarily at the May meeting.

4.5 Election

Members of units, except the Committee on Nominations and Representation (see Manual of Operations, chapter 8), shall be nominated by the Committee on Nominations and Representation and shall ordinarily be elected at the May meeting for a two(2) year term. No person shall serve more than six (6) consecutive years in the same unit.

Moderators of all units shall be elected by Presbytery at the May stated meeting for a term of one year. A moderator may be re-elected.

4.6 Terms

Terms of service shall ordinarily be from July 1 to June 30, unless otherwise specified in this Manual.

4.7 Vacancies

Resignations shall be submitted to the Stated Clerk in writing. The Committee on Nominations shall be notified and shall bring a nominee to the next stated meeting if possible.

4.8 Removal

Any unit may request the Coordinating Cabinet to remove a member from its membership, providing that member has been absent without excuse from at least three (3) successive meetings. The Stated Clerk shall notify the member of such pending action prior to the action of the Coordinating Cabinet

Chapter 5 Coordinating Cabinet

5.1 Purpose

To organize the life of the Presbytery, holding the Presbytery accountable to its mission, by coordinating the implementation of the Presbytery's strategy, meetings, and prioritization of funding.

5.2 Membership

11 members including Moderator (1 year term), Vice-Moderator (1 year term), Moderator of Coordinating Cabinet (*1 year term*), 6 committee moderators or vice-moderators, who will ordinarily serve one 2 year term, with the possibility of two renewals, 2 at-large members (2 year terms), plus one member of the Committee on Nominations and Representation, with voice but not vote. Members with voice but not vote: General Presbyter and Stated Clerk, and representative from the Committee on Nominations and Representation. When the Coordinating Cabinet is acting on behalf of the Presbytery the quorum shall be three (3) ruling elders of three different congregations and three (3) teaching elders.

5.3 Responsibilities

1. Vision
 - a. Be open to and provide for God's plan and vision for the Presbyterian of the Western Reserve as part of the Body of Christ, through receiving and generating strategies and policies for the future and recommending them to the full presbytery.
2. Coordination
 - a. Monitor and evaluate the work of committees, ensuring accountability and implementation of the strategy and vision.
 - b. Appoint task forces to accomplish assigned tasks on behalf of the Coordinating Cabinet.
 - c. Recommend the appointment of administrative commissions to Presbytery.
 - d. Formulate recommendations to the Presbytery concerning policies, priorities, goals, and programs.
 - e. Support the connectional relationship between Presbytery/Synod/General Assembly.
 - f. Act on behalf of the Presbytery when directed by the Presbytery to do so.

- g. Ensure Presbyterian representation in ecumenical, interfaith, and secular institutions and events, as appropriate.
 - h. Approve staff position descriptions as recommended by the Committee on Operations.
 - i. Recommend members and moderator of the Committee on Nominations and Representation to the Presbytery for approval.
3. Presbytery meetings
- a. Determine the places and schedule of meetings for the Presbytery and propose the docket.
 - b. Propose processes for the deliberation of business items.
 - c. Provide orientation tools for presbyters to better understand and participate in meetings.
 - d. Incorporate practices to increase our awareness of God's presence and voice in our midst.
 - e. Provide learning opportunities at Presbytery meetings that will equip congregational leaders.
 - f. Make use of the gifts of leaders within the Presbytery, as well as those of guests and community leaders, to create engaging worship at Presbytery meetings.
4. Recommend to Presbytery the annual operating budget in consultation with the Committee on Operations.
- a. Recommend to Presbytery per capita in consultation with the Committee on Operations.
 - b. Designate an amount equal to at least 10% of the PWR operating budget for mission partners and justice ministries of congregations.
 - c. Review funding for Mission partnerships and agencies from the Committee on Outreach and recommend to the Presbytery.
 - d. Annually approve the drawdown (either a flat amount or a percentage) of board funds to be disbursed for the Presbytery's work in consultation with the Committee on Operations. *(this sentence added after the first reading)*

Chapter 6 Committee on Ministry

6.1 Purpose

To oversee PC(U.S.A.) Book of Order guidance and mandates regarding ordered ministry (including pastoral transitions), commissioning, and certification; to promote healthy responses to conflict within congregations.

The committee shall be guided in its work by The Advisory Handbook for Ministry Committees/Commissions published by the Office of the General Assembly

6.2 Membership

8 members, 4 ruling elders, 4 teaching elders (2 year terms, renewable twice)

6.2 Responsibilities

1. Ordered Ministry
 - a. Guide pastors and churches during transitions in pastoral leadership.
 - b. Oversee pastoral transitions in congregations , including but not limited to: visioning for future ministry; determination of pastoral leadership needs; the election of a pastor nominating committee or appointment of a search committee; and oversight of the search, and to report the status of pastoral transitions to the presbytery;
 - c. Recommend to the Presbytery the establishment and dissolution of pastoral relationships
 - d. Approve contractual arrangements for temporary pastoral relationships.
 - e. Appoint moderators of session for congregations without a called pastor.
 - f. Examine teaching elders or candidates seeking membership in the Presbytery
2. Act as a commission of the Presbytery to consider and conclude matters in the interval between regular stated meetings with the following limited powers:
 - a. Dissolve the pastoral relationship in cases where the congregation and pastor concur.
 - b. Approve and present calls for services of teaching elders.
 - c. Grant permission to labor within or outside the bounds of the Presbytery.
 - d. Dismiss teaching elders to other presbyteries.

- e. Approve contractual arrangements for temporary pastoral relationships.
- f. Appoint administrative commissions to ordain and/or install pastors, and so to inform the presbytery.
- g. Act to resolve difficulties if requested to do so by a session, or if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline to recommend the establishment of an Administrative Commission to the Presbytery.
- h. Conflict Management
 - i. Provide basic conflict awareness and management training for congregational leaders and members of the Committee on Ministry.
 - ii. Counsel with sessions concerning reported difficulties within a congregation; advise sessions as to appropriate actions to be taken to resolve reported difficulties; suggest the assistance of a mediator when appropriate.

Chapter 7 Committee on Preparation for Ministry

7.1 Purpose

To develop and maintain mechanisms and processes to guide, nurture and oversee the process of preparing to become a teaching elder, commissioned ruling elder, or certified Christian educator.

7.2 Membership

8 members, 4 teaching elders, 4 ruling elders (2 year terms, renewable twice)

7.3 Responsibilities

1. Encourage men and women to respond to God's call to ordained service.
2. Guide, nurture and oversee the process of becoming a teaching elder, commissioned ruling elder or certified Christian educator, following the process and procedures as outlined in the Constitution of the PC(U.S.A.) and PWR policy.
3. Appoint and provide assistance to the Presbytery's Educator Certification Advisor.
4. Train and nurture ruling elders when the Presbytery's mission includes the need for commissioning to serve congregations, in consultation with COM.
5. Recommend to the Presbytery ruling and teaching elders to be elected to read standard ordination examinations.
6. To administer the Grazier Candidates Scholarship Fund
7. To act as a commission of the Presbytery to consider and conclude matters in the interval between regular stated meetings with the following limited powers:
 - a. Dismiss candidates to another presbytery or denomination for examination and/or for ordination, with the provision that all such actions be reported to the next stated meeting of the Presbytery.

Chapter 8 - Committee on Nominations and Representation

8.1 Purpose

To nominate members to elected positions within the Presbytery with particular attention to reflecting the PC(U.S.A.) commitment to unity in diversity and ensuring fair representation of the Presbytery's membership.

8.2 Membership

6 people divided into two classes. The membership shall include: 2 teaching elders; 2 female ruling elders; 2 male ruling elders; membership shall be reflective of the PCUSA's commitment to unity in diversity and ensure fair representation of the Presbytery's membership. The staff of the Presbytery, members of Coordinating Cabinet, and Moderators of Committees are ineligible to serve. (2 year terms, renewable twice)

8.3 Responsibilities

1. Nominate officers of the Presbytery, moderators and members of committees, and the Permanent Judicial Commission moderator and members for election. Moderators of Committees will ordinarily serve one two year term, with the possibility of one renewal.
2. Nominate persons to fill vacancies in elected positions in a timely manner.
3. Oversee the nomination and election of commissioners and young adult advisory delegates (YAADs) to General Assembly and the Synod of the Covenant, advocating for:
 - a. inclusiveness and diversity
 - b. equitable representation of congregations for ruling elders and YAADs
 - c. consideration of teaching elders who have never been commissioners
 - d. following the policy as approved by the Presbytery
4. Seek out leaders from congregations and develop a reservoir list of people and the areas in which they have gifts to serve.
5. Seek to involve every teaching elder in service to the Presbytery, Synod, or GA.
6. Choose one member from Nominations and Representation to serve on the Coordinating Cabinet with voice but not vote.
7. to nominate for election by the Presbytery persons to represent the Presbytery in ecumenical, interfaith, and secular institutions;
8. The Committee on Nominations and Representation will annually report directly to Presbytery in regard to representation.

Chapter 9 - Permanent Judicial Commission

9.1 Purpose

Will be governed by the Constitution of the Presbyterian Church (U.S.A.) to fulfill the duties described in the Rules of Discipline.

9.2 Membership

Minimum 7 members (as close as possible to equal number of ruling elders and teaching elders).

The Permanent Judicial Commission shall be elected in accordance with the Rules of Discipline of the Constitution of the PC(U.S.A.). No person who is a member of the Coordinating Cabinet, an officer, or staff member shall be eligible to serve on the Commission. No person who has served for a full term of six (6) years shall be eligible for re-election until four (4) years have elapsed.

9.2 Duties

In all of its proceedings the Permanent Judicial Commission shall be governed by the Constitution of the Presbyterian Church (U.S.A.) to fulfill the duties described in the *Rules of Discipline*.

Chapter 10 - Committee on Operations/Board of Trustees

10.1 Purpose

To provide organizational support to the daily operation of the Presbytery, to hold the Presbytery accountable to its members, and to comply with all state-mandated not-for-profit organizational requirements; to function as the Board of Trustees, fulfilling the legal requirements of the Corporation as described in the Code of Regulations (by-laws) of the Presbytery of the Western Reserve.

10.2 Membership

8 members, 4 ruling elders, 4 teaching elders (2 year terms, renewable twice) plus the Presbytery Treasurer (1 year term)

10.3 Responsibilities

1. Finances

- a. Monitor compliance with established financial guidelines and suggest revisions.
- b. Authorize the borrowing of funds on a temporary basis, each aggregate loan not to exceed the sum of \$10,000, for the purpose of carrying out the work of the Presbytery.
- c. Oversee the management and disbursement of board and donor-designated funds and maintain a description of those funds including the entity that has spending authorization.
 - i. Recommend to the Coordinating Cabinet on the drawdown (either a flat amount or a percentage) of board funds to be disbursed for the Presbytery's work.
 - ii. Take charge of and disburse in accordance with the conditions of the trust, any property, trust funds, or other funds, which may be acquired by, entrusted to, or given to the Presbytery.
 - iii. Hold, manage, invest, re-invest the funds belonging to the Presbytery including funds held in trust; appoint a corporate Fiscal Agent to assist the Board of Trustees in carrying out the management and investment of funds.
 - iv. Oversee and administer the Outdoor Ministry fund of the Presbytery, in consultation with the Committee on Vitality.

- v. Consider and make recommendation to the Presbytery regarding requests from the Session of any particular church to obtain a commercial loan.
- vi. Oversee and ensure the completion of the annual financial review of Presbytery finances.

2. Property

- a. Receive, hold, encumber, manage, and transfer property on behalf of the Presbytery.
- b. Have charge of all real and personal property belonging to the Corporation, held in trust by it, or in which the Corporation has an interest; and see that the titles are in good order and that buildings are adequately insured and kept in proper repair.
- c. Act as a commission of the Presbytery to consider and conclude matters in the interval between regular stated meetings with the following limited powers:
 - i. to approve the sale, lease, mortgage, or other encumbrance of any real estate to which the Corporation of the Presbytery may hold title;
 - ii. to approve the purchase of real estate by the Presbytery; and
 - iii. to approve the sale, mortgage, lease, or other encumbrance of the real property of any congregation, upon the recommendation of the Session of that congregation.

- 1. Legal: Oversee all legal matters incident to the duties of the Committee on Operations/ Board of Trustees. Those authorized to execute and deliver contracts, deeds, leases, notes, mortgages, and other instruments of sale, purchase, conveyance, and encumbrance on behalf of the Committee on Operations/Board of Trustees shall be two of the following: President, Vice-President, Treasurer and either the Secretary or the General Presbyter.

3. Budget Development: Assist and advise the Coordinating Cabinet regarding the development of the Presbytery annual budget.

4. Personnel

- a. Provide personnel services, staff oversight, and evaluation.
- b. Develop job descriptions for staff.
- c. Conduct annual reviews of the staff.
- d. Make recommendations to the Presbytery for appropriate compensation for members of the Presbytery staff.

- e. Prepare, maintain, and implement personnel policies which are consistent with the Constitution of the PC(U.S.A.), recommending policies to the Presbytery for approval.
5. Office Operations:
- a. Maintain the lease agreements and building maintenance concerns related to lease agreements for the Presbytery office.
 - b. Oversee office operations, internal controls, and communication systems.

Chapter 11 – Committee on Vitality

11.1 Purpose

To equip congregations to grow and experience God in vital worship and mission, promote congregational partnerships and support ministries of evangelism.

11.2 Membership

8 members, 4 teaching elders, 4 ruling elders (2 year terms, renewable twice)

11.4 Responsibilities

1. Congregational Ministry:
 - a. Maintain open communication regarding the life and ministry of each congregation, including opportunities for resources and funding.
 - b. Connect with every congregation to recognize and celebrate congregational milestones and good practices, and to build trusting relationships.
 - c. Inspire vital worship, spiritual formation, emerging ministries, and stewardship practices in congregations through training events, funding incentives and other resources.
 - d. Secure consultant services to provide resources for congregations in discerning their unique mission.
 - e. Walk with and guide at-risk congregations as we together discern and pursue options for the future.
 - f. Recommend to the Coordinating Cabinet the development of Administrative Commissions to work with congregations identified as places of promise.
 - g. Facilitate and support congregational connections that promote partnership and cooperative ministries.
 - h. Recommend recipients for grants designated for congregational development to the Coordinating Cabinet, including use of Urban Ministry and Church Development Funds, and review of Synod and General Assembly church development grant applications.
2. Evangelism:
 - a. Inspire and encourage congregations to create and adopt new worshipping communities.
 - b. Equip pastors and congregations for evangelism efforts.
 - c. Identify and raise up new leaders to be evangelists.

- d. Offer coaching, consultation, and other resources to assist congregations in outreach to unchurched people.
- e. Encourage worship and preaching that welcomes and invites people into a relationship with Jesus Christ and engages them with the message of the Gospel.
- f. Evaluate and promote campus ministry efforts within the presbytery, including the recommendation of funding.

Chapter 12 –Committee on Outreach

12.1 Purpose

Promote and support Presbytery and congregational engagement in local and global outreach and social justice ministries.

12.2 Membership

8 members, 4 teaching elders, 4 ruling elders (2 year terms, renewable twice)

12.3 Responsibilities

1. Recognize, celebrate, and support congregational engagement in local and global outreach and justice ministries.
2. Connect congregations with each other and with denominational resources for local and global outreach and social justice ministry.
3. Develop a process for identifying mission partners and agencies and make recommendations to the Coordinating Cabinet regarding financial support for congregational and community initiatives.
4. Promote the PC (U.S.A.) church-wide Special Offerings and the ministry of Presbyterian Women.
5. Support a Presbytery PC(U.S.A.) Self-Development of People Committee:
 - a. The Self-Development of People Committee shall consist of a minimum of 5 members with composition according to National Committee requirements.
 - b. Responsibilities: Receive and evaluate proposals to fund projects that promote long-term change in the lives and communities of economically poor, oppressed and disadvantaged people according to the process and guidelines of the National Committee.
6. Identify issues, causes and projects for Presbytery and congregational outreach and justice ministry; promote and coordinate action networks of passionate people that build congregational partnerships.
7. Support congregations in their work of creation care and earth justice.

Chapter 13 – Committee on Leadership

13.1 Purpose

To provide nurturing, inspirational, and connectional opportunities which promote growth in discipleship, equip leaders for ministry, and encourage partnerships; to strengthen the ministry of the congregations by caring for and equipping congregational leaders and those called to leadership within the Presbytery.

13.2 Membership

8 members, 4 teaching elders, 4 ruling elders (2 year terms, renewable twice)

13.3 Responsibilities

1. Leadership Development
 - a. Host training events that orient and equip all for their leadership roles.
 - b. Develop supportive networks of church professionals.
 - c. Promote leadership training events and offer incentives for participation.
 - d. Implement an educational program for ordained and lay leaders of the Presbytery in ethics, with particular attention to the Presbytery's "Policy and Procedure for Ethical Conduct by Persons in Positions of Religious Leadership" and the "Prevention of Sexual Misconduct."
 - e. Provide a process for the review of session records that equips clerks of session.
 - f. Suggest members and moderator of the Committee on Nominations and Representation to the Coordinating Cabinet for election at the Presbytery.
 - g. Oversee the funding for Outdoor Ministry initiatives.
2. Clergy Care:
 - a. Welcome new clergy and commissioned ruling elders and assist them in connecting with others.
 - b. Encourage non-parish and retired teaching elders to connect with a congregation for spiritual support and nurture.
 - c. Facilitate the formation of colleague groups and gatherings that empower teaching elders and commissioned ruling elders to be connected to each other and to develop trusting relationships.
 - d. Encourage spiritual direction, coaching, and continuing education.

- e. Provide pastoral care and referral services to teaching elders and their families.
- f. Promote the PC(U.S.A.) Board of Pensions preventive care, member assistance programs, pre-retirement and fiscal responsibility workshops.

Chapter 14 – Suspension and Amendments

14.1 Suspension

Any rule in this Manual of Operations may be suspended for a particular specified purpose by a 2/3 vote of the members present and voting at a stated meeting or a special meeting of the Presbytery.

14.2 Amendment

This Manual of Operations may be amended by the majority vote of the members present and voting at a stated or special meeting if the proposed amendment is included in the call to the meeting, or at a special meeting called for such purpose, and at which a quorum is present unless additional time for study is requested, in which event the Presbytery shall act to consider the amendment at the next stated meeting or at a subsequent stated meeting determined by action of the Presbytery.

14.3 Minor Changes

The Stated Clerk, in consultation with the Coordinating Cabinet, shall be empowered to make minor changes to maintain consistency between this Manual, the Bylaws of the Presbytery, and the Constitution of the Presbyterian Church, USA.

