

Note: The Bylaws Taskforce recommends that the bylaws function as the main principles for the operations of Presbytery of Wabash Valley. By definition, bylaws require a longer process for the Assembly to revise. Bylaws provide consistent guidance for the ever-changing members of Presbytery, i.e. ministers of Word and Sacrament , covenant pastors, ruling elders commissioned with voice and vote at presbytery meetings, and elected commissioners from congregations. In order to allow our dynamic Presbytery to adapt as needed to fit changing circumstances, we recommend that specifics be established in the Manual of Operations instead of using Standing Rules. Those specifics will depend upon the approved bylaws, and therefore the Manual of Operations will follow as the second stage in documenting who we are and how we work together as Presbytery.

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Article I. GUIDING PRINCIPLES

We shall be governed and guided by the Constitution of the Presbyterian Church (U.S.A.), these Bylaws and Manual of Operations for the Presbytery of Wabash Valley, which shall contain policies and procedures adopted by the Presbytery. In cases of conflict, the documents shall govern in the order named.

Section 1.01 Our mission:

Nourished by the living waters of Jesus Christ, we awaken, enliven, and enhance worshiping communities to courageously extend their branches and bear new fruit in the Spirit.

Section 1.02 The Spirit of Transformation:

We remain open to God's Spirit of Transformation as we continually work at participating in God's mission for our Presbytery and the world.

Section 1.03 The Spirit of Stewardship:

We are committed to God's Spirit of Stewardship as we generously use resources of time, talent, and possessions that God has entrusted to us as individuals and as a community of faith.

Section 1.04 Guiding Principles as we serve Christ, enhance congregations, and connect communities

- a. **Vision** We live out our love for God by:
 1. An openness to fresh movements of the Spirit
 2. A dynamic network of Christ-centered partnerships
 3. Healthy congregations
 4. Vigorous non-parish ministries
 5. An atmosphere which fosters vibrant leadership
 6. An environment in which diversity thrives and can be celebrated
 7. Open and collaborative communication
 8. An abundance of opportunities and resources
 9. Sharing of faith stories and celebrations of fruitful ministries
- b. **Action** We commit to:
 1. Center in Christ
 2. Proclaim the Gospel
 3. Pursue God's justice
 4. Foster spiritual maturity
 5. Nurture trusting relationships
 6. Cultivate diversity
 7. Embrace faithful change
 8. Gather in the Holy Spirit

9. Serve and care for our congregations and ministries^[MR1]
10. Value and care for our congregational and Presbytery leaders
11. Strategize with our congregations for spiritual transformation

Section 1.05 **Life Together in the Community of Faith:**

As ordained officers in the Presbyterian Church (U.S.A.), in obedience to Christ Jesus, under the authority of Scripture and guided by our Confessions, we will conduct our lives in a manner that is faithful to the Gospel, in conformity with our ordination vows, witness to our public ministries and consistent with Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A.).

Section 1.06 **Conflict of Interest**

All individuals acting for the Presbytery of Wabash Valley shall act first in the best interests of the Presbytery rather than in one's own interests or the interests of another related entity or person. To avoid the appearance of any impropriety the following guidelines will apply:

- a. Each individual acting for the Presbytery shall complete an annual disclosure of interest questionnaire to be filed at the Presbytery office. All disclosures shall be accessible to any member of the Presbytery upon request.
- b. If a potential conflict of interest of an individual action for the Presbytery arises during the ongoing work of ministry of the Presbytery and such potential conflict shall be raised as soon as recognized by any participant, and such potential conflict shall be discussed to identify any personal interests potentially adverse to the Presbytery.
 1. When a conflict of interest exists, the moderator of a meeting shall excuse all persons implicated in the conflict during the process of deliberation and voting other than to make a proposal or to respond to questions, unless the body votes to make an exception to exclusion.
 2. The moderator shall ordinarily excuse former members and pastors of a congregation being discussed from the meeting.
 3. Any conflict of interest and the procedure followed must be recorded in the minutes of the meeting.

Section 1.07 **Use of Technology**

All Presbytery entities may use technology for conducting business provided the method used abides by the principles of the Constitution of the Presbyterian Church (U.S.A.), the current edition of Robert's Rules of Order, The Presbytery's Bylaws and Manual of Operations.

- a. Such meetings shall not create barriers of participation, will value inclusivity, and must provide for simultaneous communication.

- b. Such meetings shall have the same requirements as face-to-face meetings for calling the roll, quorum, minutes and reporting.

Section 1.08 **Discernment and Discussion**

All meetings relating to the mission and ministry of the Presbytery shall allow for prayerful discernment and deliberative discussion before making recommendations of decisions.

Section 1.09 **Quorum**

In all instances, the quorum of a Coordinating Council, commission, committee or taskforce shall be comprised of one more than half of the elected or appointed members.

Article II. CONSTITUENCY

Geographic Bounds The Presbytery of Wabash Valley is a middle governing body of the Presbyterian Church (U.S.A.) having common boundaries with the counties of Benton, Boone (with the exception of Zionsville), Carroll, Cass, Clinton, Dekalb, Elkhart, Fountain, Fulton, Howard, Huntington, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Miami, Montgomery, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Steuben, Tippecanoe, Wabash, Warren, White, and Whitley – all within the State of Indiana.

Section 2.01 **Purpose**

- a. The Presbytery is responsible for the government of the church throughout its district and for assisting and supporting the witness of congregations to the sovereign activity of God in the world.
- b. The Presbytery also seeks to be responsive to the needs and desires of particular ministries in determining, achieving and evaluating its mission.

Section 2.02 **Assembly Membership**

- a. Membership of the Presbytery Assembly shall consist of all congregations within its bounds, all ordained ministers of the Word and Sacrament received into membership by the Presbytery, all commissioned pastors (also known as commissioned ruling elders) if authorized by the Assembly in their commission and at least one ruling elder commissioner from each congregation within the bounds of the Presbytery.
- b. Presbytery Assembly may direct a commission to determine whether each individual minister from denominations not in full communion with PC(USA) may be received as members of the Presbytery.
- c. The Presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to Presbytery, with a goal of numerical parity of minister of the Word and Sacrament and ruling elders. This plan shall require each session to elect at least one ruling elder commissioner and shall take

into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in the Book of Order.

- d. Every ruling elder duly elected to serve as an officer, member of Coordinating Council, commission moderator, executive staff, General Assembly or Synod commissioner, appointed moderator of an administrative commission, or a Certified Christian Educator serving in an education ministry under the jurisdiction of the Presbytery shall be enrolled as a member of the Presbytery for tenure of the office.
- e. Voting rights of the Presbytery Assembly members are defined by the Presbyterian Church (U.S.A.) Constitution and specified in the Manual of Operations. Members of Presbytery congregations are always welcome to Presbytery Assembly as guests, but without voice or vote unless specifically granted by the Assembly.

Article III. PRESBYTERY ASSEMBLY

Section 3.01 Purpose

Meetings of the Presbytery Assembly are those dedicated times when the congregations of the Presbytery of Wabash Valley gather together through elected, voting commissioners along with guests as One Body, along with the ordained minister members and elected Presbytery leadership and staff in order to connect across communities. We engage with one another in worshipping our Creator and through fellowship and learning opportunities to support our mission of serving Christ, we enhance congregations and mutual ministry through taking actions as Presbytery Assembly, relying upon our shared gifts of the Spirit.

Section 3.02 Responsibilities

The responsibilities and powers of the Presbytery are defined in the Constitution of the Presbyterian Church (U.S.A.). While these responsibilities and powers may be delegated, the following are so fundamental to its life that every member of the Presbytery should be given the opportunity at a duly called meeting of Presbytery to participate in the decision-making process concerning:

- a. Development of strategy for the mission of the church in its area
- b. Organization of new churches and to receive and unite churches
- c. Division, dismissal, or dissolution of churches in consultation with their members
- d. Control of the location of new churches and of churches desiring to move
- e. Participation through regular and continuing relationships with the higher governing bodies of the church including electing commissioners to the Synod and the General Assembly

- f. Election of officers
- g. Election of executive staff
- h. Election of the members of Coordinating Council and Permanent Judicial Commission
- i. Action on overtures to and on proposals for Presbyterian Church (U.S.A.) constitutional changes
- j. Examination and approval of a candidate's qualifications and call for ordinations as Minister of the Word and Sacrament/ ruling elder for commissioning.

Section 3.03 **Delegation of Power**

Any power delegated by the authority of the Assembly shall not be re-delegated to others without further action by the Assembly.

Section 3.04 **Stated Meetings**

The Presbytery shall gather in Assembly for at least four (4) stated meetings each year according to a schedule determined annually by the Coordinating Council, setting the time, place, and date.

Section 3.05 **Special Meetings**

Special meetings shall be called in accordance with the Constitution of the Presbyterian Church (U.S.A.) and the Manual of Operations.

Section 3.06 **Quorum**

The quorum for any meeting of the Presbytery Assembly shall be the Moderator, Stated Clerk, ten minister members and ten ruling elder commissioners.

Section 3.07 **Attendance**

Presbytery Assembly members shall attend all stated meetings of the Presbytery unless excused. Permission to be excused from any meeting of the Presbytery prior to adjournment shall be obtained from the Stated Clerk. Absence of an honorably retired member shall be considered excused.

Section 3.08 **Presbytery Minutes**

The Stated Clerk shall publish the proposed minutes of each meeting in a way that provides appropriate privacy safeguards. The Presbytery Vice Moderator may delegate appointed readers who will report to the next stated Presbytery Assembly with their recommendation to amend and/or approve the minutes. A printed copy of the minutes will be supplied to any commissioner upon request.

Article IV. ELECTIONS, APPOINTMENTS, REMOVALS AND RESIGNATIONS**Section 4.01 Elections**

- a. Nominations
 1. shall be recommended jointly by the Committee on Representation and the Presbytery Nominating Committee to assure balanced and fair representation in Presbytery leadership.
 2. The Nominating Committee shall present one candidate for each open position.
 3. Members of the Nominating Committee may be presented as a candidate if that person has been excused from committee discussion and decision regarding presenting a candidate for a specific position.
 4. Nominations from the floor must have the prior consent of a nominee and nominations from the floor must provide qualifications of the nominee for the position in writing to the Assembly.
- b. Elections
 1. If there is a nomination from the floor that places more than one person in nomination for a position, a ballot vote is required.

Section 4.02 Appointments

All positions that do not require nomination and election shall be appointed jointly by the officers of the Presbytery in consultation with executive staff confirmed by the Coordinating Council and reported to the Presbytery Assembly.

Section 4.03 Resignations

- a. All resignations from elected and appointed positions should be made in writing to the Stated Clerk.
- b. Resignations become effective upon being received by the Stated Clerk who will report all resignations to the appropriate team and the electing or appointing body.

Article V. OFFICERS**Section 5.01 Officers Defined**

The officers of the Presbytery must be eligible for voting membership in Presbytery Assembly and shall be the Presbytery Moderator, The Presbytery Vice-Moderator, the Coordinating Council Moderator, the Stated Clerk, and the Treasurer.

Section 5.02 Moderator and Vice-Moderator of the Presbytery Assembly

- a. **Election and Installation** The moderator and vice moderator of the Presbytery Assembly shall be elected by Presbytery Assembly. They shall be installed at the last Assembly meeting of the calendar year. Ordinarily the installed vice-moderator will be the candidate presented for election as moderator of the Presbytery Assembly.
- b. **Term** The moderator and vice-moderator of the Presbytery Assembly each shall serve a one-year term beginning at the time of installation of officers or until their successors are installed and shall not be eligible for any consecutive terms in their respective offices.

Section 5.03 **Moderator of Coordinating Council**

- a. **Election and Installation** The moderator of the Coordinating Council shall be elected by Presbytery Assembly. Moderator of Coordinating Council shall be installed at the last Assembly meeting of the calendar year. Ordinarily the installed moderator of the Presbytery Assembly will be the candidate presented for election as moderator of Coordinating Council.
- b. **Term** The moderator of Coordinating Council shall serve a one-year term beginning at the time of installation of officers or until his or her successor is installed, and shall not be eligible for any consecutive terms.

Section 5.04 **Stated Clerk**

- a. **Election and Installation** The Presbytery shall elect and employ a Stated Clerk who shall be installed by the Presbytery Assembly.
- b. **Term** The Stated Clerk shall serve for a term approved by the Presbytery Assembly or until his or her successor is installed and is eligible for re-election.
- c. **Compensation** The Stated Clerk shall receive compensation that is to be recommended by Coordinating Council and approved by Presbytery.

Section 5.05 **Treasurer**

- a. **Election and Installation** The Presbytery shall elect a treasurer who shall be installed by the Presbytery Assembly.
- b. **Term** The Treasurer shall serve for a term approved by the Presbytery or until his or her successor is installed, and is eligible for re-election.

Section 5.06 **Vacancies**

- a. Whenever a vacancy occurs during the term of any office except that of Moderator of the Presbytery Assembly, the office shall be filled by election of the Presbytery Assembly for the remainder of the unexpired term.
- b. Upon the death, removal, or resignation of the moderator of the Presbytery Assembly, the Vice-Moderator shall serve as moderator of the Presbytery Assembly for the balance of the unexpired term and upon election, the entirety of the next.

Article VI. DUTIES OF OFFICERS

Section 6.01 **Officers of the Corporation.** The officers of the Presbytery shall also serve as officers of the corporation Presbytery of Wabash Valley, Inc. a 501(c)3 Non-profit organization. The elected and installed Moderator of Coordinating Council shall serve as president of the corporation, the Stated Clerk shall serve as secretary of the corporation, and the Treasurer shall serve as treasurer of the corporation.

Section 6.02 **Executive Committee.**

- a. The elected officers plus elected and installed executive staff shall constitute the executive committee of the Presbytery.
- b. When acting to make decisions, a quorum shall be one more than half the elected officers.
- c. Discernment and consensus is preferred, but a majority vote by elected officers shall decide.
- d. All executive committee decisions shall be reported to the Coordinating Council. Coordinating Council has the authority to reconsider, and vote to ratify or modify decisions of the executive committee.

Section 6.03 **Moderator.** In addition to the duties and responsibilities set forth in the constitution of the Presbyterian Church (U.S.A.), the Moderator shall:

- a. Preside at all meetings of the Presbytery Assembly in accordance with the Presbyterian Church (U.S.A.) Constitution, the Bylaws and the latest edition of Robert's Rules of Order.
- b. Perform other administrative duties as assigned by the Presbytery and defined in the Manual of Operations.

Section 6.04 **Vice Moderator.** The Vice-Moderator shall:

- a. Serve in the absence of the Presbytery Assembly Moderator or on behalf of the Presbytery Assembly Moderator when delegated to do so by the Moderator.
- b. Serve in the absence of the Coordinating Council Moderator or on behalf of the Coordinating Council Moderator when delegated to do so by the Coordinating Council Moderator.
- c. Perform other administrative duties as assigned by the Presbytery.

Section 6.05 **Moderator of Coordinating Council.** In addition to the duties and responsibilities set forth in the Constitution of the Presbyterian Church (U.S.A.), the Moderator of the Coordinating Council shall:

- a. Preside at all meetings of the Presbytery Coordinating Council in accordance with the Presbyterian Church (U.S.A.) Constitution, the Bylaws and the latest edition of Robert's Rules of Order.
- b. Perform other administrative duties as assigned by the Presbytery and named in the Manual of Operations.

Section 6.06 **Stated Clerk.** In addition to the duties and responsibilities set forth in the Constitution of the Presbyterian Church (U.S.A.), the Stated Clerk shall:

- a. Assist the Presbytery in its proceedings, keeping advised of the requirements of the *Book of Order*, The Presbytery's Bylaws, the manuals of the Presbytery of Wabash Valley and the most recent edition of Robert's Rules of Order in that order.
- b. Draft in consultation with the other officers of the Presbytery and executive staff the functions for administrative commissions. These functions and appointees to administrative commission are ratified by the Presbytery Assembly with the exception of administrative commissions for the purposes of ordinations and/or installations.
- c. Serve as the corporation's Registered Agent and support and advise all Presbytery entities with regard to corporate matters.
- d. Perform other administrative duties as assigned by the Presbytery in written position description approved by Presbytery Assembly.

Section 6.07 **Treasurer.** In addition to the duties and responsibilities set forth in the Constitution of the Presbyterian Church (U.S.A.) for treasurers of sessions, the Treasurer shall hold sufficient qualifications and experience to be responsible for:

- a. Maintaining an accurate record of all financial matters in keeping with the law and professional accounting standards for non-profit organizations, providing management and oversight to investment strategy, financial trends, and any contracted finance staff to assure separation of functions, procuring appropriate expertise for an independent financial review, and other principles in the best interest of the presbytery.
- b. Submitting and interpreting financial reports to Presbytery Coordinating Council, Presbytery Assembly and denominational entities.
- c. Serving as treasurer of the corporation in keeping with state law.
- d. Interpreting principles of stewardship, mission and ministry funding and financial accountability to congregations and Presbytery entities.
- e. Coordinating the presentation of an annual budget through Coordinating Council for Assembly approval in keeping with priorities approved by Presbytery.
- f. Performing other duties assigned and written in position description for the Treasurer.

Article VII. PRESBYTERY STAFF

Section 7.01 **Executive Staff.**

- a. The Presbytery Assembly with the concurrence of the Synod shall elect and employ executive staff who shall lead as Head of Staff, and counsel with the Coordinating Council to discern and implement staffing patterns that support the Presbytery's current and emerging mission.

- b. This lead presbyter shall fulfill the responsibilities set forth in the Presbyterian Church (U.S.A.) Constitution, the By-laws, and the position description as approved by the Presbytery Assembly.

Section 7.02 **Other Staff.**

- a. Other staff with administrative, financial or program responsibilities may be added by the Coordinating Council in consultation with lead presbyter and all appropriate Presbytery and Synod entities.
- b. Responsibilities and accountabilities for such additional staff members will be defined in the position descriptions for each position as approved by Coordinating Council.

Article VIII. COORDINATING COUNCIL

Section 8.01 **Purpose:** The Coordinating Council is a commission with the authority to coordinate ordinary mission and ministry decisions aligned with priorities approved by the Presbytery, i.e. the general business of the Presbytery in order to allow Presbytery Assembly sufficient meeting time for worship, fellowship, and educational opportunities. Like all actions of commissions, its decisions as a commission are reported to and may be reviewed and modified by the Presbytery Assembly.

Section 8.02 **Membership.**

- a. The Coordinating Council is composed of the following voting members:
 1. Officers of the Presbytery
 2. Moderators of elected commissions and committees except the Permanent Judicial Commission.
 3. Four members-at-large in two classes serving two-year terms.
- b. Ex-officio members with voice but without vote (such as taskforce leaders or executive or other paid staff) may be appointed by approval of Coordinating Council for a one-year renewable term and ratified by the Presbytery Assembly. These may include commissioners elected to Synod and General Assembly.
- c. When a voting member of Coordinating Council has had three (3) consecutive excused or unexcused absences the member shall ordinarily be deemed to have resigned. The Stated Clerk shall report such resignation to Coordinating Council who shall vote to accept or decline the resignation, and if accepted report it to the nominating committee and the Assembly.

Section 8.03 **Meetings.**

The Coordinating Council shall ordinarily meet each calendar month the Presbytery Assembly does not meet if there is Presbytery business to conduct as determined by the executive committee.

Section 8.04 Special Meetings.

- a. Special Meetings of the Coordinating Council may be called by the Coordinating Council Moderator or if the Coordinating Council Moderator is unable to act by the Stated Clerk at the request of three voting Coordinating Council members (a combination of ministers of the Word and Sacrament and ruling elders).
- b. Notice of the called meeting ordinarily should be given at least one week in advance unless the officers of the Presbytery determine the issue at hand requires more immediate action.

Section 8.05 Quorum.

- a. The quorum for any meeting of the Coordinating Council shall be one more than half of the elected voting members.

Section 8.06 Accountability and Authority.

- a. The Coordinating Council shall serve as the board of directors for the corporation with authority and responsibility for administering finances and Presbytery property.
- b. All property of Presbytery of Wabash Valley congregations, both real and personal, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.) and the deed shall include the following language: “ The premises herein conveyed shall be used, kept, and maintained by the grantee for Divine Worship and other purposes of the ministry of the Presbytery of Wabash Valley, subject to the provisions of the Constitution of the Presbyterian Church (U.S.A.). The grantee holds the property in trust pursuant to the provisions of the Constitution of the Presbyterian Church (U.S.A).”
- c. The Coordinating Council shall have the powers and duties granted by the Constitution of the Presbyterian Church (U.S.A.):
 1. To receive, hold, encumber, manage and transfer property, real or personal, for the Presbytery and its congregations;
 2. To accept and execute deeds of title to such property;
 3. To hold and defend title to such property;
 4. To manage any permanent special funds for the furtherance of the purposes of the Church
 5. In addition, to the extent not included in the above and not inconsistent with the Constitution of the Presbyterian Church (U.S.A.), The Corporation shall have all of the general powers of a nonprofit religious corporation organized and under the Indiana Not-For-Profit Corporation Act of 1991.
- d. The Coordinating Council is accountable to the Presbytery Assembly. The Coordinating Council shall have all the general and specific duties provided for in the Presbyterian Church (U.S.A.) between Assemblies

except those listed in By-Laws Article III Section 3.02. It is understood that the adoption of these By-Laws grants this continuing authority to Coordinating Council.

Section 8.07 **Powers and Responsibilities: The Coordinating Council shall:**

- a. Consider missional priorities and goals proposed by the Communications and Visioning Team and make its recommendations to the first meeting of the Presbytery Assembly each year.
- b. Oversee and ensure the coordination of commissions, committees and ministry task force groups of the Presbytery in meeting the missional priorities and goals.
- c. Make recommendations for communications with other governing bodies when necessary.

Article IX. GENERAL REQUIREMENTS FOR COMMISSIONS, COMMITTEES AND TASKFORCE TEAMS

Commission and committees have distinctive scopes of responsibility. Commissions have the specific authority of the Assembly to act as defined in its authorizing commission. A commission is empowered to consider and conclude matters referred to it by a council. Its actions are reported at each meeting of the Assembly, and the Assembly may rescind or amend the actions of its commission. A committee shall study and recommend action or carry out decisions already made by a council. It shall make full reports to the council that created it, and its recommendations shall require action by that body.

Section 9.01 **Record of Proceedings**

- a. Every commission, committee and taskforce team shall keep a record of its proceedings including conference calls and/or electronic meetings detailing its actions and ongoing work in fulfilling the missional priorities and goals of the Presbytery. A copy of these minutes shall be sent to the Stated Clerk within ten days of each meeting and reported to the next Presbytery Assembly.

Section 9.02 **Expectations**

- a. All commissions, committees and taskforce teams are expected to consult with one another and with the executive committee as appropriate when dealing with matters, goals or recommendations that overlap the responsibilities of more than one of them.

Section 9.03 **Meeting Schedule**

- a. Each commission, committee and taskforce team shall set an annual schedule of its meetings. This schedule and notice of any subsequent modifications shall immediately be sent to the Stated Clerk.

Section 9.04 Budget

- a. Each commission, committee and taskforce team shall submit a written budget proposal to the Treasurer or financial staff, specifically naming how its items align with approved Presbytery priorities. The timing and form will be decided by the Treasurer, but the proposal shall ordinarily be received not less than four months prior to the beginning of the new fiscal year.

Section 9.05 Essential Policies

- a. Each commission, committee and taskforce team shall develop essential policies to be submitted to the coordinating Council for approval and maintained in the Presbytery Manual of Operations.

Section 9.06 Organization

- a. Each commission, committee and taskforce team shall have a moderator and vice moderator. The moderator shall have voice and vote on the Coordinating Council, but in the absence of the moderator, the vice moderator may assume voice and vote for the absent moderator.

Section 9.07 Co-Opting

- a. Commissions, committees, and taskforce teams may co-opt additional persons drawn from the membership of congregations of the Presbytery for specific tasks and periods of time. Committees and taskforce teams may establish small work groups to develop their recommendations for decisions by commissions of the Presbytery Assembly.

Article X. COMMISSIONS AND COMMITTEES**Section 10.01 Commission on Ministry (COM)**

- a. The Commission on Ministry has the delegated authority to:
 1. Coordinate and make decisions on behalf of the Presbytery concerning accepting voting minister members of Presbytery, including those ordained by Presbyterian Church (U.S.A.) and others under the Formula of Agreement approved by General Assembly.
 2. Establish and maintain personal relationships between Presbytery and congregation in support of communication and shared ministry.
 3. Advise and approve Ministry Information Form presenting congregation in search of pastoral leadership.
 4. Consider and communicate appropriate match between a congregation and the candidate recommended by its Pastoral Nominating Committee for installation, commissioning or contracted pastoral services.
 5. In consultation with the Moderator of the Assembly, appoint administrative commissions for the purposes of ordinations and/or installations.

6. Validate non-parish ministry for ministers of the Word and Sacrament.
 7. Establish cohort groups for shared learning opportunities and mutual support.
 8. Monitor and counsel transitional short-term ministry.
 9. Establish minimum standards for fair and just compensation for pastoral leadership and certified Christian educators.
- b. All such actions are to be reported to the next stated meeting of Coordinating Council for information, and to the next stated meeting of the Presbytery Assembly for its review and approval.
 - c. The Commission on Ministry shall consist of eleven (11) members including a moderator and vice moderator, all nominated and elected by the Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.) in consultation with Committee on Representation (COR) to assure it is representative of the Presbytery's diversity, including with regard to church size and geography. The executive staff and Stated Clerk shall serve as ex-officio members.

Section 10.02 **Commission on Preparation for Ministry (CPM)**

- a. The responsibility of the CPM is to perform all duties required by the Presbyterian Church (U.S.A.) Constitution in regards to the preparation of individuals for the office of minister of the Word and Sacrament or as commissioned pastors(also known as commissioned ruling elders). It shall also have the authority to act for the Presbytery in the matters of dismissing candidates, enrolling inquirers, and certifying candidates as ready for examination for ordination or for commissioning as lay pastors. All such actions are to be reported as information to the next stated meeting of Coordinating Council and to the next stated meeting of the Presbytery Assembly for its review and approval.
- b. CPM shall prepare an annual report to the Presbytery Assembly concerning its annual consultations with Inquirers and Candidates.
- c. CPM shall recommend readers for ordination exams to the nominating committee for election by the Presbytery Assembly.
- d. The Commission on Preparation for Ministry shall consist of seven (7) members including a moderator and vice-moderator.

Section 10.03 **Permanent Judicial Commission (PJC)**

- a. The responsibility of the PJC is to fulfill all requirements outlined in the Presbyterian Church (U.S.A.) Constitution, particularly adhering to the Rules of Discipline and assuring its independence, appropriate confidentiality, fair procedures, and full disclosure of its decisions. The PJC reports only to the Presbytery Assembly and its work is supported by counsel of the Stated Clerk.

- b. It shall consist of nine (9) members with three elected each year for a non-renewable six-year term, or partial term as needed to maintain a panel of nine members.
- c. It shall elect from among its members a moderator, vice -moderator and clerk.
- d. The Stated Clerk shall maintain a reserve roster of former members to allow sufficient appointment for investigations, review procedures and trials as required.

Section 10.04 **Committee on Representation (COR)**

- a. The responsibility of the COR is to perform all duties required by Presbyterian Church (U.S.A.) Constitution in regular consultation with the Presbytery nominating committee.
- b. It shall consist of five (5) members nominated by Coordinating Council including a moderator and vice-moderator and shall conform to the requirements of Presbyterian Church (U.S.A.) Constitution.

Section 10.05 **Nominating Committee**

- a. The responsibility of the Nominating Committee is to present nominees for all elected offices and positions of the Presbytery with the exception of Stated Clerk, executive staff, Nominating committee and COR members.
- b. It shall be composed of three (3) members, including a moderator and vice-moderator.

Section 10.06 **Ministry & Outreach Committee**

- a. The responsibilities of the Ministry & Outreach Committee are to:
 - 1. Focus Presbytery effort on its mission to serve Christ, enhance congregations and connect communities through outreach.
 - 2. Recommend that Coordinating Council approve specific mission grants to congregations and ministry programs. These might include campus ministry, Triennium, confirmation retreats and other new ministries that congregations may share or initiate.
 - 3. Invite and incubate start-up mission ideas.
 - 4. Nurture creative models of ministry with congregations that go beyond their walls.
 - 5. Offer financial consultation to congregations.
 - 6. Enable shared ministry in mission among congregations and with ecumenical partners.
- b. The Ministry & Outreach Committee shall be comprised of five (5) elected members of Presbytery, plus appointed subcommittees as needed, and shall include a moderator and vice-moderator.

Section 10.07 Communications and Visioning Committee

- a. The responsibilities of the Communications and Visioning Committee are to:
 1. Share stories of ministry and mission illustrating and affirming the Presbytery mission to serve Christ, enhance congregations and connect communities.
 2. Teach concepts of stewardship and theologically interpret means of shared support for congregational ministry and mutual support for Presbytery connections among congregations and with the denomination.
 3. Communicate transformative vision and priorities of Presbytery in new ways to meet today's cultural realities.
 4. Maintain relational, participatory links to General Assembly, other mid-councils and ecumenical groups.
 5. Offer and encourage leadership development and training opportunities for congregations and Presbytery leadership.
 6. Listen for emerging visions for shifting Presbytery priorities, nurture discernment about priorities throughout the Presbytery and make recommendations to Presbytery Assembly for its approval.
- b. The Communications and Visioning Committee shall be comprised of five (5) elected members of Presbytery plus Presbytery officers and executive staff and shall include a moderator and vice moderator. Ordinarily the executive staff may function as moderator with voice and vote on the committee, but voice only on the Coordinating Council.

Section 10.08 Presbytery subcommittees or taskforces

- a. In order to assure nimble response to Presbytery needs with appropriate experience or expertise and in consultation with Presbytery officers and executive staff, Coordinating Council may appoint and invite Presbytery Assembly to ratify short-term subcommittees of three (3) to five (5) volunteers with specific expertise to address specific needs of Presbytery work, such as:
 1. Taskforce to plan creative, productive, worshipful, educational Assemblies.
 2. Team to recommend integration of budget requests into a meaningful funding plan for Presbytery priorities to be presented to Coordinating Council for its approval and recommend ratification by the Presbytery Assembly.
 3. Team to provide financial oversight and recommendations to Treasurer and financial staff.
 4. Team to recommend periodic revisions to bylaws and Manual of Operations to address emerging concerns and potential inadequacies.

5. Team with expertise in property and legal matters to advise Coordinating Council and others upon request concerning purchases, use, leases, or sales of property.
 6. Trained team in crisis management and mediation to reduce conflict and rebuild relationships and trust.
 7. Team with expertise in personnel management including staffing levels, benefits, compensation, collaborative performance review procedures, neglect of responsibilities and other matters concerning Presbytery employees and contractors such as consultants.
 8. Search teams for employees in consultation with Synod.
- b. There shall be three (3) to five (5) members and principles of balanced representation between ministers and members of congregations apply. Members of these teams may be ministers of the Word and Sacrament or members of Presbytery congregations or mission projects.
 - c. With the appointment of each subcommittee or taskforce, Coordinating Council shall specify their tasks, budget, timeline, procedures for reporting back to Coordinating Council, and date by which the team is renewed or dissolved.

Article XI. AMENDMENTS AND SUSPENSION

Section 11.01 Amendments

- a. These Bylaws may be amended by a two-thirds vote of commissioners present only after written previous notice at two stated Presbytery Assemblies, presented at the first Assembly for a first reading only, and presented at the second Assembly for vote, except that these Bylaws shall not be amended or suspended in any manner that is inconsistent with the Constitution of the Presbyterian Church (U.S.A.).

Section 11.02 Suspension

- a. These Bylaws may not be suspended.

Section 11.03 Manual of Operations

- a. The Manual of Operations may be amended at any meeting of the Presbytery Assembly by a two-thirds vote of commissioners present, provided notice of such a proposal has been given at least thirty (30) days in advance or at the previous stated meeting of Presbytery Assembly.

Section 11.04 Suspending Manual of Operations Policies

- a. Policies in the Manual of Operations may be suspended for a definite purpose at any stated Presbytery Assembly without previous notice by a two-thirds vote of all members present and voting.

Approved November 23, 2010, Effective January 1, 2011.

Amended May 21, 2013.

Revised and amended December 8, 2022, Effective January 1, 2023.