

PART I

BYLAWS

Adopted XXXX, 2025

I. NAME, BOUNDARY, CORPORATION, and PROCEDURES

Name. The name of this organization shall be Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.) and the Synod of the Trinity, hereinafter referred to as the Presbytery or Corporation.

Corporation. The Presbytery is incorporated under the laws of the Commonwealth of Pennsylvania as Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.). This organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Boundary. The geographic district of the Presbytery of Beaver-Butler consists of Beaver and Butler Counties, all in the Commonwealth of Pennsylvania. The Union Presbyterian Church of Clintonville in Venango County, which is in the geographic district of the Presbytery of Lake Erie, and the First Presbyterian Church of Parker in Armstrong County, which is in the geographic district of the Presbytery of Kiskiminetas, are also member congregations.

Governance and Procedures. The Presbytery shall be governed by the Constitution of the Presbyterian Church (U.S.A.) and its Bylaws and Manual of Administrative Operations. The Bylaws and Manual of Administrative Operations shall not supersede the Constitution. Procedures for all meetings shall be determined by Robert's Rules of Order, *Newly Revised*, unless special procedures are adopted by the body by a majority vote of those present and voting.

Amendments. The Bylaws of the Presbytery may be amended at any meeting of the Presbytery by a two-thirds vote of the commissioners present and voting, provided notice of such a proposed change has been given at the previous, stated, or special meeting. The Bylaws may be suspended at any stated meeting of the Presbytery for that meeting by a two-thirds vote of the commissioners present. The Manual of Administrative Operations may be amended at any stated meeting of the Presbytery by a majority vote of the commissioners present, and voting, provided that notice of the proposed change has been presented in writing at a previous meeting. Changes related to spelling mistakes, layout, ordering, typographical errors, or incorrect grammar are not considered amendments. These Bylaws supersede all previous manuals and Bylaws of the Beaver-Butler Presbytery.

Mission Statement

43 The mission of Beaver-Butler Presbytery is to be a covenant community of churches that
44 supports, nurtures, and grows disciples in the way of Christ.

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47 II. MEMBERSHIP

48

49 **Officers.** The officers of the Presbytery shall be the Moderator, Vice Moderator, Stated
50 Clerk, and Treasurer.

51

52 **Moderator.** The Moderator shall typically be elected at the fourth quarter meeting of
53 Presbytery for a term of one year, beginning to serve upon installation at the first stated
54 meeting of the following year. The Moderator shall perform all the duties and
55 responsibilities of a moderator as outlined in the Constitution of the Presbyterian Church
56 (U.S.A.) and such other duties and responsibilities as determined by the Manual of
57 Administrative Operations.

58

59 **Vice Moderator.** The Vice Moderator shall normally be elected at the fourth quarter
60 meeting of the Presbytery for a term of one year, beginning to serve upon installation at the
61 first stated meeting of the following year. The Vice Moderator shall act for the Moderator
62 upon request or in the Moderator's place should the Moderator be unable to act.

63

64 **Stated Clerk.** The Stated Clerk shall normally be elected at the fourth quarter meeting of
65 the Presbytery or upon a vacancy in the office. The term shall be three (3) years upon
66 installation. The Stated Clerk shall perform all the duties and responsibilities of a stated
67 clerk as outlined in the Constitution of the Presbyterian Church (U.S.A.) and such other
68 duties and responsibilities as determined by the Manual of Administrative Operations.

69

70 **Treasurer.** The Treasurer shall normally be elected at the fourth quarter meeting of the
71 Presbytery or upon a vacancy in the office. The term shall be three (3) years upon
72 installation. The Treasurer shall have custody of all funds and other valuable papers and
73 shall provide a monthly report of receipts and expenditures to the Stated Clerk and
74 Presbytery Leadership Council, designated Presbytery staff person.

75

76 **Members.**

77 Minister of Word and Sacrament. Every Minister of Word and Sacrament on the official roll
78 of Beaver-Butler Presbytery shall be a minister member of the Presbytery guided by the
79 criteria for membership outlined in the Constitution and Manual of Administrative
80 Operations.

81

82 Ruling Elder Commissioners. Presbyterian Churches (PCUSA) within the boundary of the
83 Presbytery shall be represented by one (1) Ruling Elder commissioned by the session.

84

85 Churches may have additional Ruling Elder commissioners as specified in the Manual of
86 Administrative Operations. If a Ruling Elder is elected an officer of the Presbytery, they

87 shall be a member for the length of service in office, whether or not commissioned by his
88 or her session. Additional Ruling Elders may be commissioned to the Presbytery in
89 accordance with the Manual of Administrative Operations to sustain parity of Ministers of
90 Word and Sacrament and Ruling Elders.

91

92 **III. STAFF**

93

94 The Presbytery shall have the power to employ such staff and personnel as needed to fulfill
95 its mission in accordance with the Constitution of the Presbyterian Church (U.S.A.). The
96 Manual of Administrative Operations will define the purpose of each staff position, method
97 of nomination and election or hire, terms of position, jurisdiction of the position, and
98 responsibilities.

99

100 **IV. MEETINGS**

101

102 **Stated Meetings.** The Presbytery shall meet in stated meetings as necessary to
103 accomplish its mission and comply with the Constitution of the PC(U.S.A.). Such meetings
104 will be established by action of the body as a whole.

105

106 **Special Meetings.** Special meetings and called meetings of the Presbytery shall be in
107 accordance with the Constitution's *Book of Order* and the Presbytery Manual of
108 Administrative Operations.

109

110 **Minutes.** The Stated Clerk shall distribute Minutes of Presbytery meetings to all members
111 of the Presbytery and clerks of sessions.

112

113 **Electronic Meetings.** The Presbytery, as well as all Standing Ecclesiastical Commissions
114 and Presbytery Committees of these Bylaws, may conduct meetings electronically when
115 *Robert's Rules of Order* is applied, whereby "the meetings provide, at a minimum,
116 conditions of opportunity for simultaneous aural communication among all participating
117 members equivalent to those of a meeting held in one room or area."¹

118

119 **Quorum**

120 A quorum of the Presbytery shall be any three minister members and the elder members
121 present, provided that elders represent at least three churches.

122

123

124 **V. STANDING PRESBYTERY COMMITTEES**

125

126 **Members of Standing Committees** shall be elected directly by the Presbytery in
127 accordance with the Constitution, the Bylaws, and the Manual of Administrative
128 Operations.

¹ RONR (11th ed. p 97, 124-27).

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The Standing Presbytery Committees are: The Leadership Council; The Ministry and Vocation Committee, and The Representation and Nominating Committee. The Leadership Council may create additional committees, ministry units, and task forces to best fulfill the mission of Beaver-Bulter Presbytery.

Powers of Committees. The responsibilities and powers of these standing committees are defined in the Constitution and the Presbytery’s Manual of Administrative Operations.

VI. PRESBYTERY TRUSTEES

The Presbytery Trustees are the Leadership Council incorporated under the laws of the Commonwealth of Pennsylvania through the incorporation articles of the Presbytery. The Presbytery Trustees shall act and serve following the Constitution of the Presbyterian Church (U.S.A.), these Bylaws, the Presbytery Manual of Administrative Operations, and the laws of the Commonwealth of Pennsylvania.

Members. The Presbytery Trustees shall be composed as detailed within the Presbytery Manual of Administrative Operations, which shall include the following understandings:

The Leadership Council moderator serves as President of the Trustees; the current Moderator of the Presbytery is the Vice President; the Stated Clerk is the Corporate Secretary; and the Presbytery Treasurer is the Corporate Treasurer.

The Stated Clerk as Corporate Secretary and the Presbytery Treasurer as Corporate Treasurer shall be members of the Presbytery Trustees by office and serve with a vote.

Designated staff shall serve the Trustees *ex officio and without a vote*.

Terms of office are defined in the Manual of Administrative Operations.

The Trustees may appoint a Presbytery Attorney. The Presbytery Attorney shall serve as legal counsel to the Presbytery about matters related to Presbytery property and the relation of the Presbytery and its activities to civil law. The Presbytery Attorney shall receive such retainer as may be provided annually in the Presbytery budget, upon recommendation by the Trustees.

Meetings. The Presbytery Trustees shall meet at least annually, or in a special meeting when called by its moderator, or at the request of two (2) members of the commission, or when ordered by the Presbytery.

Delegated Powers. The Board of Trustees shall be responsible for the following, on behalf of the Presbytery, with all actions being reported to the Presbytery at its stated meetings:

BEAVER-BUTLER PRESBYTERY **FIRST READING 11-18-25**
PRESBYTERIAN CHURCH (U.S.A.)

173 Buy, receive, hold, encumber, sell, transfer, and convey real and personal property of
174 the Presbytery on behalf of the Presbytery.

175
176 Receive and review requests for the sale, mortgage, lease, or purchase of property and
177 make a recommendation to the Presbytery for action, as all congregational property is
178 held in trust for the Presbyterian Church (U.S.A.), regardless of whether this is stated in
179 the title documents.

180
181 Provide oversight to all legacies and bequests of all monies and property, real and
182 personal, that may be given, granted, devised, or bequeathed to Presbytery and shall
183 use, manage, and convey the same under the review and direction of the Presbytery.

184
185 Borrow money and issue notes, bonds, debentures, and other evidences of
186 indebtedness, and mortgage, pledge, and hypothecate real and personal property as
187 security for repayment of obligations of particular congregations, organizations related
188 to the Presbytery, and of the Presbytery itself.

189
190 Maintain a list of, and periodically review, the agreements with related organizations
191 and recommend to the Presbytery their renewal, amendment, or discontinuance.

192
193 Oversee investment and reinvestment of operating and other non-endowed funds held
194 by the Presbytery.

195
196 Review and recommend comprehensive insurance programs for the Presbytery and for
197 congregations within its bounds.

198
199 Assure that the financial books and records of the Presbytery are audited or reviewed
200 annually.

201
202 Conduct or oversee all legal and corporate affairs of the Corporation, which shall
203 include implementing Presbytery legal and corporate matters in cooperation with and
204 support of the program and strategy decisions made by the presbytery, commissions,
205 or other committees.

206
207 Manage the legal affairs of the Corporation and execute documents which are
208 necessary or desirable to fulfill the requirements of civil law in respect to the
209 Corporation, exercising all authority allowed directors of a nonprofit corporation under
210 Pennsylvania law.

211
212 Authorize and empower the Leadership Council moderator (Corporate President) and
213 Stated Clerk (Corporate Secretary), in the name of the Presbytery, to execute
214 appropriate documents in accordance with the actions of the Presbytery. If either the
215 Leadership Council moderator (Corporate President) or the Stated Clerk (Corporate
216 Secretary) is not available to execute the documents, the Current Moderator of the

BEAVER-BUTLER PRESBYTERY FIRST READING 11-18-25
PRESBYTERIAN CHURCH (U.S.A.)

217 Presbytery (Corporate Vice-President) or authorized staff member may be empowered
218 to act.
219

220 **The Presbytery Trustees are the legal representatives of the Presbytery.** Any member of
221 Presbytery, congregation, or Presbytery entity which is being sued or is considering a
222 lawsuit, and the suit mentions or contains matters which might implicate or involve the
223 Presbyterian Church (U.S.A.) or any of its entities or bodies, shall immediately notify the
224 Stated Clerk, who shall then upon receipt of such report immediately notify the Leadership
225 Council (Board of Trustees), legal counsel and insurance representative.
226

227 The Trustees may act on legal issues on behalf of the Presbytery, especially those which
228 require immediate action or action taken before the next stated Presbytery. If there is a
229 reasonable time to respond to a legal issue or notice, the Trustees shall call a special
230 Presbytery meeting to seek direction and approval if the action involves receiving, holding,
231 encumbering, managing, transferring, disposing of, or conveying property, real or personal,
232 owned by or held in trust for the Presbytery.
233

234 **Indemnification.** The Corporation shall indemnify each trustee and officer of the
235 Corporation against expenses reasonably incurred in connection with any action, suit, or
236 proceeding to which the trustee or officer may be made a party by reason of being or having
237 been a trustee or officer of the Corporation (whether or not he or she continues to be a
238 trustee or officer at the time of incurring such expenses), except in relation to matters as to
239 which he or she shall finally be adjudged in such action, suit, or proceeding to be
240 personally liable. The foregoing right of indemnification shall not be exclusive of other
241 rights to which any trustee or officer may be entitled as a matter of law.
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PART II

MANUAL OF ADMINISTRATIVE OPERATION

ADOPTED XXXX, 2026

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DRAFT

PREAMBLE

Per the Constitution of the Presbyterian Church (U.S.A.), hereafter Constitution (G-3.0106):

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which a council implements its decisions. Administration enables the church to give an effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.

Councils higher than the session may provide examples of policies and procedures that may be gathered into advisory handbooks. These examples illuminate practices the Constitution requires but leaves to councils for specific implementation. Such handbooks may also offer information that enhances or secures the ministry of the particular council.

Each council shall develop a manual of administrative operations that specifies the form and guides the work of the mission within that council.

This Manual is the constitutionally required ecclesiastical document. The Bylaws of the Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.), Inc., is the corporate governing document. The Bylaws and the Manual of Administrative Operations shall be used together and shall not supersede the Constitution.

The Constitution is referred to in parentheses and begins with a letter (F-Foundations, G-Government, W-Worship, or D-Discipline) followed by section numbers.

CHAPTER 1: CORE VALUES AND VISION

Beaver-Butler Presbytery is a Covenant Community of Churches that supports, nurtures, and helps grow disciples in the Way of Christ.

We will do this through:

Increasing engagement in the local church and the Presbytery

Strengthening relationships between congregations, and

Equipping leaders who empower ministry

CHAPTER 2: PRESBYTERY MEETINGS

- A. Purpose.** When the Presbytery gathers to govern, conduct business, and deliberate through its Ministers of Word and Sacrament and its Ruling Elder Commissioners, it is known as the Presbytery.
- B. Voting Members.** People with the right to vote (collectively "Voting Participants") at Presbytery meetings shall include the following:
 - (1) All Ministers of the Word and Sacrament on the official rolls of the Presbytery ("Ministers");
 - (2) Ruling Elders commissioned by their sessions;
 - (3) Ruling Elders serving as officers, members of the Leadership Council of the Presbytery, and Ministry Unit Chairpersons;

(4) Others as determined by the Presbytery in a given year, to ensure parity between Ruling Elders and Ministers (G-3.0301).

- c. Non-Voting Members.** Ministers and Ruling Elders in good standing in other councils of the Presbyterian Church (USA) governing bodies of this church who are present at any meeting of the Presbytery may be invited to sit as corresponding members, with voice but without vote. The Presbytery may invite Ministers of other presbyteries who are laboring within its bounds to sit as corresponding members with voice but without vote for the period of their service.
- d. Quorum.** A quorum shall consist of any three minister members of the Presbytery and three Ruling Elders commissioned by sessions of at least three different congregations (a minimum of three congregations must be represented), meeting in regular or special session as defined in the Constitution of the Presbyterian Church (U.S.A.).
- e. Stated Meetings.** A minimum of six stated meetings shall be regularly scheduled. The Presbytery may add regular meetings to this schedule with due notice (at least two weeks) and without amending this Manual of Administrative Operations. Notice may be given by mail and/or electronically. In place of Presbytery action, the Leadership Council shall determine the time and location of each meeting. The Presbytery may adjourn a stated or special meeting to a specific time and place.
- f. Special Meetings.** The Moderator shall call a special meeting of the Presbytery at the request of, or with the concurrence of, two Ministers not serving the same congregation and two Ruling Elders, the Ruling Elders being of different congregations (a minimum of two congregations must be represented).

Should the Moderator be unable to act, the Vice-Moderator, under the same conditions, shall issue the call; should both the Moderator and Vice-Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call.

If the Moderator, Vice-Moderator, and Stated Clerk cannot act, any three Ministers not serving the same congregation and three Ruling Elders, who are of different congregations, may call a special meeting.

The Synod may direct the Presbytery to convene a special meeting for any designated business transaction.

Notice of a special meeting shall be sent not less than seven days in advance to each minister and the session of every congregation. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted. Notice may be given by mail and/or electronically.

- g. Agenda and Meeting Papers.** All reports and recommendations shall usually [PREAMBLE](#) be presented to the Presbytery in writing through the Leadership Council and contained within the “meeting packet” when materials are made available by mail and/or electronically.

The agenda and reports to the Presbytery will be made available at the Leadership Council's direction through the Presbytery's Moderator at least one week before the Presbytery meeting.

Agenda requests shall usually be communicated to the Leadership Council no later than three weeks before the Presbytery meeting.

- H. Parliamentary Authority.** Meetings of the Presbytery shall be conducted following the most recent edition of *Robert's Rules of Order*, with the following exception: action items that are not expected to generate discussion may be assigned to a Consent Agenda by the Leadership Council for consideration in one action by majority vote, and any item may be removed from the Consent Agenda for separate consideration upon the request of a single Voting Participant.
- I. Voting.** Votes may be cast only by Voting Participants who are present.

CHAPTER 3: ENROLLMENT OF MINISTERS

Ministers of Word and Sacrament and approved clergy from other denominations shall be received into membership as follows:

- A. Candidates for Ordination.** Candidates for ordination as Ministers under the care of this or any other presbytery of the Presbyterian Church (U.S.A.) shall be enrolled upon their ordination by this Presbytery.
- B. Ordained Ministers.** Ordained Ministers shall be received into membership upon examination and approval of the Ministry and Vocation Committee (MVC) acting as an Administrative Commission of the Presbytery. The Presbytery grants MVC commissioning ability to: 1) approve ordained pastors for membership in Beaver-Butler Presbytery; 2) provide for the installation of a pastor in connection with a congregation or validated ministry; 3) approve Terms of Call, and 4) ask for the creation of an installing Administrative Commission on behalf of the Presbytery (Presbytery approval 11/14/23).

CHAPTER 4: ATTENDANCE AT MEETINGS

- A. Ministers.** Every minister member of the Presbytery is responsible for attending all Presbytery meetings. Attendance may be considered when a minister's membership is under review in accordance with G-2.0503.
- B. Excused Absences.** Voting Participants, both Ruling Elders and Ministers, who are unable to attend a stated meeting of the Presbytery are required to request an excused absence, presented to the Stated Clerk. Unexcused absences will be noted in the minutes of the Presbytery meeting.
- C. Retired Ministers.** Those minister members enrolled as Retired shall be required to attend only when serving a church by appointment of the Presbytery and shall be stated as Honorably Retired unless designated by the Presbytery.

CHAPTER 5: ELECTION OF LEADERSHIP AND REPRESENTATIVES

The Presbyterian Church (U.S.A.) is governed by councils composed of presbyters elected by the people. Beaver-Butler Presbytery, as a council of the Church, is responsible for implementing the Church's commitment to inclusiveness and participation as stated in the Book of Order.

- A. Agencies.** The Presbytery may designate such committees, commissions, task forces, and other structures as it deems necessary and helpful for the accomplishment of the mission of the church (G-3.0109) (collectively its “agencies”). Members of commissions shall be Ministers or Ruling Elders. Deacons and active church members may be elected to other agencies of the Presbytery that are not commissions of the Presbytery.
- B. Nominations.** The Representation and Nominating Committee shall present to the Presbytery nominations for the Leadership Council and the Presbytery’s agencies, except that the Leadership Council shall nominate task forces of the Council. Nominees shall normally be presented for election at the Presbytery’s last meeting of the year and installed (or commissioned) at that time.
- C. Term Length and Limits.** With the exception of Moderator, Vice-Moderator, Permanent Judicial Commission members, and administrative staff, terms of service shall be for three years, and nominees may be elected to full or partial terms. Terms may be renewed upon approval of the Presbytery but shall not exceed six consecutive years on a particular agency, except that the Stated Clerk and the Treasurer shall not be subject to term limits. Following two full terms (six years consecutively), individuals may not be re-elected until one year has elapsed unless otherwise provided by the Presbytery bylaws, this Manual of Administrative Operations, and/or the Constitution. The Presbytery, upon written request and by majority vote of the Presbytery, may waive this limitation on terms.
- D. Agency Classes.** Membership of all Presbytery agencies shall be divided into three classes as equal as possible, one of which shall be elected each year, with exceptions noted in the bylaws, this Manual of Administrative Operations, and/or the Constitution.
- E. Agency Officers.** Each Presbytery agency, unless otherwise noted in the bylaws or this Manual of Administrative Operations, shall elect from its members a moderator and/or co-moderators, vice-moderator, and clerk. If an agency fails to elect a moderator, the Council shall appoint a moderator until the agency can elect the required leaders. The moderator serves for one year and may serve no longer than six consecutive years. Agencies with additional officers, such as a co-moderator, vice-moderator, and clerk, also serve for one year and may serve for no longer than six consecutive years.
- F. Service Limits.** No member of the Presbytery or its congregations shall normally serve in more than two Presbytery agencies concurrently, except for members serving on the Permanent Judicial Commission and/or the Leadership Council.
- G. Absences.** If a member of any Presbytery agency is absent without excuse from three consecutive meetings or from fifty percent (50%) or more of the meetings in a given year, the agency moderator may declare the position vacant.
- H. Vacancy.** In consultation with the Nominating Committee, the Moderator of the Presbytery may fill a vacancy on any Presbytery agency by appointment. The Moderator of the Presbytery shall report the appointment at the next Presbytery meeting.

CHAPTER 6: ECCLESIASTICAL OFFICERS

A. Officer Requirements. The ecclesiastical officers of the Presbytery shall be a Moderator, Vice-Moderator, and Stated Clerk. All ecclesiastical officers must be members of the PC (U.S.A) and ordained as either Ministers of Word and Sacrament or Ruling Elders.

B. Moderator and Vice-Moderator.

(1) Nomination and Term. At any given time, one ruling elder and one minister member of the Presbytery shall hold the offices of Moderator and Vice-Moderator. The positions held by Ruling Elders and minister members shall alternate from year to year.

The Representation and Nominating Committee shall nominate an eligible ruling elder and a minister member of the Presbytery for the positions of Moderator and Vice-Moderator, normally to be elected and installed by the Presbytery at the last meeting of the year, and taking office upon installation.

The term of office shall be one year but shall continue until the installation of the successor. The Moderator and Vice-Moderator shall be ineligible to succeed themselves in the same position after serving a full term in either position.

(2) Moderator Duties. The duties of the Moderator shall be to:

- a. Preside over the meetings of the Presbytery;
- b. Set the agenda of regularly scheduled Presbytery meetings in consultation with agency moderators, the Stated Clerk, and, as needed, Presbytery staff
- c. Appoint members of temporary and special commissions authorized by the Presbytery;
- d. Appoint Ministers or Ruling Elders to Presbytery agency vacancies in consultation with the Nominating Committee;
- e. Be an active and voting member of the Leadership Council while Moderator;
- f. Preside, or designate someone to preside, over the ordinations and installations of Ministers and the commissioning of Ruling Elders to pastoral service, as well as the dissolution of pastoral relationships; and
- g. Preside, or designate someone to preside, at the commissioning of fellowship, new worshiping communities, alternative ministries, the chartering of new churches, and at the dissolution of churches and validated ministries.

(3) Vice-Moderator Duties. The duties of the Vice-Moderator shall be to:

- a. Discharge the duties of the Moderator when requested by the Moderator or when the Moderator cannot be present; and
- b. Be an active and voting member of the Leadership Council.

c. Stated Clerk.

- (1) Nomination, Election, and Term. The Nominating Committee shall nominate an eligible ruling elder or a minister member of the Presbytery for the position of Stated Clerk. The Presbytery shall elect the Stated Clerk for a term of three years. The Stated Clerk may be reelected without a break in service. The Stated Clerk is not subject to term limits.
- (2) Policies Related to Stated Clerk. The Personnel Policies contain the calling, form of accountability, method of annual review, job description, etc., of the Stated Clerk.
- (3) Absence of Stated Clerk. In the absence of the Stated Clerk, the Assistant Stated Clerk shall fulfill the duties of the Stated Clerk. If unavailable, the Presbytery shall elect a Stated Clerk *pro tempore*, who shall function as elected until the Stated Clerk is available.
- (4) Assistant Stated Clerk. The Presbytery may elect an Assistant Stated Clerk to assist the Stated Clerk administratively, who shall be directly accountable to and supervised by the Stated Clerk. The terms, form of accountability, method of annual review, job description, etc., of the positions are contained in the Personnel Policies.

CHAPTER 7: THE CORPORATION AND CORPORATE OFFICERS

- A. Incorporation.** As outlined in the bylaws, the Presbytery shall be incorporated under the Commonwealth of Pennsylvania as Beaver-Butler Presbytery of the Presbyterian Church (U.S.A).
- B. Title to Property.** The Presbytery shall hold title to all legacies and bequests of all monies and properties, real and personal, of every nature that may be given, granted, devised, or bequeathed to the said corporation, including that of any congregations of the Presbytery that have been dissolved.
- c. Members and Officers.** The Presbytery Leadership Council shall be composed in accordance with the Manual of Administrative Operations. The Leadership Council shall serve as the corporation's Board of Trustees and shall have officers who also serve as the corporation's officers.
 - (1) Corporate President (Leadership Council Moderator). From its membership, the Leadership Council elects a Council Moderator, who serves as Corporate President and serves with voice and vote.
 - (2) Corporate Vice-President (Presbytery Moderator). The Presbytery Moderator is a member of the Leadership Council and serves with voice and vote. The Corporate Vice-President position is filled by the Presbytery Moderator, elected by the Presbytery. From its membership, the Leadership Council, as the corporation, elects the Presbytery Moderator to serve as Council Vice-Moderator, who serves as Corporate Vice-President and serves with voice and vote.
 - (3) Corporate Secretary (Stated Clerk). The Presbytery elects a Stated Clerk, who serves as Corporate Secretary. As Corporate Secretary, the Stated Clerk is a member of the Leadership Council by office and serves with voice and vote.
 - (4) Corporate Treasurer. The Treasurer is an Officer of the Corporation, nominated by the Leadership Council, serving as Board of Trustees, and elected and commissioned to service by the

Presbytery. The Treasurer has voice and votes as an Officer of the Corporation on the Board of Trustees in finance matters, as such matters come before the Leadership Council, and voice without a vote in the Presbytery concerning finance matters. The term of office shall be three years. The Treasurer may be reelected and is not subject to term limits.

The Personnel Policies contain the call, form of accountability, method of annual review, job description, etc., of the Treasurer.

CHAPTER 8: PRESBYTERY STAFF

The Presbytery, through its Council, may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity (F-1.0403). The Leadership Council may, in consultation with the next higher council, share staff as required by the mission of the body (see G-3.0110).

The executive, administrative, and other staff positions, the calling, the form of accountability, the method of annual review, the job description, etc., of the positions are contained in Personnel Policies.

Staff members, if Ruling Elders or Ministers, may be enrolled as members of the Presbytery, with voice and vote, by vote of the body.

CHAPTER 9: STANDING ADMINISTRATIVE COMMISSIONS & COMMITTEES

A. Commissions and Committees in General.

- (1) **Commissions.** Commissions are empowered to consider and conclude matters referred to by the Presbytery (G-3.0109). The Presbytery shall elect members of each commission, which is accountable to the Presbytery.
- (2) **Committees.** The Presbytery's committees shall study and recommend action or carry out decisions already made by the Presbytery or a commission of the Presbytery. Members of each committee shall be elected by the Presbytery and are accountable to a Presbytery Commission, except the Committee on Representation Nomination, which reports directly to the Presbytery.
- (3) **Meetings.** The Presbytery's commissions and committees will meet at least quarterly unless otherwise specified in their descriptions.

Commissions and committees may meet electronically or telephonically, following *Robert's Rules*. Any decision made electronically, such as by email, between stated meetings, must be ratified by the commission or committee at its next stated meeting.

- (4) **Quorum.** A quorum for any commission or committee shall be a majority of its members.
- (5) **Ex officio members.** Designated staff shall serve as *ex officio* members of Presbytery commissions and committees. Per *Robert's Rules of Order*, they are members of the bodies by office or staff position. They have voice, unless noted otherwise within the bylaws or this Manual of Administrative Operations.

The Stated Clerk, a resource to all commissions and committees (judicial, administrative, or ecclesiastical), may meet with these commissions and committees *ex officio*; however, unless otherwise noted in the bylaws or this Manual of Administrative Operations, the Stated Clerk does not have a vote on commissions and committees.

- B. Delegation of Presbytery Authority.** The Presbytery has delegated to the standing administrative commissions, per the Constitution, the responsibilities to ensure that the Word of God may be truly preached and heard, that the Sacraments may be rightly administered and received and that the covenant community of disciples of Christ may be nurtured.

The above responsibilities have been distributed to the following administrative commissions:

- (1) Leadership Council in its role as Trustees of the Presbytery
- (2) Ministry and Vocation Committee (MVC) in examining for membership previously ordained pastors on behalf of the Presbytery.
- (3) Permanent Judicial Commission (PJC).

CHAPTER 10: LEADERSHIP COUNCIL (COUNCIL)

The Leadership Council is a standing committee to which the Presbytery has delegated authority. It shall be composed of persons with differing ministry skills, commitments, and calls to lead the Presbytery in implementing its vision and coordinating its efforts to fulfill its constitutional and communal purposes. The Council will work collaboratively with all parts of the Presbytery structure and is accountable to the Presbytery.

A. Responsibilities:

- (1) Initiate or respond to requests to plan and implement Presbytery-sponsored programming;
- (2) Maintain responsibility for support, review, and recommendations regarding personnel;
- (3) Serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
- (4) Develop, nurture, maintain covenants for, and, as appropriate, offer funding for relationships with partnership institutions, and ecumenical mission agencies;
- (5) Evaluate the needs and functions of the Presbytery;
- (6) Guide the Presbytery's vision of identifying, developing, and supporting a diverse group of spiritual leaders;
- (7) Engage the Presbytery in visionary and expansive evangelism opportunities such as, but not limited to, New Worshiping Communities;
- (8) Act on behalf of the Presbytery, as may be helpful from time to time, to appoint representatives from the Presbytery to serve until the Presbytery may elect them to respond to immediate needs, such as disciplinary matters, or appointments to other church bodies, Synod or General Assembly;

- (9) Prepare and recommend to the Presbytery a regular system of priority setting and response to new and emerging needs;
- (10) Communicate and coordinate regularly with all parts of the organization in consultation with Presbytery staff, Presbytery and Council moderators, commission moderators, and others as may be identified;
- (11) Maintain policies to guide congregations considering closure, dismissal, merger, or assimilation and work alongside those congregations and related administrative commissions in those processes;
- (12) Serve as trustees of Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.), including formulating the Presbytery's budget, as a recommendation to the Presbytery for deliberation and adoption;
- (13) Submit a financial statement of all matters committed to it and report its proceedings to the Presbytery for review and audit at its first meeting of the year and at other times upon request of the Presbytery.
- (14) Delegate matters to other agencies when that is determined to be appropriate.
- (15) Create each Presbytery meeting docket. Receive reports from all Presbytery agencies and include items requiring Presbytery action on the Presbytery meeting docket.

- b. Representatives.** The Leadership Council also has been delegated the authority to elect representatives to the decision-making bodies of such organizations and institutions as the Presbytery seeks to be responsive to within its geographical bounds, which have mission priorities consistent with those of the Presbytery, and as the Presbytery is able and is called upon to do so. Any elected representatives shall report to the Council at least annually.
- c. Delegation of Council's Duties and Responsibilities.** The Leadership Council may delegate to Council committees, working groups, or task forces of its own creation with duties and responsibilities related to the authority delegated to it by the Presbytery. However, the Council may not delegate any decision-making that the Presbytery has delegated to it as a commission (see G-3.0109, as well as 1995 GA and various GAPJC on delegation of authority). Committees, task forces, and working groups shall study and recommend action or carry out decisions already made by the Council. They shall make a full report to the Council, and their recommendations shall require action by the Council. As the Presbytery is able and is called upon to do so, its Council will elect representatives to the decision-making bodies of such organizations and institutions. Any elected representatives shall report at least annually to the Leadership Council.
- d. Members.** The Leadership Council shall consist of twelve people, which includes the Presbytery Moderator and Vice-Moderator. Ten additional members will be at-large members who do not serve as members on other standing commissions or committees of the Presbytery. The Stated Clerk shall serve on the Council *ex officio* and shall have voice. When the Council is acting as the Board of Trustees of the Corporation, the Stated Clerk, as Corporate Secretary, has a voice and vote. When the Council is acting as the Board of Trustees of the Corporation, the Treasurer has a voice and vote in finance matters. Designated staff shall serve on the Council *ex officio* with voice but no vote.

- e. **Election and Terms of At-Large Members.** Nominations, elections, terms and term limits of at-large members shall be per Chapter 6 of this Manual of Administrative Operations.
- f. **Presbytery Budget.** Annually, the Council, with its Finance Committee, will lead the standing committees and commissions of the Presbytery in formulating the Presbytery's budget as a recommendation to the Presbytery for deliberation and adoption. The budget must be balanced (operating income equal to operating expenditure).

CHAPTER 11: MINISTRY AND VOCATION COMMITTEE (MVC)

The purpose of the Ministry and Vocation Committee is to discern and evaluate the calls of inquirers, candidates, and pastors, thereby assisting congregations in fostering healthy relationships with their pastoral leaders.

- a. **Responsibilities.** The following responsibilities are delegated to the Ministry and Vocation Committee:
 - (1) To follow the policies, procedures, and resources outlined in the Ministry and Vocation Manual.
 - (2) The Ministry and Vocation Committee has been delegated the authority of the Presbytery to examine previously ordained Ministers and pastors for installation as pastor in a congregation and membership in the Presbytery. Actions of this Commission shall be taken at the duly constituted MVC meetings and reported to the next stated meeting of the Presbytery.
 - (3) Provide for the care of congregations through their sessions by:
 - a. Support and equip pastor nominating committees through the process of calling an installed pastor.
 - b. Review and approve contracts for Covenant Pastor relationships on behalf of the Presbytery.
 - c. Appoint moderators to sessions of churches when pastoral support is unavailable;
 - d. Approve applications to be on the pulpit supply list;
 - e. Grant waivers under G-2.0404 concerning terms of service of deacons and Ruling Elders;
 - f. Offer leadership opportunities to equip the mission of the congregation in support of congregational health.
 - g. Exercise discretion in determining when to take action on information concerning difficulties within a congregation and/or pastoral relations;
 - h. Take the initiative to mediate, reconcile, and act to correct difficulties if requested to do so by the parties concerned or granted by the Presbytery;
 - i. Appeal to the Presbytery when necessary to create a special Administrative Commission to work with particular congregations and/or ministers/commissioned pastors;
 - j. Confer with sessions and congregations that afford procedural safeguards, as in cases of process, following the procedures outlined in Church Discipline from the Book of Order;

- (4) Provide for the care of Ministers as members of the Presbytery by:
- a. Welcome, orient, and support Ministers who are new to the Presbytery;
 - b. Oversee the counsel, support, and accountability of each minister, ruling elder commissioned to pastoral service, and certified Christian educator, and report to the Presbytery annually the type of work in which each is engaged;
 - c. Make recommendations to the Presbytery annually regarding compensation minimums and benefits standards;
 - d. Advise Ministers of support programs for psychological, emotional, spiritual, and vocational health;
 - e. Provide care and support for Ministers retired from service;
 - f. Annually assess and approve validated ministries outside of a congregation;
 - g. Grant permission to labor within or outside the bounds of the Presbytery;
 - h. Examine and approve retired Ministers who are seeking membership into this Presbytery, and request the Stated Clerk to place their names on the appropriately validated rolls of Presbytery;
 - i. Maintain and implement the Presbytery's ethical standards policy;
- (5) Oversee and provide counsel for inquirers and candidates in the exploration of ordered ministry as Ministers of the Word and Sacrament, as well as Ruling Elders seeking to be commissioned to pastoral service.
- a. Orient the session and pastor(s) of the applicant's home congregation to the expectations and requirements of the ordination process;
 - b. Interview and approve applicants for enrollment as Inquirers, as well as approve training and process for ruling elders seeking to be commissioned to pastoral service;
 - c. Confirm when inquirers, candidates, and ruling elders under care have met educational and assessment requirements;
 - d. Assign liaisons to serve as guides and mentors to each inquirer, candidate, and ruling elder under care and to meet annually to discuss the discernment process and assess the next steps in the process;
 - e. Recommend inquirers to be examined by the Presbytery for candidacy;
 - f. Examine candidates and determine Certified Ready to Receive a Call status and assist with developing the Personal Discernment Profile;
 - g. Support ruling elders in the initial stages of becoming a commissioned pastor, oversee their training, and, upon completion of training, make a recommendation to the Presbytery on their readiness to be commissioned;

- b. Members.** The MVC shall consist of no more than fifteen and no fewer than five members, Ruling Elders, and Ministers in approximately equal numbers.
- c. Election and Terms of Members.** Nominations, elections, terms, and term limits of members shall be per Chapter 6 of this Manual of Administrative Operations.

CHAPTER 12: PERMANENT JUDICIAL COMMISSION

- A. Authority.** In accordance with the Constitution of the Presbyterian Church (U.S.A.) *Rules of Church Discipline*: The Presbytery has a standing judicial commission, known as the Permanent Judicial Commission (PJC), which conducts trials and appeals related to remedial and disciplinary processes. In the cases transmitted to it, the Permanent Judicial Commission shall have only the powers prescribed by the Constitution of the Presbyterian Church (U.S.A.) and shall conduct its proceedings accordingly.
- B. Members.** The Presbytery shall elect a Permanent Judicial Commission from the Ministers of the Word and Sacrament and Ruling Elders subject to its jurisdiction.
 - (1) Composition.** The Permanent Judicial Commission shall be composed of Ministers of the Word and Sacrament and Ruling Elders in numbers as nearly equal as possible, nominated per Chapter 6 of this Manual of Administrative Operations (G-3.0111) and in conformity to the church's commitment to unity in diversity (F-1.0403). The Permanent Judicial Commission shall be composed of no fewer than nine members, with no more than one of its ruling elder members from any one of its constituent congregations.
 - (2) Classes.** The Permanent Judicial Commission shall be arranged in three classes of six years each, with each class as equal as possible in size and with one class completing its term every two years.
 - (3) Moderator and Clerk.** For each case before it, the Permanent Judicial Commission shall meet and elect a moderator and a clerk from its members.
 - (4) Vacancies.** Vacancies on the Permanent Judicial Commission due to resignation, death, or any other cause shall be filled by election by the Presbytery. The Presbytery may elect a person to fill an unexpired term at any meeting.
 - (5) Eligibility.** Eligibility for service on the Permanent Judicial Commission is subject to the following additional conditions:
 - a.** In filling vacancies for unexpired terms, a member who has served more than half a term is considered to have served a full term and is ineligible for immediate re-election.
 - b.** No person who has served on a PJC for a full term shall be eligible for reelection until two years have elapsed after the expiration of the six-year term.
 - c.** No person shall serve on more than one PJC term simultaneously.
 - d.** The moderator, stated clerk, or any member of the staff of a council or the staff of any of its entities shall not serve on its PJC.

- e. Continuing membership on a presbytery PJC is dependent on membership in a congregation of the presbytery or in the presbytery.
- c. **Roster.** The Stated Clerk shall keep a current roster of PJC members whose terms have expired within the past six years. The names shall be arranged alphabetically within classes, beginning with the most recent class. The stated clerk shall report the roster annually to the council or councils.
- d. **Meetings.** The meetings of the Permanent Judicial Commission shall be held at such times and places as the electing council or councils shall direct or, by a call to meet by the Stated Clerk, or if no directions are given, at such times and places as the Permanent Judicial Commission shall determine.
- e. **Quorum.** The quorum of the Permanent Judicial Commission shall be a majority of its members, except that the quorum of the Permanent Judicial Commission in a disciplinary case shall be a majority of the membership other than those currently serving members assigned responsibilities under D-3.0102. In no instance shall the quorum be fewer than five members.
- f. **Activation of the Permanent Judicial Commission.** The commission and its investigative committee(s) shall be activated when the Stated Clerk receives in writing a signed complaint, allegation, or reference, as described in the Rules of Church Discipline. Whenever a permanent judicial commission is required to meet for a hearing or trial, the Stated Clerk shall recruit a sufficient number of additional members by rotation from the roster of former members to ensure that a quorum will not be lost during the course of the proceeding.
- g. **Exclusions from Participation.** When a congregation is a party to a case, members of the Permanent Judicial Commission who are members of that congregation or persons in permanent or temporary pastoral relationships with that congregation shall not participate in the case in any way.

Members designated under D-3.0102 (see Ch. 11. K, below) shall not otherwise participate in the case.
- h. **Presbytery Moderator or Stated Clerk as Parties.**
 - (1) If the Presbytery Moderator is named as a party to a complaint, allegation, or reference, the Presbytery Vice-Moderator shall assume the office of Presbytery Moderator, including the roles and responsibilities under the Rules of Church Discipline and this Chapter of the Manual of Administrative Operations, until the complaint, allegation, or reference is adjudicated correctly under the Rules of Church Discipline.
 - (2) If the Stated Clerk is named as a party to a complaint, allegation, or reference, the Leadership Council shall appoint a Stated Clerk *pro tempore* to assume the roles and responsibilities under the Rules of Church Discipline and this Chapter of the Manual of Administrative Operations until the complaint, allegation, or reference is adjudicated correctly under the Rules of Church Discipline.

(3) If the Presbytery Moderator or Stated Clerk is named as a party in a complaint, allegation, or reference, the Permanent Judicial Commission may decide to refer the matter to the Synod for adjudication under the Rules of Church Discipline.

I. Permanent Judicial Commission Orientation. Once the activated Permanent Judicial Commission is convened with a quorum (a simple majority of members) and has elected its moderator and clerk, the Stated Clerk shall orient all members to the Rules of Church Discipline and present the complaint, allegation, or reference from a session for due process under the Rules.

J. Disciplinary Investigating Committee. Under the Disciplinary process of the Rules of Church Discipline, the Presbytery Moderator, in consultation with the Stated Clerk, shall appoint three members in accordance with D-7.06 in the Book of Order.

K. Special Committee of Reviewers and Effect on Quorum.

(1) Purpose. The moderator of the Permanent Judicial Commission shall designate a special committee of three persons to review any petition for review of the procedures of the investigating committee while the investigation in a disciplinary case is in process (D-7.11), to review any petition for review of the decision not to file charges (D-7.1402), and to determine the need for administrative leave (D-7.0902).

(2) Composition. The special committee shall consist of at least one current member of the Permanent Judicial Commission. It may include up to two former members from the list of former Permanent Judicial Commission members required by D-3.0602b. The special committee members shall not participate in any subsequent trial.

(3) Trial Quorum. When a case proceeds to trial after a review, the quorum of the Permanent Judicial Commission shall be a majority of its members who did not participate in the review, but in no case shall a quorum be fewer than five members (D-3.0602).

(4) Session Reference. A session serving as a Permanent Judicial Commission under the Rules of Church Discipline shall make a reference of any petition for review to the Presbytery Stated Clerk, who shall follow this process for the creation of a special committee.

L. Inability to Attain a Quorum. If, through absence, disqualification, or recusal, a sufficient number of members of the Permanent Judicial Commission is not present to constitute a quorum, the Permanent Judicial Commission shall recess until such time as a quorum can be ensured as stated above.

M. Expenses. If the Permanent Judicial Commission is unable to try a case for lack of a quorum, if applicable, the Presbytery shall reimburse the expenses reasonably incurred by those persons required to be present in person.

Chapter 13: Representation and Nominating Committee.

The Constitution (G-3.0111) describes the Nominating Committee's purpose and work as well as the Representation Committee's purpose and work (G-3.0103). These committees shall be combined as

the Representation and Nominating Committee. The Committee shall report to the Presbytery with recommendations for action.

- A. Responsibilities.** Implements the process for nominating persons to serve in positions requiring election by this Manual. The process shall ensure that nominations are made by an entity broadly representative of the presbytery's constituency and in conformity with the church's commitment to unity in diversity (F-1.0403).
- B. Members.** The Presbytery shall elect a Representation and Nominating Committee broadly representative of the member churches of the Presbytery, with a membership as evenly divided as possible between Ministers and Ruling Elders and inclusive based on our principles of diversity. The Representation and Nominating Committee shall consist of no more than nine and no fewer than two members, nominated by the Leadership Council and elected by the Presbytery. The membership will be composed of three classes, each class with an equal number of members, if possible.
- C. Terms.** The term shall be no more than three years. No member shall be elected for more than two consecutive three-year terms. Nominations, elections, terms, and term limits of members shall be per Chapter 6 of this Manual of Administrative Operations.

CHAPTER 14: COMMITTEES OF THE LEADERSHIP COUNCIL

A. Personnel Committee.

The Personnel Committee oversees the Presbytery staff and is accountable to the Presbytery through the Leadership Council.

(1) Responsibilities.

- a. Maintain and implement the Presbytery Personnel Policies;
- b. Provide for annual reviews of all Presbytery staff;
- c. Make salary recommendations to the Council;
- d. Be available to Presbytery staff members for consultation;
- e. Work with the designated staff, interview and recommend to Council hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and
- f. Work with the designated staff, interview, and recommend to the Nominating Committee the nominations of the Presbytery Treasurer, Stated Clerk, and Assistant Stated Clerk.

- #### (2) Members.
- The Personnel Committee shall comprise no more than six and no fewer than two members nominated by the Council and elected by the Presbytery. Designated staff shall serve as ex officio by voice and vote. The membership elected by the Presbytery will be composed of three classes, each class with equal numbers of Ministers and Ruling Elders members as possible.

- (3) Terms. Members shall be elected for a term of three years. No member shall be elected for more than two consecutive, three-year terms. These term limits do not apply to designated staff.

B. Finance Committee.

The Finance Committee oversees the Presbytery's finances and is accountable to the Presbytery through the Leadership Council.

(1) Responsibilities.

- a. Assist the Presbytery Executive, treasurer, and the Council in the development of annual budgets and monitor adherence to them;
- b. Review on at least a quarterly basis the Presbytery financials to look for any unusual transactions, patterns, or deviations;
- c. Develop strategies for increasing revenues, decreasing unnecessary expenses, and ensuring the financial sustainability of the Presbytery;
- d. Confirm that appropriate controls are in place to protect Presbytery funds from misuse or embezzlement;
- e. Coordinate with Presbyterian Agencies on financial needs and cash flow between the organizations;
- f. Advise the Council on the financial health of the Presbytery, including utilizing data for short- and long-term projections;
- g. Make periodic reports to the Presbytery, as requested by the Council; and
- h. Assist staff in coordinating with outside accounting firms and recommend changes to the firm and its responsibilities as needed.
- i. Develop an investment portfolio through which Beaver-Butler Presbytery would make long-term investments, including determining the frequency of meetings, etc.
- j. Make recommendations on how funds would be invested, considering return expectations, risk assumptions, investment strategy correlations, and investment fees.
- k. Review the investments every quarter to ensure that investment policy guidelines are being followed.

- (2) Members. The Finance Committee shall have four members. Members will be nominated by the Representation and Nomination Committee and elected by the Presbytery. The membership elected by the Presbytery will be composed of three classes, each class with one member. The Presbytery Treasurer shall be an ex officio member, with voice and vote. The Treasurer shall not be the moderator of this committee.

- (3) Terms. Members shall be elected for a term of three years. No member shall be elected for more than two consecutive, three-year terms. These term provisions do not apply to the Presbytery Treasurer.

c. Collaboration, Fellowship, and Youth Ministry Unit.

The CFY Ministry Unit brings together the Body of Christ in all its aspects. This shall be accomplished, in part, by supporting the Presbytery's efforts to:

- (1) Organize presbytery-wide events, including youth activities;
- (2) Encourage joint congregational participation in fellowship and ministry projects;
- (3) Provide guidance and assistance to the Youth Coordinator;
- (4) Assist the Resource Center when located in the Presbytery's office; and
- (5) Make efforts toward cooperation with other presbyteries and our Synod.

d. Equipping Leaders Ministry Unit.

The Equipping Leaders Ministry Unit creates, maintains, and grows flourishing congregations by providing training, encouragement, and direction to clergy and church leaders.

- (1) Organize annual Leadership and Administrative Event;
- (2) Organize training opportunities for pastors and church leaders;
- (3) Make efforts toward cooperation with other presbyteries and our Synod.

e. Mission and Compassion Ministry Unit.

The Mission and Compassion Ministry Unit engages the whole presbytery in mission, compassion ministries, and peacemaking, not by initiating a mission but by serving as a catalyst to help churches connect.

- (1) Identify what is going on in mission & compassionate ministries in our churches
- (2) Facilitate the Peacemaking efforts of the Presbytery.
- (3) Engage Presbytery with ministries of compassion
- (4) Make efforts toward cooperation with other presbyteries and our Synod.

f. Presbytery Center Building Committee.

The committee serves as the building and grounds team for the Presbytery office, maintaining and enhancing the building to ensure it is available for service to all.

CHAPTER 15: ADDITIONAL ADMINISTRATIVE COMMISSIONS

In accordance with the Book of Order (G-3.0109b), the Presbytery may create administrative commissions to consider and conclude matters not involving ecclesiastical judicial process. However, in the discharge of

their assigned responsibilities, the administrative commissions may discover and report to the Presbytery matters that may require judicial action by the Presbytery. The Presbytery shall state the scope of the commission's powers and any restrictions on those powers.

A. Composition.

Administrative commissions shall be composed of Ruling Elders and Ministers in numbers as nearly equal as possible and sufficient to accomplish their work. The minimum number for a commission is three people.

B. Election or Appointment.

Members may be directly elected from a slate presented by the Presbytery Moderator, or the Presbytery Moderator may appoint members in consultation with the Stated Clerk, executive staff, and, if applicable, the Ministry and Vocation Committee moderator.

C. Quorum. A quorum of any administrative commission shall be a majority of its members.

D. Presbytery-Delegated Authority. The Presbytery may entrust an administrative commission to:

1. Ordain and install Ministers;
2. Examine and receive into membership Ministers seeking membership in the presbytery, including approval of terms of call and commissions for ordination and installation; and receive candidates under care;
3. Develop immigrant fellowships, organize new congregations and worshiping communities, merge congregations, or form union or federated congregations;
4. Visit particular congregations of the Presbytery reported to be affected with disorder and inquire into and settle the difficulties therein, except that no commission of the Presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the Presbytery;
5. Assume original jurisdiction, or full power and responsibility, over a session when necessary;
6. Make a pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401c). When jurisdiction in a judicial proceeding against such persons has ended due to the death or renunciation of the accused, such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the Presbytery; and
7. Address other matters as determined by the Presbytery.

E. Commission Records. A commission shall keep a full record of its proceedings and shall submit that record to the Presbytery for incorporation into its records.

- F. Commission Actions.** Actions of a commission shall be regarded as actions of the Presbytery. The Presbytery may rescind or amend an action of its administrative commission in the same way actions of the Presbytery are modified.
- G. Commission Decisions.** The decisions of an administrative commission shall be reported to the Stated Clerk, who shall report them to the Presbytery at its next stated meeting.
- H. Additional Duties.** The Presbytery may assign a commission additional duties as a committee, and these duties shall be reported and handled as the report of a committee.
- I. Notice and Opportunity to be Heard.** When an administrative commission has been designated to settle differences within a particular organization or council, it shall, before making its final decision, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue.
- J. Termination.** Administrative commissions are dismissed or dissolved by the Presbytery alone.

CHAPTER 16: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY

The Presbytery is responsible for maintaining regular and continuing relationships with Synod and General Assembly (G-3.0302).

- A. Nomination and Election.**
 - (1) The Nominating Committee shall nominate Ministers and Ruling Elders to serve as commissioners and alternates to the Synod.
 - (2) Commissioners shall be elected before the deadlines set by the Synod and General Assembly in numbers according to allotments by the Synod and General Assembly.
 - (3) General Assembly Commissioners are elected using the policy on General Assembly Commissioners.
- B. Reporting.** When requested by the Presbytery, commissioners shall report the deliberations and actions of the Synod and the General Assembly.

CHAPTER 17: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATIONS

- A. Amendments.** A majority vote of the members present at a Presbytery meeting may amend this Administrative Operations Manual. Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.
- B. Suspension.** A two-thirds vote of the members at a Presbytery meeting may suspend portions of the Manual Administrative Operations present at any duly called meeting of the Presbytery, in part or

in whole, with the exception of this chapter, and such suspension shall not conflict with the Constitution of the Presbyterian Church (U.S.A.).

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