

MANUAL OF OPERATIONS

OF

PRESBYTERY DE CRISTO

- 1 Certified Approved
- 2 Stated Clerk
- 3 Presbytery Meeting 10/21/2017
- 4 Re-certified 10/4/2019

PRESBYTERY DE CRISTO

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1 Approved by Presbytery de Cristo January 30, 2016

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MANUAL OF OPERATIONS

Presbytery de Cristo

Adopted January 30, 2016 and amended October 21, 2017

CHAPTER 1 - INTRODUCTION

The Vision, Mission, and Values of Presbytery de Cristo are presented herein and it is the intent of this Manual of Operations to help the Presbytery fulfill each of these.

VISION

Within the context of this historic understanding of the mission of the universal church, as expressed in the Foundational Principles of the PCUSA, the Presbytery de Cristo recognizes that it exists in a unique time and place, characterized by the following:

- We are a church in the Sunbelt and the desert Southwest;
- We are a church in an area that is growing in the age of its residents and in the racial/ethnic diversity of its residents;
- We are a church of the First World on the border of the Third World;
- We are a church of open spaces where some live in small, rural communities and where many live in large metropolitan areas;
- We are a church in need of spiritual renewal.

MISSION

Presbytery de Cristo's primary mission is to equip and encourage congregations and networks of congregations in their ministries. Our ministry structure moves Presbytery de Cristo from centralized to de-centralized decision-making, from permission-withholding to permission-giving, and from restricting the flow of information to making information as accessible as possible.

Each Presbytery Ministry has the authority to make its own covenant for functioning in community, consistent with the Scriptures and the constitution of the Presbyterian Church (USA).

Presbytery de Cristo is doctrinally, ideologically, ethnically, and geographically diverse. Jesus, the head of the church, in his extravagant love and grace, has held, knit, woven, built, forged, and bound us together as a church family. We are enriched, as well as challenged, by our differences.

1 **VALUES**
2

3 **CHRIST-CENTERED:** We function under the authority of the triune God, Jesus, the Christ,
4 our Savior, Lord and head of the church, who gives us the gift of unity.
5

6 **OPEN TO CHANGE:** The Holy Spirit calls us to transformation; we are guided by the Holy Spirit in every
7 deliberation, decision and action.
8

9 **PARTICIPATORY:** The church is a priesthood of all believers; all members of Presbytery are fully
10 empowered to share in leadership.
11

12 **FAITHFUL TO GOD’S WORD:** Presbytery priorities are discerned in prayer, the reading of
13 Scripture and in ongoing conversations about the hopes, dreams, challenges and changes facing us.
14

15 **HONOR OUR DIFFERENCES:** We celebrate the diversity of our Presbytery and reflect our
16 theological, geographical, racial, ethnic, gender and generational differences in our leadership
17 and our ministries.
18

19 **ACCEPTING:** In our interactions with each other, we follow the example and commandment of
20 Christ, and thus we are guided in all that we say and do by forbearance in love.
21

22 **PROUDLY PRESBYTERIAN:** We embrace our Presbyterian heritage, as expressed in Scripture, the *Book of*
23 *Confessions*, and our denomination’s *Book of Order*.
24

25 **EMPOWERING:** What is not prohibited by our polity, is permitted – ministry commissions and committees
26 are empowered to take action according to the structure of the Manual of Operations!
27

28 **COLLABORATIVE:** Congregational networks and partnerships are valued as effective and faithful
29 avenues of transformation and mission.
30

31 **GRATEFUL AND RESOURCEFUL:** Recognizing that everything we possess comes from God,
32 we practice faithful stewardship of our gifts and resources.
33

34 **ENCOURAGING:** Presbytery develops and facilitates supportive relationships among congregations,
35 congregations and Presbytery, Presbytery and the Synod of the Southwest, Presbytery and the
36 PCUSA and ecumenical and interfaith partners.
37

38 **INTEGRITY:** Openness and transparency are the hallmarks of our deliberations and
39 “decision-making.”
40

41 **CONNECTED:** Innovation and technology are utilized to facilitate and energize communication and
42 ministry initiatives.
43

44 *The Book of Confessions*, Part I of the Constitution of the Presbyterian Church (U.S.A.), states
45 that “all the Reformed confessions emphasize God’s sovereign claim on both personal and
46 corporate life, and thankful human obedience to it.” The structure and operations of the
47 Presbytery, as described in this Manual of Operations, are firmly grounded in Reformed faith
48 and polity and the purpose of the manual is to help the Presbytery more effectively emphasize
49 God’s claim on our corporate life.
50

1 Early in *The Book of Order*, Part II of the Constitution of the Presbyterian Church (U.S.A.), we
2 find a discussion of The Historic Principles of Church Order (F-3.01) and The Historic Principles
3 of Church Government (F-3.02). This manual firmly subscribes to those historic principles.
4

5 In developing this manual, we recognize and affirm that “God alone is Lord of the conscience.”
6 As is true of Reformed polity in general, there is recognition that persons chosen to lead this
7 Presbytery are governed, not by those whom they may represent, but by the Holy Spirit
8 working within them and are guided by the Holy Scriptures as “the only rule of faith and
9 manners.” We recognize and affirm the principle that a larger part of the church shall govern a
10 smaller and that matters shall be finally decided by the “collected wisdom and united voice of
11 the whole Church.” We have ensured that this principle is the foundation of operations for this
12 Presbytery – that all decisions may ultimately be subject to the “collected wisdom and united
13 voice” of the Presbytery – understanding that when the people of God are gathered together to
14 listen to the Holy Spirit, their collective voice is more likely to reflect the will of God.
15

16 *The Book of Order* in G-3.0106 Principles of Administration gives the guidance by which this
17 Manual of Operations has been developed.
18

19 Recognizing that we are “reformed and always being reformed by the Holy Spirit” there are
20 provisions for reforming both the Manual of Operations and the structure of the
21 Presbytery, should that be necessary and or desired. As is our church, this is a work in progress
22 that should and will always be guided by the Constitution of the Presbyterian Church (U.S.A.)
23 and, most importantly, by the will of God as we discern it when we listen together to the Holy
24 Spirit working in our midst.
25

26 **AUTHORITY**

27 A Manual of Operations for the Presbytery is called for in the *Book of Order* (G-3.0106).
28 The provisions of this Manual of Operations are subordinate to the *Book of Order* and
29 the Bylaws. Presbytery de Cristo is a nonprofit corporation formed under the laws of
30 the State of Arizona.
31

32 **PURPOSE**

33 This Manual of Operations establishes the rules for the interrelationships of the
34 Presbytery’s various officers and agencies and for its internal operating procedures.
35

36 **METHOD OF AMENDMENT**

37 This Manual of Operations may be amended according to the procedures contained in
38 the Bylaws of Presbytery de Cristo.
39
40
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1 **THE PRESBYTERY:**

2
3 **ORGANIZATION**

4
5 Structure

6 The focal points for the decision making of the Presbytery de Cristo are its regularly
7 scheduled meetings throughout the year.

- 8
9
- 10 • Written reports to be considered by the presbytery will be submitted to the
11 Stated Clerk by the published deadlines and will be on the Presbytery website no
12 less than ten days prior to Presbytery meetings.
 - 13 • Motions that concern new business must be submitted in writing to the Stated
14 Clerk prior to the motion being made. New business must be submitted by a
15 time specified on the docket.
 - 16
17 • Every Presbytery meeting will include time for interactive participation for
18 education, discernment, small group discussions, etc. Open Space as well as
19 other formats for conversation, discernment, and empowerment for ministry will
20 be used frequently.
 - 21
22 • Presbytery calls and other materials will be available to commissioners
23 electronically, with provisions for those who do not have access to computers
24 and email.
 - 25
26 • Special meetings may be called in accordance with G-3.0304 *Book of Order* or by
27 the Leadership Team of Presbytery when there is an urgent need.
- 28

29 The Leadership Team serves as the leadership body monitoring, adjusting, challenging,
30 and leading the total Mission and program of the Presbytery. In order to function
31 more effectively and efficiently, the Leadership team utilizes commissions,
32 committees, and other bodies defined herein. Each is composed of appointed or
33 elected members with responsibility for fulfilling a broad mandate or specific task.

34
35

36 Officers

37 The Presbytery de Cristo shall elect the corporate officers required by the Bylaws in the
38 manner and at the time set forth in those Bylaws current at the time when such
39 elections are to take place. The terms of office shall be those set out in the Presbytery
40 Bylaws.

41
42 Moderator

- 43
- The duties of the Moderator will be those set forth in G-3.0104 *Book of*

1 *Order* and will be carried out according to *Robert's Rules of Order Newly*
2 *Revised* for presiding officers.

- 3
- 4 • In the event of the incapacity, death or resignation of the Moderator, the
5 Moderator-elect will become acting Moderator for the remainder of the
6 term and the Presbytery will elect a new Moderator-elect at the next
7 stated presbytery meeting for the purpose of completing the remainder
8 of the term of office. In the absence of the Moderator and Moderator-
9 elect, the most recent past Moderator present will preside.
 - 10
 - 11 • The Moderator-elect will act as Moderator at the request of, or in the
12 absence of, the Moderator. The Moderator-elect will be a member of
13 the Ministry for Leadership.

14

15 Stated Clerk/Associate

16

17 The duties and responsibilities of the Stated Clerk/Assoc. shall be those specified
18 in G-3.0104 *Book of Order* and sections of the Rules of Discipline. It shall also be
19 the responsibility of the Stated Clerk to:

- 20
- 21 • Distribute correspondence and papers from other agencies to
22 appropriate committees and officers and to Presbytery and its Leadership
23 Team for action.
 - 24
 - 25 • Be custodian of the records of Presbytery (G-3.0107) and keep an
26 accurate listing of churches, ministers, inquirers, candidates under care of
27 Presbytery, certified Christian educators, clerks of session and CRE's.
 - 28
 - 29 • Be responsible for the production of an annual directory.
 - 30
 - 31 • Prepare the official docket for each meeting of Presbytery for approval by
32 the Presbytery Planning Team and to distribute the call for each meeting
33 not less than ten (10) days prior to the meeting. The Presbytery Planning
34 Team will be responsible for arrangements for each meeting in
35 consultation with the host pastor or host session if pastor position is
36 vacant and will annually present for Presbytery's approval a suggested list
37 of meeting places on a rotating schedule.
 - 38
 - 39 • Correspond with other presbyteries concerning the reception or dismissal
40 of members of Presbytery.
 - 41
 - 42 • The Stated Clerk will serve in an ex-officio role with the Leadership Team,
43 Commission on Ministry, Committee on Representation and Polity, and
44 Administration Committee.

1
2 Treasurer

3
4 The duties of the Treasurer shall be to:

- 5 • Serve as treasurer for the Presbytery Board of Trustees.
- 6
- 7 • Work of the Treasurer shall be under the direction of the Administration
- 8 Committee.
- 9
- 10 • Provide input to the Presbytery Finance Manager to identify policies and
- 11 procedures specific to maintaining financial controls.
- 12
- 13 • Review monthly financial reports and financial analysis prepared by the
- 14 Finance Manager before they are distributed to committees and
- 15 membership.
- 16
- 17 • Review periodic balance sheets and statements of income or loss with
- 18 presbytery Finance Manager.
- 19
- 20 • Consult with presbytery Finance Manager and Administration Committee
- 21 in the development of annual budget for the presbytery.
- 22
- 23 • Review annual audit conducted by Auditor/Reviewers with Finance
- 24 Manager.
- 25
- 26 • Attend meetings of Leadership Team/Trustees and Administration
- 27 Committee to provide direction and information.
- 28
- 29 • Work with Financial Manager and others identified in Presbytery Bylaws
- 30 and Operations Manual charged with endowments and investment
- 31 management.
- 32
- 33 • The Treasurer shall distribute funds consistent with Presbytery policies
- 34 and in accord with processes developed by the Administration
- 35 Committee in consultation with Finance Manager.
- 36

37 Staff

38 Staff for Presbytery de Cristo is provided as a shared staff with Presbytery of Grand
39 Canyon, based on the Combined Presbytery Staffing Plan adopted in March 2013.
40 Oversight of the staff is provided by the Combined Presbytery Personnel Team (CPPT).
41 A copy of the staffing plan report is included in the appendix. The position of Finance
42 Manager is one of the staff positions. A dedicated Finance Manager is provided for each
43 Presbytery. The job responsibilities for the Finance Manager may be obtained from the
44 Combined Presbytery Personnel Team.

1
2 Commissions Committees and Other Bodies
3

4 Commissions – A commission is empowered to consider and conclude matters referred
5 to it by a council, *Book of Order* (G-3.0109). The scope of the commission’s powers and
6 any restrictions on those powers are contained in this Manual of Operation.
7

8 Committees – A committee shall study and recommend action or carry out decisions
9 already made by a council. It shall make a full report to the council that created it, and
10 its recommendations shall require action by that body, *Book of Order* (G-3.0109).
11

12 The Commissions, Committees and other Bodies, along with their purposes or
13 functions, shall be those called for in the Presbytery’s Manual of Operations. Adding,
14 changing, or discontinuing Commissions and Committees requires an amendment to
15 the Manual of Operations.
16

17 Each Commission or Committee called for in the Presbytery’s Manual of Operations
18 shall be elected in the manner and at the time set forth therein. Each Commission or
19 Committee shall write and maintain its own Manual of Operations, consistent with the
20 Presbytery’s Manual of Operations. This Manual will ordinarily describe the functions,
21 organizational structure, membership, and meeting schedules, and will establish the
22 number, qualification and designation of the members of the applicable Committee.
23 Each Commission or Committee shall report any changes to its own Manual to the
24 next stated meeting of the Leadership Team and to the Stated Clerk. The
25 Commissions or Committees are responsible for ensuring that their Manuals are
26 consistent with the Presbytery Manual of Operations and Presbytery de Cristo Bylaws,
27 as well as the *Book of Order*. Each Commission or Committee will submit a written
28 report to the Leadership Team concerning its work annually.
29

30 Members of each Commission or Committee (excluding Permanent Judicial Commission
31 and Administration Committee) will be elected in three classes of three-year terms,
32 unless otherwise noted. No member having served two full or partial three year terms
33 will be eligible for reelection until one (1) year has elapsed. Elections ordinarily take
34 place at the January meeting of the commission or committee. As nearly as possible,
35 there will be equal representation between Teaching Elders and Ruling elders (or in the
36 case of committees – members of congregations (G-3.0109)), and membership will
37 reflect the advice of the Committee on Representation and Polity.
38

39 For Commissions, if membership requirement numbers cannot be fulfilled with
40 Teaching Elders (TE) and Ruling Elders (RE) members, the commission (excluding
41 Permanent Judicial Commission) may petition the nominating committee to reduce the
42 number of TE and RE to 75% of the member number identified for the commission in
43 this Manual of Operations. The remaining members may be lay members of
44 congregations (up to 25%) who shall have voice but no vote on the commission.

1
2 Each Commission or Committee shall elect a moderator following the annual meeting of
3 Presbytery and each shall designate a secretary except as noted in this Manual of
4 Operations for detailed descriptions included in Chapters 2 thru 9.

5
6 When a member is absent from three (3) consecutive meetings without being excused
7 by the Commission or Committee moderator for good cause, it will be deemed that such
8 person has resigned. The moderator will inform the Stated Clerk, the moderator of the
9 Nominating Committee and the Presbytery.

10 Each Commission or Committee will keep a record of its work and send a copy to the
11 Stated Clerk. The moderators will submit an annual report to the Stated Clerk for the
12 annual meeting of the Presbytery. Each ministry will submit an annual report for the
13 January Annual Meeting.

14
15 Transformers and Macedonia Ministries Cohort group shall function as committees, as
16 defined in Chapter 1 of the Manual of Operations. Both committees shall be responsible
17 to the Presbytery Pastor. Both committees shall provide the Stated Clerk copies of
18 meeting minutes or agenda items noticing activities of each council. Annual reports
19 shall be provided to the Leadership Team and the Stated Clerk. Financial transactions
20 involving either committee shall be reported to the Presbytery Pastor, Stated Clerk,
21 Presbytery Treasurer and the Presbytery Financial Manager.

22
23 The Presbytery or Leadership Team may establish task forces as required to address
24 special issues or concerns as they arise. Such task forces are not part of Presbytery's
25 permanent structure, nor do they speak for Presbytery, unless authorized by
26 Presbytery.

27
28 Administrative Commissions for ordination and installation will be approved by the
29 Moderator of Presbytery and the Stated Clerk in consultation with the moderators of
30 the Commission for Ministry (for installation) and the Commission for Preparation (for
31 ordination).

32
33 Between meetings of the presbytery, an Investigating Committee may be appointed if
34 necessary by the Moderator of Presbytery, the Presbytery Pastor and Stated Clerk
35 (*Book of Order* D-10.0200).

36 37 **OPERATIONS**

38
39 The budget for each Commission and Committee of the Presbytery requesting funds
40 shall originate with the responsible Commission or Committee. The budget year runs
41 from February 1 through January 31 in any given year. For each budget year, it will be
42 the responsibility of the Administration Commission to recommend an income
43 projection to the Leadership Team no later than the December Stated Meeting of the
44 Leadership Team. The Leadership Team will review and approve the budget prior to
45 recommendation to the Presbytery for approval. Ordinarily the Operating Fund budget

1 and the Mission Fund budget for each year will be presented to the Presbytery at the
2 January annual meeting.

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1 **CHAPTER 2 – LEADERSHIP TEAM COMMISSION**

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3 **PURPOSE:**

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5 The Leadership Team shall serve as the leadership body of the Presbytery, monitoring/
6 adjusting/challenging/leading the total mission and program of the Presbytery. The Leadership
7 Team shall function in (a) a generative mode, providing Biblically and spiritually-grounded,
8 missionally-oriented conversations that may, in fact, challenge the current strategic direction of
9 the Presbytery, (b) a strategic mode, in partnership with the Commissions and Committees, as
10 they together work to establish and accomplish the goals of the Presbytery and (c) a fiduciary
11 mode as required by law in the Leadership Team’s role as Trustees of Presbytery de Cristo.
12

13 The Presbytery itself elects its:

- 14 • Commission/Committee membership,
- 15 • Permanent Judicial Commission,
- 16 • General Assembly and Synod Commissioners,
- 17 • Stated Clerk,
- 18 • Treasurer,
- 19 • Presbytery Pastor,
- 20 • the Leadership Team,
- 21 • Presbytery Moderator and Moderator-Elect.

22
23 The Presbytery acts on:

- 24 • The creation or elimination of commission/committees,
 - 25 • motions sent to it by committees,
 - 26 • any proposed property sale,
 - 27 • property acquisition,
 - 28 • direct indebtedness assumed by the Presbytery,
 - 29 • any contingent liabilities,
 - 30 • any change in the designations for designated, temporarily-restricted funds,
 - 31 • amendments to policies which have not been delegated to other
 - 32 committees or commissions,
 - 33 • amendments to the Constitution proposed by the General Assembly,
 - 34 • overtures received from sessions,
 - 35 • any decisions required by the *Book of Order*,
 - 36 • constituting, dismissing or dissolving congregations,
 - 37 • changes in the Manual of Operations.
- 38
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41

1 **FUNCTION:**

2 The Leadership Team shall:

3 **Leadership**

- 4 • Serve as Presbytery’s visioning team.
- 5 • Receive all budgets submitted by Administration Commission and Mission
- 6 Commission before forwarding the proposed budgets to the Presbytery for
- 7 approval.
- 8 • Approve or disapprove programming recommendations for action brought to
- 9 it by the Committees of the Presbytery and when indicated forward those
- 10 proposed actions to the Presbytery.
- 11 • Review and evaluate Presbytery’s mission and structure in the light of
- 12 adopted priorities every three years.
- 13 • Present to Presbytery an annual budget.
- 14 • Approve changes to the staff design of the Presbytery in accordance with actions
- 15 taken by the Combined Presbytery Personnel Team.
- 16 • Serve as the Trustees of Presbytery de Cristo.
- 17 • Develop, promote and encourage a sense of unity and community within the
- 18 Presbytery de Cristo.

19
20 **Coordination**

- 21 • Coordinate the mission and program of the whole Presbytery.
- 22 • Direct the communication systems of the Presbytery with assignment of liaison
- 23 to Commissions and Committees.
- 24 • Review and guide the internal functioning of Presbytery.
- 25 • Recommend to the Presbytery the creation or elimination of Commissions and
- 26 Committees.
- 27 • Receive and consider matters referred to it by the Presbytery.

28
29 **Bills and Overtures**

- 30 • To advise the Presbytery pertaining to any Bills and/or Overtures brought before
- 31 it.
- 32 • Recommend to the Presbytery approval or disapproval of all motions and
- 33 overtures from sessions for General Assembly or Presbytery action,
- 34 • Provide for the training of commissioners and alternates to General Assembly
- 35 and Synod,
- 36 • Submit a written report annually to the Leadership Team,

37
38 **Review Session Minutes**

- 39 • The committee will conduct an overview to ensure provisions for an annual
- 40 review of all session records as required by the *Book of Order*.
- 41 • Record minutes of all meetings and maintain accurate record of the work of
- 42 the Session Records Review subgroup, which shall be available in the
- 43 Presbytery office,

- Submit a written report annually to the Leadership Team,
- Develop, promote and encourage a sense of unity and community within the Presbytery de Cristo.

Fiduciary

- Approve any contingent liability which falls outside the parameters defined in the policies of the Administration Commission on Congregational Property.
- Approve any contingent liability which exceeds \$1,000,000 before forwarding to the Presbytery for approval.

Ecumenical and Interfaith Cooperation

- Oversee ecumenical and interfaith affairs.
- Maintain relationships with Synod and General Assembly.

Administrative

- Annually prepare and propose a budget for the Leadership Team’s related expenses.
- Administer the Leadership Team budget.
- Record minutes of all meetings and maintain accurate record of the work of the Leadership Team, which shall be filed in the Presbytery office.
- As the Trustees of Presbytery de Cristo, fulfill the corporate requirements specified in the Bylaws and the Articles of Incorporation.
- Recommend members and the chair of the Nominating Committee to the Presbytery which elects the Nominating Committee and its chair.

OTHER PRACTICES:

- The Stated Clerk of the Presbytery will maintain an accurate record of the work of the Leadership Team, which shall be available in the Presbytery Office.
- Between stated meetings of Presbytery, the Leadership Team shall have the power to act on behalf of Presbytery on such matters brought before it by any commission or committee of Presbytery which requires an action to be taken before the next stated meeting of Presbytery such as election of members to commissions and committees, except in matters pertaining to the ordination or examination of candidates.
- The Leadership Team will prepare for and handle crisis in the Presbytery when it arises. It will serve as the receiving body of any remedial or disciplinary complaints and will, through the Stated Clerk, respond as appropriate.

MEMBERSHIP:

Leadership Team - The Leadership Team functions as a commission and will be composed of twelve (12) members, to include the Moderator of Presbytery, Moderator-elect of Presbytery, and the Immediate past Moderator of Presbytery, and six other members – three ruling elders and three teaching elders representative of ministry commissions and committees including

1 Presbyterian Woman; all with voice and vote. The Presbytery Pastor and Stated Clerk will serve
2 ex-officio and have voice and vote as members of presbytery. The Presbytery Treasurer will
3 serve ex-officio and have voice and no vote.

4
5 The six elected members shall be divided into three (3) equal classes, one of which is elected
6 each year by the Presbytery. Term of service will be three (3) years (full or partial) with an
7 individual eligible to serve up to two (2) consecutive terms. The Presbytery Pastor will
8 ordinarily serve as Moderator (chair) of the Leadership Team.

9
10 The Moderator of the Presbytery shall ordinarily be the President of the Trustees of
11 Presbytery de Cristo and the Moderator-Elect of the Presbytery shall ordinarily be the Vice-
12 President of the Trustees of Presbytery de Cristo upon election by the Trustees. The Stated
13 Clerk of the Presbytery serves as Secretary of the Trustees and the Treasurer of the
14 Presbytery serves as Treasurer of the Trustees.

15
16 **MEETINGS:**

17 The Leadership Team Commission shall ordinarily meet monthly. Special meetings may be
18 called by the chair. The meetings of the Leadership Team are open for others to attend
19 except when the Leadership Team votes to meet in executive session.

20
21 The Leadership Team shall also convene as the Trustees of Presbytery de Cristo as required by
22 the Bylaws and the Articles of Incorporation.

23
24 **STAFF:**

25 The Presbytery Pastor, Treasurer, and Stated Clerk will serve on the Leadership Team ex-
26 officio with voice and vote. Others of the Presbytery Staff may attend when directed by the
27 Presbytery Pastor.

28
29 **LINKAGES:**

30 The Leadership Team shall report directly to the Presbytery. It is linked to the
31 Commissions and Committees, except PJC, through Presbytery staff and members of the
32 Leadership Team serving as liaisons to each of the commissions or committees.

33
34 **POLICIES:**

35 See the policies of the Leadership Team Commission in the Appendix.
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1 **CHAPTER 3 – ADMINISTRATION COMMITTEE**

2
3 **PURPOSE:**

4
5 The Administration Committee has the following areas of responsibility:

- 6 • Finance and Funds Development
- 7 • Endowments and Investments
- 8 • Technology and Communications for the Presbytery
- 9 • Personnel
- 10 • Risk Assessment, Insurance and Congregational Property

11
12 **FUNCTION:**

13
14 **FINANCE AND FUNDS DEVELOPMENT**

- 15 • Work with the Finance Manager in execution of the following responsibilities.
- 16 • Make quarterly reports on financial condition of the Presbytery to the Leadership
- 17 Team.
- 18 • Plan and conduct annual budget making processes.
- 19 • Coordinate with Mission Committee to incorporate Mission Expense budgets into
- 20 annual budget development and monitoring and provide proposed annual budget to
- 21 the Leadership Team for information and approval and approval at the January
- 22 Presbytery meeting.
- 23 • Keep the commissions and committees informed regarding financial standing.
- 24 • Allocate benevolence funds to the Synod of the Southwest and the mission
- 25 program of the General Assembly that are approved by the Presbytery.
- 26 • Allocate funds to pay the *per capita* assessment of the Synod and the General
- 27 Assembly.
- 28 • Monitor the budget adopted by Presbytery.
- 29 • Submit a written report annually to the Leadership Team.
- 30 • Develop, promote and encourage a sense of unity and community within the
- 31 Presbytery de Cristo.
- 32 • Record minutes of all meetings and maintain accurate record of the work of the
- 33 Budget and Finance subgroup, which shall be available in the Presbytery office.

34
35 **ENDOWMENTS AND INVESTMENTS**

- 36 • Oversee the investments of the Presbytery in accordance with the Endowment Fund
- 37 Charter.
- 38 • Recommend investment philosophy and policy to the Leadership Team.
- 39 • Monitor debt service and financial assets of the Presbytery.
- 40 • Record minutes of all meetings and maintain accurate record of the work of the
- 41 Investment subgroup, which shall be available in the Presbytery office.
- 42 • Submit a written report annually to the Leadership Team.

- 1 • Develop, promote and encourage a sense of unity and community within the
2 Presbytery.

3

4 **ANNUAL AUDITS**

- 5 • Recommend a suitable firm to conduct a financial audit once every three years and
6 name an appropriate team to perform a financial review for the other two years of
7 the three year cycle.

8

9 **TECHNOLOGY AND COMMUNICATIONS FOR THE PRESBYTERY**

- 10 • Identify technology to improve communication throughout the Presbytery, utilizing
11 the web site, and other tools available.
- 12 • Commissions and committees will be encouraged to use electronic media in
13 communication, reports and the filing of records.
- 14 • All records of the Administration Committee shall be filed in the Presbytery Office.
- 15 • All personnel records shall be filed in the office of the Stated Clerk.

16

17 **PERSONNEL**

18 In accord with the established Shared Staffing Plan adopted and at the direction of the
19 Combined Presbytery Personnel Team (CPPT), support their actions and requests associated
20 with the following:

- 21 • Define the process and review the annual evaluations of Presbytery staff.
- 22 • Conduct the reviews of the Presbytery Pastor and Stated Clerk.
- 23 • Make recommendations for action concerning compensation of Presbytery
24 staff.
- 25 • Enforce the policies in the Presbytery's Personnel Manual.
- 26 • Recommend changes in the Personnel Manual for action by the Leadership Team.
- 27 • Record minutes of all meetings and maintain accurate record of the work of the
28 subgroup, which shall be filed in the Presbytery office.
- 29 • Monitor the Presbytery shared staff budget with the Combined Presbytery Finance
30 Team.
- 31 • Submit a written report annually to the Leadership Council.
- 32 • Develop, promote and encourage a sense of unity and community within the
33 Presbytery.

34

35

36 **RISK ASSESSMENT, INSURANCE AND CONGREGATIONAL PROPERTY**

- 37 • Consider requests submitted by congregations to lease, encumber or sell real
38 property as specified in G-4.0206 in the *Book of Order* and act on those requests as
39 the Administration Commission of the Presbytery. (see G-3.0109) Any contingent
40 liability or loan approval in excess of \$1,000,000 requires the additional approval
41 of the Leadership Team, Trustees and the Presbytery.
- 42 • Communicate actions and the requirements of G-4.0206 to the Leadership Team
43 and the Presbytery at every stated meeting of the Presbytery.

- 1 • Recommend to the Leadership Team any changes in policy which will then be
- 2 forwarded to the Presbytery for approval.
- 3 • In regard to the real property under the direct jurisdiction of the Presbytery.
- 4 ➤ Manage the real property under the direct jurisdiction of the Presbytery.
- 5 ➤ Recommend to the Leadership Team the sale, purchase or leasing of
- 6 real property under the Presbytery's jurisdiction.
- 7 ➤ Be responsible for monitoring repairs, maintenance, renovations, etc.
- 8 to the real property of the Presbytery.
- 9 ➤ Annually prepare and propose a budget for the management of the real
- 10 property of the Presbytery
- 11 ➤ Secure adequate insurance coverage for the real property of the Presbytery
- 12 • Record minutes of all meetings and maintain accurate record of the work of the
- 13 subgroup, which shall be available in the Presbytery office.
- 14 • Monitor insurance coverage of all congregation facilities, presbytery facilities, and
- 15 affiliate organizations facilities. Develop a policy for minimum insurance coverage
- 16 limits in accordance with the minimum insurance coverage limits issued by PC (USA).
- 17

18 **MEMBERSHIP:**

19 Administration Committee - The Administration Committee will function as a committee and
20 will be composed of eight (8) members, ruling elders and teaching elders, in numbers nearly
21 equal as practicable, plus the liaison from Leadership Team, serving with voice but without
22 vote, and the Treasurer who will serve ex-officio and have voice and vote. The Presbytery
23 Pastor and Stated Clerk will serve ex-officio with voice, but without vote. The Finance Manager
24 will serve ex-officio with voice, but without vote.

25
26 The eight (8) elected members shall be divided into three (3) equal classes (3 members, three
27 members and 2 members), one of which is elected each year by the Presbytery. Term of
28 service will be three (3) years (full or partial) with an individual eligible to serve up to two (2)
29 consecutive terms.

30
31 The Chair shall be elected from within the Committee for a term of one (1) year, with the
32 individual eligible to serve up to three (3) years.

33

34 **MEETINGS:**

35 The Administration Committee shall ordinarily meet 6 times per year. Special meetings may
36 be called by the chair. The meetings of the Administration Committee are open for others
37 to attend except when the body votes to meet in executive session.

38

39 **STAFF:**

40 The Presbytery Pastor, Treasurer, Finance Manager and Stated Clerk will serve on the
41 Administration Committee as defined in Membership. Others of the Presbytery Staff may
42 attend when directed by the Presbytery Pastor or Chair.

43

44

1 **LINKAGES:**

2 The Administration Committee reports directly to the Presbytery on matters related to its
3 responsibilities or when the Administration Committee has acted as empowered by the
4 Presbytery.

5

6 **POLICIES:**

7 See the policies of the Administration Committee in the Appendix.

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1 **CHAPTER 4 – COMMISSION ON MINISTRY**

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3 **PURPOSE:** That specified by the *Book of Order* G-3.0306 and G-3.0307

4
5 **FUNCTIONS:**

- 6 • The Commission on Ministry (COM) shall be constituted as an administrative
7 commission authorized by the Presbytery to approve all matters specified in the *Book*
8 *of Order* G-3.0306 and G-3.0307, other than matters related to candidates and
9 inquirers, and reports those actions to the Presbytery.
- 10 • The Commission on Ministry shall be constituted as an administrative commission
11 authorized by the Presbytery to approve all matters specified in the *Book of Order* G-
12 3.0306 and G-3.0307, related to the approval of teaching elders of all pastoral
13 categories serving the congregations of the Presbytery and reports those actions to
14 the Presbytery.
- 15 • The Commission on Ministry may establish a Temporary Administrative Commission to
16 assume original jurisdiction of sessions unable to exercise authority as provided in the
17 *Book of Order* (G-3.0303e) and shall consist of at least 3 members.
- 18 • Receive Mustard Seed grants for clergy
- 19 • Recognize the honorable retirement of
 - 20 ○ Teaching Elders
 - 21 ○ Commissioned Ruling Elders
 - 22 ○ Certified Christian Educators
- 23 • Compile the annual report on clergy compensation
- 24 • The Commission on Ministry shall provide direct access at all times to all teaching and
25 ruling elders in the Presbytery in all matters relative to the spiritual or temporal welfare
26 of the churches in which they hold office.
- 27 • The Commission on Ministry shall recruit, train, and deploy liaison persons to work with
28 Pastor Nominating Committees.
- 29 • The Commission on Ministry shall receive and screen for approval Church Information
30 Forms from Pastor Nominating Committees.
- 31 • The Commission on Ministry shall provide background reference information to Pastor
32 Nominating Committees when requested.
- 33 • The Commission on Ministry shall interview potential candidates before a Pastor
34 Nominating Committee arranges for an interview, which may be conducted by
35 electronic means.
- 36 • The Commission on Ministry shall interview all who seek to transfer membership to the
37 Presbytery and recommend action to presbytery.
- 38 • The Commission on Ministry shall seek exit interviews with members leaving a pastoral
39 relationship, including interims and stated supplies.
- 40 • The Commission on Ministry shall visit and counsel with churches in which difficulties
41 have been discerned.
- 42 • The Commission on Ministry shall exercise oversight of churches without pastors in
43 accord with the provisions in the *Book of Order*, and consult with the Presbytery
44 Leadership Team regarding strategy in those particular churches.

- 1 • The Commission on Ministry shall provide oversight for teaching elders not installed as
2 parish pastors.
- 3 • The Commission on Ministry shall be responsible for all matters relating to pensions,
4 including major medical provisions.
- 5 • The Commission on Ministry shall establish guidelines for salaries and remuneration of
6 Teaching Elders, Commissioned Ruling Elders, and Certified Christian Educators, with an
7 annual review and report to Presbytery concerning salaries and salary guidelines.
- 8 • When a candidate has been called, and is to be examined by the Presbytery, the
9 commission shall ensure the examination is scheduled at the next presbytery
10 meeting and that the candidate's Statement of Faith shall be distributed and placed
11 in the hands of the presbytery members prior to the examination.
- 12 • Annually prepare and propose a budget for the Commission on Ministry expenses.
- 13 • Administer the Commission on Ministry budget.
- 14 • Record minutes of all meetings and maintain accurate record of the work of the
15 Commission on Ministry, which shall be filed in the Presbytery office.
- 16 • Submit a written report annually to the Leadership Team.
- 17 • Develop, promote and encourage a sense of unity and community within the
18 Presbytery de Cristo.

19

20 **MEMBERSHIP:**

21 Commission on Ministry - The Commission on Ministry will function as a commission and will be
22 composed of sixteen (16) members, eight ruling elders and seven teaching elders in numbers
23 nearly equal as practicable, plus the liaison from the Leadership Team, serving with voice but
24 without vote. The Presbytery Pastor and Stated Clerk will serve ex-officio with voice, but
25 without vote.

26

27 The Commission shall be divided into three (3) equal classes, one of which is elected each year
28 by the Presbytery. Term of service is three (3) years (full or partial) with an individual eligible
29 to serve up to two (2) consecutive terms.

30

31 The Chair shall be elected from within the Commission for a term of one (1) year, with the
32 individual eligible to serve up to three (3) years.

33

34 **MEETINGS:**

35 Ordinarily the Commission shall meet monthly or as often as necessary to accomplish the
36 work.

37

38 **STAFF:**

39 The work of the Commission shall be supported by Presbytery staff as may be assigned by
40 the Presbytery Pastor and Chair.

41

42 **LINKAGES:**

43 The Commission on Ministry reports to and is accountable to the Leadership Team on matters

1 related to budget. The Commission on Ministry reports directly to the Presbytery on matters
2 related to its Teams or when the Commission on Ministry has acted as empowered by the
3 Presbytery.

4

5 **POLICIES:**

6 See the policies of the Commission in the Appendix.

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1 **CHAPTER 5 – COMMITTEE ON PREPARATION FOR MINISTRY**
2

3 **PURPOSE:** As defined by the *Book of Order G-2.06*.

4 **FUNCTIONS:**

- 5 • As defined by the *Book of Order G-2.06*.
 - 6 • Approve all matters related to the enrollment of Inquirers, advancement of Inquirers to
7 candidacy, and “certification of readiness to be examined for ordination pending a call”
8 shall be approved by the Committee on Preparation for Ministry (CPM) in plenary
9 session upon recommendation of the Committee’s liaison groups and examining
10 subcommittees.
 - 11 • The CPM shall report its actions to the Leadership Team and the Presbytery.
 - 12 • Annually prepare and propose a budget for the Committee on Preparation for Ministry
13 expenses.
 - 14 • Administer the Committee on Preparation for Ministry budget.
 - 15 • Record minutes of all meetings and maintain accurate record of the work of the
16 Committee for Preparation for Ministry, which shall be filed in the Presbytery office.
 - 17 • Submit a written report annually to the Leadership Team.
 - 18 • Develop, promote and encourage a sense of unity and community within the Presbytery
19 de Cristo.
- 20

21 **MEMBERSHIP:**

22 The Committee on Preparation for Ministry will function as a committee and will be composed
23 of nine (9) members including ruling elders and teaching elders, in numbers as nearly equal as
24 practicable, plus the liaison from the Leadership Team, serving with voice but without vote.

25
26 The Committee shall be divided into three (3) equal classes, one of which is elected each year
27 by the Presbytery. Term of service is three (3) years (full or partial) with an individual eligible
28 to serve up to two (2) consecutive terms.

29
30 The Chair shall be elected from within the Committee for a term of one (1) year, with the
31 individual eligible to serve up to three (3) years.

32
33 **MEETINGS:**

34 Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the work.
35
36

37 **STAFF:**

38 The work of the Committee shall be supported by Presbytery staff as may be assigned by the
39 Presbytery Pastor and Chair.
40

1 **LINKAGES:**

2 The Committee of Preparation for Ministry reports directly to Presbytery on matters
3 pertaining to Inquirers and Candidates. The Committee communicates directly with the
4 Administration Committee regarding budgetary matters. The Committee communicates
5 directly with the Commission on Ministry when candidates are ready for a call.
6

7 **POLICIES:**

8 See the policies of the Committee in the Appendix.
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1 **CHAPTER 6 – PERMANENT JUDICIAL COMMISSION**

2
3 **PURPOSE:** To adjudicate disciplinary and remedial cases, which may come to it.

4
5 **FUNCTIONS:**

- 6 • Those specified in the *Book of Order* and the *Rules of Discipline*.

7
8 **MEMBERSHIP:**

9 The Permanent Judicial Commission will function as a commission and be composed of seven
10 (7) members, ruling elders and teaching elders in numbers as nearly equal as practicable. No
11 two members may come from the same congregation. The term of office will be six years.

12
13 The Permanent Judicial Commission will be established in conformity to the Rules of
14 Discipline. There will be no liaison from the Leadership Team.

15
16 **MEETINGS:**

17 As called pursuant to Chapter Five of the *Rules of Discipline*.

18
19 **STAFF:**

20 The work of the Commission shall be supported by the Stated Clerk of the Presbytery.

21
22 **LINKAGES:**

23 The Commission reports directly to the Presbytery. The permanent judicial commission shall be
24 accountable to the Stated Clerk of Presbytery only for transmission of its decisions to
25 Presbytery, which decision shall be considered final judgment unless appealed to a higher
26 governing body.

1 **CHAPTER 7 – MISSION COMMITTEE**
2

3 **PURPOSE:**

- 4 • To coordinate, develop and execute strategies in concert with the mission and
5 community outreach commitments of the congregations of the Presbytery.
6 • To exercise oversight and authority over immigrant congregations, new
7 worshipping communities and new church developments.
8 • Serve as the agency of the Presbytery which will interpret the mission of the
9 Presbytery to its congregations and members, and request their financial
10 support of the mission of the Presbytery (Stewardship).
11

12 **FUNCTIONS:**

13 Mission and Community Outreach

- 14 • Provide the means by which the mission endeavors of the congregations of the
15 Presbytery can communicate, network and combine energy in creative relationships
16 which further the mission goals of the congregations.
17 • Develop criteria, assess applications and award grants to congregations or
18 clusters of congregations to augment their mission goals.
19 • Provide program support for ministries in concert with one or more
20 congregations in the Presbytery.
21 • Annually prepare a budget for mission expenses (account 5000) and
22 submit to Administration Committee for incorporation into the annual
23 Presbytery budget for presentation to the Leadership Team.
24

25 New Church Development and New Worshipping Communities

- 26 • Exercise the powers and assume the responsibilities of a session with jurisdiction
27 over new worshipping communities, fellowships and new church developments as
28 defined by the Committee.
29 • Assign or withdraw particular *Book of Order* defined powers and responsibilities of a
30 Session to the local leadership group recognized by the Committee.
31 • Serve as the calling agency which will work in concert with the COM in the calling
32 of teaching elders to serve these ministries. Recommend the formation of separate
33 Administrative Commissions to oversee a particular New Church Development
34 through the process of becoming a chartered congregation of the Presbyterian
35 Church (U.S.A.).
36 • Forward all actions to the Stated Clerk of Presbytery to be reported at the next
37 meeting of Presbytery.
38

39 Stewardship

- 40 • Seek financial support for the Presbytery's mission from congregations, members
41 and other funding sources.
42 • Develop Stewardship interpretation resources and deliver them to the
43 congregations and members of the Presbytery.

- Periodically review and make recommendations about the effectiveness of all Presbytery stewardship vehicles.

General

- Administer the Mission Committee budget.
- Record minutes of all meetings and maintain accurate record of the work of the Mission Committee, which shall be filed in the Presbytery office.
- Submit a written report annually to the Leadership Team.
- Develop, promote and encourage a sense of unity and community within the Presbytery de Cristo.

MEMBERSHIP:

The Mission Committee will function as a committee and be composed of nine (9) members, ruling elders and teaching elders, in numbers as nearly equal as practicable, plus the liaison from the Leadership Team, serving with voice but without vote. One member of this committee will be from Presbyterian Women.

The Committee shall be divided into three (3) equal classes, one of which is elected each year by the Presbytery. Term of service is three (3) years (full or partial) with an individual eligible to serve up to two (2) consecutive terms.

The Chair shall be elected from within the Committee for a term of one (1) year, with the individual eligible to serve up to three (3) years.

MEETINGS:

Ordinarily the committee shall meet monthly or as often as necessary to accomplish the work.

STAFF:

The work of the Committee shall be supported by the Presbytery Pastor and others as may be assigned by the Presbytery Pastor.

LINKAGES:

The Mission Committee reports directly to the Presbytery on matters related to its Teams or when the Mission Committee has acted as empowered by the Presbytery.

POLICIES:

See the policies of the Committee in the Appendix.

1 **CHAPTER 8 – NOMINATING COMMITTEE (NC)**
2

3 **FUNCTIONS:**

4 General

- 5 • Encourage participation in the ministry, mission and work of the Presbytery by
6 qualified persons from throughout the Presbytery.
7 • Secure from the ministers, educators and members of the churches in the
8 Presbytery names of persons who are qualified to serve on the various Ministry
9 Units. The consent of any person nominated to serve, if elected, shall be secured
10 before presenting his/her name in nomination to the Presbytery
11 • Nominate persons to all elected positions according to the conditions set forth in
12 the *Book of Order* with regard to fair representation.
13 • Nominate persons to serve in compliance with this Manual of Operations and the
14 Policies of Presbytery de Cristo in the following positions:
15 ➤ Moderator and Moderator-elect of Presbytery,
16 ➤ Six (6) of the twelve (12) members of the Leadership Team (the Moderator,
17 Moderator-Elect and Immediate past Moderator; treasurer, Presbytery
18 Pastor and Stated Clerk are already selected and serve on the Leadership
19 Team ex-officio),
20 ➤ Members of Presbytery Commissions and Committees which are presented
21 to the Presbytery for election,
22 ➤ Commissioners, Alternates and Advisory Delegates to General Assembly and
23 Synod meetings,
24 ➤ Any representatives serving on other Boards specified to be elected or
25 appointed by Presbytery de Cristo.
26 • Fill vacancies when there is a resignation or death,
27 • Instruct the Chair of any Commission or Committee to notify the Stated Clerk of the
28 Presbytery of any persons failing to serve responsibly on the Committee. The
29 Stated Clerk, thus notified shall declare such person's place vacant and shall set into
30 motion the process to fill the unexpired term.
31 • Consult at least annually with representatives of the Committee on Representation.
32 Consult at least annually with representatives of the Leadership Team.

33
34 Specific

- 35 • The requirements for gender, racial/ethnic, geographic, handicap, and lay/clergy
36 balance are always in consideration as the committee searches for and nominates
37 candidates. The Committee on Representation and Polity comments every year on
38 how well the Presbytery does in reaching the balances.
39 • For efficiency, each NC member is assigned to be the liaison to several specific
40 churches. Assignment is done by member choice, giving preference to churches with
41 which a member is familiar. The member is expected to contact leadership in the
42 churches to which they are assigned and know someone to turn to for prospective
43 names as they perform recruiting duties. Recommended recruiting practices include

1 networking through church friends and being alert to potential candidates they meet
2 while attending various presbytery events.

- 3 • A list of names of prospective future candidates is kept for use by the NC in nominee
4 searches. Names on the list come from committee members who have identified
5 someone as a prospect. The prospect's church and areas of possible service are
6 shown on this list.
- 7 • Once the NC decides to contact a prospective candidate, a member contacts the
8 prospect to discuss the call opportunity and check for interest. The initial contact
9 can be made in any way the NC member finds most effective – via a phone call, mail,
10 email or personal visit. If the prospect indicates they are willing to serve and be
11 nominated, their name is presented to the NC which discusses and votes on whether
12 to put this person or another person's name –if there is an alternate- forward on a
13 report to Presbytery where at the next meeting the commissioners will vote to
14 approve the nominee.

15 Representation

- 16 • Keep records pertaining to individuals serving in the structure of the
17 Presbytery pertinent to *Book of Order* mandates,
- 18 • Report annually to the Presbytery as required by the *Book of Order*,
- 19 • Recommend individuals from under-represented groups for consideration by the
20 Nominating Committee,
- 21 • Submit a written report annually to the Leadership Team regarding representation,
- 22 • Develop, promote and encourage a sense of unity and community within the
23 Nominating Committee and Presbytery de Cristo,
- 24
- 25
- 26

27 **MEMBERSHIP:**

28 The Nominating Committee shall be elected by the Presbytery in conformity with the *Book of*
29 *Order* G-3.0111. The Nominating Committee will function as a committee and will be
30 composed of eleven (11) members broadly representative of the churches of the presbytery,
31 ruling elders and teaching elders, plus the liaison from the Leadership Team, serving with voice
32 but without vote. Two (2) members shall have the prime responsibility of following the
33 requirements for representation outlined in this Chapter. Nominees for this committee will be
34 made by the Leadership Team.

35
36 The Nominating Committee members are divided into three classes; 4, 4, and 3. The
37 Presbytery elects one class each year plus persons to fill any unexpired terms.

38
39 Term of service is three (3) years (full or partial) with an individual eligible to serve up to
40 two (2) consecutive terms.

41
42 The Chair of the Leadership Team recommends the Chair of the Nominating Committee to the
43 Leadership Team which then recommends him/her for election by the Presbytery for a term of

1 one (1) year, with the individual eligible to serve up three (3) years.
2
3

4 **QUORUM:**

5 Elected members of the Committee shall determine a quorum.
6

7 **MEETINGS:**

8 The Nominating Committee shall ordinarily meet monthly or as often as necessary to
9 complete their work.
10

11 **STAFF:**

12 The work of the Nominating Committee shall be supported by the Presbytery Pastor and
13 Stated Clerk and other staff persons assigned by the Presbytery Pastor.
14
15

16 **LINKAGES:**

17 The Nominating Committee reports directly to the Presbytery. Nominating Committee
18 appointed representatives will meet at least annually with representatives of the Committee
19 on Representation and the Leadership Team. The Nominating Committee will communicate
20 with the various Ministry Units of the Presbytery for which it has a responsibility to nominate
21 persons for membership.
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23 **POLICIES:**

24 See the policies of the Nominating Committee in the Appendix.
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1 **APPENDIX – POLICIES**

2

3 The following policies will be included in the adopted Manual of Operations and others may be
4 included as they are developed.

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6 P1 Policy of Commitment to Pursuing Reconciliation with member Churches seeking
7 Gracious Dismissal from the PC USA

8

9 P2 Policy and Procedure on Sexual Misconduct

10

11 P3 Personnel Policy for Combined Presbytery of de Cristo and Grand Canyon
12 Personnel (Separate Document)

13

14 P4 Insurance Standards for Presbytery de Cristo

15

16 P5 Presbytery Ruling Elder Commissioners Eligibility for Representation