

Presbytery of the Peaks Presbyterian Church (U.S.A.)

Manual of Operations

This manual is adopted in accordance with, and to reflect the philosophy of the Principles of Administration set forth in the Book of Order (G-3.0106). In addition, this manual provides the framework for putting into practice the intentions expressed by the Presbytery's Mission Statement: "The Mission of the Presbytery of the Peaks is to enhance, equip, and empower congregations and leaders to be bold agents of transformation for the glory of the Triune God. (Adopted November 16, 2006)

ESTABLISHMENT, BOUNDARIES, RESPONSIBILITIES

I. Establishment

The Presbytery of the Peaks is a corporate expression of the Presbyterian Church (U.S.A.), created by the 200th General Assembly, meeting in St. Louis, Missouri, in June 1988.

II. Boundaries

The boundaries of the Presbytery of the Peaks are drawn to include all of the following counties in the Commonwealth of Virginia: Amherst, Appomattox, Bedford, Botetourt, Buckingham, Campbell, Craig, Cumberland, Franklin, Giles, Halifax, Henry, Montgomery, Patrick, Pittsylvania, Prince Edward, and Roanoke; and all of the following cities: Bedford, Covington, Danville, Lynchburg, Martinsville, Radford, Roanoke, Salem, and South Boston. Also included are the counties of Alleghany, except for the Forest Memorial Church; Charlotte, except for the Wylliesburg Church; Floyd, except for the Wild Goose Christian Community; Nelson except for the Rockfish Church; and Pulaski, except for the Anderson Memorial Church. Also included are the following churches: Bluemont in Carroll County; Fork Union in Fluvanna County; Falling Spring, Glasgow, and High Bridge in Rockbridge County; and Clarksville in Mecklenburg County.

III. Responsibilities

The Presbytery of the Peaks is responsible for the mission and government of the Church throughout its geographical district in accordance with the mandates of the Book of Order (G-3.03).

MISSION AND EVALUATION

I. Mission

While faithful to the design mandates of the Book of Order for doing mission and governing the Church, the Presbytery of the Peaks exists and structures itself to fulfill its Mission in line with its Values of Commitment, Growth, Integrity, Intentionality, Partnership, and Trust (Adopted November 16, 2006).

II. Evaluation

The Presbytery shall review, evaluate, and amend its mission priorities at least every three years and make such modifications to the design of Presbytery as these changing mission priorities require.

DESIGN

The Presbytery of the Peaks has organized itself into the various groupings described below in order to carry out its mission. The Coordinating Cabinet (or Cabinet), standing committees (with continuing programmatic or ecclesiastical responsibilities) and commissions, together with the officers of Presbytery, exist by mandate of the Book of Order or by the decisions of the governing body and are elected by the governing body. Select committees are appointed by the Presbytery Moderator to fulfill a particular function for the duration of a single meeting of the governing body. Work groups or task forces are established by authority of the Cabinet or the standing committees themselves and are appointed by the unit to which they are immediately responsible. Work groups or task forces usually shall be proposed to and approved by the Cabinet if there are budgetary implications.

The Cabinet is composed of elected at-large members and standing committee chairs and assigned the task of overseeing and coordinating the work of Presbytery. Committees and commissions are defined by the Book of Order. (*G-3.0109*)

Unless otherwise specified, members and chairs of all standing committees shall be nominated by the Committee on Nominations and elected by the Presbytery. The chair of each standing committee shall be elected annually by Presbytery from among the members of the committee and may serve no more than three consecutive one-year terms. The committee itself may select from among its members a vice-chair and a recording clerk who are eligible to succeed themselves.

A work group is organized to carry out an ongoing set of related tasks that the parent unit considers can be better accomplished by a subunit. The parent unit shall monitor its work groups regularly, review their accomplishments annually, and evaluate their structure and continuing viability triennially.

A task force is organized to carry out a single task, ordinarily estimated to take no more than two years to complete, which the parent unit considers can be better accomplished by a subunit. A task force may meet in convenient and cost-effective groupings. The parent unit shall monitor its task forces regularly.

Work group or task force members who are members of the parent unit may be appointed to serve up to six consecutive one-year terms. Work group or task force members who are not members of the parent unit may be appointed by the parent unit to serve up to three consecutive one-year terms. At least one member of the parent unit shall serve on each work group or task force. Occasionally, for the particular expertise each offers, a person who is not a member of the Presbyterian Church (U.S.A.) may be appointed as a nonvoting advisory member of a work

group or task force. The chair of any work group or task force shall be appointed by its parent unit.

All classes, terms of office and annual references within responsibilities shall be defined within the calendar year, beginning January 1st of each year.

The quorum for meetings of the Cabinet, committees, commissions, boards, work groups and task forces of the Presbytery shall be one half of the total elected or appointed membership.

I. STRUCTURE FOR MISSION

A. The Coordinating Cabinet (or Cabinet)

1. Membership

The Cabinet shall consist of nineteen voting members: nine at-large members elected by Presbytery, serving in three classes of three for no more than six years; plus the chairs of the Standing Committees on Administration, Church Development, Discipleship, Leadership, Ministry, Mission, Nominations, and the president of the Trustees of the Presbytery, the chair of the Black Caucus, and the moderator of the Presbyterian Women in the Presbytery. In the event that one of these bodies has co-chairs, the co-chairs or the body that they represent should designate which one will normally sit on the Cabinet.

Nonvoting advisory members of the Cabinet with voice include, ex officio, the Moderator and the Vice-Moderator of the Presbytery, and the General Presbyter and the Stated Clerk. Others who may attend in an advisory non-voting capacity include, as needed, the Associate Presbyters, the chairs or representatives of other standing committees or units of the Presbytery, and the chairs of any task forces or work groups appointed by the Cabinet.

The chair of the Cabinet shall be elected annually by Presbytery from among the nine at-large members of the Cabinet and may serve no more than three consecutive one- year terms. The Cabinet itself may elect a vice-chair from among its at-large members.

The Stated Clerk shall be the Recording Clerk of the Cabinet.

2. Responsibilities

- a.** Lead the Presbytery and all its entities to seek intentionally to discern God's will in all its work.
- b.** Consult with sessions, committees, staff, and other governing bodies to develop and evaluate measurable annual and triennial goals and objectives for Presbytery.
- c.** Coordinate the work of the committees and other structures of Presbytery.
- d.** Plan, execute, and evaluate stated and called meetings of Presbytery.
- e.** Prepare a proposed agenda which will be presented by the Stated Clerk for approval at the beginning of each meeting of the Presbytery.
- f.** Plan and implement worship opportunities for the Presbytery.
- g.** Plan celebrations and other events that build community and unity in the Presbytery.
- h.** Provide a system of communications to interpret and advocate the work of the Presbyterian

Church (U.S.A.), the Synod of the Mid-Atlantic, the Presbytery and the Sessions.

- i. Receive and assign mission and program communications from the councils of the Presbyterian Church (U.S.A.), the Stated Clerk of the General Assembly, and other church bodies.
- j. Nominate to Presbytery persons to serve on the Committee on Nominations.
- k. Recommend to Presbytery how newly acquired assets shall be utilized.
- l. Recommend to Presbytery a Mission Statement; recommend changes in Presbytery's Manual of Operation and other standing rules; maintain a Master Calendar and a current listing of the work groups and task forces of all Presbytery's units.
- m. Make regular reports to Presbytery on its work.

3. Meetings

The Cabinet shall normally meet four times a year, usually three weeks before stated meetings of the Presbytery, and at other times as needed at the call of the Chair.

4. Current Work Groups

Worship, Education, Evaluation, Communication

B. Standing Committees of the Presbytery

a. Structure and Responsibility

The mission of the Presbytery will be carried out through its standing committees, which are coordinated by the Cabinet and accountable to the Presbytery. Each of these committees will oversee its responsibilities, personnel, and the work of its constituent task forces and work groups with regard to:

- 1. Review and evaluation.
- 2. Budget proposal, review and control.
- 3. Program coordination and cooperation with other committees.
- 4. Declaring or reporting personnel vacancies to the Committee on Nominations.
- 5. Reporting to Presbytery.
- 6. Organizational structure of its constituent task forces and work groups unless specifically mandated by this manual.
- 7. Provide Cabinet annually a listing of its current work groups to be incorporated into this manual without further action by the Presbytery.
- 8. Other responsibilities as directed by the Cabinet as needed

b. Leadership

The chair of each committee shall be elected annually by Presbytery from among the members of the committee, following nomination by the Committee on Nominations, and may serve no more than three consecutive one-year terms. The committee itself may select a vice-chair and a recording clerk from among its membership, who are eligible to succeed themselves. The committee chair shall be an ex-officio member of all task forces and work groups within the respective committee and may be either a voting member or advisory member of the Cabinet. When a chair is unable to attend a meeting of the Cabinet, the vice-chair or another member shall be delegated to represent the committee.

Unless otherwise specified, chairs of committees are nominated by the Committee on Nominations and elected annually by Presbytery. They may serve no more than three consecutive one-year terms

c. Membership

The number of members of each committee will vary according to responsibilities. Members are elected by Presbytery, serving for three years in three classes for no more than six consecutive years.

d. Meetings

Most committees shall normally meet four times a year or as needed at the call of the chair. The Committee on Ministry or one of its constituent work groups meet monthly.

e. Manuals of Operations

Each committee shall create and maintain a Manual of Operations that defines and describes specifically the goals, structure, policy directions, requisite authorities, and other procedures of the committee, together with an appendix of all standard forms, letters and motions used by the committee. Each committee shall submit its initial manual of operations, and any substantial revisions, to the Cabinet for review.

1. Committee on Administration

a. Membership

The committee shall consist of twelve persons serving in three classes of four each.

b. Responsibilities

1. Provide support to all staff of Presbytery.
2. Carry out performance evaluations and recommend changes in terms of call for program staff, and assist in the evaluation of support staff.
3. Maintain descriptions of and terms of call for all staff positions.
4. Employ ministry specialists in consultation with the General Presbyter and the units of Presbytery.
5. Prepare an annual budget for Presbytery in consultation with all units and program staff.
6. Request sessions to covenant with Presbytery for financial support of the mission of the Presbyterian Church (U.S.A.).
7. Provide education and resources to sessions for the development of financial stewardship.
8. Manage the finances of Presbytery through supervision of the Treasurer, regular reports to Presbytery, and an annual audit.
9. Consult with the Investment Work Group concerning annual income from investments.
10. Provide for all Presbytery office operations and equipment.

c. Current Work Groups

Finance, Personnel, Presbytery Relations, Investment (in conjunction with the Trustees).

2. Committee on Bills and Overtures

a. Membership:

The committee shall consist of three teaching elders and three ruling elders, in three classes of two each, and shall reflect to the extent possible the diversity of the Presbytery.

b. Responsibilities:

Shall review overtures and prepare responses for recommendation to Presbytery. In the case of overtures received from sessions of the Presbytery, from other governing bodies or introduced on the floor of the governing body which Presbytery is asked to adopt and to send to General Assembly or Synod, the committee may hold hearings prior to making any recommendations to the governing body. As long as the governing body has the opportunity to see or hear each overture as originally submitted, the committee may make whatever recommendations or changes it deems appropriate. The committee should see its task as one of both educating the governing body as well as expediting its work. Commissioners from the previous General Assembly should be consulted prior to formulating recommendations on overtures being sent to Presbytery from the General Assembly.

The Stated Clerk of the Presbytery is available to the Bills and Overtures Committee for consultation as needed.

The Bills and Overtures Committee may make any of the following recommendations for action by the Presbytery:

1. To adopt
2. To adopt, as amended, if appropriate
3. To reject
4. To refer to a council, division, board, committee or task force for recommendation
5. To take no action, if appropriate, or
6. Make no recommendation to the Presbytery, but interpret the implications of a “pro” or “con” vote on the matter

c. Meetings:

The committee will meet at the call of the Chair, in consultation as needed with resources such as the previous commissioners to the General Assembly and the Stated Clerk of the Presbytery.

3. Committee on Church Development

a. Membership

The committee shall consist of nine persons serving in three classes of three each.

b. Responsibilities:

1. Plan, coordinate, and encourage new church development, with emphasis on establishing a

ministry to and with Hispanic and all other ethnic persons within the Presbytery.

2. Design programs and strategies to revitalize existing congregations, giving special attention to smaller churches, rural churches, and African-American churches.
3. Arrange material, financial, and human resources in partnership with congregations needing assistance.
4. Make joint recommendations with the Trustees on requests from congregations regarding real property (G-4.0206); and on required collateral agreements of Presbytery assets on behalf of congregations.
5. Research and share with the Presbytery models of evangelist outreach.

c. Current Work Groups

Church Development, Evangelism, New Worshiping Communities, Small Church.

4. Committee on Discipleship

a. Membership

The committee shall consist of nine persons serving in three classes of three each.

b. Responsibilities

1. Develop programming and leadership skills for the youth of the Presbytery.
2. Provide camping opportunities for people of all ages, including summer day camp for elementary-aged children.
3. Encourage collaboration of the Presbytery's Christian educators.
4. Develop educational opportunities for congregations within the Presbytery.
5. Maintain the Presbytery Resource Center.
6. Encourage collaboration amongst local campus ministry programs, as well as the national 'UKirk' campus ministry identity of General Assembly.

c. Current Work Groups

Christian Education (and Resource Center), Higher Education, Outdoor Education, Young Adults, Youth Council.

5. Committee on Examinations

a. Membership

The Committee on Examinations shall consist of twelve persons, half teaching elders and half ruling elders, serving in three classes of four each. The chair and members of this committee shall be nominated to the Presbytery by the Committee on Ministry.

b. Responsibilities

Conduct examinations of candidates and ministers seeking membership in the Presbytery.

c. Current Work Groups

None

6. Committee on Leadership

a. Membership

The committee shall consist of nine persons serving in three classes of three each.

b. Responsibilities

Shall provide for the support and development of Teaching Elders and Ordered Ministries (Ruling Elders, Commissioned Ruling Elders, Certified Christian Educators).

c. Current Work Groups

Bi-Annual Church Professionals Event; Trent Colloquy for New Teaching Elders (sponsored by Second Presbyterian Church); Training of Commissioned Ruling Elders; Church Officer Training for Ruling Elders, Clerks and Treasurers; Orientation of New Teaching Elders Received into the Presbytery; Bi-Annual Presbytery-wide Leadership Event.

7. Committee on Ministry

a. Membership

The Committee on Ministry shall consist of 21 members, serving in three classes as nearly half teaching elders and ruling elders as possible.

b. Responsibilities

- 1.** Fulfill all the responsibilities set forth in the Book of Order (G-3.0307) as Pastor, Counselor, and Advisor to Teaching Elders and Congregations, being further guided by the most recent Advisory Handbook for Ministry Committees/Commissions.
- 2.** Provide care, support, and oversight for all ministers and Christian Educators, with special attention to the newly ordained, couples and women, retired ministers and their families, and those laboring outside the bounds of Presbytery or in special ministries.
- 3.** Recommend minimum terms of call and changes in terms of call for all ministers and guidelines for compensation and benefits for all Certified Christian Educators.
- 4.** Through Presbytery's Committee on Nominations nominate persons to Presbytery for service on the Committee on Sexual Misconduct and the Committee on Examinations.
- 5.** Recommend the creation of administrative commissions if needed and nominate to Presbytery the chair and members of these administrative commissions.
- 6.** Provide Presbytery's liaison with the Board of Pensions.
- 7.** Provide for annual review of session records.
- 8.** Together with the Committee on Leadership maintain a commissioned ruling elder program.
- 9.** Show special regard for confidentiality in all matters, and work for the peace, harmony and unity of the church.

c. Current Work Groups

Pastor / Church Relations, Calls and Pensions, Care and Nurture, Session Records, Vacancy

8. Committee on Mission

a. Membership

The committee shall consist of nine persons serving in three classes of three each.

b. Responsibilities

Organize itself to enable Presbytery and its congregations to do ministry and mission in such areas as cross cultural outreach, health and wholeness advocacy and education, hunger awareness and mission education, the distribution of mission grants, older adults, partnership in global ministries, peacemaking, lifestyle integrity, public policy, justice and urban ministries.

c. Current Work Groups

Disaster, Grants, Hunger, Partnerships, Peacemaking.

9. Committee on Nominations

a. Membership

The Committee on Nominations shall consist of twelve persons including its chair, nominated by the Cabinet and elected by the Presbytery to serve in three classes of four each, distributed as equally as possible across the six church neighborhoods.

b. Responsibilities

1. Shall be guided by the nominating policies and procedures set forth elsewhere in this manual.
2. Shall maintain a committee manual of operation that defines and describes specifically the goals, structure, policy directions, requisite authorities, and other procedures of the committee, together with an appendix of all standard forms, letters, and motions used by the committee.

Unless otherwise specified, those persons whom this manual says are to be elected by Presbytery are to be nominated by the Committee on Nominations.

c. Current Work Groups

None

10. Committee on Preparation for Ministry

a. Membership

The Committee on Preparation for Ministry shall consist of 9 members, serving in three classes of three each, at least one of whom shall be a member of the Committee on Ministry.

b. Responsibilities

Establish and guide covenant relationships with those seeking ordination as teaching elders and with their sessions and congregations under the Book of Order (G-2.06), being further guided by the most recent Advisory Handbook on Preparation for Ministry in the Presbyterian Church

(USA).

c. Current Work Groups

None

11. Committee on Representation

a. Membership:

The Committee on Representation will consist of six persons elected by Presbytery in accordance with the requirements of the Book of Order (G-3.0103), and the principles set forth therein (F-1.0403), serving in three classes of two each.

b. Responsibilities:

Shall fulfill all the responsibilities set forth in the Book of Order (G-3.0103), reporting at least annually to the Presbytery.

c. Current Work Groups:

The committee shall meet at the call of the Chair.

12. Committee on Sexual Misconduct

a. Membership

The Committee on Sexual Misconduct shall consist of 6 members, The chair and members of this committee shall be nominated to the Presbytery by the Committee on Ministry.

b. Responsibilities

Fulfill all the responsibilities set forth in the Presbytery of the Peak's statement "Policy and Procedures on Sexual Misconduct."

c. Current Work Groups

None

C. Trustees of the Presbytery of the Peaks, Inc.

a. Membership:

The Trustees shall be twelve in number, nominated and elected by Presbytery, serving in three classes of four each, for no more than two consecutive three-year terms.

The president of the Trustees shall be elected annually by the Trustees from among the members of the Trustees and may serve no more than three consecutive one-year terms. The Trustees may elect a vice-president, secretary, and treasurer in accordance with incorporation requirements within the Commonwealth of Virginia.

b. Meetings

The Trustees shall normally meet four times a year and as needed at the call of the chair.

c. Responsibilities

1. Be empowered to acquire, receive, hold, encumber, invest, transfer and dispose of any and all funds and property committed to it, as authorized and instructed by action of the Presbytery in accordance with their Articles of Incorporation. In this regard, Presbytery vests in the Trustees of the Presbytery of the Peaks of the Presbyterian Church (U.S.A.), the sole responsibility of supervision over all securities, legacies and other personal property conveyed to its control by the Presbytery, conferring upon it (except in cases where change of investment is prohibited by the instruments creating the gift) full power and authority to change securities and/or other assets by sale or exchange of part, or all, of such assets and reinvestment in other securities within limitations to securities prescribed by law for fiduciary investments, whenever it, in its sole discretion, deems such sale, exchange and reinvestment advisable to preserve and protect the assets. Such change shall in due course be reported to Presbytery.
2. Fulfill all the responsibilities set forth in the Book of Order (G-4.01).
3. Make joint recommendations with the Committee on Church Development and Redevelopment on required collateral agreements of Presbytery assets on behalf of congregations.
4. Be the corporate agent of the Presbytery of the Peaks, in accordance with the laws of the Commonwealth of Virginia, and annually maintain this corporate identity as prescribed by law.
5. Annually consult with the Investment Work Group as to the best financial vehicles for long-term investment of designated accounts, funds and assets of the Presbytery, unless otherwise directed by the donor or by Presbytery.
6. Give a written account at the Presbytery's first stated meeting each year regarding the status, value, liabilities, liens and other encumbrances and disposition of all real and fiscal assets held by the Trustees on behalf of the presbytery in the previous year.
7. Maintain a manual of operation that defines and describes specifically the goals, structure, policy directions, requisite authorities, and other procedures of the Trustees together with an appendix of all standard forms, letters, and motions used by the Board.

d. Bylaws

The Trustees shall adopt and maintain bylaws to be approved by Presbytery before taking effect.

e. Current Work Groups

Investment (in conjunction with the Committee on Administration)

D. Other Mission Structures

Other Mission Structures may be organized and recognized by Presbytery as the need arises.

1. Church Neighborhoods

Presbytery shall establish six geographical groupings of congregations, ministers, and educators to support the individual and common life and mission of their membership. Each shall determine its own programs and structure, and serve as a means for achieving Presbytery's goals. Units of Presbytery may work with the Neighborhoods in providing resources, in triennial evaluation and mission development, and in discussion of issues before Presbytery or the PC (USA).

2. Presbyterian Women in the Presbytery of the Peaks

a. Purpose

Presbyterian Women in the Presbytery of the Peaks exists to nurture faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

Presbyterian Women shall report at least annually to the presbytery through the Cabinet of their work and witness.

b. Membership and Structure

All women within the Presbytery who in any way choose to participate in or be supportive of Presbyterian Women in the Presbytery may be members. Activities shall be directed by a Coordinating Team, whose responsibilities, offices, and terms of service are set forth in the Bylaws of the Presbyterian Women in the Presbytery of the Peaks. Election of the Coordinating Team and approval of the budget shall take place during an annual gathering of the membership. Elected leaders shall be members of the Presbyterian Church (USA).

c. Responsibilities

1. Plan regular gatherings, neighborhood gatherings, and special interest gatherings of Presbyterian Women in the Presbytery.
2. Identify issues of concern to Presbyterian Women.
3. Provide program support and resources, through the PW Leadership Coordinators and related staff, to Presbyterian Women in the congregations.
4. Provide a representative to serve on the Coordinating Cabinet and on Presbytery or ecumenical committees and projects, as appropriate.
5. Support local and global mission opportunities.
6. Provide financial support to the Presbytery, Synod and churchwide Presbyterian Women organizations.
7. Provide leadership training for Presbyterian Women in the congregations.
8. Educate others about the role of Presbyterian Women at the congregational, Presbytery, Synod, and churchwide levels.
9. Provide Bible study opportunities for women.
10. Provide fellowship opportunities for women.
11. Maintain a history of Presbyterian Women.
12. Build bridges among women, men, and youth.

d. Meetings/Gatherings

Presbyterian Women in the Presbytery shall meet at least annually and more often, if appropriate. These gatherings shall be open to all women.

e. Bylaws

Presbyterian Women in the Presbytery of the Peaks shall maintain bylaws consistent with the Constitution of the Presbyterian Church (USA).

3. Black Caucus

a. Purpose

The Caucus shall interpret and promote its work among all congregations, inform Black churches of the resources, issues and policies of the PC (USA), and maintain cooperation with the national and regional Black caucuses of Presbyterians. It shall advise Presbytery in determining priorities for Black churches and ministers, strategies for church development, and ways of supporting historically Black church colleges. It shall advise and assist in providing persons to serve in the structures of Presbytery, in cooperation with the Committee on Representation.

The Black Caucus shall report at least annually to the presbytery through the Cabinet of their work and witness.

b. Membership and Structure

Membership in the Caucus shall be open to Black members and ministers in Presbytery, and affiliate membership to others.

c. Bylaws

The Caucus shall adopt its own bylaws after review by Cabinet.

II. STRUCTURE FOR GOVERNANCE

A. Meetings of Presbytery

The Presbytery of the Peaks shall hold at least four stated meetings a year, usually in late winter, spring, summer and fall.

B. Officers of Presbytery

1. Moderator

The Moderator shall be nominated and elected by Presbytery, and serve annually to fulfill those duties and responsibilities included in, and possess such authority as assigned by the Book of Order (G-3.0104 & G-3.0301) and the Standing Rules of Presbytery. The Moderator shall assume office at the end of the fall meeting of Presbytery. Ordinarily the office of moderator shall alternate between teaching elders and ruling elders.

2. Vice Moderator

The Vice-Moderator shall be nominated and elected by Presbytery, and perform the duties of the Moderator as needed in accordance with the Standing Rules of Presbytery.

3. Stated Clerk

The Stated Clerk shall be nominated, elected, and serve a four-year term of office in accordance with desires of the Presbytery, shall fulfill those duties and responsibilities included in his/her position description, and possess such authority as assigned by the Book of Order (G-3.0305, D-11.0601, D-11.0700 & G-3.0104) and the Standing Rules of Presbytery. The Stated Clerk may be re-elected.

4. Treasurer

The Treasurer shall be nominated, elected, and serve a five-year term of office in accordance with, shall fulfill those duties and responsibilities included in, and possess such authority as assigned by the Book of Order and the Standing Rules of Presbytery. The Treasurer may be re-elected.

C. Standing Rules of Meetings of the Presbytery of the Peaks (Attached)

III. STRUCTURE FOR DISCIPLINE

A. Permanent Judicial Commission

1. Membership

The Permanent Judicial Commission shall consist of nine persons elected by Presbytery -- four teaching elders and four ruling elders with the additional member either a teaching elder or a ruling elder -- serving in three class as equal as possible for six-year terms. The commission shall elect a moderator and a clerk from among its members.

2. Responsibilities

The Permanent Judicial Commission shall fulfill all the responsibilities set forth in and in accordance with the Book of Order (D-5.0000).

3. Meetings

The commission will meet upon the call of the Stated Clerk of the Presbytery.

B. Investigating Committees

When an inquiry by an investigating committee into an alleged offense of a non-sexual nature is mandated, the Presbytery Moderator, the Stated Clerk, and the Chair of the Committee on Ministry shall appoint three to five persons to serve in that capacity in line with the Book of Order (D-10.0200).

IV. ADMINISTRATIVE STAFF

The Administrative Staff shall assist the mission of Presbytery through its structures and its churches. The Presbytery will make every effort to call a fully integrated and inclusive Administrative, Program, and Support Staff. This staff shall work within the following rationales with specific job descriptions appended and are divided into three functional groups:

A. Presbyter Staff - These positions are called by the Presbytery to oversee, envision and guide the Presbytery to fulfill its mission and ministry. They will relate in collegial style to one another, have ex-officio access to all committees, work groups, councils and divisions, provide executive leadership for the entities as assigned, and may serve as advisory staff for commissions established by Presbytery. Presbyters are accountable to the Presbytery through the Coordinating Cabinet in consultation with the Committee on Administration.

1. General Presbyter

The General Presbyter shall:

- a. guide the Presbytery theologically as it pursues its whole life and mission through interpretation, reflection, planning, and implementation;
- b. serve as head of Presbytery staff, through whom all staff are accountable to the Presbytery, seeking both collegiality and effectiveness in staff assignments, training and distribution of skills;
- c. serve as the presbyter staff for the Cabinet, the Trustees, and the Committees on Administration, Church Development, Nominations, Representation, and Bills and Overtures and any of their sub-units.

2. Associate Presbyter for Ministry

The Associate Presbyter for Ministry shall provide and develop support and nurture for ministers, educators, and their families. He/she shall also assist congregations with staff relationships, in situations of conflict, and in searching for a pastor. This Associate is presbyter staff for the Committees on Ministry, Leadership, Examinations, Preparation for Ministry, Sexual Misconduct and any of their sub-units. He/she is under the general oversight of the General Presbyter and will undertake other tasks in consultation with the General Presbyter.

3. Associate Presbyter for Youth & Young Adults

The Associate Presbyter for Youth & Young Adults shall provide and develop support and nurture for those engaged in ministries with and for youth and young adults including ministers, educators, youth leaders and their families. He/she shall serve as presbyter staff for the Committee on Discipleship and its sub-units including such areas of responsibility as the Youth Council, Christian education, outdoor and collegiate ministries, and the Presbytery resource center. He/she shall assist in implementing Presbytery's plan of communication with its churches including social media. He/she is under the general oversight of the General Presbyter and will undertake other tasks in consultation with the General Presbyter.

B. Program Staff- These positions provide program support to areas and entities of

the presbytery structure with specific skills and tasks. They relate collegially with other staff, seeking mutual respect and effectiveness, and will undertake other tasks as assigned by, and in consultation with the General Presbyter.

1. Office Manager / Accountant

As Office Manager he/she shall manage and supervise the effective operations of the presbytery office and oversee the application of personnel policies. In this capacity he/she is program staff to the Committee on Administration under the supervision of the General Presbyter. As Accountant he/she shall receive and disburse all Presbytery funds, maintain financial records, and provide necessary reports. In this capacity he/she shall be program staff to the Committee on Administration under the supervision of the General Presbyter and the Treasurer to implement the financial policies and procedures of Presbytery. He/she shall be the program staff to the Trustees.

2. Hunger Action Enabler / Mission Interpreter

The Hunger Action Enabler shall advocate the hunger ministries of Presbytery and its churches. As Mission Interpreter he/she shall provide mission interpretation, connection and information to the congregations of Presbytery. He/she shall be program staff for the Committee on Mission under the supervision of the General Presbyter.

C. Support Staff - These positions provide communication links, administrative support, document creation, mailings and record keeping for the presbyters, program staff, entities and officers of the presbytery. They relate collegially with other staff, seeking mutual respect and effectiveness, and will undertake other tasks as assigned by, and in consultation with the Office Manager, General and/or Associate Presbyters.

1. Administrative Support Staff

Administrative Support Staff shall work with other support staff in maintaining office operations and providing direct support to the Cabinet, the Stated Clerk, and the Committees on Mission, Church Development, Discipleship, Leadership, Nominations, Representation, and Bills and Overtures, under the supervision of the Office Manager.

2. Ministry Support Staff

Ministry Support Staff shall work with other support staff in maintaining office operations, and providing direct support to the Committees on Ministry, Examinations, Preparation for Ministry, and Sexual Misconduct, under the supervision of the Office Manager.

V. POLICIES AND PROCEDURES

A. Financial

1. Treasurer

a. The Treasurer shall disburse funds according to the approved line item budget of a committee.

- b. The Treasurer shall not disburse funds greater than the line items approved by a committee without the approval of the committee.
- c. The Treasurer shall not disburse funds greater than the budget approved for a committee without permission of Cabinet.
- d. The Treasurer is to provide the Committee on Administration and chairs of all the units of Presbytery with a monthly financial statement of receipts and disbursements against line items in its budget.
- e. The Treasurer is instructed to pay meeting and travel vouchers that are approved by the chair of the respective unit or the General Presbyter or Associate Presbyters.

2. Annual Budget Building Process

- a. By June of each year, the Committee on Administration (COA) shall have received from each committee prioritized ministry plans and financial needs for the coming year.
- b. The COA shall compile these financial and ministry plans for the coming year and begin to develop a narrative budget. This narrative shall be based upon financial requests, anticipated receipts and ministry plans received from all requesting entities. The information will be in a format that can be used by Sessions for promotion of Presbytery needs and expectations for the coming year. This "Narrative Asking Budget" shall be the basis of a recommended challenge for "Covenants of Intent" from each congregation.
- c. The COA shall prepare a recommended balanced budget for the coming year, which shall be presented to the last presbytery Stated Meeting of the year.

3. Council, Divisions, and Committees Financial Responsibilities:

- a. Each committee is to monitor its spending to insure that its budget is managed effectively.
- b. Each committee has permission to alter line items within its budget, while maintaining the priority goals of Presbytery.
- c. A committee may request Cabinet that its budget be altered in exceptional situations. Cabinet must concur with these changes and report them to the next meeting of Presbytery for approval.
- d. The Cabinet may propose to the Presbytery expenditures of undesignated assets which are outside of the annual budget when in the Cabinet's opinion such disbursements seem consistent with the priorities, mission and witness of the Presbytery.

4. Administration of Financial Responsibilities

- a. At each Presbytery meeting the Committee on Administration shall provide a summary of Presbytery finances, including all receipts and disbursements.
- b. The Committee on Administration shall determine how short-term Presbytery monies are invested and that such monies are disbursed as designated. The Committee and Trustees shall consult as to the best financial vehicles for long-term investment of designated accounts, funds and assets of the Presbytery, unless otherwise directed by the donor or by Presbytery.
- c. The Committee on Administration shall report to Presbytery the completion and results of the annual audit.

d. In accordance with G-3.0106, the Presbytery shall raise and timely transmit to the Synod of the Mid-Atlantic and the General Assembly a “per capita” assessment on behalf of its sessions. The Presbytery Treasurer shall disburse these “per capita” apportionments as a part of the total “Covenant of Intent”. The Committee on Administration shall advise each session of the “per capita” funds that the Presbytery is responsible to collect as a part of an annual challenge for each session’s “Covenant of Intent.”

B. Personnel

1. Staffing Pattern

In consultation with Council, the Committee on Administration shall recommend to Presbytery a staffing pattern developed and/or modified in compliance with Presbytery's goals and objectives and the results of Presbytery's annual and triennial evaluation of its work, including the review of the relationship between its structure and mission.

2. Personnel Policies and Practices

The Committee on Administration shall develop Personnel Policies and Practices to include such practices and procedures as administrative staff designations and relationships, personal and professional goals and objectives, periodic evaluations, termination, compliance with EEO, and the Book of Order (G-3.01). These policies shall be proposed and maintained by the Committee on Administration after being approved by the Cabinet. (**Attached**)

3. Personnel Oversight

All exempt and non-exempt employees, full and part-time, located in the Presbytery office, camp sites, Resource Centers or their own offices, who required by law to receive W-2 forms from the Presbytery of the Peaks are considered employees of the Presbytery and under the oversight of the Committee on Administration and within the application of the Personnel Policies and Practices of the Presbytery.

4. Addition, Changes or Elimination of a Staff Position

When either the priorities, goals, or staff rationale of Presbytery require either addition, changes or elimination of full or part-time staff positions, the Cabinet shall oversee the process in referral to the Committee on Administration as follows:

- a. By request of the Cabinet, or from an initiative of a committee or board, a proposal for addition, change or elimination of a staff position shall be made to the Personnel and Office Work Group to include:
 1. Proposed Addition, Change or Elimination Rationale
 2. Proposed New or Changed Position Description
 3. Proposed Salary Range and Expected Hours
 4. Proposed Process for Seeking, Employing, Changing or Eliminating a Staff Person
 5. Proposed Timetable and Decision Makers for Employment, Changing or Eliminating a Staff Person
 6. Proposed Budget Allocations Needed
- b. The Committee on Administration shall discern the feasibility, finances and staff functions of what is being proposed, seeking to combine or redelegate job responsibilities within present staff

if at all possible, but then shall present a recommendation to the Presbytery for its action in response to the proposal to add, change or eliminate a staff position.

c. The Committee on Administration shall have the authority to delegate the above recommendation responsibility as appropriate, to make minor changes in current positions descriptions, and in all matters of hiring and firing employees of the Presbytery will be guided by the Personnel Policies of the Presbytery

C. Nominating

1. Fair Representation

a. One or two members of the Committee on Nominations shall be assigned as a liaison to each neighborhood to identify persons to serve as members of units of Presbytery or as commissioners to higher governing bodies.

b. The Committee on Nominations shall strive to give representation to geographic areas of Presbytery, as well as to large and small churches.

c. The Committee on Nominations shall share its report with the Committee on Representation in advance of any nomination presented to Presbytery.

d. The Committee on Nominations shall solicit from sessions and ministers of the Presbytery self-recommendations and recommendations of individuals for the various elected positions in the Presbytery, maintaining information on interests, gifts and experiences of lay and clergy within the Presbytery.

e. The Committee on Nominations shall seek consultation as needed from chairs of committees, divisions, boards and councils, ministers or presbytery staff regarding skills and availability of potential nominees.

f. The Stated Clerk, in consultation with the Committee on Nominations of the Presbytery, shall notify each minister, layperson, and the session of each layperson when the Presbytery elects each nominee presented either by the committee or nominated from the floor.

2. Qualifications for Commissioners to Synod and General Assembly

a. In the case of both ruling elder and teaching elder commissioners, persons nominated shall be active in the life of Presbytery or a local church.

b. Priority in nomination shall be given to persons who

1. Have not previously represented this Presbytery,

2. Have not previously served as a commissioner to the governing body in question, are not newly ordained as an ruling or teaching elder.

c. Alternate commissioners from a prior year are not automatically nominated as commissioners for the following year.

3. Other Qualifications of Service Within Peaks Presbytery

a. Ordinarily no person shall serve on more than one committee at a time.

b. Committees shall declare vacant a position in which a person has missed three consecutive meetings without excuse, reporting same to the Committee on Nominations by the chair of the respective unit.

D. Partnership Relationships

1. Between Units of Presbytery

When two or more units share areas of mutual concern, they may develop partnership strategies as appropriate. Such partnerships shall be negotiated by those units and with the knowledge of any related administrative staff.

2. Between a Unit of Presbytery and Work Units of other Presbyteries or Synod

When a unit of Presbytery and work units of other presbyteries or Synod share areas of mutual concern, they may develop partnership strategies as appropriate. Such partnerships shall be negotiated by the unit and administrative staff assigned to the unit, with the advice and consent of Cabinet.

3. Between Presbytery and Agencies or Ministries within its Bounds

Presbytery shall negotiate written covenants of mutual obligation with those agencies and ministries seeking financial support beyond one year. Such covenants, negotiated by the Committee on Mission, shall include goals, contributions, duration, contact persons, and method of evaluation, and shall be approved by Presbytery and the partner body. When Synod has a similar partnership, it shall be invited to participate in these negotiations.

4. Between Presbytery and Other Presbyteries or Synods or Ecumenical Agencies

With the advice and consent of Synod, Cabinet and its respective counterpart/s shall negotiate written covenants of mutual obligation, to be approved by Presbytery.

5. Between Presbytery and International Agencies or Church Bodies

Presbytery may negotiate written covenants of mutual obligation with international agencies or church bodies with knowledge and participation of the World Mission Unit of the Presbyterian Mission Agency of the PC(USA). Such covenants, negotiated by the Committee on Mission shall include goals, contributions, duration, contact persons, and method of evaluation, and shall be approved by Presbytery, the partner body/s, and the World Mission Unit.

6. Between Churches of Presbytery and International Agencies or Churches

Sessions are encouraged to negotiate written covenants of mutual obligation with their international partners, including Presbytery as appropriate. Such covenants should include goals, contributions, duration, contact persons, and method of evaluation. Congregations are encouraged to share with Presbytery their experiences of partnership.

7. Mission Development and Evaluation

Mission development and evaluation shall be an ongoing process guided by theological reflection.

The Cabinet shall develop priorities, goals and objectives for Presbytery's action through a triennial process that shall include sessions, divisions, committees, Synod, and staff. These goals and objectives shall define the Presbytery's priorities for each three-year cycle. They shall be the

basis for the development of mission funding and for recommendations to Presbytery regarding changes in its Mission Statement, staff rationales and structure.

The Cabinet shall monitor the implementation of priorities, goals and objectives annually and triennially. Annual evaluations shall include comment from Presbytery's committees and staff. Triennial evaluations shall also include sessions and shall be the first step in the next three-year cycle of goal setting. Annual and triennial evaluations shall be reported to Presbytery.

E. Scholarships

1. Purpose

Scholarships to various workshops, conferences, and continuing education events are offered through different units of the Presbytery to develop particular expertise to be utilized by Presbytery and to promote the interest and competence of congregational leadership.

2. Guidelines for the Awarding of Scholarships

- a.** Persons requesting scholarship aid shall do so in writing to the appropriate unit and shall include a statement of how the event relates to the goals of Presbytery.
- b.** Persons selected for scholarship assistance
 - i.** Shall make a written report in timely fashion to the unit awarding the scholarship.
 - ii.** Shall agree to serve as a resource person for both local congregation and Presbytery, as appropriate.
 - iii.** Shall not receive such scholarship assistance in consecutive years except with approval of the unit.

F. Place of Meeting of Units

Units involved in the work of the Presbytery are encouraged to meet in churches throughout the Presbytery, keeping in mind that the location and time of meeting should be convenient for unit members. Wherever possible meetings should be structured so that members of the unit can sense the life of the churches and churches can experience the work of Presbytery.

G. Public Policy Pronouncements

When an elected individual or a unit of Presbytery speaks on an issue of public policy, that person or group is to make clear for whom the individual or group speaks and with what authority. This policy is not meant to restrict units or individuals from exercising prophetic witness within the Presbytery and its congregations.

H. Honoraria

1. No member of Presbytery's staff or member of a unit shall expect an honorarium for service as a resource person to a session, congregation, or cluster. Honoraria and travel expenses may be offered for preaching, educational consulting, and other contractual services arranged at the initiative of a session, congregation, or cluster.

2. No member of Presbytery or its congregations shall receive an honorarium for service as a resource person in Presbytery-initiated work.
3. Council shall set an upper limit on honoraria to be offered by units of Presbytery to resource persons who are not members of Presbytery. Such limit shall be reviewed annually and may be exceeded in individual cases only with the approval of Council.

I. Electronic Meetings

Ordinarily units of Presbytery meet in face to face session. However, when inclement weather or the specific need for a timely decision commend its being called, the Cabinet, a committee, workgroup, or task force may hold a valid electronic meeting. If there are documents to be discussed and /or voted on, they shall be sent by electronic communication to all participants prior to the meeting. There shall be the opportunity for simultaneous aural communication during the meeting with the opportunity for perfecting or amending the document. If voting is required, a method of voting acceptable to all should be followed. Written minutes shall be taken, circulated, and approved at the next regular meeting of the unit.

VII. ADOPTION AND AMENDMENT OF THIS MANUAL

This Manual of Operation shall be renewed annually, and amendments proposed by the Cabinet. The manual shall be adopted and may be amended at any meeting of Presbytery by a majority of those voting, provided that a first reading has been made at a previous meeting of the Presbytery for any proposal of adoption or amendment other than changes in the listings of current work groups, which may be incorporated in this manual without further action by the Presbytery.

Presented for Second Reading and Adoption: May 8, 2014