

PRESBYTERY OF THE PEAKS

CALLED MEETING

October 22, 2022

ZOOM MEETING



**PRESBYTERY OF THE PEAKS
SYNOD OF THE MID-ATLANTIC
PRESBYTERIAN CHURCH (USA)**

**PO Box 2519
Forest, VA 24551
www.peakspresbytery.org
office@peakspresbytery.org**

Presbytery of the Peaks
Called Meeting
By Zoom
October 22, 2022

The MISSION of the Presbytery of the Peaks (approved 8/19) is building partnerships in Christ,
to empower communities of faith to be the Body of Christ for the world.

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ATTENDANCE REPORT

Active Ministers of Word and Sacrament Present

Kyle Allen	Keith Leach	Dave Roberts
George Anderson	Don Makin	John Salley
Philip Bouknight	Gary Marshall	Pete Smith
Beth Broschart	Sarah Martin	Betsy Soto
Jen Brothers	Bob McLavey	Ed Soto
Janet Chisom	Bea Miller	Kim Steinhorst
Linda Dickerson	Leigh Ann Min	Carl Utley
Susi Ennis	Christy Mitchell	Morgan Whitfield
Isabella Fagiani	Jonathan Moelker	John Wiederholt
Jeff Garrison	Sara Jane Nixon	Steve Willis
Annette Goard	Cheryl Peeples	
Geoff Hubbard	Mikel Pugh	

Active Ministers of Word and Sacrament Excused

Herndon Jeffreys	Lisa Marshall	Andrew Whaley
Kim Jeffreys	Allison Unroe	Brent Williams
Elizabeth Link	Peter Thompson	

Active Ministers of Word and Sacrament Absent

Ben Brannan	Russ Merritt	Anghaarad Teague Dees
Paul Brokaw	Jim Moss	Sarah Wiles
Janice Fraser	Mark Rackley	Rodney Wilson
Michael Hickman	Jude Swanson	

Honorably Retired Ministers in Attendance

Terry Blevins	Bob Fiedler	Skip Hastings
Nancy Dawson	Dusty Fiedler	

Honorably Retired Minister Excused

David Dickerson

Ministers at Large and Validated Ministers Present

David Baker	Shawn Hyska
Kathy Carpenter	Robin Williamson

Ministers at Large and Validated Ministers Excused

Emily Rhodes Hunter
 Chad McCain
 Jennifer Powell

Ministers at Large and Validated Ministers Absent

Ellen Anderson	Paul Johnson	Ellen Woodworth
Steve Darr	Jeff Kisner	
Todd Hester	Amy Merrill-Willis	

Commissioned Pastors Present

Margie Anderson	Dick Boswell	Richard Henderson
Diane Baldwin	Terri Cornwell	Naomi Hodge Muse

Commissioned Pastors Absent

Todd Atkins	Bill Meneeley	Kelvin Perry
Phil Berry	Robert Morris	Mike Price
Erik Koroneos	Felicia Parsell	Tony Ward
Jan McGilliard	Joyce Perez	

Cabinet and Committee Chairs Attending

Smith Chaney
Sue Bentley
John Fedison

Voting Elders for Churches

Altavista	Stephanie Moehlenkamp
Berry Hill	Ben Harris
Blacksburg	Janet Rakes
Campbell Memorial	Deborah Havlik
Christiansburg	Kathie Hollandsworth
Christiansburg	Dinah Arnott
Clarksville	Leslie Williford
College	Anita Garland
First, Collinsville	Kym Wiederholt
Covenant	Ginny Fedison
First, Covington	Brenda Linkenhoker
First, Danville	Kim Meadows
Diamond Hill	Lisa Dawson
Fifth Avenue	Ray Williams
Forest Hills	John Peebles
Forest	Denise Kennedy
High Bridge	Robert Gilbert
First, Martinsville	Ron Rebman
First, Martinsville	Monica Stevens
Maysville	Larry Davis
McAllister Memorial	Augustus Hayslett
Mizpah	Gail McCullough
Mizpah	Sylvia Kent Goodman

Northminster	Daniel Kirby
Northside	Joseph Hunnings
Old Brick	Sharon Teany
Old Concord	Nancy Nepage
Pearisburg	Michael Nevergold
PC of Floyd	Joyce Blevins
Quaker Memorial	Jane Reynolds
Quaker Memorial	Reuben Womack
Salem	Carl Rydell
Second	William Durham
Second	Alice Holman
Trinity Ecumenical	Gael Chaney

Churches Not Represented by a Voting Elder

Amherst	Farmville	New Dublin
Appomattox CH	Fellowship	New Store
Appomattox PE	Fincastle	Oak Level
Arvon	Fork Union	Oak View
Beale Memorial	Gethsemane	Peace
Bedford	Glasgow	Peaks
Belmont	Grace	Phenix
Belspring	Harmony	Pisgah
Bethlehem	Hat Creek	First, Pulaski
Bluemont	Hermon	Radford
Briery	Holbrook St.	Raleigh Court
Brookneal	Jamestown	Roanoke
Browns	Kayser Memorial	Roanoke Valley
Buchanan	Kentuck	Rocky Mount
Buffalo	Low Moor	Rough Creek
Chatham	Lynchburg, First	Rustburg
Clifton Forge	Madisonville	Sinking Spring
Colonial	Mallow	South Boston, First
Concord	Mary Horner Walker	St. Andrew
Cool Spring	Massies Mill	Trinity, New Canton
Coolwell	Mayberry	Unity
Cumberland	Meherrin	Village
Danube	Memorial	Villamont
Davis Memorial	Mercy Seat	Virginia
Douglas	Montvale	West End
Drakes Branch	Mt. Carmel	Westminster
Fairlawn	First, Narrows	Williamson Memorial
Falling Spring	New Concord	

Visitor

Joe Wilson, First, Covington

Other Teaching Elders Serving in the Presbytery

Amy Fetterman, High Bridge

Staff Not Counted Elsewhere

Julie Burnett

Robin Padgett

Donna Garrison

**Presbytery of the Peaks
Called Meeting Minutes
Saturday, October 22, 2022
9:00 AM via Zoom**

The moderator, Elder Helen Dean, called the special meeting of the Presbytery of the Peaks to order at 9:00 AM. The moderator opened the meeting with prayer.

The Stated Clerk, Rev. Betsy Soto, declared that a quorum was present in order to conduct business, and presented the docket. The agenda passed by consensus.

Worship

The presbytery was led in a time of morning prayer by our Church Ministry Leadership Specialist, Rev. Jennifer Brothers. She engaged us in a brief practice of *visio divina*, divine looking, over images from around the presbytery.

Purpose of the Meeting

Moderator Helen Dean introduced the purpose of the called meeting as hearing the report of the Transformation Team and voting on the adoption of a new Manual of Operations. The Stated Clerk reminded everyone of the rules for debate and the process by which amendments might be made.

Report of the Transformation Team

Elder Smith Chaney

Smith Chaney, chair of the Transformation Team, reminded the presbytery of their charge to review our mission and organization for ministry. The Transformation Team was called to take the Way Forward Report from 2020 and turn those ideas into a new manual of operations. Smith moved the adoption of this new manual (pages 10-33)

Because of the size of the manual, the Presbytery went through the manual in sections for perfecting before voting on the document as a whole. Below are the amendments that were made.

The manual before amendments can be found on pages 10-33 of this document. The amended manual as approved can be found on pages 34-59.

As we looked at the introductory section to the document, the following motions were made:

1. A motion was made that on page 7 of the manual, line 189 (minutes, pg. 16), under reserved actions of the presbytery, to remove the phrase *“and pastors transferring from other presbyteries.”* The motion was seconded. Following debate, the motion carried with a vote of 56 to 5. The final version is on page 41 of these minutes.
2. A motion was made that on page 7 of the manual, line 191 (minutes, pg. 16), that all of section (2) - *“final approval of the call or commission of pastoral leaders (including commissioned pastors) after examination by the presbytery”* be removed. The motion was seconded. Following explanation and debate, the motion carried with a vote of 54 to 7. The final version is on page 41 of these minutes.

No amendments were made on the section concerning the Church Partnership Commission.

Vice-Moderator Keith Leach moderated the section of the meeting on the Pastoral Leadership Commission. The following motions were made:

3. A motion was made that on page 12 of the manual, line 394 (minutes pg. 21), that the number of persons serving on the Pastoral Leadership Commission be increased from *3 classes of 5* to *3 classes of 7*. The motion was seconded. Following debate, the motion carried by a vote of 57-1. The final version is on page 46 of these minutes.

After a break, Moderator Helen Dean led the discussion on the Justice and Mercy Commission. No amendments were made.

Vice-Moderator Keith Leach led the discussion on the Commission on Administration. No amendments were made.

Moderator Helen Dean led the discussion on the Constitutional Ministries Committee. No amendments were made.

Vice Moderator Keith Leach led the discussion on the Coordinating Cabinet. The following amendments were made:

4. A motion was made to add an additional responsibility to the Coordinating Cabinet on page 22, line 710 (minutes pg 31):
 (8) *Evaluate the structure and organization with attention to the vision and priorities for our presbytery’s ministry and mission. The evaluation will seek input from commissions, committees, Sessions, and other units and individuals of the presbytery. Any*

recommendations from the Cabinet will be sent to the presbytery for consideration and a vote.

The motion was made and seconded. During debate, visiting elder Joe Wilson, a member of the Transformation Team, sought recognition. The body granted him permission to speak by consensus.

A motion was made to amend the amendment, adding in the words “*the evaluation would take place periodically, not less than every two years*” following the second sentence. This amendment was seconded. Following debate, a motion was made to move the previous question and end debate. This motion was seconded and carried by a $\frac{2}{3}$ vote of 56 ayes. The amendment to the amendment, to add the sentence “*the evaluation would take place periodically, not less than every two years,*” carried by a vote of 54-7.

The original motion carried as amended by a vote of 57-6. The final amendment reads: (8) *Evaluate the presbytery’s structure and organization with attention to vision and priorities for our presbytery’s ministry and mission. The evaluation will seek input from commissions, committees, Sessions and other units and individuals of presbytery. The evaluation would take place periodically, not less than every two years. Any recommendations from the Coordinating Cabinet will be sent to the presbytery for consideration and a vote.* You can find it in the adopted manual on page 56 of these minutes.

5. A motion was made that on page 22 of the manual, line 715 (minutes pg 31), in section 4, the phrase “or their designees” be added so that it would read “*Chairs of the Commissions and Committees above, or the designees, five total.*” The motion was seconded. Following debate, the amendment carried unanimously, 66-0. The addition can be found on the adopted manual, page 56 of these minutes.

Moderator Helen Dean led the discussion on the final pages of the document, as well as any final amendments that needed to be made to the document following all the previous changes. The following amendments were made:

6. A motion was made to amend the Pastoral Leadership commission on page 11, line 362 (minutes pg 20) that it be changed to read “*reviewing and approving Terms of Call for installed pastors*” The motion was seconded. Following debate, the motion carried unanimously with a vote of 58-0. This can be found on page 46 of these minutes in the adopted manual.

7. A motion was made to change the wording of the responsibility of the Pastoral Leadership Commission on page 11, line 350 (minutes pg 20). The line would read *“Shall examine and approve all candidates and ministers seeking membership in the presbytery”*.

The motion was seconded. Following debate, a motion to amend the above was made to delete the phrase “candidates and” so that the line would read *“Shall examine and approve all ministers seeking membership in the presbytery.”* This amendment was seconded. Following debate, the amendment to the amendment was approved unanimously with a vote of 60-0.

The amended change to line 350, reading *“Shall examine and approve all ministers seeking membership in the presbytery”* was approved with a vote of 63-1. This can be found in the adopted manual on page 45 of these minutes.

8. A motion was made to add an additional responsibility under the responsibilities of the Pastoral Leadership Commission regarding care of Candidates and Inquirers, that on Page 11, lines 349-350 (minutes pg 20) read:

b) Shall examine and approve inquirers for candidacy

c) Shall provide liaison from the PLC to each inquirer and candidate

The motion was seconded. Following debate, the motion carried unanimously with a vote of 61-0. This can be found in the adopted manual on page 45 of these minutes.

With no further amendments proposed, the new Manual of Operations was presented to the body as amended for a vote. The new Manual of Operations was adopted by a vote of 67-1. You can find the full amended and adopted version on pages 34-59 of these minutes.

Closing Business

Stated Clerk Betsy Soto reported on the attendance for the meeting.

Moderator Helen Dean expressed gratitude for everyone’s participation in this special meeting, and especially for the hard work of the Transformation Team and the staff. Helen closed the meeting with prayer at 11:49am and dismissed the Presbytery.

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**Presbytery of the Peaks
Presbyterian Church (USA)**

Manual of Operations

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25 I. Who Are We and What Are We Called to Do?

26

1. Our Statement of Identity and Purpose

27

a) Values Underlying New Structure

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a) 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.

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b) Mission Statement: Building partnerships in Christ, to empower communities of faith to be the body of Christ for the world.

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c) 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).

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d) The Presbytery shall follow, as a minimum, all provisions of section G3 in the Book of Order.

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2. Where Do We Operate? (Boundaries)

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a) History of Presbytery's Geographical Boundaries

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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: 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.

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b) Neighborhoods

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a) Geographic Neighborhoods – link to map

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(1) Piedmont

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(2) Hill Cities

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(3) Southside

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- (4) Roanoke Valley
- (5) Highlands
- (6) New River Valley
- b) Churches
 - (1) A list of churches may be found online at this address:
<https://www.peakspresbytery.org/list-of-churches/>
- c) **Missional Communities**
 - a) Affinity groups that may be formed dynamically
 - b) Examples include the Black Caucus and Presbyterian Women

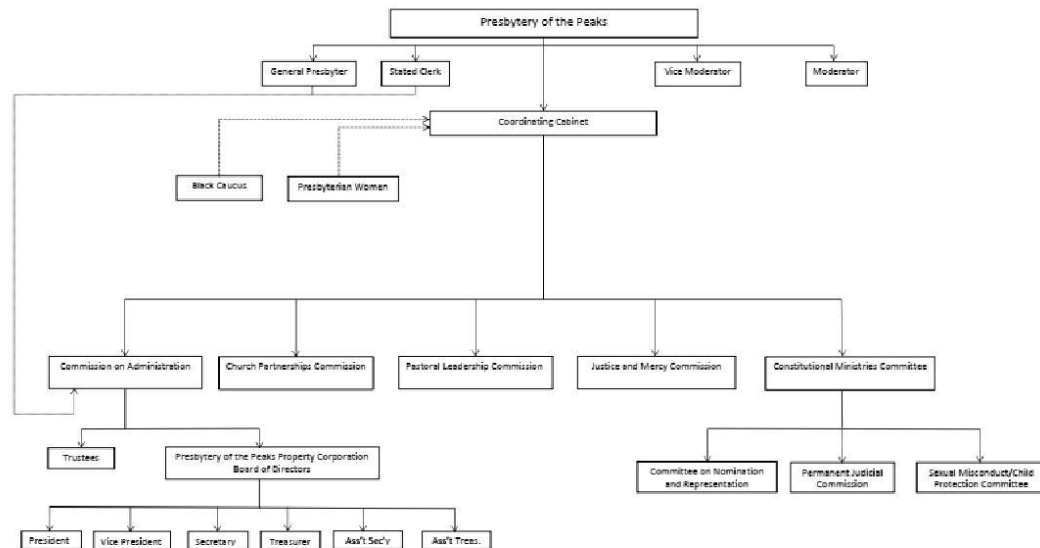
3. Structure Overview

a) POP Overall Structure

a) Organization Chart

- (1) The organization chart and accompanying description of group functions are available at [peakspresbytery.org/organization-chart](https://www.peakspresbytery.org/organization-chart).

b)



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Coordinating Cabinet
Coordination of committees and other structures of presbytery; plan, coordinate and evaluate presbytery meetings; maintenance and regular review of Manual of Operations; maintenance and regular review of other standing rules; foster connections with sessions, committees, staff and other governing bodies; plan and implement worship opportunities for the presbytery; provide a system of communications to interpret and advocate the work of PCUSA, Synod of the Mid-Atlantic, the Presbytery of the Peaks, and the Sessions.
Church Partnership Commission
Church development; evangelism; new worshiping communities; church neighborhood/missional communities; Christian education/resource center; higher education; outdoor education; young adults; youth council.
Pastoral Leadership Commission
Support those who answer a call to the ministry; support those serving in installed and temporary calls, validated ministries, members-at-large, and honorably retired; support ruling elders serving as commissioned pastors; support congregations seeking pastoral or educational leadership; ensure that the sacraments are rightly administered and received; evaluate and prepare pastoral leaders (including commissioned pastors) for examination by the presbytery, and make recommendation to the presbytery as to the advisability of the call or commission.
Justice and Mercy Commission
Engage and equip the presbytery in its advocacy for justice and in ministries of compassion; represent the presbytery in mission work/cooperatives with other presbyteries, Synod and the national church; represent the presbytery in mission work/cooperatives with other mission agencies outside of the PCUSA; negotiate partnership agreements with mission partners for approval by presbytery; recommend the presbytery affiliate with ecumenical and denominational movements such as the Matthew 25 initiative.
Commission on Administration
Management and stewardship of presbytery paid staff; management and stewardship of presbytery property; management and stewardship of all presbytery funds.
Constitutional Ministries Committee
Provide guidance to the presbytery related to covenants to and from the General Assembly, and the Synod, along with the Stated Clerk, maintain and update the Presbytery of the Peaks' "Policy and Procedures on Sexual Misconduct" and "Child and Youth Protection Policy," as well as provide ongoing boundary and sexual misconduct prevention training for the presbytery; along with the Stated Clerk, ensure there is a pool of members (see G-5.0100) for the Permanent Judicial Commission as set forth in and in accordance with the Book of Order (G-5.0200) and for the Investigating Committees and Prosecuting Committees set forth in and in accordance with the Book of Order (G-5.0300); fulfill the responsibilities for participation and representation (G-5.0100); ensure committees, commissions and subcommittees are properly filed; oversee presbytery relationships with higher councils of the church, other presbyteries, and other organizations.
Black Caucus
Interpret and promote its work among all congregations; inform African-American churches of the resources, issues and policies of the PCUSA; maintain cooperation with the national and regional Black caucuses of Presbyterians; advise presbytery in determining priorities for African-American churches and missions; strategies for church development, and assist in supporting historically African-American colleges and universities; advise and assist in providing persons to serve in the structures of presbytery, in cooperation with the Committee on Representation.
Presbyterian Women
Nurture faith through prayer and Bible study; support the mission of the church worldwide; work for justice and peace; build an inclusive, caring community of women that strengthens the PCUSA and witnesses to the promise of God's kingdom.
Presbytery of the Peaks Property Corporation
The legal entity for management of the business and affairs of the Corporation, with the power to do or cause to do all things within the power of the Corporation as required by its Bylaws. The composition of the Board of Directors of the Corporation shall be consistent with the Board of Trustees.

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- c) Distinctions between Committees and Commissions All committees and commissions shall make regular reports to Presbytery on their work and actions.
- d) Unless special conditions dictate otherwise, all members of committees, commissions and subcommittees shall serve no more than 2 consecutive full three year terms. Members must take a one year break before serving again on the same committee/commission.
- e) Committees and Commissions have authority for how they distribute funds within the separate line items within their budgets, excluding donor restricted funds.

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b) Commissions

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a) Church Partnership Commission (CPC)

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The central focus of the CPC is to encourage, facilitate, and fund collaborative partnerships among the varied leaders and ministries of our presbytery, including church staff, congregations, new worshiping communities, campus ministries, and other validated ministries. Making use of neighborhood connections, as well as the natural partnerships that result from congregational size, context, or common interests, the goal is to make vital ministry a norm across the

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105 presbytery, fulfilling our calling to be the Body of Christ in, and for, the
106 world.

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108 As a commission, the CPC will have the authority to act on behalf of
109 presbytery in the following matters: receiving and approving grants;
110 merging congregations or forming ecumenical partnerships; starting
111 new worshiping communities and new churches within the bounds of
112 the presbytery.

113
114 All actions shall be reported to the presbytery.

115 b) Pastoral Leadership Commission (PLC)

116 The scope of the PLC includes all the ministries that pertain to those
117 who sense a call to the ministry of word and sacrament, ruling elders
118 serving as commissioned pastors, congregations seeking pastoral or
119 educational leadership, and the examination, integration and support
120 of clergy and certified educators in the presbytery.

121
122 As a commission, the PLC shall have the authority to act on behalf of
123 the presbytery in matters pertaining to candidacy, establishing calls,
124 approving contracts, and commissioning or installing pastoral leaders,
125 as well as validating ministries outside congregational ministry.

126
127 All actions shall be reported to the presbytery.

128 c) Justice and Mercy Commission (JMC)

129 The purpose of the JMC is to engage and equip the presbytery in its
130 advocacy for justice and in ministries of compassion, such as
131 combating racism, alleviating hunger, or advocating for vulnerable
132 populations.

133
134 As a commission, the JMC is granted authority to file and applications
135 for mission-related grants and accept same from outside
136 organizations on behalf of Presbytery. The JMC will allocate
137 presbytery mission funds and grants that challenge and enable
138 ministry partners to do together in mission what they cannot do as
139 effectively or faithfully when acting alone.

140
141 All actions shall be reported to the Presbytery.

142 d) Commission on Administration (COA)

143 The Presbytery has been entrusted by God with financial, human, and
144 material resources that are meant to support the ministry and mission
145 of the presbytery. The COA is granted authority to act on behalf of the

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presbytery for all matters pertaining to properties (both congregational and presbyterial), all financial matters and human resource matters.

The Board of Trustees, acting at the direction of the COA will be the managing and legal steward of our property and funds. The Board of Trustees shall serve as the members of the Board of Directors of the Presbytery of the Peaks Property Corporation, Inc., in accordance with the By-Laws.

All actions shall be reported to the Presbytery.

e) Coordinating Cabinet (CC)

The Coordinating Cabinet is responsible for leading the Presbytery to discern God's will in all its work. It shall supervise the work of the committees, commissions and other structures of Presbytery, including presbytery meetings, this Manual of Operations, and other standing rules.

c) Committees

a) Constitutional Ministries Committee (CMC)

The presbytery is responsible for fulfilling duties contained in the Book of Order and to matters that pertain to both the Synod and General Assembly. The CMC will maintain the committees and commissions required by the constitution, such as the Permanent Judicial Commission and Committee on Representation, and maintain required processes and procedures addressing issues of sexual misconduct. It will receive communications from the higher councils of the church and lead the presbytery in appropriate responses.

Mindful of the Presbytery's fundamental commitment to inclusion and representation in all the councils of the church, the CMC shall develop appropriate means of drawing leaders into the presbytery's ministries, and the higher councils of the PCUSA, nominating individuals to serve on commissions and committees, and as officers of the presbytery.

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182 **II. How Do We Carry Out Our Identity and Purpose?**

183 **1. Presbytery**

184 **a) Reserved Actions of the Presbytery**

- 185 a) According to G-3.0109b, Commissions have only the powers specifically
186 delegated to them when acting on behalf of the Presbytery.
187 b) Powers reserved by the Presbytery and not delegated to any Commission
188 include, but are not limited to:
189 (1) Examining candidates for ordination and pastors transferring from
190 other presbyteries
191 (2) Final approval of the call or commission of pastoral leaders (including
192 commissioned pastors) after examination by the presbytery
193 (3) Set minimum annual compensation for Teaching Elders and Certified
194 Christian Educators
195 (4) Approve budget
196 (5) Changes in elected staff terms of call
197 (6) Location of Presbytery office

198

199 **b) Meetings of Presbytery**

- 200 a) The Presbytery shall hold meetings in accordance with the standing rules.
201 b) Quorum
202 (1) Quorum is set in the Standing Rules of the Presbytery.
203 c) Notice
204 (1) Required notice for Stated and Special meetings of Presbytery are set
205 in the Standing Rules of the Presbytery.
206 d) Electronic/Hybrid Meetings policy shall be included in the Standing
207 Rules.

208

209 **c) Officers of the Presbytery (BoO)**

210 The following positions shall be elected by the Presbytery:

- 211 a) Moderator
212 b) Vice-Moderator
213 c) Stated Clerk
214 d) Treasurer, who shall also serve as the Treasurer of the corporation.

215

216 **d) Other Elected Positions**

- 217 a) Members of Commissions and Committees
218 b) General Presbyter.

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2. Commissions

221

a) Church Partnership Commission (CPC)

222

a) Powers Delegated by Presbytery

223

- (1) Receiving and approving New Worshiping Community (NWC), New Church Development (NCD) and Church Partnership grants

224

225

- (2) Facilitate and approve requests for mergers of congregations or forming ecumenical partnerships

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- (3) Starting new worshiping communities and new churches within the bounds of the presbytery

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b) Responsibilities

230

(1) Church Development

231

- (a) Design programs and strategies to revitalize existing congregations. Coordinate material, financial, and human resources in partnership with congregations needing assistance.

232

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- (b) Shepherd congregations through any proposed merger processes, interacting with other groups as needed.

235

236

- (c) 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.

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(2) Evangelism

241

- (a) Research and share with the Presbytery models of outreach.

242

- (b) Coordinate resources and award grants related to outreach.

243

(3) New Worshiping Communities and New Church Development

244

- (a) Encourage and coordinate NWCs, with emphasis on establishing ministries with underserved communities within the Presbytery.

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246

- (b) Plan and coordinate NCDs with established congregations within the bounds of the Presbytery.

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(4) Church Neighborhoods/Missional Communities

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- (a) Encourage, as needed, 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 Christ's goals.

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- (b) Encourage, as needed, non-geographical missional 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 Christ's goals.

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(5) Christian Education/Resource Center

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- 260 (a) Encourage collaboration of the Presbytery's Christian educators.
- 261 Develop educational opportunities for congregations within the
- 262 Presbytery. Provide access to presbytery-wide resources in the
- 263 form of a resource center or other appropriate.
- 264 (6) Higher Education
- 265 (7) Outdoor Education
- 266 (8) Young Adults
- 267 (9) Youth
- 268 c) Membership and Staff Liaison
- 269 (1) General Presbyter shall act as liaison to the CPC.
- 270 (2) 3 classes of 5
- 271 (3) Members of subcommittees (other than the chair) need not be
- 272 members of the CPC. Membership is formed in consultation with the
- 273 Nominating and Representation subcommittee of CMC.
- 274 d) Leadership
- 275 (1) Chair shall be elected by the Presbytery
- 276 (2) Secretary (if any) may be elected by the CPC
- 277 (3) Subcommittee chairs (if any) may be elected by the CPC
- 278 e) Meetings and Quorum
- 279 (1) Quorum shall be a majority of the members on the CPC
- 280 (2) Meetings shall be at least every other month, and may take place
- 281 electronically.
- 282 f) Procedures
- 283 The CPC's procedures may be found online at:
- 284 peakspresbytery.org/church-partnership-commission.

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285

286

b) Pastoral Leadership Commission (PLC)

287

a) Scope of Responsibilities:

288

(1) Supporting those who sense a call to the ministry of the word and sacrament

289

290

(2) Supporting those serving in installed and temporary calls, validated ministries, who are members-at-large, and the honorably retired

291

292

(3) Supporting ruling elders serving as commissioned pastors

293

(4) Supporting congregations seeking pastoral or educational leadership

294

(5) Ensuring that the sacraments are rightly administered and received

295

(6) Evaluate and prepare pastoral leaders (including commissioned pastors) for examination by the presbytery, and make

296

recommendation to the presbytery as to the advisability of the call or commission

297

298

(7) Facilitate and coordinate training of congregational leaders

299

300

b) Powers Delegated by Presbytery

301

(1) Support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination (G-2.0604)

302

303

(2) Approving temporary supply and commissioning contracts and renewals of those contracts

304

305

(3) Commissioning/installing/ordaining pastoral leaders

306

(4) Validating ministries outside congregational ministry

307

(5) Approve requests from congregations to waive rotation of Ruling Elders

308

309

(6) Appoint moderators of session and/or congregational meetings when needed.

310

311

(7) Approve candidates and inquirers for transfer of care between Presbyteries.

312

313

(8) Nominate Teaching and Ruling Elders to serve as readers of the PC (U.S.A.) standard ordination examinations.

314

315

(9) Examine and approve applicants to become inquirers

316

(10) Examine and approve Commissioned Pastors as to their preparedness for seeking commissioning to a particular pastoral service.

317

318

(11) Authorize Commissioned Pastors to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.

319

320

321

322

(12) Assign mentors to Commissioned Pastors as required by the Book of Order (G-2.1004)

323

324

(13) Dismiss Teaching Elders to other Presbyteries and reformed denominations

325

326

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- 327 (14) Approve Teaching Elders to the status of “Honorably Retired”
- 328 (15) Approve Ruling Elders to administer the Lord's Supper as needed
- 329 (W-3.0410, G-3.0301b)
- 330 c) Responsibilities
- 331 (1) Care and nurture of Teaching Elders and Certified Christian Educators
- 332 (a) Shall fulfill all the responsibilities set forth in the Book of Order
- 333 (G-3.0307) as Pastor, Counselor, and Advisor to the Teaching
- 334 Elders and Congregations, being further guided by the most recent
- 335 Advisory Handbook for Ministry Committees/Commissions.
- 336 (b) Shall provide care, support, and oversight for all ministers and
- 337 Certified Christian Educators,.
- 338 (c) Responsible for being with churches as they transition different
- 339 calls
- 340 i) Congregational meetings when dissolving or extending a call
- 341 ii) Electing and training and supporting PNC
- 342 (2) Care and nurture of Candidates and Inquirers
- 343 (a) Shall establish and guide covenant relationships with those
- 344 seeking ordination as teaching elders and with their sessions and
- 345 congregations under the Book of Order (G-2.06), being further
- 346 guided by the most recent Advisory Handbook on Preparation for
- 347 Ministry in the Presbyterian Church (USA).
- 348 (b) Provide liaison from the PLC to each inquirer and candidate
- 349 (3) Examinations
- 350 (a) Shall examine and recommend all candidates and ministers
- 351 seeking membership in the Presbytery. All full time, part time,
- 352 stated supply, and interim candidates shall be examined for
- 353 congregational compatibility and theological fitness.
- 354 (b) Commissioned Pastors shall be examined for congregational
- 355 compatibility and theological fitness.
- 356 (4) Care and Oversight of Commissioned Pastors
- 357 (a) Assign a mentor to each Commissioned Pastor
- 358 (b) Review the commission annually with the Commissioned Pastor
- 359 and the session
- 360 (5) Pastor/Church Relations
- 361 (6) Calls and Pensions
- 362 (a) Reviewing and concurring with Terms of Call for installed pastors
- 363 i) Recommend exceptions to the Minimum Terms of Call to
- 364 presbytery
- 365 (b) Approving temporary supply and commissioning contracts and
- 366 renewals of those contracts
- 367 (c) Recommending Minimum Terms of Call for installed pastors and
- 368 Certified Christian Educators

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- 369 (d) Granting Honorably Retired status
- 370 (7) Care and nurture of Congregations
- 371 (a) Assign Church Liaisons
- 372 (b) Vacancies
- 373 (c) Periodic visits to congregations
- 374 (d) Recommend formation of Administrative Commissions
- 375 (G-3.0109b(5))
- 376 (e) Provide education and resources to sessions for the development
- 377 of financial stewardship.
- 378 (8) Leadership Development
- 379 (a) Ruling Elders
- 380 (b) Teaching Elders
- 381 (c) Commissioned Pastors
- 382 (d) Certified Christian Educators
- 383 (9) Validated Ministries
- 384 (a) Validating ministries
- 385 (10) Authorize Sacraments
- 386 (a) Conferences
- 387 (b) Chaplains
- 388 (c) Ruling Elders administering the Lord's Supper (W-3.0410,
- 389 G-3.0301b)
- 390 (d) New Worshiping Communities not associated with a Session
- 391 d) Membership and Staff Liaison
- 392 (1) General Presbyter shall act as liaison to the PLC, with assistance from
- 393 the Stated Clerk
- 394 (2) 3 classes of 5
- 395 (3) Members of subcommittees (other than the chair) need not be
- 396 members of the PLC. Membership is formed in consultation with the
- 397 Nominating and Representation subcommittee of CMC.
- 398 (4) Any subcommittee must have at least 5 members, 2 of which must be
- 399 from the PLC.
- 400 e) Leadership
- 401 (1) Chair shall be elected by the Presbytery
- 402 (2) Secretary (if any) may be elected by the PLC
- 403 (3) Subcommittee chairs (if any) may be elected by the PLC
- 404 f) Meetings and Quorum
- 405 (1) Quorum shall be two-thirds the members on the PLC
- 406 (2) Meetings shall be at least every other month, and may take place
- 407 electronically.
- 408 g) Procedures
- 409 The PLC's procedures may be found online at:
- 410 peakspresbytery.org/pastoral-leadership-commission.

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411

412

c) Justice and Mercy Commission (JMC)

413

a) Scope of Responsibilities:

414

- (1) Engage and equip the presbytery in its advocacy for justice and in ministries of compassion

415

- (a) Combating racism

416

- (b) Alleviating hunger

417

- (c) Advocating for vulnerable populations

418

- (2) Represent the presbytery in mission work/cooperatives with other presbyteries, Synod and the national church

419

- (3) Represent the presbytery in mission work/cooperatives with other mission agencies outside of the PC(USA)

420

- (4) Negotiate partnership agreements with mission partners for approval by Presbytery

421

- (5) Recommend the Presbytery affiliate with ecumenical and denominational movements

422

b) Powers Delegated by Presbytery

423

- (1) Allocation of presbytery mission funds/grants

424

- (a) The Commission will receive an authorized allowance annually from the Presbytery's budget

425

- (b) The Commission is granted the authority to disburse its annual budget as it sees fit to fulfill the work of the Commission

426

- (2) File applications for mission-related grants from outside organizations on behalf of Presbytery

427

c) Responsibilities

428

- (1) Mission Outreach

429

- (a) CEDEPCA mission group

430

- (b) South Sudan Presbyterian Mission, etc.

431

- (c) Others as needed

432

- (2) Disaster Relief

433

- (a) Coordinate with disaster response organizations, including Presbyterian Disaster Assistance (PDA)

434

- (b) Provide direct disaster relief locally

435

- (3) Mission Grants

436

- (a) Procedures for grants are included below in 3.h.x

437

- (4) Hunger Action Advocacy

438

- (5) Congregational Mission Partners and Networks

439

- (6) Peacemaking

440

- (7) Social Justice Advocacy

441

- (8) Environmental Stewardship and Creation Care Congregations

442

d) Membership and Staff Liaison

443

- (1) Justice, Mercy, and Mission Advocate shall act as liaison to the JMC

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- 453 (2) 3 classes of 3
- 454 (3) Members of subcommittees (other than the chair) need not be
- 455 members of the JMC. Membership is formed in consultation with the
- 456 Nominating and Representation subcommittee of CMC.
- 457 e) Leadership
- 458 (1) Chair shall be elected by the Presbytery
- 459 (2) Secretary (if any) may be elected by the JMC
- 460 (3) Subcommittee chairs (if any) may be elected by the JMC
- 461 f) Meetings and Quorum
- 462 (1) Quorum shall be two-thirds of members on the JMC
- 463 (2) Meetings shall be at least quarterly, and may take place electronically.
- 464 g) Procedures
- 465 The JMC's procedures may be found online at:
- 466 peakspresbytery.org/justice-mercy-commission.

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467

468

d) Commission on Administration (COA)

469

a) Scope of Responsibilities

470

(1) Management and stewardship of presbytery paid staff

471

(2) Management and stewardship of presbytery property

472

(3) Management and stewardship of all presbytery funds

473

b) Powers Delegated by Presbytery

474

(1) Human Resources Management (G-3.0106)

475

(a) Addition and elimination of non-elected personnel and positions

476

(b) Position descriptions, hours, compensation

477

(c) Supervising non-elected personnel, including hiring, reviewing performance, or discharging

478

(d) Performance evaluation of elected staff

479

480

(2) Property Resources Management (G-4.0206)

481

(a) 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 the Articles of Incorporation and Bylaws.

482

483

484

485

(b) Enter into lease agreements

486

(c) Be empowered to approve the sale, encumbrance or leasing of congregational property (such requests initiated by congregational vote).

487

488

489

(3) Financial Resources Management

490

(a) Supervision of 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.

491

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499

c) Responsibilities

500

(1) Incorporation

501

(a) Fulfill all the responsibilities set forth in the Book of Order (G-4.01).

502

(b) 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.

503

504

505

(c) Shall abide by and maintain corporate bylaws.

506

507

(d) Recommend any amendments to the corporate bylaws to Presbytery for approval.

508

(2) Real Property Resources Management

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- 509 (a) Decide on behalf of Presbytery matters arising from member
- 510 congregations, including:
- 511 i) Applications to encumber or sell real property,
- 512 ii) Applications for loans or grants, except as delegated, from the
- 513 presbytery's capital and other designated funds,
- 514 iii) Lease arrangements between congregations and external
- 515 groups for terms that exceed five years, involve worship space,
- 516 or contain unusual provisions, and
- 517 iv) Reuse or disposal of property formerly held by a congregation
- 518 that has been dissolved or declared extinct by presbytery.
- 519 (b) Recommend to Presbytery how newly acquired real assets shall be
- 520 utilized.
- 521 (c) Make joint recommendations with the CPC on requests from
- 522 congregations regarding real property (G-4.0206); and on required
- 523 collateral agreements of Presbytery assets on behalf of
- 524 congregations.
- 525 (d) The Commission on Administration shall make recommendations
- 526 regarding the location or relocation of the Presbytery office to
- 527 Presbytery.
- 528 (e) Procure, maintain, and review appropriate insurance for the
- 529 Presbytery (includes property, liability, and umbrella policies).
- 530 (3) Financial Resources Management
- 531 (a) Recommend to Presbytery how newly acquired financial assets
- 532 shall be utilized.
- 533 (b) Regular periodic review of investments.
- 534 (c) Review annual income from investments.
- 535 (d) Approve and review bookkeeping, auditing, and financial
- 536 procedures.
- 537 (e) Give a written account at the Presbytery's first stated meeting
- 538 each year regarding the status, value, liabilities, liens and other
- 539 encumbrances and disposition of all real and fiscal assets held on
- 540 behalf of the presbytery in the previous year.
- 541 (f) Prepare an annual budget for Presbytery in consultation with all
- 542 commissions and committees of Presbytery and program staff.
- 543 (g) Request sessions to covenant with Presbytery for financial support
- 544 of the mission of the Presbyterian Church (U.S.A.).
- 545 (h) Manage the finances of Presbytery through
- 546 i) Supervision of the Treasurer and Accountant,
- 547 ii) Regular reports to Presbytery,
- 548 iii) An annual audit-with results of audit reported to Presbytery.
- 549 (i) Review financial resources to insure compliance with approved
- 550 Investment Policy for the presbytery.

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- 551 (4) Personnel
- 552 (a) Provide support to all staff of Presbytery.
- 553 (b) Provide bonding for the Treasurer and other persons handling
- 554 finances for the Presbytery and the Presbytery of the Peaks
- 555 Property Corporation.
- 556 (c) Ensure performance evaluations for all staff are conducted.
- 557 (d) Recommend to Presbytery changes in terms of call (defined
- 558 responsibilities and/or compensation) as warranted for elected
- 559 staff.
- 560 (e) Make changes in defined responsibilities and /or compensation as
- 561 warranted for non-elected staff.
- 562 (f) Maintain and comply with the Personnel Manual, (containing
- 563 policies and job descriptions for all staff); review and maintain the
- 564 Personnel Manual.
- 565 (g) Employ ministry specialists in consultation with the General
- 566 Presbyter and the committees and commissions and related
- 567 groups of Presbytery.
- 568 (h) Provide for all Presbytery office operations and equipment.
- 569 (5) Presbytery Staff
- 570 (a) Programmatic/Missional
- 571 i) General Presbyter
- 572 ii) Justice and Mercy Advocate
- 573 iii) Church Leadership Ministry Specialist
- 574 (b) Administrative/Support
- 575 i) Stated Clerk
- 576 (1) Present the agenda from the Coordinating Cabinet at the
- 577 beginning of each meeting of the Presbytery for adoption.
- 578 (2) Receive and assign mission and program communications
- 579 from the councils of the Presbyterian Church (U.S.A.), the
- 580 Stated Clerk of the General Assembly, and other church
- 581 bodies.
- 582 ii) Accountant and Office Administrator
- 583 iii) Communication Director
- 584 iv) Administrative Assistant
- 585 d) Membership and Staff Liaison
- 586 (1) General Presbyter shall act as liaison to the COA, with assistance from
- 587 the Accountant & Office Administrator and the Stated Clerk.
- 588 (2) 3 classes of 5
- 589 (3) Corporate Board of Directors (and Board of Trustees)
- 590 (4) Members of subcommittees (other than the chair) need not be
- 591 members of the COA. Membership is formed in consultation with the
- 592 Nominating and Representation subcommittee of CMC.

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- 593 (5) Any subcommittee must have at least 5 members, 2 of which must be
 594 from the COA.
- 595 e) Leadership
- 596 (1) The Chair, who is also President of the corporation, shall be elected
 597 by the Presbytery after nomination by COA.
- 598 (2) The Vice President and Secretary shall be elected by the COA.
- 599 (3) Subcommittee chairs may be elected by the COA.
- 600 f) Meetings and Quorum
- 601 (1) Quorum shall be a majority of the members on the Commission.
- 602 (2) Meetings shall be at least quarterly and others as needed, and may
 603 take place electronically.
- 604 g) Policies and Procedures
- 605 (1) Articles of Incorporation and Bylaws
- 606 (2) Personnel Policies
- 607 (3) Investment Policy
- 608 h) Procedures
- 609 The COA's procedures may be found online at:
 610 peakspresbytery.org/commission-on-administration.

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611

612

3. Committees

613

a) Constitutional Ministries Committee (CMC)

614

a) Scope of Responsibilities

615

(1) Bills and Overtures

616

- (a) Provide guidance to the Presbytery related to overtures to and from the General Assembly and the Synod.

617

618

(2) Sexual Misconduct and Child and Youth Protection

619

- (a) Fulfill all the responsibilities set forth in the Presbytery of the Peak's statement "Policy and Procedures on Sexual Misconduct" and "Child and Youth Protection."

620

621

622

(3) Permanent Judicial Commission (PJC)

623

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

624

625

626

- (b) The PJC chair shall be represented on the CMC, but the PJC is not under the authority of the CMC, but is a commission of the Presbytery.

627

628

629

- (c) The PJC shall be elected by the Nomination and Representation subcommittee of the CMC, and will have 3 classes of 3 people each.

630

631

632

(4) Investigating and Prosecuting Committees

633

- (a) Investigating Committees (IC) and Prosecuting Committees (PC) shall fulfill all the responsibilities set forth in and in accordance with the Book of Order (D-5.0000).

634

635

636

- (b) 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 accordance with the Book of Order (D-10.0200).

637

638

639

640

641

- (c) When an inquiry by an investigating committee into an alleged offense of a sexual nature or involving a child or youth is mandated, the Investigating Committee shall be selected from the IC Pool in accordance with the Presbytery of the Peaks Sexual Misconduct Policy.

642

643

644

645

646

- (d) Investigating and Prosecuting Committees are represented on, not under the authority of the CMC.

647

648

(5) Administrative Review of Sessions

649

- (a) To fulfill responsibilities set forth in G-3.0108(a), conduct annual session records review and any special administrative review, as needed.

650

651

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- 652 (6) Representation and Nomination
- 653 (a) To fulfill all the responsibilities for participation and representation
- 654 set forth in the Book of Order (G-3.0103), reporting at least
- 655 annually to the Presbytery and ensure that all offices,
- 656 commissioners to higher councils, committees, commissions, and
- 657 boards of the presbytery are fully staffed in accordance with this
- 658 Manual
- 659 (7) Ecclesial Partnerships
- 660 (a) Oversee Presbytery's relationships with higher councils of the
- 661 church, other presbyteries, and other organizations.
- 662 b) Membership and Staff Liaison
- 663 (1) The Stated Clerk shall act as liaison to the CMC
- 664 (2) 3 classes of 3
- 665 (3) Members of subcommittees (other than the chair) need not be
- 666 members of the CMC. Membership is formed in consultation with the
- 667 Nominating and Representation subcommittee of CMC.
- 668 c) Leadership
- 669 (1) Chair shall be elected by the Presbytery
- 670 (2) Secretary (if any) may be elected by the CMC
- 671 (3) Subcommittee chairs (if any) may be elected by the CMC (other than
- 672 the PJC)
- 673 d) Meetings and Quorum
- 674 (1) Quorum shall be a majority of the members on the CMC
- 675 (2) Meetings shall be at least quarterly, and may take place electronically.
- 676 e) Policies and Procedures
- 677 (1) Nominations and Representation
- 678 (a) Presbytery Officers
- 679 (b) Committee/Commission Members, including Administrative
- 680 Commissions
- 681 (c) Assist subcommittee chairs in finding members at their request
- 682 (d) Commissioners to Synod
- 683 (e) Commissioners to General Assembly
- 684 (f) Other nominations as needed (exam readers, etc.)
- 685 (g) Representation
- 686 (h) Paid personnel
- 687 (2) Advise presbytery regarding the implementation of principles of unity
- 688 and diversity
- 689 (3) Advocate for diversity of leadership
- 690 (4) Consult with presbytery on the employment of personnel, with respect
- 691 to unity and diversity
- 692 (5) Child Protection Policy
- 693 (6) Sexual Misconduct Policy

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- 694 f) Procedures
695 The CMC's procedures may be found online at:
696 peakspresbytery.org/constitution-ministries-committee.

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697

698

b) Coordinating Cabinet

699

a) Responsibilities

700

(1) Coordination of committees and other structures of presbytery

701

(2) Plan, coordinate, and evaluate presbytery meetings

702

(3) Maintenance and regular review of the Manual of Operations

703

(4) Maintenance and regular review of other standing rules

704

(5) Foster connections with sessions, committees, staff, and other governing bodies

705

706

(6) Plan and implement worship opportunities for the Presbytery.

707

(7) Provide a system of communications to interpret and advocate the work of the Presbyterian Church (USA), the Synod of the Mid-Atlantic, the Presbytery, and the Sessions.

708

709

b) Membership and Staff Liaison

710

711

(1) Moderator and Vice Moderator of Presbytery

712

(2) Previous year's Moderator of Presbytery

713

(3) Moderator of the Black Caucus and the Moderator of the Presbyterian Women

714

715

(4) Chairs of the Commissions and Committees above, 5 total

716

(5) 3 Members at Large selected from the Presbytery, serving 3 year terms, for a maximum of 2 consecutive terms

717

718

(6) Staff support is provided by the General Presbyter and the Stated Clerk

719

720

c) Leadership

721

(1) Chair is the previous year's Moderator of Presbytery

722

(a) If the chair is unable to serve, then the Committee on Nominations and Representations will nominate a new Chair to the Presbytery

723

724

d) Meetings and Quorum

725

(1) Quorum shall be a majority of the members on the Coordinating Cabinet

726

727

(2) Meetings shall be at least bi-monthly, and may take place electronically.

728

729

e) Procedures

730

The CC's procedures may be found online at:

731

peaks-presbytery.org/coordinating-cabinet-committee.

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732

733 III. Presbytery Operating Policies

734

735 1. Administration of Funds

736

737 2. Standing Rules of Meetings of Presbytery

738

739 3. Balancing Ruling and Teaching Elders Policy

740

741 4. Personnel Policies

742

743 5. Structure for Discipline

744 a) Sexual Misconduct Policy

745 b) Children & Youth Protection Policy

746 c) Investigative Committee(s)

747 d) Permanent Judicial Commission

748

749 6. Relationships within and beyond the Presbytery

750

751 7. Minimum Terms of Call Policy

752

753 8. Policy on Electronic and Hybrid Meetings

754

755 9. Separation Policy

756

757 10. Grants

758 a) List individual grant policies

PROPOSED Manual of Operations – OCTOBER 9, 2022759 **IV. Amending this Manual**

760

761 **A. Process**

- 762 1. Ordinarily, the Coordinating Cabinet shall review proposed changes to the
763 manual and recommend changes to the Presbytery.
- 764 2. Policies approved by the Presbytery are automatically added as appendixes
765 to this Manual.
- 766 3. Committees and Commissions shall bring recommended changes to the
767 Coordinating Cabinet for consideration.
- 768 a) Committees and Commissions shall be responsible for developing and
769 maintaining their own procedures. Such changes do not require
770 amending this Manual.

Presbytery of the Peaks Presbyterian Church (USA)

Manual of Operations Adopted October 22, 2022

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I. Who Are We and What Are We Called to Do?

A. Our Statement of Identity and Purpose

1. Values Underlying New Structure

- a) 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.
- b) Mission Statement: Building partnerships in Christ, to empower communities of faith to be the body of Christ for the world.
- c) 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).
- d) The Presbytery shall follow, as a minimum, all provisions of section G3 in the Book of Order.

B. Where Do We Operate? (Boundaries)

1. History of Presbytery's Geographical 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: 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.

2. Neighborhoods

- a) Geographic Neighborhoods – link to map
 - Piedmont
 - Hill Cities
 - Southside

Roanoke Valley
Highlands
New River Valley

b) Churches

A list of churches may be found online at www.peakspresbytery.org.

3. Missional Communities

a) Affinity groups that may be formed dynamically

b) Examples include the Black Caucus and Presbyterian Women

C. Structure Overview

1. POP Overall Structure

a) **Organization Chart**

(1) The organization chart and accompanying description of group functions are available at: www.peakspresbytery.org.

Coordinating Cabinet/Board of Directors/Trustees

Coordination of committees and other structures of presbytery; plan, coordinate and evaluate presbytery meetings; maintenance and regular review of Manual of Operations; maintenance and regular review of other standing rules; foster connections with sessions, committees, staff and other governing bodies; plan and implement worship opportunities for the presbytery; provide a system of communications to interpret and advocate the work of PC(USA), Synod of the Mid-Atlantic, the Presbytery of the Peaks, and the Sessions.

Church Partnership Commission

Church development; evangelism; new worshiping communities; church neighborhoods/missional communities; Christian education/resource center; higher education; outdoor education, young adults; youth council.

Pastoral Leadership Commission

Support those who sense a call to the ministry; support those serving in installed and temporary calls, validated ministries, members-at-large, and honorably retired; support ruling elders serving as commissioned pastors; support congregations seeking pastoral or educational leadership; ensure that the sacraments are rightly administered and received; evaluate and prepare pastoral leaders (including commissioned pastors) for examination by the presbytery, and make recommendation to the presbytery as to the advisability of the call or commission.

Justice and Mercy Commission

Engage and equip the presbytery in its advocacy for justice and in ministries of compassion; represent the presbytery in mission work/cooperatives with other presbyteries, Synod and the national church; represent the presbytery in mission work/cooperatives with other mission agencies outside of the PC(USA); negotiate partnership agreements with mission partners for approval by presbytery; recommend the presbytery affiliate with ecumenical and denominational movements such as the Matthew 25 initiative.

Commission on Administration

Management and stewardship of presbytery paid staff; management and stewardship of presbytery property; management and stewardship of all presbytery funds.

Constitutional Ministries Committee

Provide guidance to the presbytery related to overtures to and from the General Assembly and the Synod; along with the Stated Clerk, maintain and update the Presbytery of the Peak's "Policy and Procedures on Sexual Misconduct" and "Child and Youth Protection Policy;" as well as provide ongoing boundary and sexual misconduct prevention training for the presbytery; along with the Stated Clerk, ensure there is a pool of members [see D-5.0100] for the Permanent Judicial Commission as set forth and in accordance with the Book of Order (D-5.0000) and for the Investigating Committees and Prosecuting Committees set forth in and in accordance with the Book of Order (D-10.0000); administrative review of Sessions (G-3.0108(a)); fulfill the responsibilities for participation and representation (G-3.0103); oversee presbytery relationships with higher councils of the church, other presbyteries, and other organizations.

Black Caucus

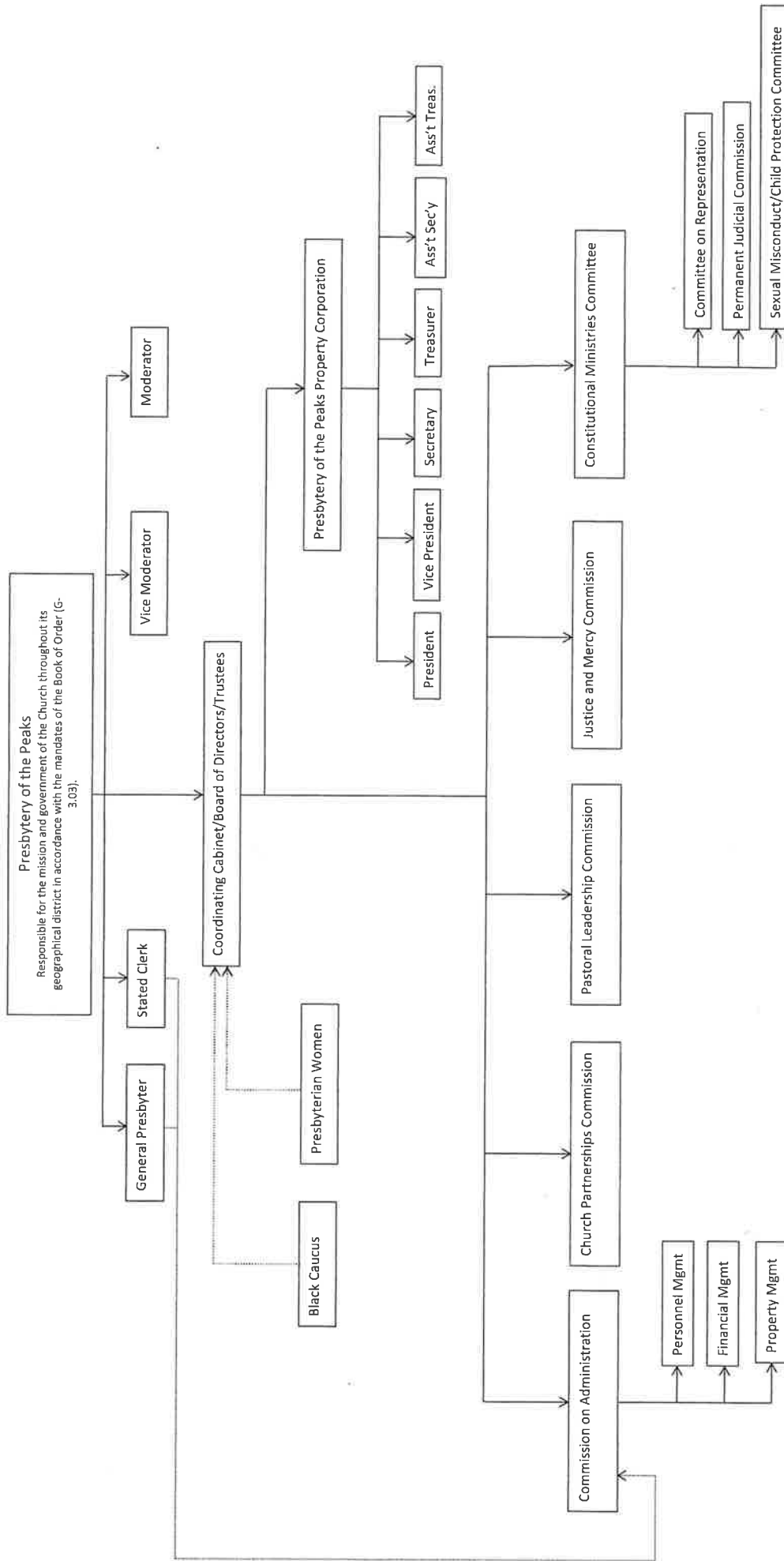
Interpret and promote its work among all congregations; inform African-American churches of the resources, issues and policies of the PC(USA); maintain cooperation with the national and regional Black caucuses of Presbyterians; advise presbytery in determining priorities for African-American churches and ministers, strategies for church development, and ways of supporting historically African colleges and universities; advise and assist in providing persons to serve in the structures of presbytery, in cooperation with the Committee on Representation.

Presbyterian Women

Nurture faith through prayer and Bible study; support the mission of the church worldwide; work for justice and peace; build an inclusive, caring community of women that strengthens the PC(USA) and witnesses to the promise of God's kingdom.

Presbytery of the Peaks Property Corporation

The legal entity for management of the business and affairs of the Corporation, with the power to do or cause to do all things within the power of the Corporation as required by its Bylaws.



- b) Distinctions between Committees and Commissions. All committees and commissions shall make regular reports to Presbytery on their work and actions.
- c) Unless special conditions dictate otherwise, all members of committees, commissions and subcommittees shall serve no more than 2 consecutive full three year terms. Members must take a one year break before serving again on the same committee/commission.
- d) Committees and Commissions have authority for how they distribute funds within the separate line items within their budgets, excluding donor restricted funds.

2. Commissions

a) Church Partnership Commission (CPC)

The central focus of the CPC is to encourage, facilitate, and fund collaborative partnerships among the varied leaders and ministries of our presbytery, including church staff, congregations, new worshipping communities, campus ministries, and other validated ministries. Making use of neighborhood connections, as well as the natural partnerships that result from congregational size, context, or common interests, the goal is to make vital ministry a norm across the presbytery, fulfilling our calling to be the Body of Christ in, and for, the world.

As a commission, the CPC will have the authority to act on behalf of presbytery in the following matters: receiving and approving grants; merging congregations or forming ecumenical partnerships; starting new worshipping communities and new churches within the bounds of the presbytery.

All actions shall be reported to the presbytery.

b) Pastoral Leadership Commission (PLC)

The scope of the PLC includes all the ministries that pertain to those who sense a call to the ministry of word and sacrament, ruling elders serving as commissioned pastors, congregations seeking pastoral or educational leadership, and the examination, integration and support of clergy and certified educators in the presbytery.

As a commission, the PLC shall have the authority to act on behalf of the presbytery in matters pertaining to candidacy, establishing calls, approving contracts, and commissioning or installing pastoral leaders,

as well as validating ministries outside congregational ministry.

All actions shall be reported to the presbytery.

c) Justice and Mercy Commission (JMC)

The purpose of the JMC is to engage and equip the presbytery in its advocacy for justice and in ministries of compassion, such as combating racism, alleviating hunger, or advocating for vulnerable populations.

As a commission, the JMC is granted authority to file and applications for mission-related grants and accept same from outside organizations on behalf of Presbytery. The JMC will allocate presbytery mission funds and grants that challenge and enable ministry partners to do together in mission what they cannot do as effectively or faithfully when acting alone.

All actions shall be reported to the Presbytery.

d) Commission on Administration (COA)

The Presbytery has been entrusted by God with financial, human, and material resources that are meant to support the ministry and mission of the presbytery. The COA is granted authority to act on behalf of the presbytery for all matters pertaining to properties (both congregational and presbyterial), all financial matters and human resource matters.

The Board of Trustees, acting at the direction of the COA will be the managing and legal steward of our property and funds. The Board of Trustees shall serve as the members of the Board of Directors of the Presbytery of the Peaks Property Corporation, Inc., in accordance with the By-Laws.

All actions shall be reported to the Presbytery.

3. Committees

a) Constitutional Ministries Committee (CMC)

The presbytery is responsible for fulfilling duties contained in the Book of Order and to matters that pertain to both the Synod and General Assembly. The CMC will maintain the committees and commissions required by the constitution, such as the Permanent Judicial Commission and Committee on Representation, and maintain required processes and procedures addressing issues of sexual misconduct. It will receive communications from the higher councils

of the church and lead the presbytery in appropriate responses.

Mindful of the Presbytery's fundamental commitment to inclusion and representation in all the councils of the church, the CMC shall develop appropriate means of drawing leaders into the presbytery's ministries, and the higher councils of the PCUSA, nominating individuals to serve on commissions and committees, and as officers of the presbytery.

b) Coordinating Cabinet (CC)

The Coordinating Cabinet is responsible for leading the Presbytery to discern God's will in all its work. It shall supervise the work of the committees, commissions, and other structures of Presbytery, including presbytery meetings, this Manual of Operations, and other standing rules.

II. How Do We Carry Out Our Identity and Purpose?

A. Presbytery

1. Reserved Actions of the Presbytery

- a) According to G-3.0109b, Commissions have only the powers specifically delegated to them when acting on behalf of the Presbytery.
- b) Powers reserved by the Presbytery and not delegated to any Commission include, but are not limited to:
 - (1) Examining candidates for ordination.
 - (2) Set minimum annual compensation for Teaching Elders and Certified Christian Educators
 - (3) Approve budget
 - (4) Changes in elected staff terms of call
 - (5) Location of Presbytery office

2. Meetings of Presbytery

- a) The Presbytery shall hold meetings in accordance with the standing rules.
- b) Quorum
 - (1) Quorum is set in the Standing Rules of the Presbytery.
- c) Notice
 - (1) Required notice for Stated and Special meetings of Presbytery are set in the Standing Rules of the Presbytery.
- d) Electronic/Hybrid Meetings policy shall be included in the Standing Rules.

3. Officers of the Presbytery (Book of Order)

The following positions shall be elected by the Presbytery:

- a) Moderator
- b) Vice-Moderator
- c) Stated Clerk
- d) Treasurer, who shall also serve as the Treasurer of the corporation

4. Other Elected Positions

- a) Members of Commissions and Committees
- b) General Presbyter

B. Commissions

1. Church Partnership Commission (CPC)

a) Powers Delegated by Presbytery

- (1) Receiving and approving New Worshiping Community (NWC), New Church Development (NCD) and Church Partnership grants
- (2) Facilitate and approve requests for mergers of congregations or forming ecumenical partnerships
- (3) Starting new worshiping communities and new churches within the bounds of the presbytery

b) Responsibilities

(1) Church Development

- (a) Design programs and strategies to revitalize existing congregations. Coordinate material, financial, and human resources in partnership with congregations needing assistance.
- (b) Shepherd congregations through any proposed merger processes, interacting with other groups as needed.
- (c) 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.

(2) Evangelism

- (a) Research and share with the Presbytery models of outreach.
- (b) Coordinate resources and award grants related to outreach.

(3) New Worshiping Communities and New Church Development

- (a) Encourage and coordinate NWCs, with emphasis on establishing ministries with underserved communities within the Presbytery.
- (b) Plan and coordinate NCDs with established congregations within the bounds of the Presbytery.

(4) Church Neighborhoods/Missional Communities

- (a) Encourage, as needed, 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 Christ's goals.
- (b) Encourage, as needed, non-geographical missional 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 Christ's goals.

(5) Christian Education/Resource Center

- (a) Encourage collaboration of the Presbytery's Christian educators. Develop educational opportunities for congregations within the Presbytery. Provide access to presbytery-wide resources in the form of a resource center or other appropriate.

(6) Higher Education

(7) Outdoor Education

(8) Young Adults

(9) Youth

c) Membership and Staff Liaison

- (1) General Presbyter shall act as liaison to the CPC.
- (2) 3 classes of 5
- (3) Members of subcommittees (other than the chair) need not be members of the CPC. Membership is formed in consultation with the Nominating and Representation subcommittee of CMC.

d) Leadership

- (1) Chair shall be elected by the Presbytery.
- (2) Secretary (if any) may be elected by the CPC.
- (3) Subcommittee chairs (if any) may be elected by the CPC

e) Meetings and Quorum

- (1) Quorum shall be a majority of the members on the CPC.
- (2) Meetings shall be at least every other month, and may take place electronically.

f) Procedures

The CPC's procedures may be found at: www.peakspresbytery.org

2. Pastoral Leadership Commission (PLC)

a) Scope of Responsibilities:

- (1) Supporting those who sense a call to the ministry of the word and sacrament.
- (2) Supporting those serving in installed and temporary calls, validated ministries, who are members-at-large, and the honorably retired.
- (3) Supporting ruling elders serving as commissioned pastors.
- (4) Supporting congregations seeking pastoral or educational leadership.
- (5) Ensuring that the sacraments are rightly administered and received.
- (6) Evaluate and prepare pastoral leaders (including commissioned pastors) for examination by the presbytery, and make recommendation to the presbytery as to the advisability of the call or commission.
- (7) Facilitate and coordinate training of congregational leaders.

b) Powers Delegated by Presbytery

- (1) Support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination (G-2.0604).
- (2) Approving temporary supply and commissioning contracts and renewals of those contracts.
- (3) Commissioning/installing/ordaining pastoral leaders.
- (4) Validating ministries outside congregational ministry.
- (5) Approve requests from congregations to waive rotation of Ruling Elders.
- (6) Appoint moderators of session and/or congregational meetings when needed.
- (7) Approve candidates and inquirers for transfer of care between Presbyteries.
- (8) Nominate Teaching and Ruling Elders to serve as readers of the PC (U.S.A.) standard ordination examinations.
- (9) Examine and approve applicants to become inquirers.
- (10) Examine and approve Commissioned Pastors as to their preparedness for seeking commissioning to a particular pastoral service.
- (11) Authorize Commissioned Pastors to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.
- (12) Assign mentors to Commissioned Pastors as required by the Book of Order (G-2.1004)
- (13) Dismiss Teaching Elders to other Presbyteries and reformed denominations.

- (14) Approve Teaching Elders to the status of “Honorably Retired”.
- (15) Approve Ruling Elders to administer the Lord's Supper as needed (W-3.0410, G-3.0301b).

c) Responsibilities

(1) Care and nurture of Teaching Elders and Certified Christian Educators

- (a) Shall fulfill all the responsibilities set forth in the Book of Order (G-3.0307) as Pastor, Counselor, and Advisor to the Teaching Elders and Congregations, being further guided by the most recent Advisory Handbook for Ministry Committees/Commissions.
- (b) Shall provide care, support, and oversight for all ministers and Certified Christian Educators.
- (c) Responsible for being with churches as they transition different calls
 - i) Congregational meetings when dissolving or extending a call
 - ii) Electing and training and supporting PNC

(2) Care and nurture of Candidates and Inquirers

- (a) Shall 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).
- (b) Shall examine and approve inquirers for candidacy.
- (c) Shall provide liaison from the PLC to each inquirer and candidate.

(3) Examinations

- (a) Shall examine and approve all ministers seeking membership in the Presbytery. All full time, part time, stated supply, and interim candidates shall be examined for congregational compatibility and theological fitness.
- (b) Commissioned Pastors shall be examined for congregational compatibility and theological fitness.

(4) Care and Oversight of Commissioned Pastors

- (a) Assign a mentor to each Commissioned Pastor
- (b) Review the commission annually with the Commissioned Pastor and the session

(5) Pastor/Church Relations

(6) Calls and Pensions

- (a) Reviewing and approving Terms of Call for installed pastors
 - i) Recommend exceptions to the Minimum Terms of Call to presbytery
- (b) Approving temporary supply and commissioning contracts and renewals of those contracts
- (c) Recommending Minimum Terms of Call for installed pastors and Certified Christian Educators
- (d) Granting Honorably Retired status

(7) Care and nurture of Congregations

- (a) Assign Church Liaisons
- (b) Vacancies
- (c) Periodic visits to congregations
- (d) Recommend formation of Administrative Commissions (G-3.0109b(5))
- (d) Provide education and resources to sessions for the development of financial stewardship.

(8) Leadership Development

- (a) Ruling Elders
- (b) Teaching Elders
- (c) Commissioned Pastors
- (d) Certified Christian Educators

(9) Validated Ministries

- (a) Validating ministries

(10) Authorize Sacraments

- (a) Conferences
- (b) Chaplains
- (c) Ruling Elders administering the Lord's Supper (W-3.0410, G-3.0301b)
- (d) New Worshiping Communities not associated with a Session

d) Membership and Staff Liaison

- (1) General Presbyter shall act as liaison to the PLC, with assistance from the Stated Clerk
- (2) 3 classes of 7
- (3) Members of subcommittees (other than the chair) need not be members of the PLC. Membership is formed in consultation with the Nominating and Representation subcommittee of CMC.

(4) Any subcommittee must have at least 5 members, 2 of which must be from the PLC.

e) Leadership

- (1) Chair shall be elected by the Presbytery
- (2) Secretary (if any) may be elected by the PLC
- (3) Subcommittee chairs (if any) may be elected by the PLC

f) Meetings and Quorum

- (1) Quorum shall be two-thirds the members on the PLC
- (2) Meetings shall be at least every other month, and may take place electronically.

g) Procedures

The PLC's procedure may be found on: www.peakspresbytery.org.

3. Justice and Mercy Commission (JMC)

a) Scope of Responsibilities:

- (1) Engage and equip the presbytery in its advocacy for justice and in ministries of compassion
 - (a) Combating racism
 - (b) Alleviating hunger
 - (c) Advocating for vulnerable populations
- (2) Represent the presbytery in mission work/cooperatives with other presbyteries, Synod and the national church
- (3) Represent the presbytery in mission work/cooperatives with other mission agencies outside of the PC(USA)
- (4) Negotiate partnership agreements with mission partners for approval by Presbytery
- (5) Recommend the Presbytery affiliate with ecumenical and denominational movements

b) Powers Delegated by Presbytery

- (1) Allocation of presbytery mission funds/grants
 - (a) The Commission will receive an authorized allowance annually from the Presbytery's budget
 - (b) The Commission is granted the authority to disburse its annual budget as it sees fit to fulfill the work of the Commission
- (2) File applications for mission-related grants from outside organizations on behalf of Presbytery

c) Responsibilities

(1) Mission Outreach

- (a) CEDEPCA mission group
- (b) South Sudan Presbyterian Mission, etc.
- (c) Others as needed

(2) Disaster Relief

- (a) Coordinate with disaster response organizations, including Presbyterian Disaster Assistance (PDA)
- (b) Provide direct disaster relief locally

(3) Mission Grants

- (a) Procedures for grants are included below under operating policies

(4) Hunger Action Advocacy

(5) Congregational Mission Partners and Networks

(6) Peacemaking

(7) Social Justice Advocacy

(8) Environmental Stewardship and Creation Care Congregations

d) Membership and Staff Liaison

- (1) Justice, Mercy, and Mission Advocate shall act as liaison to the JMC
- (2) 3 classes of 3
- (3) Members of subcommittees (other than the chair) need not be members of the JMC. Membership is formed in consultation with the Nominating and Representation subcommittee of CMC.

e) Leadership

- (1) Chair shall be elected by the Presbytery
- (2) Secretary (if any) may be elected by the JMC
- (3) Subcommittee chairs (if any) may be elected by the JMC

f) Meetings and Quorum

- (1) Quorum shall be two-thirds of members on the JMC
- (2) Meetings shall be at least quarterly, and may take place electronically.

g) Procedures

The JMC's procedures may be found at: www.peakspresbytery.org.

4. Commission on Administration (COA)

a) Scope of Responsibilities

- (1) Management and stewardship of presbytery paid staff
- (2) Management and stewardship of presbytery property
- (3) Management and stewardship of all presbytery funds

b) Powers Delegated by Presbytery

- (1) **Human Resources Management (G-3.0106)**
 - (a) Addition and elimination of non-elected personnel and positions
 - (b) Position descriptions, hours, compensation
 - (c) Supervising non-elected personnel, including hiring, reviewing performance, or discharging
 - (d) Performance evaluation of elected staff
- (2) **Property Resources Management (G-4.0206)**
 - (a) 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 the Articles of Incorporation and Bylaws.
 - (b) Enter into lease agreements
 - (c) Be empowered to approve the sale, encumbrance, or leasing of congregational property (such requests initiated by congregational vote).
- (3) **Financial Resources Management**
 - (a) Supervision of 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.

c) Responsibilities

- (1) **Incorporation**
 - (a) Fulfill all the responsibilities set forth in the Book of Order (G-4.01)

- (b) 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
- (c) Shall abide by and maintain corporate bylaws
- (d) Recommend any amendments to the corporate bylaws to Presbytery for approval

(2) Real Property Resources Management

- (a) Decide on behalf of Presbytery matters arising from member congregations, including:
 - i) Applications to encumber or sell real property,
 - ii) Applications for loans or grants, except as delegated, from the presbytery's capital and other designated funds,
 - iii) Lease arrangements between congregations and external groups for terms that exceed five years, involve worship space, or contain unusual provisions, and
 - iv) Reuse or disposal of property formerly held by a congregation that has been dissolved or declared extinct by presbytery
- (b) Recommend to Presbytery how newly acquired real assets shall be utilized.
- (c) Make joint recommendations with the CPC on requests from congregations regarding real property (G-4.0206); and on required collateral agreements of Presbytery assets on behalf of congregations
- (d) The Commission on Administration shall make recommendations regarding the location or relocation of the Presbytery office to Presbytery.
- (e) Procure, maintain, and review appropriate insurance for the Presbytery (includes property, liability, and umbrella policies)

(3) Financial Resources Management

- (a) Recommend to Presbytery how newly acquired financial assets shall be utilized
- (b) Regular periodic review of investments
- (c) Review annual income from investments
- (d) Approve and review bookkeeping, auditing, and financial procedures
- (e) 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 on behalf of the presbytery in the previous year.

- (f) Prepare an annual budget for Presbytery in consultation with all commissions and committees of Presbytery and program staff
 - (g) Request sessions to covenant with Presbytery for financial support of the mission of the Presbyterian Church (U.S.A.)
 - (h) Manage the finances of Presbytery through
 - i) Supervision of the Treasurer and Accountant,
 - ii) Regular reports to Presbytery,
 - iii) An annual audit-with results of audit reported to Presbytery
 - (i) Review financial resources to ensure compliance with approved Investment Policy for the presbytery
- (4) Personnel**
- (a) Provide support to all staff of Presbytery
 - (b) Provide bonding for the Treasurer and other persons handling finances for the Presbytery and the Presbytery of the Peaks Property Corporation
 - (c) Ensure performance evaluations for all staff are conducted
 - (d) Recommend to Presbytery changes in terms of call (defined responsibilities and/or compensation) as warranted for elected staff
 - (e) Make changes in defined responsibilities and /or compensation as warranted for non-elected staff
 - (f) Maintain and comply with the Personnel Manual, (containing policies and job descriptions for all staff); review and maintain the Personnel Manual
 - (g) Employ ministry specialists in consultation with the General Presbyter and the committees and commissions and related groups of Presbytery
 - (h) Provide for all Presbytery office operations and equipment
- (5) Presbytery Staff**
- (a) Programmatic/Missional**
 - i) General Presbyter
 - ii) Justice and Mercy Advocate
 - iii) Church Leadership Ministry Specialist
 - (b) Administrative/Support**
 - i) Stated Clerk
 - (1) Present the agenda from the Coordinating Cabinet at the beginning of each meeting of the Presbytery for adoption

- (2) 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

- ii) Accountant and Office Administrator
- iii) Communication Director
- iv) Administrative Assistant

d) Membership and Staff Liaison

- (1) General Presbyter shall act as liaison to the COA, with assistance from the Accountant & Office Administrator and the Stated Clerk.
- (2) 3 classes of 5
- (3) Corporate Board of Directors (and Board of Trustees)
- (4) Members of subcommittees (other than the chair) need not be members of the COA. Membership is formed in consultation with the Nominating and Representation subcommittee of CMC
- (5) Any subcommittee must have at least 5 members, 2 of which must be from the COA

e) Leadership

- (1) The Chair, who is also President of the corporation, shall be elected by the Presbytery after nomination by COA.
- (2) The Vice President and Secretary shall be elected by the COA.
- (3) Subcommittee chairs may be elected by the COA.

f) Meetings and Quorum

- (1) Quorum shall be a majority of the members on the Commission.
- (2) Meetings shall be at least quarterly and others as needed, and may take place electronically.

g) Policies and Procedures

- (1) Articles of Incorporation and Bylaws
- (2) Personnel Policies
- (3) Investment Policy

h) Procedures

The COA's procedures may be found at: www.peakspresbytery.org.

C. Committees

1. Constitutional Ministries Committee (CMC)

a) Scope of Responsibilities

(1) Bills and Overtures

- i) Provide guidance to the Presbytery related to overtures to and from the General Assembly and the Synod

(2) Sexual Misconduct and Child and Youth Protection

- i) Fulfill all the responsibilities set forth in the Presbytery of the Peak's statement "Policy and Procedures on Sexual Misconduct" and "Child and Youth Protection"

(3) Permanent Judicial Commission (PJC)

- i) The Permanent Judicial Commission shall fulfill all the responsibilities and have all powers as set forth in and in accordance with the Book of Order (D-5.0000).
- ii) The PJC chair shall be represented on the CMC, but the PJC is not under the authority of the CMC, but is a commission of the Presbytery.
- iii) The PJC shall be elected by the Nomination and Representation subcommittee of the CMC, and will have 3 classes of 3 people each.

(4) Investigating and Prosecuting Committees

- (a) Investigating Committees (IC) and Prosecuting Committees (PC) shall fulfill all the responsibilities set forth in and in accordance with the Book of Order (D-5.0000).
- (b) 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 accordance with the Book of Order (D-10.0200).
- (c) When an inquiry by an investigating committee into an alleged offense of a sexual nature or involving a child or youth is mandated, the Investigating Committee shall be selected from the IC Pool in accordance with the Presbytery of the Peaks Sexual Misconduct Policy.
- (d) Investigating and Prosecuting Committees are represented on, not under the authority of the CMC

(5) Administrative Review of Sessions

- (a) To fulfill responsibilities set forth in G-3.0108(a), conduct annual session records review and any special administrative review, as needed.

(6) Representation and Nomination

- (a) To fulfill all the responsibilities for participation and representation set forth in the Book of Order (G-3.0103), reporting at least annually to the Presbytery and ensure that all offices, commissioners to higher councils, committees, commissions, and boards of the presbytery are fully staffed in accordance with this Manual

(7) Ecclesial Partnerships

- (a) Oversee Presbytery's relationships with higher councils of the church, other presbyteries, and other organizations

i) Membership and Staff Liaison

- (1) The Stated Clerk shall act as liaison to the CMC.
- (2) 3 classes of 3
- (3) Members of subcommittees (other than the chair) need not be members of the CMC. Membership is formed in consultation with the Nominating and Representation subcommittee of CMC.

j) Leadership

- (1) Chair shall be elected by the Presbytery
- (2) Secretary (if any) may be elected by the CMC
- (3) Subcommittee chairs (if any) may be elected by the CMC (other than the PJC)

k) Meetings and Quorum

- (1) Quorum shall be a majority of the members on the CMC
- (2) Meetings shall be at least quarterly, and may take place electronically.

l) Policies and Procedures

- (1) Nominations and Representation
 - (a) Presbytery Officers
 - (b) Committee/Commission Members, including Administrative Commissions
 - (c) Assist subcommittee chairs in finding members at their request
 - (d) Commissioners to Synod

- (e) Commissioners to General Assembly
- (f) Other nominations as needed (exam readers, etc.)
- (g) Representation
- (h) Paid personnel
- (2) Advise presbytery regarding the implementation of principles of unity and diversity
- (3) Advocate for diversity of leadership
- (4) Consult with presbytery on the employment of personnel, with respect to unity and diversity
- (5) Child Protection Policy
- (6) Sexual Misconduct Policy

m) Procedures

The CMC's procedures may be found at: www.peakspresbytery.org.

2) Coordinating Cabinet

a) Responsibilities

- (1) Coordination of committees and other structures of presbytery
- (2) Plan, coordinate, and evaluate presbytery meetings
- (3) Maintenance and regular review of the Manual of Operations
- (4) Maintenance and regular review of other standing rules
- (5) Foster connections with sessions, committees, staff, and other governing bodies
- (6) Plan and implement worship opportunities for the Presbytery
- (7) Provide a system of communications to interpret and advocate the work of the Presbyterian Church (USA), the Synod of the Mid-Atlantic, the Presbytery, and the Sessions.
- (8) Evaluate the presbytery's structure and organization with attention to vision and priorities for our presbytery's ministry and mission. The evaluation will seek input from commissions, committees, Sessions and other units and individuals of the presbytery. The evaluation would take place periodically, not less than every two years. Any recommendations from the Coordinating Cabinet will be sent to the presbytery for consideration and a vote.

b) Membership and Staff Liaison

- (1) Moderator and Vice Moderator of Presbytery
- (2) Previous year's Moderator of Presbytery
- (3) Moderator of the Black Caucus and the Moderator of the Presbyterian Women
- (4) Chairs of the Commissions and Committees or their designees above, 5 total
- (5) 3 Members at Large selected from the Presbytery, serving 3 year

terms, for a maximum of 2 consecutive terms

- (6) Staff support is provided by the General Presbyter and the Stated Clerk

c) Leadership

- (1) Chair is the previous year's Moderator of Presbytery
 - (a) If the chair is unable to serve, then the Committee on Nominations and Representations will nominate a new Chair to the Presbytery

d) Meetings and Quorum

- (1) Quorum shall be a majority of the members on the Coordinating Cabinet
- (2) Meetings shall be at least bi-monthly, and may take place electronically.

e) Procedures

The CC's procedures may be found at: www.peakspresbytery.org.

III. Presbytery Operating Policies

1. Administration of Funds
2. Standing Rules of Meetings of Presbytery
3. Balancing Ruling and Teaching Elders Policy
4. Personnel Policies
5. Structure for Discipline
 - a) Sexual Misconduct Policy
 - b) Children & Youth Protection Policy
 - c) Investigative Committee(s)
 - d) Permanent Judicial Commission
6. Relationships within and beyond the Presbytery
7. Minimum Terms of Call Policy
8. Policy on Electronic and Hybrid Meetings
9. Separation Policy
10. Grants
 - a) List individual grant policies

IV. Amending this Manual

A. Process

1. Ordinarily, the Coordinating Cabinet shall review proposed changes to the manual and recommend changes to the Presbytery.
2. Policies approved by the Presbytery are automatically added as appendixes to this Manual.
3. Committees and Commissions shall bring recommended changes to the Coordinating Cabinet for consideration.
 - a) Committees and Commissions shall be responsible for developing and maintaining their own procedures. Such changes do not require amending this Manual.