

Presbytery of the Peaks Presbyterian Church (USA)

Manual of Operations

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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
 - 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 on the following pages.

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: 1 neighborhoods/missional communities; Christian education/resource center; higher education; outdoor education, young adults; youth council.

Commission on Ministry

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

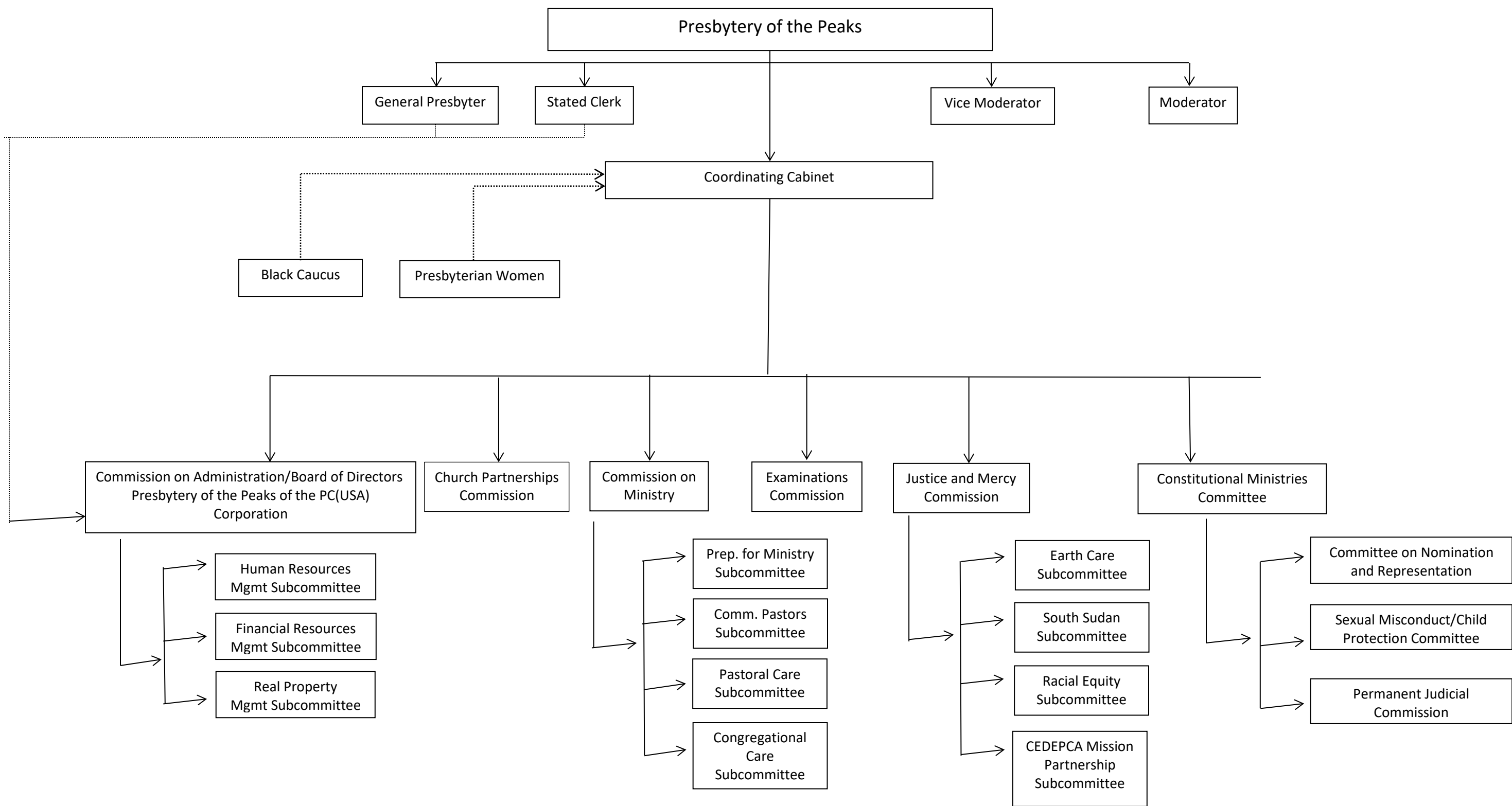
Interpret and promote its work among all congregations; inform African-American churches of the resources, issues and policies of the PC(USA); maintain cooperation with the national and regional Black caucuses of Presbyterians; advise presbytery in determining priorities for African-American churches 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. Moderators of commissions and committees are elected annually by the Presbytery and may serve no more than three consecutive one 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) Commission on Ministry (COM)

The scope of the COM 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 COM 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 COA will be the managing and legal steward of our property and funds. The Commission on Administration 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 elected by the Corporate Board of Directors

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 Commission on Administration 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. Commission on Ministry (COM)

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

(d) 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 COM to each inquirer and candidate.

(e) 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

(f) 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

(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 COM, 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 COM. 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 COM.

e) Leadership

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

f) Meetings and Quorum

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

g) Procedures

The COM'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 4
- (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.

di) 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

dii) 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.

diii) Procedures

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

4. Examinations Commission

- (1) 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.
- (2) Commissioned Pastors shall be examined for congregational compatibility and theological fitness.

5. 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) Members of the Commission on Administration will serve as the Board of Directors for The Presbytery of the Peaks of the Presbyterian Church U.S.A., Inc.
- (c) 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
- (d) Shall abide by and maintain corporate bylaws
- (e) 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 Ministry Specialist
 - 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 3
- (3) Corporate Board of Directors
- (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, Secretary and Treasurer 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.

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.