

MANUAL OF OPERATIONS

OF

PRESBYTERY DE CRISTO

- 1 Certified Approved
- 2 Stated Clerk
- 3 Presbytery Meeting 4/24/2021

PRESBYTERY DE CRISTO

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2 Approved by Presbytery de Cristo January 30, 2016
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5 MANUAL OF OPERATIONS

7 Presbytery de Cristo

8 Adopted January 30, 2016, amended October 21, 2017 and April 24, 2021.
9

10 **CHAPTER 1 - INTRODUCTION**

11 The Vision, Mission, and Values of Presbytery de Cristo are presented herein and it is the intent
12 of this Manual of Operations to help the Presbytery fulfill each of these.
13

14 VISION

15
16 Within the context of this historic understanding of the mission of the universal church, as
17 expressed in the Foundational Principles of the PCUSA, the Presbytery de Cristo recognizes that
18 it exists in a unique time and place, characterized by the following:
19

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

27 MISSION

28
29 Presbytery de Cristo's primary mission is to equip and encourage congregations and networks of
30 congregations in their ministries. Our ministry structure moves Presbytery de Cristo from
31 centralized to de-centralized decision-making, from permission-withholding to permission-
32 giving, and from restricting the flow of information to making information as accessible as
33 possible.
34

35 Each Presbytery Ministry has the authority to make its own covenant for functioning in
36 community, consistent with the Scriptures and the constitution of the Presbyterian Church
37 (USA).
38

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

1
2 **VALUES**
3

4 **CHRIST-CENTERED:** We function under the authority of the triune God, Jesus, the Christ,
5 our Savior, Lord and head of the church, who gives us the gift of unity.
6

7 **OPEN TO CHANGE:** The Holy Spirit calls us to transformation; we are guided by the Holy Spirit in every
8 deliberation, decision and action.
9

10 **PARTICIPATORY:** The church is a priesthood of all believers; all members of Presbytery are fully
11 empowered to share in leadership.
12

13 **FAITHFUL TO GOD’S WORD:** Presbytery priorities are discerned in prayer, the reading of
14 Scripture and in ongoing conversations about the hopes, dreams, challenges and changes facing us.
15

16 **HONOR OUR DIFFERENCES:** We celebrate the diversity of our Presbytery and reflect our
17 theological, geographical, racial, ethnic, gender and generational differences in our leadership
18 and our ministries.
19

20 **ACCEPTING:** In our interactions with each other, we follow the example and commandment of
21 Christ, and thus we are guided in all that we say and do by forbearance in love.
22

23 **PROUDLY PRESBYTERIAN:** We embrace our Presbyterian heritage, as expressed in Scripture, the *Book of*
24 *Confessions*, and our denomination’s *Book of Order*.
25

26 **EMPOWERING:** What is not prohibited by our polity, is permitted. Ministry commissions and committees
27 are empowered to take action according to the structure of the Manual of Operations!
28

29 **COLLABORATIVE:** Congregational networks and partnerships are valued as effective and faithful
30 avenues of transformation and mission.
31

32 **GRATEFUL AND RESOURCEFUL:** Recognizing that everything we possess comes from God,
33 we practice faithful stewardship of our gifts and resources.
34

35 **ENCOURAGING:** Presbytery develops and facilitates supportive relationships among congregations,
36 congregations and Presbytery, Presbytery and the Synod of the Southwest, Presbytery and the
37 PCUSA and ecumenical and interfaith partners.
38

39 **INTEGRITY:** Openness and transparency are the hallmarks of our deliberations and
40 “decision-making.”
41

42 **CONNECTED:** Innovation and technology are utilized to facilitate and energize communication and
43 ministry initiatives.
44

45 *The Book of Confessions*, Part I of the Constitution of the Presbyterian Church (U.S.A.), states
46 that “all the Reformed confessions emphasize God’s sovereign claim on both personal and
47 corporate life, and thankful human obedience to it.” The structure and operations of the
48 Presbytery, as described in this Manual of Operations, are firmly grounded in Reformed faith
49 and polity and the purpose of the manual is to help the Presbytery more effectively emphasize
50 God’s claim on our corporate life.
51

1
2 Early in *The Book of Order*, Part II of the Constitution of the Presbyterian Church (U.S.A.), we
3 find a discussion of The Historic Principles of Church Order (F-3.01) and The Historic Principles
4 of Church Government (F-3.02). This manual firmly subscribes to those historic principles.
5

6 In developing this manual, we recognize and affirm that “God alone is Lord of the conscience.”
7 As is true of Reformed polity in general, there is recognition that persons chosen to lead this
8 Presbytery are governed, not by those whom they may represent, but by the Holy Spirit
9 working within them and are guided by the Holy Scriptures as “the only rule of faith and
10 manners.” We recognize and affirm the principle that a larger part of the church shall govern a
11 smaller and that matters shall be finally decided by the “collected wisdom and united voice of
12 the whole Church.” We have ensured that this principle is the foundation of operations for this
13 Presbytery – that all decisions may ultimately be subject to the “collected wisdom and united
14 voice” of the Presbytery – understanding that when the people of God are gathered together to
15 listen to the Holy Spirit, their collective voice is more likely to reflect the will of God.
16

17 *The Book of Order* in G-3.0106 Principles of Administration gives the guidance by which this
18 Manual of Operations has been developed.
19

20 Recognizing that we are “reformed and always being reformed by the Holy Spirit” there are
21 provisions for reforming both the Manual of Operations and the structure of the
22 Presbytery, should that be necessary and or desired. As is our church, this is a work in progress
23 that should and will always be guided by the Constitution of the Presbyterian Church (U.S.A.)
24 and, most importantly, by the will of God as we discern it when we listen together to the Holy
25 Spirit working in our midst.
26

27 **AUTHORITY**

28 A Manual of Operations for the Presbytery is called for in the *Book of Order* (G-3.0106).
29 The provisions of this Manual of Operations are subordinate to the *Book of Order* and
30 the Bylaws. Presbytery de Cristo is a nonprofit corporation formed under the laws of
31 the State of Arizona.
32

33 **PURPOSE**

34 This Manual of Operations establishes the rules for the interrelationships of the
35 Presbytery’s various officers and agencies and for its internal operating procedures.
36

37 **METHOD OF AMENDMENT**

38 This Manual of Operations may be amended according to the procedures contained in
39 the Bylaws of Presbytery de Cristo.
40
41
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43

1 **THE PRESBYTERY:**

2
3 **ORGANIZATION**

4 Structure

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

- 7
- 8 • Written reports to be considered by the presbytery will be submitted to the
9 Stated Clerk by the published deadlines and will be on the Presbytery website no
10 less than ten days prior to Presbytery meetings.
 - 11
 - 12 • New business may be brought to the Presbytery in the following ways:
 - 13 ○ Presbytery Leadership Team or the moderator (or acting moderator) may
14 submit a motion to the stated clerk 14 days prior to the Presbytery meeting
15 during which it shall be heard. The motion, and any accompanying background
16 and rationale, shall be distributed with the call to the meeting. The stated clerk,
17 in consultation with the Presbytery Gathering Planning Team (Staff and
18 Moderators), shall place the item of new business on the proposed agenda for
19 the meeting.
 - 20
 - 21 ○ Presbytery Leadership Team or the moderator (or acting moderator) may bring
22 a motion concerning an item of an emergency or urgent nature to a meeting of
23 Presbytery, with the motion and accompanying background and rationale
24 distributed to presbyters early in the meeting. The item of business shall be
25 added to the agenda, upon the stated clerk's recommendation as to the time of
26 day and the amount of time to be allotted.
 - 27
 - 28 ○ A presbyter may submit a motion in writing to the stated clerk thirty (30) days
29 prior to the Presbytery meeting during which it shall be heard. The motion, and
30 any accompanying background and rationale, shall be distributed with the call
31 to the meeting. The stated clerk, in consultation with the Planning Team, (Staff
32 and Moderators) shall place the item of new business in the proposed agenda
33 for the meeting.
 - 34
 - 35 ○ A presbyter may submit a motion in writing to the stated clerk at the beginning
36 of a Presbytery meeting, when the proposed agenda is being considered. If
37 found by the moderator to be in order* the motion shall be read to the
38 Presbytery and the item of new business shall be added to the agenda, upon the
39 stated clerk's recommendation, as to the time of day and the amount of time to
40 be allotted. Copies of the motion shall be available in writing for presbyters at
41 least one hour before it is to be considered.
 - 42 * Timely, in respectful language, properly presented, and not an "improper
43 motion" as defined by Robert's Rules of Order (Chapter X, Section 39).

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- Every Presbytery meeting will include time for interactive participation for education, discernment, small group discussions, etc. Open Space as well as other formats for conversation, discernment, and empowerment for ministry will be used frequently.
- Presbytery calls and other materials will be available to commissioners electronically.
- The roll for gatherings or meetings is established by signing of the registration sheets at the registration desk or by staff verification of attendance at Zoom meetings.
- Special meetings may be called in accordance with G-3.0304 *Book of Order* or by the Leadership Team of Presbytery when there is an urgent need.
- When Presbytery meetings are conducted Zoom the following shall apply:
 - Voting will be conducted by poll. When the time to vote on a motion comes, you will see the question and answers on your screen. Click the button next to your preferred answer.
 - Zoom voting by poll is considered a secret ballot and is **NOT** subject to a call for a Roll Call Vote per Robert’s Rules of Order.

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

Officers

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

Moderator

- The duties of the Moderator will be those set forth in G-3.0104 *Book of Order* and will be carried out according to *Robert’s Rules of Order Newly*

1 vacant and will annually present for Presbytery's approval a suggested list
2 of meeting places on a rotating schedule.

- 3
- 4 • Correspond with other presbyteries concerning the reception or dismissal
5 of members of Presbytery.
- 6
- 7 • The Stated Clerk will serve in an ex-officio role with the Leadership Team,
8 Commission on Ministry, Committee on Representation and Polity, and
9 Administration Committee.
- 10

11 Treasurer

12
13 The duties of the Treasurer shall be to:

- 14 • Serve as treasurer for the Presbytery Board of Trustees.
- 15
- 16 • Work of the Treasurer shall be under the direction of the Administration
17 Committee.
- 18
- 19 • Provide input to the Presbytery Finance Manager to identify policies and
20 procedures specific to maintaining financial controls.
- 21
- 22 • Review monthly financial reports and financial analysis prepared by the
23 Finance Manager before they are distributed to committees and
24 membership.
- 25
- 26 • Review periodic balance sheets and statements of income or loss with
27 presbytery Finance Manager.
- 28
- 29 • Consult with presbytery Finance Manager and Administration Committee
30 in the development of annual budget for the presbytery.
- 31
- 32 • Review annual audit conducted by Auditor/Reviewers with Finance
33 Manager.
- 34
- 35 • Attend meetings of Leadership Team/Trustees and Administration
36 Committee to provide direction and information.
- 37
- 38 • Work with Financial Manager and others identified in Presbytery Bylaws
39 and Operations Manual charged with endowments and investment
40 management.
- 41
- 42 • The Treasurer shall distribute funds consistent with Presbytery policies
43 and in accord with processes developed by the Administration
44 Committee in consultation with Finance Manager.

1 Presbytery Pastor

2
3 **Election** The Presbytery Pastor shall be nominated by a special committee and shall
4 include one member on the Combined Personnel Committee elected by the Presbytery
5 after adequate publicity has been given to the position opening throughout the
6 denomination and after intensive efforts have been made to secure candidates from
7 among minorities and women. The Presbytery shall elect a Presbytery Pastor for a four-
8 year term. The work of the Presbytery Pastor, along with the terms of the call, shall be
9 reviewed annually by the Combined Personnel Committee. Notification of the
10 Presbytery Pastor's intention to retire or resign shall be made to the Presbytery
11 Leadership Team at least three months in advance. Either of the contracting parties
12 may at any time request the joint consideration of the termination of the call.

13 **Duties and Charge.** The Presbytery Pastor shall:

- 14 a. supervise and coordinate the work of Presbytery Staff and any Synod or General
15 Assembly agency staff persons assigned to work within Presbytery;
- 16 b. report at each meeting of Presbytery, and shall present an annual report at the
17 January meeting of Presbytery;
- 18 c. serve as interpreter to the general public of the actions and policies of the churches,
19 Presbytery, Synod and General Assembly;
- 20 d. be a corresponding member without vote of all program committees, permanent
21 committees and commissions, standing committees, teams and task forces of
22 Presbytery, except the Permanent Judicial Commission;
- 23 e. be the agent of Presbytery to carry out its actions when no other specific individual
24 or body is named; and
- 25 f. fulfill such other responsibilities as are assigned by this Manual or the Leadership
26 Team.

27
28 **Staff**

29 **Professional, Administrative AND Volunteer Staff**

30 The Presbytery shall establish, on recommendation of the Leadership Team, or the Combined
31 Personnel Committee with a Shared Staffing Plan in effect, a staffing plan for professional and
32 administrative positions.

33 **Employment of Executive Staff.** Presbytery, upon recommendation of Leadership Team or
34 Combined Personnel Committee, or special search team, as appropriate, may approve hiring of
35 such professional staff as Presbytery deems appropriate. Presbytery staff may receive a salary and
36 shall be employed for an indefinite term with annual reviews of performance.

37 **Employment of Professional/Administrative Staff.** Presbytery Leadership Team, on
38 recommendation of the Operations Committee, may approve hiring such administrative staff as
39 Presbytery deems appropriate. Administrative staff may receive a salary and shall be employed
40 for an indefinite term with annual reviews of performance.

1 **Volunteer Staff.** Presbytery Leadership Team, upon recommendation of the Operations
2 Committee or Combined Personnel Committee, may contract for volunteer staff. Volunteer staff
3 shall not receive a salary but may be reimbursed for certain expenses after prior approval by
4 Presbytery Leadership Team in accordance with the Presbytery budget. Volunteer staff shall be
5 employed for a term set by Presbytery Leadership Team, subject to periodic performance review.

6 7 8 Commissions Committees and Other Bodies

9
10 Commissions – A commission is empowered to consider and conclude matters referred
11 to it by a council, *Book of Order* (G-3.0109). The scope of the commission’s powers and
12 any restrictions on those powers are contained in this Manual of Operation.

13
14 Committees – A committee shall study and recommend action or carry out decisions
15 already made by a council. It shall make a full report to the council that created it, and
16 its recommendations shall require action by that body, *Book of Order* (G-3.0109).

17
18 The Commissions, Committees and other Bodies, along with their purposes or
19 functions, shall be those called for in the Presbytery’s Manual of Operations. Adding,
20 changing, or discontinuing Commissions and Committees requires an amendment to
21 the Manual of Operations.

22
23 The Leadership Commission will meet monthly and all other commissions and
24 committees will meet every other month as indicated on the Presbytery calendar
25 issued by Presbytery staff.

26
27 Each Commission or Committee called for in the Presbytery’s Manual of Operations
28 shall be elected in the manner and at the time set forth therein. Each Commission or
29 Committee shall write and maintain its own Manual of Operations, consistent with the
30 Presbytery’s Manual of Operations. This Manual will ordinarily describe the functions,
31 organizational structure, membership, and meeting schedules, and will establish the
32 number, qualification and designation of the members of the applicable Committee.
33 Each Commission or Committee shall report any changes to its own Manual to the
34 next stated meeting of the Leadership Team and to the Stated Clerk. The
35 Commissions or Committees are responsible for ensuring that their Manuals are
36 consistent with the Presbytery Manual of Operations and Presbytery de Cristo Bylaws,
37 as well as the *Book of Order*. Each Commission or Committee will submit a written
38 report to the Leadership Team concerning its work annually, as instructed by
39 Presbytery staff.

40
41 Members of each Commission or Committee (excluding Permanent Judicial Commission
42 and Administration Committee) will be elected in three classes of three-year terms,
43 unless otherwise noted. No member having served two full or partial three-year terms

1 will be eligible for reelection until one (1) year has elapsed. Elections ordinarily take
2 place at the January meeting of the commission or committee. As nearly as possible,
3 there will be equal representation between Teaching Elders and Ruling elders (or in the
4 case of committees – members of congregations (G-3.0109)), and membership will
5 reflect the advice of the Nominating Committee.
6

7 For Commissions, if membership requirement numbers cannot be fulfilled with
8 Teaching Elders (TE) and Ruling Elders (RE) members, the commission (excluding
9 Permanent Judicial Commission) may petition the nominating committee to reduce the
10 number of TE and RE to 75% of the member number identified for the commission in
11 this Manual of Operations. The remaining members may be lay members of
12 congregations (up to 25%) who shall have voice but no vote on the commission.
13

14 Each Commission or Committee shall elect a moderator following the annual meeting of
15 Presbytery and each shall designate a secretary except as noted in this Manual of
16 Operations for detailed descriptions included in Chapters 2 thru 9.
17

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

22 Each Commission or Committee will keep a record of its work and send a copy to the
23 Stated Clerk. The moderators will submit an annual report to the Stated Clerk for the
24 annual meeting of the Presbytery. Each ministry will submit an annual report for the
25 January Annual Meeting.
26

27 Transformers and Macedonia Ministries Cohort group shall function as committees, as
28 defined in Chapter 1 of the Manual of Operations. Both committees shall be responsible
29 to the Presbytery Pastor. Both committees shall provide the Stated Clerk copies of
30 meeting minutes or agenda items noticing activities of each council. Annual reports
31 shall be provided to the Leadership Team and the Stated Clerk. Financial transactions
32 involving either committee shall be reported to the Presbytery Pastor, Stated Clerk,
33 Presbytery Treasurer and the Presbytery Financial Manager.
34

35 The Presbytery or Leadership Team may establish task forces as required to address
36 special issues or concerns as they arise. Such task forces are not part of Presbytery's
37 permanent structure, nor do they speak for Presbytery, unless authorized by
38 Presbytery.
39

40 Administrative Commissions for ordination and installation will be approved by the
41 Moderator of Presbytery and the Stated Clerk in consultation with the moderators of
42 the Commission for Ministry (for installation) and the Commission for Preparation (for
43 ordination).
44

45 Between meetings of the presbytery, an Investigating Committee may be appointed if

1 necessary by the Moderator of Presbytery, the Presbytery Pastor and Stated Clerk
2 (*Book of Order* D-10.0200).
3

4 **OPERATIONS**
5

6 The budget for each Commission and Committee of the Presbytery requesting funds
7 shall originate with the responsible Commission or Committee. The budget year runs
8 from February 1 through January 31 in any given year. For each budget year, it will be
9 the responsibility of the Administration Commission to recommend an income
10 projection to the Leadership Team no later than the December Stated Meeting of the
11 Leadership Team. The Leadership Team will review and approve the budget prior to
12 recommendation to the Presbytery for approval. Ordinarily the Operating Fund budget
13 and the Mission Fund budget for each year will be presented to the Presbytery at the
14 January annual meeting.
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1 **CHAPTER 2 – LEADERSHIP TEAM COMMISSION**

2
3 **PURPOSE:**

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

12
13 The Presbytery itself elects its:

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

22
23 The Presbytery acts on:

- 24 • The creation or elimination of commission/committees,
 - 25 • motions sent to it by committees,
 - 26 • any proposed property sale,
 - 27 • property acquisition,
 - 28 • direct indebtedness assumed by the Presbytery,
 - 29 • any contingent liabilities,
 - 30 • any change in the designations for designated, temporarily-restricted funds,
 - 31 • amendments to policies which have not been delegated to other
 - 32 committees or commissions,
 - 33 • amendments to the Constitution proposed by the General Assembly,
 - 34 • overtures received from sessions,
 - 35 • any decisions required by the *Book of Order*,
 - 36 • constituting, dismissing or dissolving congregations,
 - 37 • changes in the Manual of Operations.
- 38
39
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41

1 **FUNCTION:**

2 The Leadership Team shall:

3 **Leadership**

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

19
20 **Coordination**

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

28
29 **Bills and Overtures**

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

37
38 **Review Session Minutes**

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

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

Fiduciary

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

Ecumenical and Interfaith Cooperation

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

Administrative

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

OTHER PRACTICES:

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

MEMBERSHIP:

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

1 Presbyterian Woman; all with voice and vote. The Presbytery Pastor and Stated Clerk will serve
2 ex-officio and have voice and vote as members of presbytery. The Presbytery Treasurer will
3 serve ex-officio and have voice and no vote.
4

5 The six elected members shall be divided into three (3) equal classes, one of which is elected
6 each year by the Presbytery. Term of service will be three (3) years (full or partial) with an
7 individual eligible to serve up to two (2) consecutive terms. The Presbytery Pastor will
8 ordinarily serve as Moderator (chair) of the Leadership Team.
9

10 The Moderator of the Presbytery shall ordinarily be the President of the Trustees of
11 Presbytery de Cristo and the Moderator-Elect of the Presbytery shall ordinarily be the Vice-
12 President of the Trustees of Presbytery de Cristo upon election by the Trustees. The Stated
13 Clerk of the Presbytery serves as Secretary of the Trustees and the Treasurer of the
14 Presbytery serves as Treasurer of the Trustees.
15

16 **MEETINGS:**

17 The Leadership Team Commission shall ordinarily meet monthly. Special meetings may be
18 called by the chair. The meetings of the Leadership Team are open for others to attend
19 except when the Leadership Team votes to meet in executive session.
20

21 The Leadership Team shall also convene as the Trustees of Presbytery de Cristo as required by
22 the Bylaws and the Articles of Incorporation.
23

24 **STAFF:**

25 The Presbytery Pastor, Treasurer, and Stated Clerk will serve on the Leadership Team ex-
26 officio with voice and vote. Others of the Presbytery Staff may attend when directed by the
27 Presbytery Pastor.
28

29 **LINKAGES:**

30 The Leadership Team shall report directly to the Presbytery. It is linked to the
31 Commissions and Committees, except PJC, through Presbytery staff and members of the
32 Leadership Team serving as liaisons to each of the commissions or committees.
33

34 **POLICIES:**

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

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3 **PURPOSE:**

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

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

11
12 **FUNCTION:**

13
14 **FINANCE AND FUNDS DEVELOPMENT**

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

35
36 **ENDOWMENTS AND INVESTMENTS**

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

- 1 • Submit a written report annually to the Leadership Team.
- 2 • Develop, promote and encourage a sense of unity and community within the
- 3 Presbytery.

4

5 **ANNUAL AUDITS**

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

9

10 **TECHNOLOGY AND COMMUNICATIONS FOR THE PRESBYTERY**

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

17

18 **PERSONNEL**

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

- 22 • Define the process and review the annual evaluations of Presbytery staff.
- 23 • Conduct the reviews of the Presbytery Pastor and Stated Clerk.
- 24 • Make recommendations for action concerning compensation of Presbytery
- 25 staff.
- 26 • Enforce the policies in the Presbytery's Personnel Manual.
- 27 • Recommend changes in the Personnel Manual for action by the Leadership Team.
- 28 • Record minutes of all meetings and maintain accurate record of the work of the
- 29 subgroup, which shall be filed in the Presbytery office.
- 30 • Monitor the Presbytery shared staff budget with the Combined Presbytery Finance
- 31 Committee
- 32 • Submit a written report annually to the Leadership Council.
- 33 • Develop, promote and encourage a sense of unity and community within the
- 34 Presbytery.
- 35 • At the request of the Combined Personnel and Finance Committees, identify to fill
- 36 open positions on these committees as they are created and the Leadership
- 37 Commission will take action on the nominations.

38

39

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

- 41 • Consider requests submitted by congregations to lease, encumber or sell real
- 42 property as specified in G-4.0206 in the *Book of Order* and act on those requests as
- 43 the Administration Commission of the Presbytery. (see G-3.0109) Any contingent

1 liability or loan approval in excess of \$1,000,000 requires the additional approval
2 of the Leadership Team, Trustees and the Presbytery.

- 3 • Communicate actions and the requirements of G-4.0206 to the Leadership Team
4 and the Presbytery at every stated meeting of the Presbytery.
- 5 • Recommend to the Leadership Team any changes in policy which will then be
6 forwarded to the Presbytery for approval.
- 7 • In regard to the real property under the direct jurisdiction of the Presbytery.
 - 8 ➤ Manage the real property under the direct jurisdiction of the Presbytery.
 - 9 ➤ Recommend to the Leadership Team the sale, purchase or leasing of
10 real property under the Presbytery's jurisdiction.
 - 11 ➤ Be responsible for monitoring repairs, maintenance, renovations, etc.
12 to the real property of the Presbytery.
 - 13 ➤ Annually prepare and propose a budget for the management of the real
14 property of the Presbytery
 - 15 ➤ Secure adequate insurance coverage for the real property of the Presbytery
- 16 • Record minutes of all meetings and maintain accurate record of the work of the
17 subgroup, which shall be available in the Presbytery office.
- 18 • Monitor insurance coverage of all congregation facilities, presbytery facilities, and
19 affiliate organizations facilities. Develop a policy for minimum insurance coverage
20 limits in accordance with the minimum insurance coverage limits issued by PC (USA).
21

22 **MEMBERSHIP:**

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

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

34
35 The Chair shall be elected from within the Committee for a term of one (1) year, with the
36 individual eligible to serve up to three (3) years.

37 38 **MEETINGS:**

39 The Administration Committee shall ordinarily meet 6 times per year. Special meetings may
40 be called by the chair. The meetings of the Administration Committee are open for others
41 to attend except when the body votes to meet in executive session.
42

43 **STAFF:**

44 The Presbytery Pastor, Treasurer, Finance Manager and Stated Clerk will serve on the

1 Administration Committee as defined in Membership. Others of the Presbytery Staff may
2 attend when directed by the Presbytery Pastor or Chair.

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5 **LINKAGES:**

6 The Administration Committee reports directly to the Presbytery on matters related to its
7 responsibilities or when the Administration Committee has acted as empowered by the
8 Presbytery.

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10 **POLICIES:**

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

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2 **CHAPTER 4 – COMMISSION ON MINISTRY**
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4 **PURPOSE:** That specified by the *Book of Order* G-3.0306 and G-3.0307
5

6 **FUNCTIONS:**

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

1 Leadership Team regarding strategy in those particular churches.

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

20

21 **MEMBERSHIP:**

22 Commission on Ministry - The Commission on Ministry will function as a commission and will be

23 composed of sixteen (16) members, eight ruling elders and seven teaching elders in numbers

24 nearly equal as practicable, plus the liaison from the Leadership Team, serving with voice but

25 without vote. The Presbytery Pastor and Stated Clerk will serve ex-officio with voice, but

26 without vote.

27

28 The Commission shall be divided into three (3) equal classes, one of which is elected each year

29 by the Presbytery. Term of service is three (3) years (full or partial) with an individual eligible

30 to serve up to two (2) consecutive terms.

31

32 The Chair shall be elected from within the Commission for a term of one (1) year, with the

33 individual eligible to serve up to three (3) years.

34

35 **MEETINGS:**

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

37 work.

38

39 **STAFF:**

40 The work of the Commission shall be supported by Presbytery staff as may be assigned by

41 the Presbytery Pastor and Chair.

42

43 **LINKAGES:**

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

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6 **POLICIES:**

7 See the policies of the Commission in the Appendix.

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2 **CHAPTER 5 – COMMITTEE ON PREPARATION FOR MINISTRY**
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4 **PURPOSE:** As defined by the *Book of Order G-2.06*.

5 **FUNCTIONS:**

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

21
22 **MEMBERSHIP:**

23 The Committee on Preparation for Ministry will function as a committee and will be composed
24 of nine (9) members including ruling elders and teaching elders, in numbers as nearly equal as
25 practicable, plus the liaison from the Leadership Team, serving with voice but without vote.
26

27 The Committee shall be divided into three (3) equal classes, one of which is elected each year
28 by the Presbytery. Term of service is three (3) years (full or partial) with an individual eligible
29 to serve up to two (2) consecutive terms.
30

31 The Chair shall be elected from within the Committee for a term of one (1) year, with the
32 individual eligible to serve up to three (3) years.
33

34 **MEETINGS:**

35 Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the work.
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38 **STAFF:**

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

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LINKAGES:

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

POLICIES:

See the policies of the Committee in the Appendix.

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CHAPTER 6 – PERMANENT JUDICIAL COMMISSION

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

FUNCTIONS:

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

MEMBERSHIP:

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

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

MEETINGS:

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

STAFF:

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

LINKAGES:

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

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CHAPTER 7 – MISSION COMMITTEE

PURPOSE:

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

FUNCTIONS:

Mission and Community Outreach

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

New Church Development and New Worshipping Communities

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

Stewardship

- Seek financial support for the Presbytery’s mission from congregations, members and other funding sources.

- Develop Stewardship interpretation resources and deliver them to the congregations and members of the Presbytery.
- Periodically review and make recommendations about the effectiveness of all Presbytery stewardship vehicles.

General

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

MEMBERSHIP:

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

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

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

MEETINGS:

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

STAFF:

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

LINKAGES:

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

POLICIES:

See the policies of the Committee in the Appendix.

1
2 **CHAPTER 8 – NOMINATING COMMITTEE (NC)**
3

4 **FUNCTIONS:**

5 General

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

34
35 Specific

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

1 names as they perform recruiting duties. Recommended recruiting practices include
2 networking through church friends and being alert to potential candidates they meet
3 while attending various presbytery events.

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

16 Representation

- 17 • Keep records pertaining to individuals serving in the structure of the
18 Presbytery pertinent to *Book of Order* mandates,
- 19 • Report annually to the Presbytery as required by the *Book of Order*,
- 20 • Recommend individuals from under-represented groups for consideration by the
21 Nominating Committee,
- 22 • Submit a written report annually to the Leadership Team regarding representation,
- 23 • Develop, promote and encourage a sense of unity and community within the
24 Nominating Committee and Presbytery de Cristo,
- 25
- 26
- 27

28 **MEMBERSHIP:**

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

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

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

42
43 The Chair of the Leadership Team recommends the Chair of the Nominating Committee to the

1 Leadership Team which then recommends him/her for election by the Presbytery for a term of
2 one (1) year, with the individual eligible to serve up three (3) years.

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5 **QUORUM:**

6 Elected members of the Committee shall determine a quorum.
7

8 **MEETINGS:**

9 The Nominating Committee shall ordinarily meet monthly or as often as necessary to
10 complete their work.
11

12 **STAFF:**

13 The work of the Nominating Committee shall be supported by the Presbytery Pastor and
14 Stated Clerk and other staff persons assigned by the Presbytery Pastor.
15
16

17 **LINKAGES:**

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

25 See the policies of the Nominating Committee in the Appendix.
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CHAPTER 9 – Permanent Committees for the Shared Staffing Plan

COMBINED PERSONNEL COMMITTEE

TEAM MEMBERS

- This committee shall be made up of 6 members with 3 from each Presbytery, plus one from the Combined Finance Committee. The Presbytery Pastor and Stated Clerk shall be members with voice and vote.
- Members from Grand Canyon shall be selected by the Operations Committee and de Cristo members shall be selected by the Administration Committee.
- Each of the three members from a presbytery will be serving staggered three-year terms which will be recorded and maintained in tabular form by the Stated Clerk.
- Moderator and secretary shall be determined by committee members.
- All official files of the committee will be kept by the Stated Clerk to maintain confidentiality.

DUTIES

- Approve job descriptions for all staff employed by the presbyteries for the Combined Staff plan, as approved by the two Presbyteries.
- Provide annual reviews for all combined staff including the Presbytery Pastor and the Stated Clerk.
- Determine by mid calendar year, effective salary increases using Cost-of-Living Adjustment (COLA) as a guide and submit to each Presbytery for use in the preparation of the annual budget.
- Prepare and update as needed, a Personnel Policy Manual for all staff with policies in effect for both Grand Canyon and de Cristo presbyteries.
- Shall meet at least quarterly to perform duties assigned.

COMBINED FINANCE COMMITTEE

TEAM MEMBERS

- This committee shall be made up of 8 members with 4 from each Presbytery. The Presbytery Pastor and Stated Clerk shall be members with voice and vote.

- 1 • Members from Grand Canyon shall be 2 selected by the Resource Committee plus the
2 Presbytery Treasurer and Finance Manager and de Cristo members shall be 2 selected
3 by the Administration Committee plus the Presbytery Treasurer and Finance Manager.
- 4 • Each of the two members from a presbytery will be serving staggered three-year terms
5 which will recorded and maintained in tabular form by the Stated Clerk.
- 6 • Moderator and secretary shall be determined by committee members.

7

8 **DUTIES**

- 9 • Confirm the desired percentage participation in the respective presbytery budgets for
10 the combined staffing plan.
- 11 • Review budgets developed by each Presbytery with specified percentage for financial
12 responsibility for preparation of a combined budget development and presentation.
- 13 • Shall meet quarterly to review actual income and expenses with projections forecast for
14 income and expenses identified in the budgets.
- 15 • Provide feedback from the quarterly reviews to both Leadership Commissions regarding
16 the overall status of the individual and combined budgets with any recommendations
17 for adjustments seen as needed to achieve a balanced financial year.

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1 **APPENDIX – POLICIES**

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

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

8

9 P2 Policy and Procedure on Sexual Misconduct

10

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

13

14 P4 Insurance Standards for Presbytery de Cristo

15

16 P5 Presbytery Ruling Elder Commissioners Eligibility for Representation