MANUAL OF OPERATIONS

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M-1.00 A STATEMENT OF PURPOSE

M-1.01 **Vision:** Huntingdon Presbytery: Loved by Jesus Christ, called to love all others

M-1.02 **Belief:** We believe that God is calling the church to renewal and transformation that we may witness to the love of Jesus Christ in changing and challenging times. This call has been heard by rural, town, and urban churches, large and small, in the mountains and valleys of Central Pennsylvania. We believe that by God's saving grace, we are loved by Jesus Christ and empowered by the Holy Spirit. Therefore, the churches, ministers, and lay persons of Huntingdon Presbytery can and will participate in God's future for the church and the world. We believe that every church is called to offer gifts to Christ's work in the world.

M-1.03 **Work:** Huntingdon Presbytery seeks to discern and answer God's call as it:

a. Gathers as Christ's community for:
   1. Worship, where we proclaim God's Word to the presbytery, listen for what God wants us to be and do, pray for Christ's church and for the ministry in and of Huntingdon Presbytery, and celebrate communion and the love of God in Jesus Christ

   2. Fellowship, where we broaden and deepen relationships among our churches and leaders and joyfully discover God's love for us in our love for one another

   3. Education and spiritual growth, where we discover, affirm, and celebrate what it means to be the church of Jesus Christ today, as part of the Reformed faith and as Presbyterians

b. Challenges churches and members as disciples of Christ to:
   1. Discover their gifts and fulfill their calling
   2. Serve in their communities
   3. Be faithful stewards of all their gifts
   4. Speak with and hear one another through Christ's love
   5. Rediscover the meaning, responsibilities, and accountability of being Presbyterian
   6. Deepen their love of God and their neighbor

c. Equips churches and laity to:
   1. Develop strong, vital leadership for their ministries as they face the challenges of a changing world
   2. Provide resources to support their ministries that they may better witness to Christ's love for all
   3. Facilitate communication and connection of churches with each other and with the presbytery, synod, and General Assembly

d. Explores new forms of ministry to assist churches in their pastoral and leadership needs, and prays for transformed churches, active and alive in God's Spirit

e. Supports ministers by:
   1. Challenging them to rediscover the meaning, responsibilities, and accountability of being Presbyterian
   2. Providing opportunities for nurture, fellowship, and pastoral care, and continued growth in their ministry

f**.** Shares in joint mission by**:**
   1. Reaching out as churches and as a presbytery to our communities and the world
   2. Loving others in the name of Christ

We offer our very lives in thanksgiving to God the Father, Son, and Holy Spirit, confident that the one who calls us is the creator, redeemer, and sustainer of our lives and the one who gives to us the gift of faith.

M-2.00 MEMBERS

M-2.01 **Membership:** The presbytery's membership shall be as defined in the Book of Order. Each elder elected as a moderator, a vice moderator, stated clerk, a chair of a committee or team shall be enrolled as a member of the presbytery for his or her term of office, whether or not commissioned by his or her session. If a committee or team chair is unable to attend a stated or special meeting of the presbytery, the committee or team may designate a representative with voice and vote. The general presbyter, if an elder, shall also be enrolled as a member of the presbytery for the term of his or her office. Commissioned ruling elders may also be enrolled as members of the presbytery for the terms of their commission.

M-2.02 **Goal of Parity:** The presbytery shall strive whenever possible to further the goal of parity in its membership between the number of ministers of Word and Sacrament and the number of ruling elders.

M-3.00 MEETINGS AND GATHERINGS

M-3.01 **Meeting Types and Notice:** Huntingdon Presbytery shall hold regularly scheduled stated meetings and, as needed, special meetings. Meetings may be held in person or via electronic means. This includes joining one or more persons electronically to an otherwise in-person meeting. Notice for a stated or special meeting shall be sent not less than ten days in advance to each minister of the Word and Sacrament and each ruling elder member of presbytery and to the session of every church.

M-3.02 **Stated Meetings:** The presbytery shall ordinarily hold four stated meetings annually, one of which will have an emphasis on training church leaders and presbytery committee members. The stated meetings will ordinarily be held in winter, spring, summer, and autumn. Special called meetings would be optional.

M-3.0201 **Stated Meeting Requirements**: Committees, teams, and officers are requested to send materials and requests for docket time and equipment to the clerk by the deadline set for inclusion. Late materials will be available at registration. For any action of the presbytery requiring a two-thirds or larger majority vote, the motion and any substantiating information must be included and distributed to the commissioners with the pre-presbytery online packet for the stated meeting at which it is to be considered. Late materials will be received but docketed for action at the next stated meeting.

M-3.03 **Special Meetings:** Special meetings of the presbytery may be called by the moderator at the request, or with the concurrence, of two ministers of the Word and Sacrament and two ruling elders, the ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call.

M-3.0301 **Special Meeting Requirements:** The notice of a special meeting shall state the purpose of the special meeting, and no business other than that listed in the notice shall be transacted.

M-3.04 **Meeting Notice Delivery:** Meeting notice may be made by electronic mail, the U.S. Postal Service, or an announcement in the Huntingdon Presbytery "Connections" electronic newsletter.

M-3.05 **Quorum:** A quorum of the presbytery shall be three ministers of Word and Sacrament and three ruling elder commissioners, the ruling elders being of different churches.

M-3.06 **Conduct of Meetings:** Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Newly Revised, except where the Book of Order of the Presbyterian Church (U.S.A.) provides otherwise.

M-3.0601 **Participation in Meetings**: Continuing members of the presbytery are expected to participate responsibly in its deliberations and work; however, honorably retired members of the presbytery, when absent from meetings, shall be considered to be excused.

M-3-0602 **Voice and Vote in Meetings:** Each member of the presbytery shall have voice and vote. The presbytery may designate other participants as corresponding members with voice.

M-3.07 **Duties:** The duties, power, and authority of the presbytery shall be as defined in the Book of Order.

M-3.08 **Offerings**: An offering shall be received at every stated meeting during worship. The Committee on Presbytery Life shall designate the recipient of each meeting's offering.

M-3.09 **Submission of Commissioner Resolutions:** SEE Appendix I

M-4.00 **OFFICERS & STAFF**

M-4.01 **Presbytery Officers:** The elected officers of the presbytery shall be the moderator, the vice-moderator, and the stated clerk, and other officers as determined by the presbytery from time to time.

M-4.02 **Election of Officers:** Election of the moderator, vice-moderator and any other applicable officers will usually be made at the autumn stated meeting upon nomination by the Nominating Committee and those elected shall take office the following January.

M-4.03 **Moderator:** The moderator is elected annually for a one-year term and will ordinarily alternate yearly between a minister and a ruling elder.

M-4.0301 **Moderator Duties:** SEE Appendix II

M-4.04 **Vice-Moderator:** The vice-moderator is elected annually for a one-year term and will ordinarily alternate yearly between a minister and a ruling elder. The vice-moderator will normally become the succeeding moderator.

M-4.0401 **Vice-Moderator Duties:** SEE Appendix III

M-4.05 **Stated Clerk:** The stated clerk shall, on nomination by the Personnel Team, be elected for a five-year term. The stated clerk may be re-elected for additional terms.

M-4.0501 **Stated Clerk Duties:** The duties of the stated clerk shall include those duties enumerated by the Book of Order and the job description provided by the Personnel Team.

M-4.06 **Officer Vacancies:** Vacancies in the position of moderator, vice-moderator or any other applicable office may be filled upon nomination by the

Nominating Committee and election at any meeting of the presbytery. Vacancies in the position of stated clerk may be filled upon nomination by the Personnel Team and election at any meeting of the presbytery.

M-4.07 **Head of Staff:** The presbytery shall be administered by a general presbyter. The general presbyter shall be called by the presbytery as guided by its Personnel Policy and in conformance with the Book of Order. The general presbyter is an ex officio member of all teams and committees except the Permanent Judicial Commission.

M-4.08 **Additional Staff:** The presbytery may, through its Personnel Team, employ additional staff, such as an administrative assistant, treasurer, resource center coordinator, and Christian Education consultant, as its mission may from time to time require. Position descriptions of the officers and staff shall be approved by the presbytery and maintained by the Personnel Team.

M-4.09 **Staff Support:** The stated clerk shall serve as staff to the Permanent Judicial Commission. The general presbyter shall be a resource person to each committee, except the Permanent Judicial Commission, with voice but, unless otherwise specified in this manual, without vote. Employees may serve as resource persons to committees, teams, and working task groups as requested, with voice but without vote.

M-4.10 **Staff and Officer Duties:** Presbytery staff and officers shall perform those duties as assigned by the Book of Order and the presbytery and have such authority as necessary to carry them out.

M-5.00 TRUSTEES

M-5.01 The trustees of the Huntingdon Presbytery shall be the duly elected and serving members of the Committee on Presbytery Life, fulfilling duties as required by the bylaws of the presbytery, the Commonwealth of Pennsylvania, and other duties as assigned by the presbytery. The stated clerk is the secretary of the corporation and shall be present when trustee business is being conducted.

M-5.02 **Duties:** SEE Appendix IV

M-6.00 COMMITTEE ORGANIZATION

M-6.01 **Presbytery Committees:** The presbytery shall form committees, teams, commissions, and working task groups to assist in carrying out its work. Permanent bodies shall be the Visioning Team, the Committee on Ministry, the Committee on Presbytery Life, the Personnel Team, the Camp and Retreat Center Committee, the Permanent Judicial Commission, and the Nominating Committee. Committees, teams, and working task groups are encouraged to lift up missions and programs for the presbytery's notice.

M-6.02 **Subcommittees:** Committees or teams may organize subcommittees to facilitate their work. Subcommittee reports shall be made through the committees or teams.

M-6.03 **Election of Committee Members:** Election of committee members, including committee officers, will usually be made at the autumn stated meeting upon nomination by the Nominating Committee and those elected shall take office the following January. Committee officers will be elected for one-year terms.

M-6.04 **Committee Attendance:** The position of any member who misses two consecutive regular meetings of a committee or team without notification shall be declared vacant and the member so notified by the committee chair.

M-6.05 **Committee Vacancies:** When a member of a committee moves out of the area, leaves the denomination, or enters into disability status, their committee assignment shall be automatically declared vacated. Vacancies shall be filled as soon as possible throughout the year.

M-6.06 **Committee Meetings:** Committees and teams may meet in person or by electronic means. Meetings that are conducted wholly or in part by electronic means must uphold the principles and the procedures of the Electronic Meeting Policy of this presbytery. Meetings of investigative committees and the Permanent Judicial Commission are not included in this provision, but will be guided by the Rules of Discipline.

M-6.07 **Committee Expenses:** Necessary expenses of the committees, teams, commissions, and working task groups will be paid by the presbytery's treasurer in accordance with an adopted budget and upon receipt of proper vouchers.

M-6.0701 **Process for Payment of Expenses:** The treasurer of the Corporation is the treasurer of the presbytery. Once bills of the presbytery are received by the administrative assistant and approved by the general presbyter, the bills are sent to the bookkeeper. If under $1000, he/she will pay them with a stamp of the name of the treasurer. If over $1000, the bills will be returned to the administrative assistant of the presbytery for another signature as approved by presbytery at the January meeting.

M-6.0702 **Duties:** SEE Appendix V.

M-6.08 **Presbytery Year:** The presbytery will use the calendar year for its reports and committee membership service.

COMMITTEES, TEAMS, AND COMMISSIONS

M-7.00 VISIONING TEAM

M-7.01 **Purpose:** The Visioning Team shall oversee and provide guidance to the entities of the presbytery while coordinating and evaluating the life of the presbytery in terms of its vision and mission.

M-7.02 **Membership:** The Visioning Team shall consist of eight members. Four members are elected in four classes, with each serving a single four-year term. They cannot be re-elected until at least one year has elapsed. In addition, a fifth seat shall be filled by an active synod commissioner. In addition, the committee shall also include representatives (chair or designated member) of the Committee on Ministry, Committee on Presbytery Life, and Camp and Retreat Center Committee to have better discussion and communication of the vision for the presbytery among the various committees.

M-7.03 **Officers:** The officers shall be a chair, a vice-chair, and a recorder. The chair is ordinarily a person with a minimum of one year's experience on the team. In addition to keeping a record of the team's actions, the recorder receives and distributes minutes from the other entities within the presbytery.

M-7.04 **Meetings**: The Visioning Team shall meet at least six times a year.

M-7.05 **Quorum:** A quorum shall be three members of the team.

M-7.06 **Duties:** SEE Appendix VI.

M-8.00 COMMITTEE ON MINISTRY

M-8.01 **Purpose:** The Committee on Ministry shall provide support and troubleshooting to pastors, commissioned ruling elders, certified lay preachers, certified Christian educators, congregations, and sessions; help congregations find pastoral leadership; and recommend all pastoral relationships to the presbytery.

M-8.02 **Membership:** The Committee on Ministry shall consist of twelve members elected in three classes, with each class elected to three-year terms of office. Members shall not serve more than six consecutive years and shall be not eligible for re-election until at least one year has elapsed. The numbers of ministers and ruling elders on the committee should be as equally divided as possible.

M-8.03 **Officers:** The officers shall be a chair and vice-chair. The stated clerk will serve as the recorder.

M-8.04 **Meetings:** The Committee on Ministry shall meet at least eight times a year at regularly scheduled business meetings.

M-8.05 **Quorum:** A quorum shall be a majority of the committee.

M-8.06 **Duties:** SEE Appendix VII

M-8.07 **Subcommittee on Preparation for Ministry**: The responsibilities of preparation for ministry shall be performed by the Committee on Ministry, which shall organize a Subcommittee on Preparation for Ministry for this purpose.

M-8.0701 **Purpose:** The purpose of the subcommittee shall be to fulfill the responsibilities listed in the Book of Order to inquirers and candidates, commissioned ruling elders, certified Christian educators, and certified lay preachers within the presbytery.

M-8.0702 **Membership:** The Subcommittee on Preparation for Ministry shall be composed of members of the Committee on Ministry as determined by the chair of the Committee on Ministry, in consultation with the general presbyter. The subcommittee may co-opt other persons as needed with the permission of the Committee on Ministry.

M-8.0703 **Officers:** A subcommittee chair and recorder shall be appointed annually by the chair of the Committee on Ministry in consultation with the general presbyter.

M-8.0704 **Meetings:** Meetings will be held as needed.

M-8.0705 **Quorum**: A quorum shall be at least two members of the Committee on Ministry.

M-8.0706 **Duties:** SEE Appendix VIII

M-9.00 COMMITTEE ON PRESBYTERY LIFE

M-9.01 **Purpose:** The Committee on Presbytery Life shall be responsible for those activities that bring churches and people together in the presbytery, ensure that the presbytery works effectively, and act as trustees of the presbytery.

M-9.02 **Membership:** The Committee shall consist of twelve members elected in three classes, with each class elected to three-year terms of office. Members shall not serve more than six consecutive years and shall be not eligible for re-election until at least one year has elapsed.

M-9.03 **Officers:** The officers shall be a chair, who shall serve as president of the corporation, a vice-chair, treasurer, and the stated clerk will serve as the recorder/secretary.

M-9.04 **Executive Commission:** The Committee on Presbytery Life shall function as a commission and may make financial and property decisions on behalf of presbytery between CoPL meeting and a stated meeting of Presbytery. It shall report all such actions to the next presbytery meeting.

M-9.05 **Meetings:** The Committee on Presbytery Life shall meet at least eight times a year.

M-9.06 **Quorum:** A quorum shall be a majority of the members.

M-9.07 **Duties:** SEE Appendix IX

M-10.00 PERSONNEL TEAM

M-10.01 **Purpose:** The Personnel Team shall carry out the personnel functions of the presbytery.

M-10.02 **Membership:** The team shall be made up of three members elected in three classes, with each class elected to three-year terms of office. Members shall not serve more than two consecutive terms.

M-10.03 **Officers:** The officers shall be a chair and a recorder.

M-10.04 **Meetings:** The Personnel Team shall meet at least three times a year.

M-10.05 **Quorum**: A quorum shall be a majority of the team**.**

M-10.06 **Duties:** SEE Appendix X

M-11.00 CAMP AND RETREAT CENTER COMMITTEE

M-11.01 **Purpose:** The Camp and Retreat Center Committee members shall serve as the Huntingdon Presbytery representatives to the Joint Camp and Retreat Center Board of Directors.

M-11.02 **Membership:** The committee shall consist of three members elected for two three-year terms who may serve two successive terms. The general presbyter is an ex officio member with voice and vote.

M-11.03 **Officers:** The presbytery committee annually elects its own head.

M-11.04 **Meetings:** The committee meets monthly as part of the board of the camp.

M-11.05 **Quorum:** Not applicable

M-11.06 **Duties:** SEE Appendix XI

M-12.00 PERMANENT JUDICIAL COMMISSION

M-12.01 **Purpose**: The presbytery shall elect a Permanent Judicial Commission in accordance with the provisions of Church Discipline. The Permanent Judicial Commission conducts hearings and trials concerning remedial and discipline cases within the presbytery.

M-12.02 **Membership**: Members are elected by the presbytery every two years to fill six-year terms so as to have eight members at any given time when at full strength. A member may not be re-elected to another term until two years have elapsed. Additional members may be elected at other times to fill unexpired terms as needed.

M-12.03 **Officers:** The Permanent Judicial Commission shall elect from its members a moderator, and a clerk, a vice moderator and assistant clerk at its first meeting. The vice moderator and assistant clerk shall be empowered to act as moderator or clerk of the Permanent Judicial Commission, respectively, as needed in the incapacity of the moderator or clerk of the Permanent Judicial Commission.

M-12.04 **Meetings**: The Permanent Judicial Commission shall meet at such times and places as the commission shall determine.

M-12.05 **Duties:** The duties of the Permanent Judicial Commission shall be those responsibilities assigned to it by Church Discipline, and its activities will be guided by Church Discipline.

M-12.06 **Committee of Counsel**: When the presbytery becomes either a complainant or a respondent, the stated clerk, moderator of presbytery, and the General Presbyter shall appoint no more than three persons to be a committee of counsel. This committee shall represent that complainant or respondent in the case until final decision is reached in the highest council to which the case is appealed. All members of a committee of counsel shall be members of the Presbyterian Church (U.S.A.) The stated clerk, the General Presbyter and any other employees of the presbytery shall not serve on a committee of counsel of the presbytery.

M-12.07 **Investigating Committee**: When the stated clerk receives an allegation of an alleged offense, the stated clerk shall inform the moderator of presbytery and the General Presbyter. They shall proceed to appoint an investigating committee. If any of these are the subject of the investigation, the Chairperson of the Committee on Ministry or other members of the Committee on Ministry may be asked to replace the one/those accused for the purpose of forming the investigating committee. They shall appoint an investigating committee composed of no more than five but no fewer than three members, all of whom shall be members of the Presbyterian Church

(U.S.A.) The investigating committee shall conduct an inquiry following the rules of Church Discipline.

M-12.08 **Special Review Committee**: The moderator of the Permanent Judicial Commission shall designate a special review committee to review any petition for review of the procedures of the investigating committee while the investigation in a disciplinary case is in process to review any petition for review of the decision not to file charges, and to determine the need for administrative leave. The special committee shall be composed of at least one current member of the Permanent Judicial Commission, and may include up to two former members of the Permanent Judicial Commission. The members of this committee shall not participate in any part of any subsequent trial.

M-13.00 NOMINATING COMMITTEE

M-13.01 **Purpose:** The Nominating Committee shall nominate well-qualified persons to serve on all presbytery committees and teams.

M-13.02 **Membership:** The Nominating Committee shall consist of the moderator and vice-moderator of the presbytery, one member of the Committee on Ministry, one member of the Committee on Presbytery Life, one member from the Visioning Team, and two members at large. The members from the Committee on Ministry, the Committee on Presbytery Life, and the Visioning Team shall be appointed by their respective committees for a two-year term. The two members at large shall be nominated by the Nominating Committee and elected by the presbytery for a two-year term. They may not serve a successive term.

M-13.03 **Officers:** The moderator of the presbytery shall serve as chair of the Nominating Committee; the vice-moderator shall serve as vice-chair. A recorder shall be appointed annually by the Nominating Committee.

M-13.04 **Meetings:** The committee shall meet as necessary to ensure committee positions for the coming year are filled by the autumn stated meeting of the presbytery.

M-13.05 **Quorum:** A quorum shall be at least four members.

M-13.06 **Duties:** SEE Appendix XII

M-14.00 AMENDMENTS

M-14.01 **Manual Amendments:** Provisions of this manual may be amended only at a stated meeting of the presbytery by a two-thirds vote of commissioners present. Amendments shall be proposed in writing at a stated meeting of the presbytery as a first reading. Final action, or

second reading of proposed changes, will take place at the next stated meeting of the presbytery.

M-14.02 **Appendices:** Appendices to this manual may be adopted or amended at any stated meeting of the presbytery by a two-thirds vote of commissioners present. Appendices to this manual or amendments to appendices to this manual shall be proposed in writing in the pre-presbytery mailing for the stated meeting at which they are to be considered.

M-14.03 **Other Advance Notice:** Any action of the presbytery for which the Constitution requires a two-thirds or larger majority vote shall have the motion and any substantiating information printed and distributed to the commissioners with the pre-presbytery mailing for the stated meeting at which it is to be considered.

M-14.04 **Temporary Suspension:** Provisions of this manual may be temporarily set aside by a three-fourths vote of the commissioners present at any meeting of the presbytery.

M-15.00 ADOPTION OF POLICIES

M-15.01 **Notification:** The presbytery and/or its committees and teams may from time to time propose policies to guide the work of the presbytery. New policies and revisions to existing policies shall be included in the pre-presbytery mailing for the meeting at which they will be proposed.

M-15.02 **Majority Required:** Adoption of such policy proposals by the presbytery shall be by a two-thirds vote of commissioners present.

APPENDICES

Appendix I Submission of Commissioner Resolutions (M-3.09)

The business of councils is described in G-3.01 of the Form of Government and of the presbytery specifically in G-3.03. Business that falls within these categories may be brought to the presbytery by any committee or commission of the presbytery and by any session, congregation, or commissioner.

a. Normally, items suggested for presbytery consideration should be submitted to the appropriate committee, commission, or officer of the presbytery for review and recommendation.
b. Nonetheless, commissioner resolutions may be submitted for consideration at any stated meeting of presbytery or special meeting called for that purpose. Commissioner resolutions should be submitted to the stated clerk at least fourteen days prior to the meeting at which they are to be considered. A short

note of explanation as to why the resolution is being offered must be included with the information sent to the stated clerk.

c. The stated clerk will immediately contact the chair of the Committee on Presbytery Life to ascertain the legality of the resolution. Only resolutions expressed in decorous and respectful language will be accepted. Upon approval by the Committee on Presbytery Life, the document will be circulated via email or in the pre-presbytery packet sent to all sessions, clergy, and continuing members of the presbytery. Such resolutions will be considered during the new-business phase of the meeting.
d. If an urgent matter requiring the attention of the presbytery arises less than fourteen days prior to a stated meeting of the presbytery, a commissioner may bring the matter to the attention of the presbytery following this procedure: The commissioner will contact the stated clerk and the chair of the Committee on Presbytery Life prior to the start of the meeting and provide them the text of the commissioner resolution. The stated clerk and the chair of the Committee on Presbytery Life, or the chair's delegate, will review the resolution for legality and decorous language. If the stated clerk and the Committee on Presbytery Life chair/delegate approve the legality and decorousness of the language, the resolution will be placed before the body during the new-business phase of the meeting. The commissioner bringing the resolution shall make available prior to the opening of the meeting sufficient copies for the entire attendance at the presbytery meeting.

Appendix II Moderator's Duties (M-4.0301)

The moderator acts as the chair of the presbytery. The moderator's duties shall include all those enumerated in the Book of Order. The moderator also:

a. Is normally expected to preside over administrative commissions to ordain or install pastors and to commission lay pastors
b. Appoints investigative committees as spelled out in the Rules of Discipline and reports to the next meeting of the presbytery
c. Calls special meetings of the presbytery upon request, following the standards in M-3.02 and M-3.03
d. Serves as chair of the Nominating Committee
e. Performs other tasks as requested by the presbytery

Appendix III Vice-Moderator's Duties (M-4.0401)

The vice-moderator:

a. Presides at all presbytery meetings in the absence of the moderator, or at the moderator's request
b. Assists the stated clerk as recording clerk when not presiding at meetings
c. Serves as a member of the Nominating Committee
d. Performs other tasks as requested by the presbytery

Appendix IV Trustees Duties (M-5.02)

In its capacity as the presbytery's trustees, the Committee on Presbytery Life shall:

a. Own real property and any legal parts of real property, such as mineral rights or surface rights alone, and hold or own various types of personal property for the purposes and uses that are specified by the presbytery and by the intention of the donors as expressed in the written documents which created the specific trusts. The trustees shall also have the specific power to convey items of property without restrictions when the governing instrument so provides and when the trustees are directed to do so by the presbytery.
b. Consult with and make recommendation to the presbytery concerning physical properties within the presbytery
c. Review and evaluate particular actions involving rental, lease, mortgage, or sale of real property or any financial borrowing, and report and make recommendations directly to the presbytery
d. Review and evaluate capital projects of congregations whose cost exceeds fifteen percent of their annual operating budget
e. Administer the Revolving Loan Fund. Money which the presbytery has designated for low-interest loans to churches for capital needs will constitute the Revolving Loan Fund. Upon the application of a particular church for a loan, the trustees, after review, may recommend to the presbytery that it grant a loan to that church of up to one-half of the principal then in the Revolving Loan Fund.
    1. In addition to any conditions set by the trustees, the church shall agree to complete and abide by the conditions in the standard loan contract, which shall be kept on file in the presbytery office.
    2. The interest on new loans from the Revolving Loan Fund shall be set annually on the day of the autumn presbytery meeting according to a formula adopted by the trustees and reported to the presbytery.

Appendix V Duties of the Treasurer, Administrative Assistant, and Bookkeeper

(added December 7, 2021)

The duties of the presbytery treasurer, bookkeeper, and administrative assistant are:

a. The treasurer will:
    1) Craft the budget with input from the bookkeeper, the administrative assistant, and committee chairs
    2) Oversee all spending in collaboration with general presbyter
    3) Keep a close watch over investments
    4) Present the monthly treasurer report to CoPL and to presbytery at their meetings
    5) Make sure the process is functioning appropriately
    6) Authorize financial reviews of the presbytery every year and audits as required in conversation with the auditors and CoPL
b. The bookkeeper will abide by the bookkeeping service agreement between the Synod of the Trinity and the Huntingdon Presbytery and will:
    1) Process all check requests/invoices in a timely manner
    2) Record deposits as prepared and documented by Huntingdon Presbytery

3) Perform monthly bank reconciliations
4) Arrange with a third-party payroll service to move Huntingdon Presbytery to service that provides direct deposit and preparation of all tax document – and submit pay requests in accordance with Huntingdon's employee agreements
5) Prepare financial reports as requested by the Huntingdon Presbytery general presbyter and/or treasurer
6) Submit reports/payments to GA and the Synod, in accordance with directions from Huntingdon Presbytery
7) Assist in preparation of statements to congregations, by providing the information necessary to prepare such statements
8) Other financial services as seem reasonable by both the Synod and Huntingdon Presbytery
9) Provide Huntingdon Presbytery with information necessary for Huntingdon's year end audit
10) Provide monthly reports to the presbytery treasurer

c. The administrative assistant will:
   1) Confirm receipts of money
   2) Communicate the approval of expenditures between the presbytery and synod

Appendix VI Visioning Team Duties (M-7.06)

The Visioning Team shall:

a. Recommend to the presbytery short- and long-term goals to implement the presbytery's priorities in consultation with its committees and teams
b. Identify emerging needs within churches and society that call for presbytery attention
c. Suggest yearly themes, special educational programs, speakers, mission outreach activities, and ways to partner with the larger church, etc.
d. Evaluate the Manual of Operations with a formal review every three years
e. Ensure that the presbytery and its committees and teams are fulfilling their responsibilities as outlined in the bylaws of the presbytery and this manual
f. Be in partnership with the larger church
g. Create a special task force(s) when it becomes necessary to address ongoing ministry within the presbytery through specific tasks, and report back to the presbytery. The Visioning Team shall retain the authority to deem the task accomplished and dismiss the task force.
h. Facilitate and ensure communication among presbytery teams and committees and between teams and committees
i. Monitor committee and team members' attendance at meetings and enforce M-6.04

Appendix VII Committee on Ministry Duties (M-8.06)

The Committee on Ministry shall be responsible for the effective leadership of the churches of the presbytery.

a. The general duties of the committee shall be to:
    1. Fulfill the responsibilities listed in the Form of Government
    2. Recommend to the presbytery annually minimum terms of call and report to the presbytery annually on the status and adequacy of each minister of the Word and Sacrament's and commissioned lay pastor's terms of call
    3. Provide at least annually an approved pulpit supply list, examining and recommending all candidates for the Approved Pulpit Supply and ensuring that they comply with any background check requirements
    4. Distribute the statement of faith ministers of the Word and Sacrament and candidates seeking membership in the presbytery at the meeting at which the individuals are examined
    5. Make grants from the Gloria Jean Smith Scholarship Fund and the Candidates Scholarship Fund on the recommendation of the Subcommittee on Preparation for Ministry
    6. Support and provide presbytery linkage for congregations seeking pastoral leadership
    7. Help churches in difficult situations to work through problems and identify resources
    8. Promote health and vitality in congregations and pastoral leaders
    9. Provide counsel and support to ministers, commissioned ruling elders, and certified lay preachers of the presbytery in matters of career development, continuing education, pensions, professional placement, and matters of personal concern
    10. Receive an annual written report from validated ministers, ministers-at-large, commissioned ruling elders, and certified lay preachers reporting the past year's continuing education and career development
    11. Establish and determine uses of the Clergy Emergency Fund, with the chair of the Committee on Ministry and the general presbyter authorized to make distributions from the fund
    12. Ensure that an offering for the Clergy Emergency Fund shall be taken at each ordination, installation, or commissioning service

b. Acting as an administrative commission of the presbytery, the Committee of Ministry may, between meetings of the presbytery, with the provision that all such actions be reported to the next stated meeting of the presbytery:
    1. Name moderators for sessions and congregations
    2. Grant permission to labor within or outside the bounds of the presbytery
    3. Find in order the calls issued by churches and contracts approved by sessions
    4. Approve the examination of honorably retired ministers of Word and Sacrament transferring into this presbytery from other presbyteries
    5. Dissolve pastoral relationships in cases where the congregation or session and the pastor concur
    6. Dismiss ministers of Word and Sacrament of this presbytery to another presbytery

7. Grant honorable retirement status to a minister of Word and Sacrament or a commissioned lay pastor
8. Committee on Ministry has the responsibility to build and maintain relationships with sessions within the presbytery

Appendix VIII Subcommittee on Preparation for Ministry Duties (M-8.0706)

The Subcommittee on Preparation for Ministry shall:

a. Fulfill the responsibilities listed in the Book of Order to inquirers and candidates, commissioned ruling elders, certified Christian educators, and certified lay preachers within the presbytery
b. Make recommendations to the Committee on Ministry on distribution of income:
    1. From the Gloria Jean Smith Scholarship Fund, in accordance with the fund's policy
    2. From the Candidates Scholarship Fund
c. Suggest to the Nominating Committee persons to serve as readers for the Presbyteries' Cooperative Committee on the Examination of Candidates
d. Provide education and oversight while fulfilling the responsibilities listed in the Form of Government
e. Recommend that the Committee on Ministry take the following actions between meetings of the presbytery, with the provision that all such actions be reported to the next stated meeting of the presbytery:
    1. Enroll and remove inquirers
    2. Dismiss candidates
    3. Certify candidates ready for examination for ordination, pending a call
d. Administer a waiver policy. In the event of a candidate's repeated failure to pass a particular exam or exams:
    1. The subcommittee will meet with the candidate to explore reasons for the continued failure to pass a particular exam or exams. The subcommittee and the candidate will work out a specific plan to remedy the situation in a manner acceptable to the subcommittee. The subcommittee will monitor the candidate's progress in implementing the remedial plan.
    2. When the remedial process has been completed to the satisfaction of the subcommittee, it will recommend a waiver to the presbytery, including a summary of the remedial process and a rationale for the waiver recommendation.
e. Oversee a certified lay ministry program:
    1. Establish criteria for the certification of certified lay preachers, implement programs for the training of certified lay preacher candidates, interview and examine certified lay preacher candidates, and make recommendations to the Committee on Ministry regarding requests to be brought to the presbytery
    2. Provide counsel for, and have oversight of the work of, certified lay preachers, including the responsibility for an annual review
f. Oversee a commissioned lay ministry program:
    1. Establish criteria for the commissioning of lay pastors, implement programs for the training of commissioned lay pastor candidates, interview and examine

commissioned lay pastor candidates, and make recommendations to the Committee on Ministry regarding requests to be brought to the presbytery
2. Make recommendations to the Committee on Ministry on the granting of optional authorities by the presbytery to particular commissioned ruling elders
3. Provide counsel for, and have oversight of the work of, commissioned ruling elders, including responsibility for an annual review
4. Be responsible for any other duties outlined in G-2.1001

i. Provide the locus for the support of the certification process for certified Christian educators

Appendix IX Committee on Presbytery Life Duties (M-9.06)

The Committee on Presbytery Life shall:

a. Plan the worship services for meetings of presbytery
b. Provide opportunities for faith sharing and encourage members to grow and interact spiritually
c. Carry out these financial responsibilities:
   1. Prepare the annual unified budget to be presented at the June stated meeting of the presbytery
   2. Arrange for the annual full financial review of all presbytery financial records
   3. Receive and report to the presbytery the receipt of General Mission self-allocation pledges and the payment of pledges of particular congregations
   4. Authorize expenditures of funds from the Mission Partnership restricted fund
d. Carry out these stewardship and mission responsibilities:
   1. Provide stewardship interpretation
   2. Promote and interpret the approved denominational special offerings authorized by the presbytery
   3. Arrange for and promote the regular iteration of missionaries and mission interpreters within the presbytery
   4. Provide opportunities for service within and outside the bounds of the presbytery
   5. Facilitate and ensure continued interaction with the Pahk 5 Nan in Thailand
e. Serve as the trustees of the presbytery
f. Serve as the Committee on Representation of the presbytery, preparing the annual report for the General Assembly
g. Carry out these education responsibilities**:**
   1. Train elders and presbytery committees and their members annually
   2. Promote and provide pertinent educational opportunities for our member congregations and their members
h. Carry out these administrative responsibilities:
   1. Establish a working task group to review and make recommendations on General Assembly overtures and amendments
   2. Provide for the annual review of session records
   3. Develop an annual calendar for the presbytery to include the dates for presbytery meetings and indicating the celebration of the Lord's Supper

Appendix X Personnel Team Duties (M-10.06)

The Personnel Team shall:

a. Hire qualified staff as directed by the presbytery, including evaluating criminal background check reports for the presbytery staff, and help the staff remain current in job descriptions and job policies
b. Offer appropriate support to the general presbyter as he/she supervises staff
c. Carry out the responsibilities of the Personnel Team as described in the Personnel Policies of the Huntingdon Presbytery
d. Meet at least three times each year
e. Conduct an annual meeting with each staff person employed or called by the presbytery, counseling them on matters relating to the staff person's office and duties and to his or her personal welfare
f. Have access to personnel files as needed
g. Serve as the agent by which grievances are filed
h. Recommend staffing patterns and make budget recommendations for the coming year to the Visioning Team and the Committee on Presbytery Life by April
i. Report at least annually to presbytery and at the summer meeting after staff reviews have been completed

APPENDIX XI Camp and Retreat Center Committee Duties (M-11.06)

Committee members shall:

a. Attend Joint Camp and Retreat Center board meetings (meetings typically are held monthly but are required to be held no less than six times a year)
b. Actively participate in the life of this ministry through volunteer roles and/or financial support
c. Liaise with congregations and communities regarding programs, opportunities, and the needs of the ministry
d. Actively serve on at least one standing committee of the JCRC board
e. Attend, and participate as appropriate, in staff commissioning services (typically held the Friday before start of summer camp)
f. Provide vision and guidance that encourages the sustainable growth of this year-round multi-generational and diverse ministry

APPENDIX XII Nominating Committee Duties (M-13.06)

The Nominating Committee shall:

a. Form a slate of officers and presbytery committees and teams
b. Appoint from among the members of committees and teams a chair, for each committee and team annually unless their selection is mandated otherwise in this manual
c. Nominate commissioners and young adult advisory delegates to the General Assembly
d. Nominate commissioners to the synod and designate one as a member of the Visioning Team

e. Nominate an alternate member for each committee and team who will serve for a year and who would be called upon to fill the term of a committee or team member who departs
f. Nominate a member of the Committee on Presbytery Life annually to serve as treasurer.

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