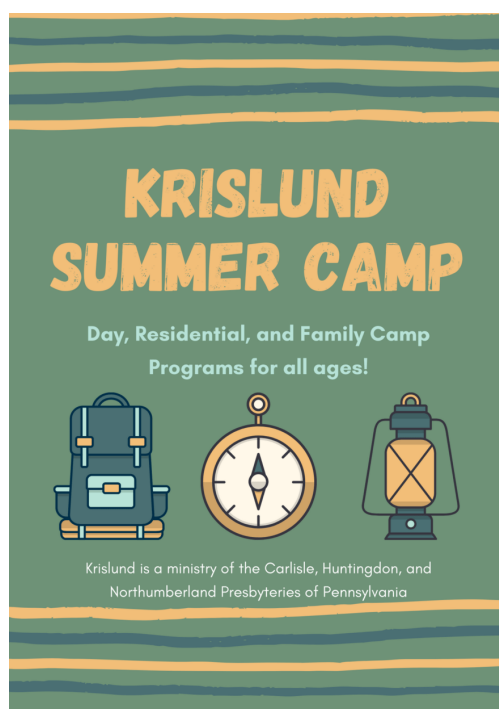


STATED MEETING OF THE PRESBYTERY OF HUNTINGDON

(Join us by ZOOM or phone)

June 29, 2021
6:30 P.M.



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KRISLUND SUMMER CAMP

Day, Residential, and Family Camp
Programs for all ages!



Krislund is a ministry of the Carlisle, Huntingdon, and
Northumberland Presbyteries of Pennsylvania

LETTER FROM THE DIRECTORS

Hi Everyone!

When we made the decision to cancel camp in 2020, we were heartbroken at the thought of an entire Summer with no campers. No evening worship, no group games in the field, and no new relationships formed. 2020 ended up being a year of opportunity for us. We reevaluated all of our programs, set goals, and got an entire extra year to plan the best Summer yet!

This year, campers will stay with their cabin group all day and do activities with that group to reinforce their bond. Staff will work with the same age-group all Summer, and have been specially chosen for each of those ages. Programming will focus on building relationships, learning to lead, experiencing new things, and growing closer with God.

We are so thankful for the opportunity to honor tradition and embrace the future with Krislund's programming. We hope you join us to see what's new!

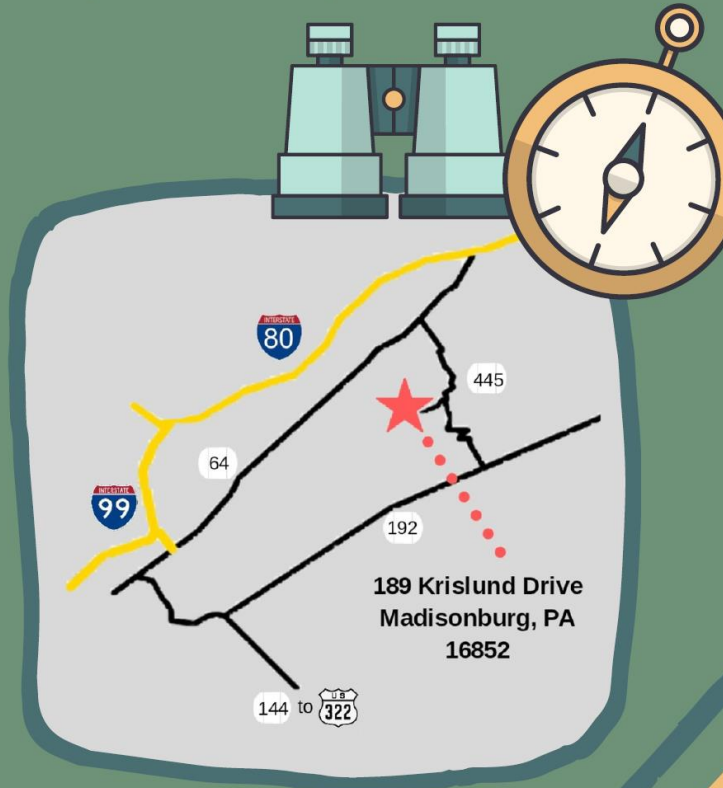
Blessings,
Josh and Kealy



REGISTER AT KRISLUND.ORG

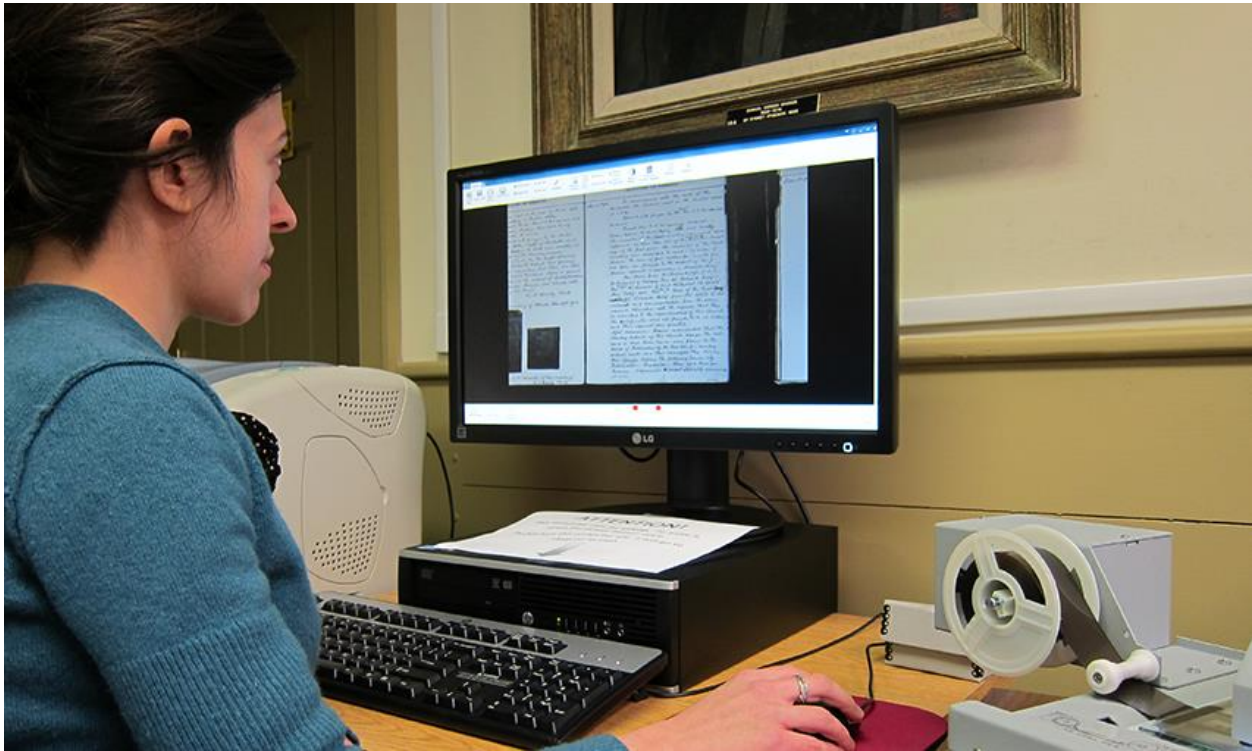
WELCOME TO KRISLUND

Our mission is for all people to encounter God, build relationships, and experience creation by giving them a place where they can learn through outdoor recreation, adventure, worship, and small group living. We offer a variety of programs for all ages and interests, so take a look inside to find a program for you! Campers are challenged to grow spiritually, physically, emotionally, and socially at Krislund.



FOR MORE INFO CALL (814) 422-8878

Presbyterian Historical Society



SERVICES WE PROVIDE

Reference Services
Records Management
Preservation
Resources & Opportunities

Give

The Presbyterian Historical Society is transforming the national archives of the Presbyterian Church (U.S.A.) to meet the needs of the 21st century. Our mission remains the same, but our intentional outward focus is opening doors to new initiatives, communities, congregations, individuals and partnerships that expand our capacity to collect preserve and share the story of the American Presbyterian experience. You can be part of this transformation by making your gift today!

GIVE NOW Go to the PHS homepage at www.history.pcusa.org. Click on the red and white "donate" button at the top right.

Annual Fund

When you give to the PHS ANNUAL FUND, you provide essential support for those programs and services that are core to our mission to collect, preserve and share the story of the American Presbyterian experience. Below are some examples of what your tax-deductible annual gift supports:

\$50.....Special coverings that permanently preserve our most fragile rare books

\$125.....Attestations for important life events such as baptisms and marriages

\$250.....Acquisition of historic documents and materials that enhance our collection

\$500.....Digitization of thirty minutes of motion picture footage from the PHS archives

\$1,000....Expansion of our digital collections for increased public access to archival materials

Church Membership

We invite your congregation, presbytery, or synod to support PHS by becoming a member. As the National Archives of the PC(USA), PHS exists to collect, preserve, and share the heritage of American Presbyterianism. We safeguard the history of churches in all 50 states and Puerto Rico, making your important stories available to those seeking to know more about the rich history of our vibrant faith community. We also offer a variety of benefits designed to support your ministry. Learn more about your options below. You can give securely online or print, complete, and mail your [membership form](#) from the website to: PHS Development Department, 425 Lombard Street, Philadelphia PA 19147.

CHURCH MEMBERSHIP BENEFITS AND OPTIONS

Friend up to \$49

PHS Matters monthly e-newsletter

Presbyterian Heritage bi-annual newsletter provided to your membership contact person

Associate \$50 - \$149

All of the above plus:

Electronic version of *The Journal of Presbyterian History* sent bi-annually

Partner \$150 - \$499

All of the above plus:

Listing in the Annual Donor Roll

Two (2) copies of the print version of *The Journal of Presbyterian*

History mailed to the address provided by your membership contact person

Steward \$500 - \$999

All of the above plus:

Digitization Service discounted rate of \$.45 per page for bound or flat original materials up to 16" x 24" (Please

contact refdesk@history.pcusa.org if you are interested in digitization.)

Brick paver inscribed on [Heritage Walk](#) at the Presbyterian Historical Society

Benefactor (\$1,000 and above)

All of the above plus:

Recognition in *The Journal of Presbyterian History*

**DOCKET FOR 696th STATED MEETING
THE PRESBYTERY OF HUNTINGDON
ZOOM VIDEOCONFERENCE & TELEPHONE
June 29, 2021**

- 5:30 Fellowship & technology check
- 6:00 Convene with prayer and worship
Offering for Krislund
- 6:30 Introductions: new ministers, elders and guests. Seating of corresponding members
- 6:35 Adoption of docket [p.9]
- 6:40 Minutes review (Ken Lynch)
April 20 stated meeting;
- 6:45 Consent Agenda [p.10]
- 6: 50 Resources (Susan Ferguson)
- 6:55 Presbyterian Historical Society (David Staniunas, Ginny Rainey) [pp. 6-8]
- 7:15 Krislund Camp & Conference Center (Ed Bratton) [pp. 3-5, 11-12]
Bylaws revision [pp. 11-12]
- 7:25 CoPL (Pat Roller) [pp. 13-15]
2022 Budget (information to be posted later)
Session Records Review [p. 13]
Presbytery Worship Guidelines [pp. 13-14]
Financial personnel duties [pp. 14-15]
Highland Park A.C.
- 7:45 Break
- 7:50 Treasurer's Report (Gwen Eggresitz, Carl Campbell)
- 7:55 Committee on Ministry (Nancy Bostian) [pp. 16-17]
- 8:00 Visioning Team (Linda Vance) [pp. 18-33]
Manual revisions (first reading)
- 8:10 Interim GP report (Kate Sillman)
- 8:15 Stated Clerk Report (Ginny Rainey) [p. 34]
In person September meeting
- 8:20 New business
- 8:25 Announcements & Closing prayer

Next meeting: September 28: 6:00 p.m., Huntingdon Presbyterian Church. No meal

CONSENT AGENDA

What is a consent agenda?

A consent agenda is made up of items that may be considered routine business that need action, but are unlikely to require debate. Items for inclusion on the consent agenda must be sent out in advance with the pre-presbytery mailing and clearly marked for the consent agenda.

Why is a consent agenda useful?

When the consent agenda is called for, the moderator will call for a motion to approve the entire consent agenda in one vote, thus saving presbytery time for items requiring more discussion.

BUT What if I wish to debate, discuss, ask for clarification on some part of the consent agenda?

Simply, rise to be recognized and request that that item be removed from the consent agenda. One person's request is all that is required. No second is required, no vote need be taken to remove the item.

Do not give the explanation of your concern, need for clarification, points to be emphasized or opposed at this time. The item will come up for consideration at the time when the remainder of that committee's report is made, and you will be afforded the opportunity to speak to the motion at that time.

#####

Items for the June 29, 2021, Consent Agenda:

COM report: Item 1, p. 16, Campbell terms of call; Item 2, pp. 16-17, Adamson contract renewal

COPL report: Item 1, p. 13, session records review

THE JOINT CAMP AND CONFERENCE COMMITTEE
June 29, 2021
REPORT

For action:

- A. That the Presbytery of Huntingdon approve the proposed changes to Article V of the Krislund bylaws. Text to be added in red italics and text to be deleted is crossed through. Note: The Krislund bylaws do not specify a requirement for a super majority to approve amendments to the bylaws. A simple majority will suffice.

So, that Article V shall read as follows:

Article V That we thereafter operate the Krislund program and facilities by
Operation means of a joint committee composed of an equal number of members
 from each Presbytery, responsible to their respective Presbyteries. *The
 joint committee shall be organized in accordance with the Krislund Joint
 Camp and Retreat Committee's Manual of Operations sections M-1.00
 and M-2.00.* ~~elected in part and appointed in part~~, as follows:

A. The voting members of the Joint Camp and Conference Committee shall consist of 3 persons each, of Carlisle, Huntingdon, and Northumberland Presbyteries. Each Presbytery shall elect one person who will be Chairperson of its own Camp and Conference Committee. Members shall be elected in three classes of 1 person each. Elected members shall be elected for ~~three~~ *two*-year terms. They shall be eligible for re-election for ~~one~~ *two* additional consecutive terms. ~~The Joint Committee shall be organized in accordance with the Krislund Camp and Committee Center Policy Manual.~~

B. The Executive/General Presbyter from each Presbytery and the Joint Camp and Conference Committee Treasurer shall be voting members. The Treasurer will be elected for a one-year term.

C. Meetings of the Joint Camp and Conference Retreat Committee shall ordinarily be held monthly; but no fewer than six times a year. A quorum shall be a minimum of two voting members of each Presbytery.

D. ~~One of the Presbytery Chairpersons shall be~~ *The* Moderator of the Joint Camp and Conference Committee *shall serve* for a single ~~one~~ *two*-year term; ~~on a rotating basis among the three Presbyteries.~~ The Treasurer and Bookkeeper shall be bonded. There shall be one Secretary, elected by the current Joint Camp and Conference Committee for a one-year term.

E. *Prior to the second year of a Moderator's term of office, a Vice Moderator shall be elected by the Board from eligible board members. This Vice Moderator shall serve at the direction of the Moderator so that he/she may become familiar with the Moderator's duties, and shall assume the position of Moderator upon completion of the previous Moderator's term of service.*

In addition:

The Board believes that Article 5 is more appropriately a part of the Policy Manual of the Krislund Joint Camp and Retreat Center Board.

B. Therefore, the JCRC Board recommends that the Presbytery of Huntingdon approve the deletion of all of Article V of the JCRC bylaws following the words “M-1.00 and M-2.00” in the first paragraph and transfer them to the Krislund JCRC Manual of Operations

Article V That we thereafter operate the Krislund program and facilities by means of a joint
Operation committee composed of an equal number of members from each Presbytery, responsible to
 their respective Presbyteries. The joint committee shall be organized in accordance with
 the Krislund Joint Camp and Retreat Committee’s Manual of Operations sections M-1.00
 and M-2.00. ~~elected in part and appointed in part, as follows:~~

~~A. The voting members of the Joint Camp and Conference Committee shall consist of 3
persons each, of Carlisle, Huntingdon, and Northumberland Presbyteries. Each
Presbytery shall elect one person who will be Chairperson of its own Camp & Conference
Committee. Members shall be elected in three classes of 1 person each.
Elected members shall be elected for three year terms. They shall be eligible for
re-election for one additional consecutive term. The Joint Committee shall be organized
in accordance with the Krislund Camp and Committee Center Policy Manual.~~

~~B. The Executive/General Presbyter from each Presbytery and the Joint Camp and
Conference Committee Treasurer shall be voting members. The Treasurer will be elected
for a one year term.~~

~~C. Meetings of the Joint Camp and Conference Retreat Committee shall
ordinarily be held monthly; but no fewer than six times a year. A quorum shall be a
minimum of two voting members of each Presbytery.~~

~~D. One of the Presbytery Chairpersons shall be Moderator of the Joint Camp and
Conference Committee for a single one year term, on a rotating basis among the three
Presbyteries. The Treasurer and Bookkeeper shall be bonded. There shall be one
Secretary, elected by the current Joint Camp and Conference Committee for a one year
term.~~

~~E. *Prior to the second year of a Moderator’s term of office, a Vice Moderator shall be
elected by the Board from eligible board members. This Vice Moderator shall serve at
the direction of the Moderator so that he/she may become familiar with the Moderator’s
duties, and shall assume the position of Moderator upon completion of the previous
Moderator’s term of service.*~~

COMMITTEE ON PRESBYTERY LIFE
June 29, 2021
Report

For action:

1. **Session records review:** That presbytery establish the dates of Tuesday October 12 (9:30 a.m.) for session records review in clusters and October 19 (9:30 a.m.) at Pine Grove Mills for the Centre County cluster and make up.
2. **2022 Budget:** That presbytery approved the 2022 per capita (amount to be posted separately), based upon a December 31, 2020 membership of 3904; and that presbytery adopt the proposed 2022 administrative and mission budgets (budgets to be posted separately)
3. **Worship guidelines for presbytery:** That presbytery approve suggested worship guidelines for presbytery worship. *(See suggested worship guidelines below, pp. 13-14. Note: This will be a policy, not part of the Manual. It can be approved by a two-thirds vote at this meeting.)*
4. **Finance:**
 - A. **Treasurer duties:** That presbytery amend the Manual of Administrative Operations by inserting a new M-6.0301 and M-6.0302. *(See attached text below, pp. 14. This item will be considered at the time of consideration of the revision of the Manual)*
 - B. That presbytery amend the Manual of Administrative Operations by inserting a new Appendix V “Duties of the Treasurer, Administrative Assistant, and Bookkeeper” and renumbering appendices. *(See attached text below, pp. 14-15. This item will be considered at the time of consideration of the revision of the Manual.)*

For information:

- A. **New bookkeeping process:** CoPL reviewed the contracting out of financial paperwork to the Synod of the Trinity. It is effective and efficient. CoPL has voted to continue the arrangement.
- B. **2020 Full Financial Review:** A contract has been signed with Boyer & Ritter, CPA’s, for a full financial review level review of our 2020 financial records.
- C. **Upper Tuscarora:** CoPL reviewed and approved the plans of the Upper Tuscarora Presbyterian Church to repave their driveways and sidewalks. No borrowing is needed.

SUGGESTED GUIDELINES FOR WORSHIP LEADERS AT PRESBYTERY

1. The choice of Scripture is yours – let the Holy Spirit lead you! Be creative!
2. Please adhere to the time limit for worship: 20-30 minutes (no greater than 30 minutes).
3. You may lead worship completely on your own or contact others to join you. If you ask others to join you, please consider both clergy and laity and women and men.
4. Develop your own bulletin and send it to the Administrative Assistant, Susan Ferguson. She will print copies for or email it to commissioners.
5. Please contact the pastor of the host church and discuss the setup. Make arrangements for any technological needs (like mics, projectors, screens, etc.) you may have.

6. Remind the host church that an offering will be taken. Some members of that congregation should collect the offering, and at least two from the host church should count the offering, put the money into a sealed envelope with the amount clearly stated on the front, and give to the Administrative Assistant/treasurer. Presbytery staff should not be involved in counting the offering.
7. Please make arrangements for the music. Ask the host church music leader first. You may provide a musician of your choice; however, ask permission of the host church music leader as there may be rules regarding use of their organ, etc. If you intend to ask the church organist for his or her services, please let them know that presbytery has a policy of a \$50 stipend for the church musician. (Get their name and address for the presbytery treasurer.)
8. Presbytery will pay a stipend of \$50 to the custodian. (Get their name and address for the presbytery treasurer.)
9. If the meeting will be using technology, please recruit a tech support person. The tech support person should be available for the entire meeting. Presbytery will pay a stipend of \$50 for one tech person. (Get their name and address for the presbytery treasurer.)
10. If you have any questions, please contact the chair of CoPL.
11. Thanks for providing this service for the presbytery!

Proposed financial revisions: Text to be inserted in italics:

- C. That presbytery amend the Manual of Administrative Operations by inserting a new M-6.0301 and M-6.0302. (*See attached text below.*)
- D. That presbytery amend the Manual of Administrative Operations by inserting a new Appendix V “Duties of the Treasurer, Administrative Assistant, and Bookkeeper” and renumbering appendices. (*See attached text below.*)

E. Treasurer Description and duties

- M-6.03** **Expenses of Committees:** 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-6.0301** **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-6.0302 Duties: SEE Appendix V.

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

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 and stated clerk*
 - 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 audits of the presbytery every five years and reviews in between, along with the bookkeeper*
- 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*

**COMMITTEE ON MINISTRY
REPORT
June 29, 2021**

For action: The Committee on Ministry recommends that presbytery approve the following motions:

1. **Carl Campbell & Pine Grove Mills:** That the 2021 terms of call for Carl Campbell & Pine Grove Mills be adjusted so that:

Cash Salary is \$59,376
Full participation in Board of Pensions

Other:

5 weeks vacation, including at least five Sundays
Study leave: 2 weeks per year, cumulative to six weeks over three years, time and content to be determined in conjunction with session
Study leave expenses: \$1000 per year, cumulative to \$3,000 over three years
Travel expenses: reimburse actual vouchered expenses at current IRS rate for business travel.
Governing body service, beyond normal committee or task force work and stated meetings: 1 week for program service including Sunday

2. **LaMarr Adamson and First United Presbyterian Church of Dubois:** that presbytery
 - a. Approve a renewal of the temporary supply contract for pastoral services between ruling elder LaMarr Adamson and the session of the First United Presbyterian Church of DuBois for a period of up to twelve months, beginning July 1, 2021.
 - b. Grant a commission to ruling elder LaMarr Adamson to be commissioned lay pastor and moderator of the First United Presbyterian Church. Ruling elder LaMarr Adamson remains a member of the First United Presbyterian Church.
 - d. Authorize ruling elder LaMarr Adamson as the commissioned lay pastor of the First United Presbyterian Church to administer the Lord's Supper, administer the sacrament of baptism, moderate the session of the First United Presbyterian Church, and have voice and vote in meetings of presbytery (such vote to be counted as a ruling elder commissioner).
 - e. Authorize ruling elder LaMarr Adamson to perform a service of Christian marriage of members of the congregation or of the local community when invited by the session. Such service may only be performed within the geographical bounds of the presbytery. In performing such service of Christian marriage, the commissioned lay pastor shall follow all provisions of the Directory for Worship regarding marriage.
 - f. The agreement may be terminated by any of the three parties, by giving thirty (30) days written notice from the session or from the commissioned lay pastor or from the Committee on Ministry.
 - g. Appoint the Rev. Gary Califf as the commissioned lay pastor's mentor and supervisor.

The commissioned lay pastor has submitted all required background checks.

Expectations of CLP: (*For full terms of service, see Committee on Ministry minutes, June 9, 2021, p. 54.*)

TERMS OF SERVICE:

Cash salary: \$10,400 annual/\$200 weekly

Vacation: one month, including at least four Sundays

Book allowance: \$300

Continuing education allowance: up to \$500.00, accumulated up to 3 years, negotiated in consultation with and approved by Session. Also continue to attend the CLP classes as offered by the Presbytery of Huntingdon One week for Governing Body Service (beyond normal committee or task force work and stated meetings)

Car allowance: travel expenses at current I.R.S. standard, vouchered

For information:

- 1. Allison Maus:** Ms. Allison Maus was ordained to the Ministry of the Word and Sacrament and installed as Associate Pastor of the State College Presbyterian Church on June 27, 2021 at 11:00 a.m. Ms. Maus affirmed the obligations undertaken in the ordination questions. The Administrative Commission to ordain and install, appointed by the Committee on Ministry consisted of Rev. Barry Vance (Moderator), Rev Dean Lindsey, Rev. Peggy Lindsey, ruling Elder Ken Raney (Pine Grove Mills) and Barb Cox (State College); and Corresponding Members Rev. Mindy Smith Presbytery of the Inland Northwest; Rev. Sarah Coker Voight, Mid Atlantic District, Church of the Brethren; and Deacon Alicia Anderson, Allegheny Synod, ELCA. Rev. Mike Ozaki also participated.
- 2. Charles E. Gummo:** The Rev. Charles E. Gummo, a minister member in good standing in the. Altoona District of the Susquehanna Synod of the United Methodist Church, having submitted his updated background checks, was restored to the Approved Pulpit Supply list.
- 3. Gloria Jean Smith Scholarship Fund, application** for seminary debt repayment grants, was revised to permit submission of form online and to update contact people.

SUBCOMMITTEE ON PREPARATION FOR MINISTRY

For information:

- 1. Annual reviews of laypreachers and lay pastors.** Annual reports have been received from all but one. In-person reviews are in process.
- 2. Candidate for ministry:** Candidate Mary Morrow has been accepted into a CPE program at Memorial-Sloan-Kettering Hospital in New York City starting this fall, a year-long program.

VISIONING TEAM REPORT
June 29, 2021

For First Reading: The Visioning Team recommends that Presbytery receive for a first reading the following Draft Revision of the Manual of Administrative Operations of the Presbytery of Huntingdon.

Note: Our Manual requires that amendments of the Manual receive two readings. The Draft Revision may be revised at either the first or the second reading, but final action will occur at the time of the second reading. There is a recommendation by the Personnel Committee to amend this Draft Revision by updating the Personnel Committee responsibilities. That recommendation will come at the conclusion of the Draft Revision. There is also a recommendation by the CoPL to amend this Draft Revision by updating the treasurer duties. That recommendation is found in the CoPL report. If either (or both) committee amendment(s) are approved, they will be inserted into the draft submitted for second reading in September.

The entire Manual is included here. The items to be inserted are given in italics; items to be deleted are crossed-through.

MANUAL OF ADMINISTRATIVE OPERATIONS
HUNTINGDON PRESBYTERY
Adopted June 13, 2018
Revised xxx, xx, 2021

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 ~~an officer~~ *a moderator, a vice moderator, a chair of a committee or team*, or as a member of the Visioning 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 lay pastors 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. 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 five stated meetings annually: three meetings with a business emphasis, one meeting with a designated emphasis, and one training meeting for church officers and presbytery committee members. Ordinarily the business meetings will be held in January (daytime), June (evening), and September (evening). The April meeting (evening) will have designated emphasis of interest to the congregations. The November meeting (daytime, Saturday) will be a training session for church leaders.

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 printed and distributed to the commissioners with the pre-presbytery mailing 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 September 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 and Officers:** *Election of committee members, including committee officers, will usually be made at the September 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 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 (~~SEE Electronic Meeting Policy~~). 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-6.08** **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 five 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.
- M-7.03** **Officers:** The officers shall be a chair, a vice-chair, and a recorder. ~~The chair and vice-chair are elected for one-year terms.~~ 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 V

M-8.00 COMMITTEE ON MINISTRY

- M-8.01** **Purpose:** The Committee on Ministry shall provide support and troubleshooting to pastors, commissioned lay pastors, 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. ~~nominated annually by the Nominating Committee and elected at the September meeting of the presbytery.~~ 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 VI
- 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 lay pastors, certified Christian educators, and 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 VII
- 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 on Presbytery Life 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, and a recorder. ~~nominated annually by the Nominating Committee and elected at the September meeting of the presbytery~~
- M-9.04** **Meetings:** The Committee on Presbytery Life shall meet at least eight times a year.
- M-9.05** **Quorum:** A quorum shall be a majority of the members.
- M-9.06** **Duties:** SEE Appendix VIII

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. ~~nominated by the Nominating Committee and elected by the presbytery~~
- 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 IX

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 by the for 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 X

M-12.00 **PERMANENT JUDICIAL COMMISSION**

M-12.01 **Purpose:** The presbytery shall elect a Permanent Judicial Commission in accordance with the provisions of the Rules of 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 to fill six-year terms. A member may not be re-elected to another term until four years have elapsed.

M-12.03 **Officers:** The Permanent Judicial Commission shall elect from its members a moderator and a clerk.

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 the Rules of Discipline, and its activities will be guided by the Rules of Discipline.

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, and two members at large. The members from the Committee on Ministry and the Committee on Presbytery Life 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 September stated meeting of the presbytery.

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

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

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.

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 November presbytery meeting according to a formula adopted by the trustees and reported to the presbytery.

Appendix V 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. Ensure that the presbytery and its committees and teams are fulfilling their responsibilities as outlined in the bylaws of the presbytery and this manual
- e. Be in partnership with the larger church
- f. 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.
- g. Facilitate and ensure communication among presbytery teams and committees and between teams and committees
- h. Monitor committee and team members' attendance at meetings and enforce M-6.04
- i. Receive appropriate minutes and reports of the other teams and committees

Appendix VI 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. Help churches provide ways to serve and reach out in their communities
 9. Promote health and vitality in congregations and pastoral leaders

10. Provide counsel and support to ministers and commissioned lay pastors of the presbytery in matters of career development, continuing education, pensions, professional placement, and matters of personal concern
 11. Receive an annual written report from each minister and commissioned ruling elder reporting the past year's continuing education and career development
 12. 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
 13. 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

Appendix VII 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 lay pastors, certified Christian educators, and 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. Advocate and interpret the work of the seminaries of our denomination
- e. Recommend the name of a theological seminary advocate to the presbytery for its endorsement
- f. Provide education and oversight while fulfilling the responsibilities listed in the Form of Government
- g. 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
- h. 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.
- i. Oversee a certified lay ministry program:
 1. Establish criteria for the certification of 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
 - j. 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 lay pastors
 3. Provide counsel for, and have oversight of the work of, commissioned lay pastors, including responsibility for an annual review
 4. Be responsible for any other duties outlined in G-2.1001
 - k. Provide the locus for the support of the certification process for certified Christian educators

Appendix VIII 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 Phak** 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 IX 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. Carry out the responsibilities of the Personnel Team as described in the Personnel Policies of the Huntingdon Presbytery
- c. Meet at least three times each year
- d. 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
- e. Have access to personnel files as needed
- f. Serve as the agent by which grievances are filed
- g. Recommend staffing patterns and make budget recommendations for the coming year to the Visioning Team and the Committee on Presbytery Life by April
- h. Make an annual report at the November stated meeting of the presbytery

APPENDIX X 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 XI 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, a vice-chair, and a recorder 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

Adopted June 13, 2018
Revised xxxx, xx, 2021

PERSONNEL COMMITTEE REPORT June 29, 2021

The Personnel Committee recommends that the Appendix IX Personnel Team Duties (M-10.06) be amended as follows: That a new item “b. *Offer appropriate support to the General Presbyter as they supervise staff*” be inserted in the list of duties and the list re-lettered. Item to be added is in italics.

Appendix IX 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 they supervise 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. Make an annual report at the November stated meeting of presbytery

CoPL recommendation to amend the Manual by inserting the duties of the treasurer, bookkeeper, and office assistant. (*See CoPL report, pp. 14-15.*)

STATED CLERK REPORT
June 29, 2021

For action: That presbytery set the time and place of its September 28, 2021 meeting as Huntingdon Presbyterian Church, from 6:00 p.m. to 8:00 p.m. No meal will be served, but this will be an in-person meeting.

For information:

- 1. Record-keeping:** Ginny reported that she had been contacted by a lawyer retained by a session to clarify its deeds. In researching its deeds, the lawyer has found a loan from the Board of National Missions of the United Presbyterian Church in the (U.S.A.) from 1959 to the church, which encumbrance is recorded in Centre County with no payoff listed. Ginny has researched presbytery records and contacted the Presbyterian Investment & Loan Program, the successor to the Board of National Missions. It is probable that the loan was paid off in 1973 and that a Note of Satisfaction will be issued to clear the title. Ginny reminded presbyters to record all encumbrances both at the courthouse and in your minutes, and equally record their removal.
- 2. Synod Records Review:** The minutes of the Presbytery of Huntingdon for 2020 were reviewed by the Synod of the Trinity on April 21, 2021. They were approved without exception. The clerk was re-elected convener of the Synod Records Review.
- 3. Clerk service:** The clerk has completed a term as Secretary of the Board of Directors of the Presbyterian Historical Society.