

# MANUAL OF OPERATIONS



## **Flint River Presbytery**

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# MANUAL OF OPERATIONS

## **I. MISSION STATEMENT**

Flint River Presbytery is a family of Georgia congregations responding to God's call to empower member congregations in their local witness  
to encourage and strengthen all congregational leaders  
to equip congregations so they may give voice to God's story of redemption and renewal to engage in local, national, and international mission, with emphasis on campus ministry to experiment often around new ways of "being church" in the 21<sup>st</sup> century.

"The Presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness." (G-3.03 *Book of Order*)

## **II. NAME AND COUNTIES**

The name of the corporation shall be "Flint River Presbytery, The Presbyterian Church, (U.S.A.), Inc." The Presbytery shall include the following counties:

Baker	Crawford	Jones	Pulaski	Tift
Benn Hill	Crisp	Lanier	Quitman	Turner
Berrien	Decatur	Lee	Randolph	Twiggs
Bibb	Dooly	Lowndes	Schley	Upson
Bleckley	Dougherty	Macon	Seminole	Webster
Brooks	Early	Marion	Stewart	Wilcox
Calhoun	Echols	Miller	Sumter	Worth
Chattahoochee	Grady	Mitchell	Talbot	
Clay	Harris	Monroe	Taylor	
Colquitt	Houston	Muscogee	Terrell	
Cook	Irwin	Peach	Thomas	

## **III. MEMBERSHIP, DUTIES, AND RESPONSIBILITIES**

### **A. Rules of Membership**

1. The rules of membership in the Presbytery are found in the *Book of Order* G-0301.

### **B. Duties and Responsibilities**

1. The duties and responsibilities of the Presbytery are found in the *Book of Order* G-3.0301

2. Duties and responsibilities of the Presbytery include electing commissioners to meetings of the Synod and General Assembly.

a. The criteria for electing commissioners to meetings of Synod and General Assembly shall include:

- i. active service within the Presbytery,
- ii. length of time in service to a congregation,
- iii. geographical location, and
- iv. the principles of fair representation.

## **IV. MEETINGS**

### **A. Stated and Called Meetings, Quorum, and Motions and Resolutions**

1. Flint River Presbytery shall hold stated meetings at least twice each year (*Book of Order*, G-3.0304) using the format so authorized by the Advisory Board. Additional stated or called meetings may be authorized by the Advisory Board. Meeting information for all meetings shall be communicated to the Presbytery giving "reasonable notice," which is ordinarily two weeks prior to the meeting.

2. Called meetings of the Presbytery for a specific purpose may be initiated by the Moderator of the

Presbytery. A meeting of the Presbytery shall be called by the Moderator when directed by the Synod (*Book of Order*, G-3.0304), or when requested by at least three ministers and three elders, representing at least six congregations.

3. The quorum for meetings of the Presbytery shall be six ministers and six elders.
4. When the Presbytery shall fail to designate a place of meeting, the Moderator and the Stated Clerk shall make such arrangements for the next meeting of the Presbytery.
5. Meetings of the Presbytery shall be conducted in accordance with the most recent edition of *Roberts Rules of Order*, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.
6. All motions and resolutions to be made at presbytery meetings shall be submitted in writing to the Stated Clerk, Recording Clerk, and Moderator. If possible, the motion or resolution should be submitted to the Stated Clerk prior to the meeting.

#### B. Meeting Agenda and Packet

1. The Advisory Board of Flint River Presbytery shall prepare the agenda for regular and called meetings of Presbytery.
2. An information packet shall be prepared by the Stated Clerk and presbytery staff for each presbytery meeting.
3. The packet shall normally include all action items, resolutions, motions and overtures to be addressed at the meeting, the previous meeting's minutes, reports from committees, commissions and boards of the presbytery, the meeting agenda, the order of worship and any other information needed to facilitate the meeting.
4. The packet shall ordinarily be published and provided to meeting participants two weeks before the presbytery meeting will be held.
5. All reports, resolutions, motions, and overtures to the Presbytery which are to appear in the Presbytery Packet must be received by the Presbytery staff by close of business 22 days prior to each stated meeting.
6. Overtures to the Synod and/or the General Assembly shall be included in the presbytery packet for consideration at a meeting of the Presbytery when submitted by one congregation with two additional congregations concurring. Overtures should include both the recommendation and the rationale. Overtures meeting these requirements shall be submitted to the Stated Clerk by close of business 45 days prior to each stated meeting.

#### C. Commissioners, Participants and Participation

1. Congregations with 1-399 members shall elect one elder commissioner for each Presbytery meeting. Congregations with 400-799 members shall elect two commissioners, and congregations with 800 or more members shall elect three commissioners.
2. All persons employed as church educators by congregations within the bounds of Flint River Presbytery shall automatically be granted privilege of the floor during the meetings of the Presbytery.
3. All commissioners to the Presbytery shall arrange to attend the entire meeting of the Presbytery. Those commissioners who are tardy or leaving before adjournment shall present their excuse to the Stated Clerk.
4. The Stated Clerk shall report all aggravated cases of absences of minister members of presbytery or elder commissioners from individual congregations to the Committee on Ministry which shall recommend appropriate actions to the Presbytery. Commissioners unable to attend shall provide the Stated Clerk a request for excuse prior to the meeting.

#### D. Elections

1. The nominating committee shall present the slate of nominations of officers, and commission and committee members during the second stated meeting of the year.
2. Election of all officers, and commission and committee members shall be held during the third stated meeting of the year. Terms shall begin on January 1 of the following year.

## E. Electronic Meetings

1. Meetings of Flint River Presbytery, the Advisory Board, and committees, commissions, and boards under the jurisdiction of the Presbytery may be held using electronic media including videoconferencing and teleconferencing using the platform most effective for that body. *Rules for the Conduct of Electronic Meetings* will be included in the packet of information for meetings of the Presbytery. Boards, commissions, and committees under the jurisdiction of the Presbytery must assure that all members are provided instructions by which each member is able to fully participate in meetings.
2. As with any meeting, reasonable notice must be given to members for electronic meetings. Reasonable notice is ordinarily two weeks prior to Presbytery stated or called meetings; however, boards, commissions, and committees may determine reasonable notice for their members or as directed by the *Book of Order*.
3. Accommodations must be provided for those members without access to electronic devices who wish to participate in the meeting. Clear instructions must be provided as to how to participate, and the Moderator, Vice-Moderator or Presbytery-appointed Moderator must preside over the meeting.
4. A quorum of members of each entity must participate to act. (The quorum for Presbytery meetings shall be six ministers and six elders; each board, commission, committee or other entity under the jurisdiction of the Presbytery shall set their own quorum.)
5. A recording clerk shall record minutes of the meeting, which will be provided in writing to all members.
6. Simultaneous aural communication, at a minimum, is required for all members to conduct a meeting, and each member must be given the opportunity to debate issues and vote. Therefore, no official meetings may be held via email or by any other means which does not meet this standard.
7. Voting in an electronic meeting may be by voice vote if the Moderator is able to make a definitive ruling on the result. Otherwise, voting may be by unanimous consent, raising hands or usage of the electronic platform's functions including, but not limited to, the "chat" function.

## V. THE PRESBYTERY INCORPORATED

### A. Flint River Presbytery, The Presbyterian Church, (USA), Inc.

The Presbytery is a non-profit corporation chartered under the laws of the State of Georgia and in accordance with the *Book of Order*.

1. The corporation shall be comprised of minister members and elder commissioners from member congregations in Flint River Presbytery.
2. The Corporation's annual stated meeting shall ordinarily be held during or immediately following the first stated meeting of the Presbytery each fiscal year.
3. Called corporate meetings shall be held when requested by any four members of the Corporation, or when called to meet by the Trustees.
4. The name of the Corporation shall be "Flint River Presbytery, The Presbyterian Church, (U.S.A.), Inc.", and shall be known as "Flint River Presbytery, Inc."

### B. Trustees

1. The ordained members of the Presbytery's Advisory Board shall be the Trustees of the Presbytery and shall carry out the directives of the Presbytery when it meets as the Corporation. (*Book of Order* G-4.0101)
  - a. The Trustees shall elect their own officers, which shall be the officers of the Corporation.
  - b. The Trustees shall be subject to the requirements of the *Book of Order*, the Corporate Charter, and the laws of the state of Georgia, and shall act only at the direction of, and with the approval of, the Corporation.

- c. The Trustees shall: hold all legal titles to real estate and other property in the name of the Corporation; investigate properties and title of such when requested to do so by the Corporation; transfer all titles to the Stated Clerk for safe keeping unless other disposition is made by order of the Corporation. They shall neither make any deeds nor transfer any real estate or other property of the Corporation, nor enter into any agreements purporting to obligate the Corporation in any way, without authorization by the Corporation.
- d. The Presbytery's Advisory Board shall determine a quorum for the transaction of business by the Trustees.
- e. The Trustees may authorize one of their members to execute legal documents and affix the corporate seal. All actions by the Corporation and the Trustees shall be recorded in the minutes of Flint River Presbytery and attested by the presiding officer and the secretary;
- f. By the authority of the Presbytery, and in compliance with the provisions and exceptions of the *Book of Order* G-4.02, the Trustees may grant permission to congregations to sell, encumber, or lease property, and shall report such action at the next meeting of the Presbytery;

## VI. OFFICERS AND DUTIES

### A. Moderator

- 1. A moderator shall be nominated during the June Stated Meeting and elected during the October Stated Meeting. The Moderator will assume office on the first day of the following January, and will serve a one-year term.
- 2. To ensure inclusiveness and parity, the office of Moderator shall alternate between Ministers of the Word and Sacrament and Ruling Elders as much as is possible.
- 3. Should the Moderator be unable to perform the duties of the office, the Vice Moderator will assume the office of Moderator. If the Vice Moderator is unable to assume the duties of Moderator, the next available most recent Moderator will serve the balance of the term of the Moderator.
- 4. The duties and responsibilities of the Moderator shall be to:
  - a. Fulfill functions described by the *Book of Order*, which include presiding at all meetings of the Presbytery during his/her term of office;
  - b. Attend all Advisory Board meetings as an *ex-officio* member, with voice and vote
  - c. Appoint, in consultation with the Stated Clerk, persons to take the place of elected Commissioners to Synod and General Assembly, in the event that the elected commissioners are unable to fulfill their responsibilities, and none of the elected Alternates are available;
  - d. Issue notice for called meetings of the Presbytery through the Stated Clerk;
  - e. Appoint a temporary Stated Clerk for a meeting of the Presbytery, in the absence of the Stated Clerk;
  - f. Facilitate the formation of a commission for the Ordination and/or Installation of a minister or candidate, on behalf of presbytery.

### B. Vice Moderator

- 1. A vice moderator shall be nominated during the June Stated Meeting and elected during the October Stated Meeting. The Vice Moderator will ordinarily become the Moderator-in-Nomination at the following June Stated Meeting prior to the completion of the term of the current Moderator.
- 2. The duties and responsibilities of the Vice Moderator shall be to:
  - a. Fulfill the duties of the Moderator when the Moderator is unable to serve, or when the Moderator wishes to temporarily relinquish the Chair;
  - b. Attend all Advisory Board meetings as an *ex-officio* member, with voice and vote.

### C. Stated Clerk

- 1. The Stated Clerk of the Presbytery may be the Executive Presbyter, a Presbyterian minister, or a Ruling Elder.
- 2. The Stated Clerk shall be a member of Flint River Presbytery.

3. The position of Stated Clerk shall be filled by a person who meets the requirements of the *Book of Order* G-3.0104.
4. The Stated Clerk shall be nominated to serve a three-year term and shall be eligible to serve successive terms.
5. In the event that the Stated Clerk carries out his/her responsibilities as an employee of the Presbytery, his/her work shall be subject to an annual review by the Advisory Board.
6. The Stated Clerk shall have the opportunity to participate in Synod and General Assembly functions representing Flint River Presbytery.

#### D. Treasurer

1. The Treasurer shall be nominated to serve a three-year term and shall be eligible to serve successive terms.
2. The Treasurer shall be under bond provided by the Presbytery.
3. The duties and responsibilities of the Treasurer shall be as defined in the *Book of Order* and as approved by the Presbytery.
4. A copy of these duties and responsibilities of the Treasurer shall be maintained by the Advisory Board and provided to the Treasurer.
5. The Treasurer shall serve as an *ex-officio* member, with voice and vote, of the Advisory Board.
6. The Treasurer shall report regularly to the Advisory Board and to Flint River Presbytery.

#### E. Associate Treasurer

1. The Associate Treasurer shall be nominated to serve a three-year term and shall be eligible for election to successive terms.
2. The Associate Treasurer shall perform those duties assigned by the Treasurer or in the case of the inability of the Treasurer to act, the duties of this office shall be assumed by the Associate Treasurer without further action by the Presbytery.

#### F. Recording Clerk

1. The Recording Clerk shall be nominated to serve a three-year term and may serve successive terms.
2. The Recording Clerk shall record the minutes of the meetings of Presbytery.

## VII. PRESBYTERY STAFF AND DUTIES

### A. Executive Presbyter

1. The Presbytery shall call an Executive Presbyter who shall ordinarily be a called and installed Presbyterian Church (USA) Minister of the Word and Sacrament.
2. The Executive Presbyter shall serve as the head of staff providing administrative, spiritual, and pastoral leadership for the Presbytery.
3. The Executive Presbyter is accountable to the Presbytery through the Flint River Presbytery's Advisory Board.
4. There shall be an annual review of the Terms of Call of the Executive Presbyter, and an annual comprehensive review and evaluation of the Executive Presbyter in accordance with the personnel policies and strategic needs of the Presbytery.
5. The Executive Presbyter shall have the opportunity to participate in Synod and General Assembly functions representing Flint River Presbytery.
6. The duties and responsibilities of the Executive Presbyter shall be to:
  - a. Serve as a spiritual resource and the pastor to pastors of Flint River Presbytery;
  - b. Move frequently about the Presbytery visiting member congregations and participating in significant events;
  - c. Ensure the implementation of Presbytery decisions in matters of strategy, and program and resources;
  - d. Supervise the staff of the Presbytery in the implementation of Presbytery policies and decisions;

- e. Facilitate communications regarding the programs and decisions of the Presbytery to sessions;
  - f. Provide staff services for Presbytery commissions, committees and boards and support their work;
  - g. Serve, with voice but not vote, on the Advisory Board;
  - h. Interpret the mission of the Presbytery to the higher counsels of the PCUSA and interpret the work of the higher counsels of the PCUSA to the Presbytery;
  - i. Interpret and communicate the decisions and policies of the Presbytery to the general public;
  - j. Coordinate with any Synod and/or General Assembly agency staff working within the Presbytery;
  - k. Represent the Presbytery in ecumenical relations in consultation with the Advisory Board;
  - l. Coordinate with the Presbytery's Committee on Representation to ensure the Presbytery lives into the PCUSA's commitment to inclusiveness and diversity.
- B. Associate Executive Presbyters and/or Staff Associates
- 1. Associate Executive Presbyters and/or Staff Associates shall support the Executive Presbyter in specific functional areas as determined by the Presbytery. These persons shall be ordained ministers, ruling elders, certified Christian educators, or lay members in the Presbyterian Church (U.S.A.).
  - 2. Specific job descriptions, along with terms of call or employment, shall be proposed to the Presbytery by the Advisory Board.
  - 3. All job descriptions will be kept on file in the Presbytery Office.
  - 4. Each Associate Executive Presbyter or Staff Associate shall be accountable to the Presbytery through the Executive Presbyter, who shall oversee the person's work.
  - 5. When a vacancy occurs in an Associate Executive Presbyter or Staff Associate position and the Presbytery determines to fill it, it shall be the responsibility of the Advisory Board to nominate to the Presbytery a search committee for the purpose of seeking a replacement.
- C. Vacancy of Office
- 1. When a vacancy occurs in the office of the Executive Presbyter it shall be the responsibility of the Advisory Board, in accordance with *Book of Order* G-3.0111, to nominate to the Presbytery a search committee for the purpose of seeking a replacement.
  - 2. In the event the Executive Presbyter is incapacitated or unable to function, the Advisory Board of the Presbytery shall recommend the services of an interim.
- D. Support Staff
- 1. The Advisory Board shall have the authority to authorize the Executive Presbyter to employ such clerical and other support staff as necessary to assure the efficient operation of the Presbytery Office.
  - 2. The Executive Presbyter shall be responsible for the overall supervision and performance of the support staff of the Presbytery.

## VIII. PRESBYTERY'S ADVISORY BOARD

- A. The Advisory Board's Mission
- 1. The Advisory Board will be both the creative and the administrative arm of the Presbytery, addressing its organizational and administrative needs.
  - 2. The Advisory Board will also devote much of its time and energy to supporting the creation and implementation of a missional vision for the Presbytery and its member congregations.
- B. Membership
- 1. The Advisory Board shall consist of eight (8) members at large serving staggered, three-year terms, and additional *ex-officio* members, with voice and vote (if not otherwise serving as a member of the Advisory Board) who will serve by virtue of:
    - a. moderating a standing committee;
    - b. moderating a continuing task force;
    - c. moderating a commission created by the Presbytery;

- d. election by a committee, commission or task force to serve as a representative of that body on the Advisory Board;
- e. holding an office which requires participation on Advisory Board (as specified in section VI).
- 2. The Executive Presbyter, Presbytery staff and Stated Clerk shall be invited, and may be required, to attend and participate in meetings of the Advisory Board. They shall have voice but not vote.
- 3. The outgoing Moderator of the Presbytery will be invited, but not required, to participate in meetings of the Advisory Board with voice but no vote.
- 4. Advisory Board members shall not vote on matters pertaining to their congregation.
- C. Duties and Responsibilities – as necessary and/or appropriate to fulfill its mission the Advisory Board shall carry out the following duties and responsibilities:
  - 1. Act for and on behalf of the Presbytery in situations requiring action prior to a meeting of the Presbytery;
  - 2. Appoint *ad hoc* committees for purposes to be accomplished within the year with moderators selected from serving members of the Advisory Board;
  - 3. Elect, annually, from its membership individuals to serve as moderator, vice-moderator, and recording clerk of the Advisory Board;
  - 4. Establish such standing committees as it may deem necessary and appropriate to carry out its duties, with the consent of the Presbytery;
  - 5. Provide for the establishment of committees and commissions required of presbyteries by the *Book of Order*, and ensure that such committees and commissions carry out the duties and responsibilities specified by the *Book of Order*;
  - 6. Prepare the agenda for stated and called meetings of the Presbytery;
  - 7. Approve the minutes of the Presbytery meetings on behalf of the Presbytery which shall be reported to the Presbytery at its next stated meeting;
  - 8. Provide for the maintenance of a directory of the Presbytery, listing its member congregations, ministers, committees, commissions, campus ministry boards, and the Advisory Board, which shall be available on the website of Flint River Presbytery;
  - 9. Provide for the maintenance of a directory of current session members of congregations in the Presbytery which shall be the property of the Presbytery and may not be released to any other individual or organization;
  - 10. Recommend, the annual amount of the per capita assessment, to be presented for Presbytery approval as part of the budget;
  - 11. Present an Operating Budget for adoption to the Presbytery at the stated meeting before the beginning of each fiscal year;
  - 12. Receive an audit report of all Presbytery accounts maintained by the Presbytery's Treasurer, submit a summary to the Presbytery, and make the entire audit available to anyone in the Presbytery who requests it;
  - 13. Suggest nominees to the Nominating Committee for election to offices within the Presbytery;
  - 14. Provide for the operation and maintenance of the Presbytery office;
  - 15. Review and recommend to the Presbytery for approval the procedures, handbooks and/or guidelines for operation of each standing committee.
- D. Advisory Board and Personnel – the Advisory Board shall:
  - a. Provide for the annual review of the performance and compensation of Presbytery staff;
  - b. Recommend to the Presbytery the compensation of each staff person, in consultation with the Executive Presbyter and the Treasurer, and present these recommendations to the Presbytery as part of the budget;
  - c. Supervise the work of the Executive Presbyter.

## IX. COMMITTEES AND COMMISSIONS



## A. Mission

1. To effectively utilize the available resources to serve its member congregations, Flint River Presbytery will employ a flexible, mission-oriented organizational structure, which, under the jurisdiction of the Presbytery, consists of the Advisory Board, committees, commissions, and boards created and empowered by the Presbytery.
2. Committees shall be established by the Presbytery to accomplish the ongoing work and mission of the Flint River Presbytery.
3. The Presbytery shall have jurisdiction over these committees, but delegates to the Advisory Board the coordination and support of the committees.
4. The Presbytery will establish whatever number of committees it deems appropriate.

## B. Responsibilities

1. Committees and Permanent Commissions of the Presbytery shall:
  - a. Support and provide resources to member congregations, and shall coordinate the activities of member congregations to accomplish Presbytery-wide activities;
  - b. Receive support, as needed, from the Presbytery staff;
  - c. Meet at least once annually for the purpose of:
    - i. electing a moderator;
      - 1) The moderator shall be elected for a one-year term, and shall be eligible to serve two successive, full terms;
      - 2) Moderators of committees will be *ex-officio* members, with voice and vote, of the Advisory Board;
    - ii. electing a recording clerk;
    - iii. reviewing the responsibilities, procedures and policies of the committee or permanent commission;
  - d. Promptly share the minutes and records from their meetings with the Advisory Board;
  - e. Create and maintain guidelines, procedures, and/or handbooks in order to facilitate their work;
    - i. Advisory Board shall review changes to committee and commission guidelines, procedures and/or handbooks, and submit their recommendation for Presbytery approval;
  - f. Establish the times and locations for their own meetings in coordination with the Presbytery staff;
    - i. Meeting times and locations shall be maintained on the Presbytery calendar;
  - g. Provide for their own quorum, except in cases in which the *Book of Order* provides for a quorum, and communicate their quorum to the Stated Clerk of Flint River Presbytery annually;
  - h. Submit a draft budget to the Advisory Board at a time set by the Advisory Board if the committee/commission has a program budget;
    - i. Committees or commissions of Flint River Presbytery having, by virtue of Presbytery action, restricted funds under their control, may make allocation from said funds under its own authority, subject to the following limitations:
      - 1) No more than 10% of the total fund may be distributed to any one congregation or organization during a fiscal year without consultation with the Finance Committee and Presbytery approval;
      - 2) No more than 25% of the total fund may be expended during a fiscal year without consultation with the Finance Committee and Presbytery approval;
      - 3) Restricted funds designated specifically for emergency use are exempt from these provisions;

## C. Membership

1. Ordinarily, standing committees shall be composed of equal numbers of Ruling Elders and Ministers of the Word and Sacrament, with one Ruling Elder and one Minister from each of the four clusters

of the Presbytery.

2. Committee and permanent commission members shall be nominated by the Nominating Committee and elected by the Presbytery.
3. Committees may suggest members for election to their committee to the Nominating Committee.
4. Members of committees and permanent commissions shall serve a three-year term and may be eligible to serve up to two terms successively.
5. Committee and permanent commission members shall not vote on matters pertaining to their congregation.

D. The Permanent Judicial Commission

1. The Permanent Judicial Commission shall
  - a. Report directly to Presbytery.
  - b. Consist of twelve members, and annually elect a moderator and clerk.
  - c. Satisfy the duties specified in the *Book of Order*.

E. Commissions

1. The Advisory Board shall recommend to the Presbytery the creation of such commissions, temporary or permanent, as it may deem appropriate to accomplish the mission of the Presbytery.
2. The Advisory board shall provide commissions with their mandate at the time of their formation.
3. A commission shall make a report of its work to the Presbytery at each stated meeting.
4. The Advisory Board may request reports from commissions between Presbytery meetings as needed.

**X. OPERATING BUDGET**

- A. The Operating Budget will be sufficiently detailed to reflect realistically the plans of the commissions/committees for the upcoming year.
- B. The Operating Budget will show:
  1. The budget for the current year;
  2. The expenditures for the current year to date;
  3. The budget for the upcoming year.
- C. The Operating Budget shall serve as the spending authority for the upcoming year upon adoption by the Presbytery.

**XI. COMMISSIONS FOR ORDINATION AND/OR INSTALLATION**

- A. An Act of Presbytery
  1. A service or ordination or installation for a Minister of the Word and Sacrament is a worship service of the Presbytery and shall be conducted in accordance with the *Book of Order* G-2.00805 and W-4.04.
  2. Ordination/installation services shall not be held before 2:00 pm. if held on a Sunday so that other ministers and elders can attend this function of the Presbytery.
  3. Once the date and time of the ordination/installation service has been set. this information shall be submitted to the Presbytery office and shared with the entire Presbytery.
- B. Composition and Responsibilities
  1. Ordinarily the commission for ordination/installation shall be comprised of equal numbers of Ministers and Ruling Elders, with no fewer than four and no more than ten members.
  2. The commission members shall be selected by the calling ministry and the minister or candidate to be ordained/installed.
  3. The commission shall elect from its number a moderator and clerk. The moderator shall moderate the meeting of the commission and the clerk shall ensure the minutes form (available on the Presbytery website) is completed and submitted to the Stated Clerk of the Presbytery.

## **XII. OTHER POLICIES AND DOCUMENTS OF THE PRESBYTERY**

- A. The Presbytery shall maintain a Sexual Misconduct Policy and a Children and Youth Abuse Prevention Policy. These policies shall be available online, and printed copies shall be provided upon request.
- B. Addendum A, *Presbytery Committees and Commissions*, is a part of this manual.
- C. The policies, procedures, handbooks, guidelines, and other related documents for the committees, commissions, and boards of the Presbytery shall be considered part of this manual, and as distinct documents on the Presbytery website, and printed copies shall be provided upon request.

*To adopt and/or amend the Manual of Operations of Flint River Presbytery, a first and second reading of the proposed Manual of Operations and/or amendment(s) shall be heard by the Advisory Board, and if approved by a majority affirmative vote at the second reading by the Advisory Board, the proposed Manual of Operations and/or amendment(s) shall proceed to a single vote at the next Stated Meeting of the Presbytery. Prior notification of the proposed Manual of Operations and/or amendment(s) shall be provided to Presbytery commissioners via the Presbytery Handbook (packet of information for commissioners), and a majority affirmative vote of the Presbytery is required to adopt the Manual of Operations and/or amendment(s) to this manual.*

Adopted October 17, 2020

Amended August 7, 2021

# ADDENDUM A

PRESBYTERY COMMITTEES AND COMMISSIONS

## Presbytery Committees and Commissions

### 1. The Nominating Committee

- Nominates members for the various committees and commissions of the Presbytery;
- Nominates the commissioners for the meetings of the Synod and General Assembly;
- Nominates the officers of Flint River Presbytery;
- Ensures that discernment of gifts of the Spirit, as well as geographical location and the principles of fair representation guide the nomination process;
- Works with the Committee on Representation to ensure inclusiveness and representation.

### 2. The Committee on Ministry – COM

- Supports congregations and ministers in times of crisis and/or transition;
- Supports and guides congregations through the process of searching for pastoral leadership and in the dissolution of pastoral relationships;
- Interviews candidates for a called and installed position within the Presbytery, whether candidates for the position have been ordained or not;
- Receives ordained Ministers of the Word and Sacrament into the Presbytery;
- Supports ordination/installation commissions;
- Reviews annually, the Terms of Call of all called and installed Ministers of the Word and Sacrament serving within the Presbytery;
- Supervises ministers serving in validated ministry within the Presbytery;
- Maintains records of honorably retired Ministers of the Word and Sacrament within the Presbytery;
- Grants Ministers of the Word and Sacrament permission to labor outside the bounds of the Presbytery, as appropriate;
- Interviews Trained Ruling Elders and approves their commissioning for specific service within the Presbytery;
- Organizes and executes the training of classes of prospective Trained Ruling Elders;
- Reviews the contracts between Commissioned Pastors (CREs) and congregations;
- Renews the commissioning of Commissioned Pastors (CREs) every 3 years;
- Reviews annually the contracts between all non-called and installed pastoral staff (interim pastors, non-PCUSA pastors serving within the Presbytery, designated pastors, etc.).

### 3. The Committee on Preparation for Ministry (CPM)

- Supervises the inquirers and candidates under care of the Presbytery;
- Makes recommendations to the Presbytery as to whether to take under care an individual as an inquirer, and whether to move an inquirer to candidate, and a candidate to candidate certified to seek a call;
- Clearly communicates to inquirers and candidates the requirements of the Presbytery for the process of preparation for ordination;
- Provides support to inquirers and candidates in navigating the process of preparation;
- Grants permission to take ordination exams, provides letters of recommendation, makes introductions and connections, and ensures inquirers and candidates have every opportunity to discern and answer their call to ministry.

#### **4. The Committee on Mission and Evangelism – CME**

- Facilitates on behalf of the Presbytery all cooperative mission efforts within and beyond the bounds of the Presbytery;
- Supports individual congregations in their mission and evangelism work;
- Reviews applications for and makes allocations of mission and evangelism related grants;
- Ensures the Campus Ministry Boards of Directors or other legally constituted governing bodies:
  - Call and/or hire campus ministers, directors, interns and/or other paid staff as needed and appropriate;
  - Provide oversight of their respective campus ministry and their budgets;
  - Make regular reports to CME.

#### **5. Committee on Education and Nurture – CEN**

- Plans and coordinates educational and fellowship events (i.e. Celebration of Faith) for Flint River Presbytery.

#### **6. Property Committee**

- Supervises the repair, up-keep, and maintenance of the real property of the Presbytery, especially the building and grounds of the Presbytery office.

#### **7. Finance Committee**

- Consults with the Advisory Board regarding setting the recommended Presbytery *Per Capita*;
- Makes recommendations to the Advisory Board and Presbytery regarding the budget, and all matters concerning the operating costs of the presbytery including the compensation of Presbytery staff;
- Conducts an annual stewardship campaign for the Presbytery;
- Manages on behalf of the Presbytery all bank accounts, endowments, investments, and other fiscal assets;
- Makes funds available to the various committees, commissions, and boards of the Presbytery as requested and approved through the budgeting process.
- Arranges for an annual review of Presbytery financial records as required by the *Book of Order* (G-3.0113).

#### **8. Personnel Committee**

- Annually reviews the performance of each Presbytery staff person;
- Cooperates with the Finance Committee and Advisory Board to make recommendations as to compensation for each staff person;
- Reviews feedback about the performance of Presbytery staff, and, when appropriate, provides feedback to each staff person;
- Aids, as appropriate, in the supervision of staff persons of the Presbytery.

## **9. Representation Committee**

- Ensures that the values and intentions expressed in the *Book of Order F-1.0403*, and *G-3.0103* are followed.
- Works with the Nominating Committee to implement the church's commitment to inclusiveness and representation.
- Shall not be merged with any other committee or made a subcommittee of another committee.

## **10. Permanent Judicial Commission**

- Performs all duties as required by the *Book of Order*.
- Shall annually elect a Moderator and a Clerk.
- Upon written statement of allegation to the Stated Clerk, referral is made by the Stated Clerk to an Investigating Committee in disciplinary cases.  
(*Book of Order D-10.0201*)
- The Investigating Committee shall be appointed by the Stated Clerk in collaboration with the Moderator of the Presbytery. The Investigating Committee shall have no more than five but no less than three members, and may include members from another council, if appropriate, in accordance with *Book of Order D-10.0104*.

## **11. Minutes and Records Committee**

- Aids the Stated Clerk in ensuring that the minutes and records of all the congregations of Flint River Presbytery are reviewed annually and Clerks of Sessions receive appropriate training and the opportunity for feedback.

## **12. Overtures and Resolutions Committee**

- Cooperates with the Stated Clerk to review overtures and resolutions for Synod or General Assembly presented by one congregation of Flint River Presbytery with two congregations concurring and makes a recommendation to Flint River Presbytery regarding such overtures and resolutions. Also reviews overtures and resolutions from other presbyteries seeking concurrence prior to General Assembly.

## **13. The Presbyterian Women's Coordinating Team**

- Coordinates the mission efforts of the Presbyterian Women groups within the Presbytery;
- Organizes a gathering for the Presbyterian Women of the Presbytery;
- Promotes the mission work of the Presbyterian Women within the Presbytery.

## **14. The Advisory Board**

- Serves as the creative and administrative arm of the Presbytery, ensuring that the organizational and administrative needs are addressed, while devoting much of its time and energy to creating and implementing a missional focus for our Presbytery and its member congregations.
- The Advisory Board is authorized to act on behalf of the Presbytery in situations requiring action between Presbytery meetings in actions allowed by the *Book of Order*.
- The Advisory Board is divided through self-selection into an Administrative Team and a

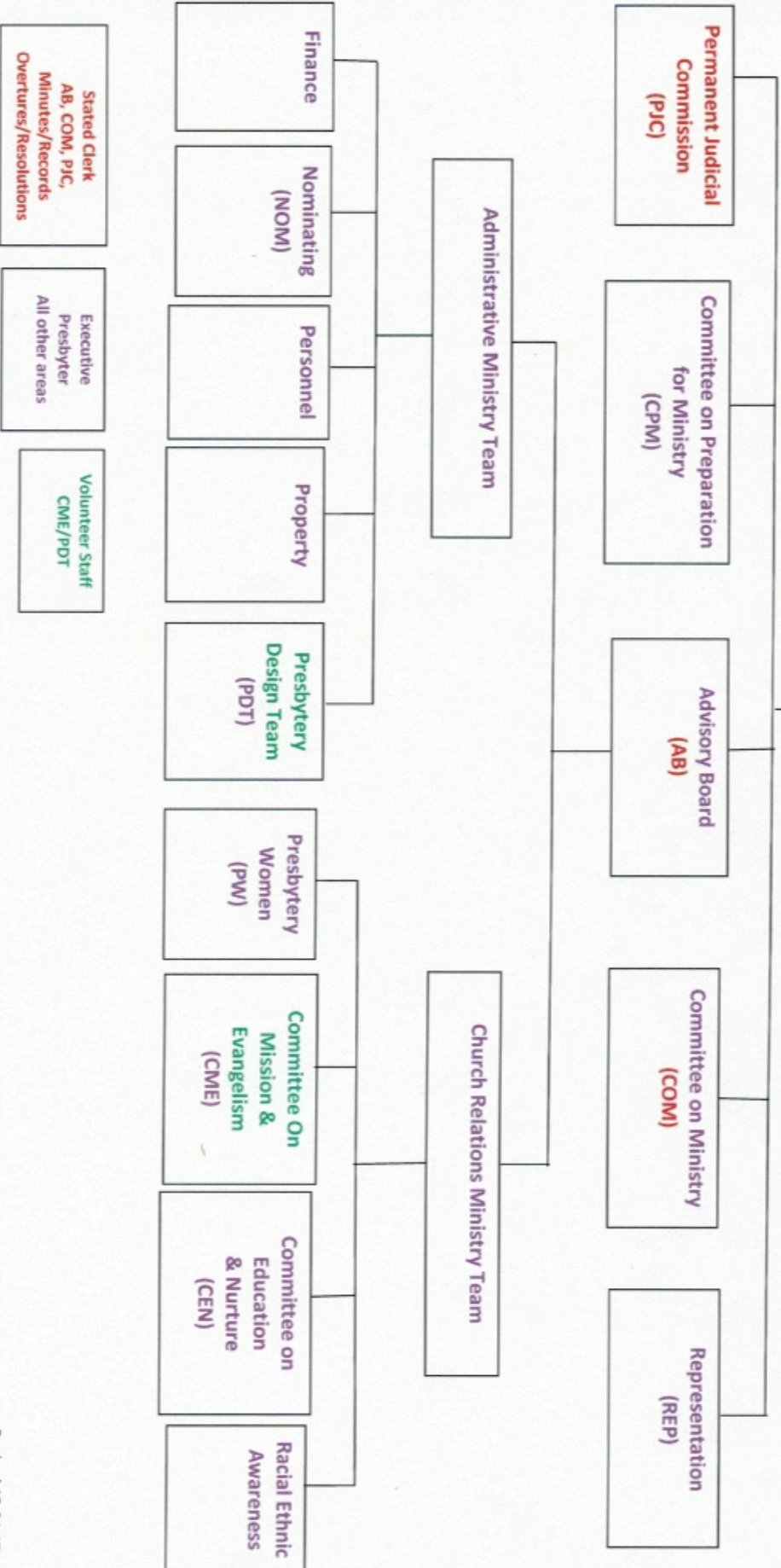
Church Relations Team. The work of these teams is done on the same day as the meeting of the entire Advisory Board.

### **15. Administrative Commissions**

- Are established by the Presbytery for a specific need/task and makes regular and final reports to the Presbytery.
- Elects a Moderator and Clerk and maintains minutes of all meetings, which will be made available to the Presbytery.
- Makes periodic reports to the Advisory Board of the progress of the commission.



# Flint River Presbytery Committee Structure/Staff Responsibility



# ADDENDUM B

## RETENTION SCHEDULE FOR DOCUMENTS

## RETENTION SCHEDULE FOR FLINT RIVER PRESBYTERY DOCUMENTS

<u>Type of Document</u>	<u>Retention Period</u>
Presbytery Official Minutes	Permanent
Reports of Commissions/Committees of Presbytery	Permanent
Bylaws/Charters/Incorporation Records	Permanent
Inquirers, Candidates, Minister Files (including Commissioned Pastors and ministers from another denomination)	Permanent
Permanent Judicial Commission Records	Permanent
Records of Dissolved Congregations: Minutes, registers, charters, incorporation records, property records	Permanent
Annual Reports: Budgets, audits, financial statements	Permanent
Manual of Operation	Permanent (current)
Handbooks/Policies	Permanent (current)
Newsletters/Brochures/Promotional (1 copy)	Permanent
Architectural Drawings, Plats, Plans, Blueprints of Presbytery Property	Permanent
Wills and Bequests	Permanent
Loan Agreements	Payoff of loan + 20 years
Property Appraisals, Records of Sale	20 years after sale

Employee Records	Employment + 7 years
Contracts	Active + 6 years
Financial Documents:	7 years
Accounts payable and receivable	
Bank statements	
Bank deposit slips	
Cancelled checks	
Cash receipt records	
Expense reports	
Reporting documents to IRS and Social Security Administration	
W-2s and 1099s	
Payroll records	
Petty cash records	
Receipts of purchase	
General Correspondence (emails, acknowledgements, requests, travel arrangements, etc.)	3 years
Periodic Financial Statements to Presbytery	2 years
Data for Updating Mailing Lists	1 year
Meeting Notices	1 year
Mailing Lists	Active Lists
Reference/Resource Material	Current Data

Reference: Presbyterian Historical Society of the Presbyterian Church (USA) 2021