

MANUAL OF OPERATIONS

Presbytery of Mackinac

1.0 PREAMBLE	1
2.0 PRESBYTERY OF MACKINAC BYLAWS	5
3.0 OFFICERS OF THE PRESBYTERY	7
4.0 MEETINGS	9
5.0 PRESBYTERY STRUCTURE	
5.01 Introduction	12
5.02 Coordinating Council	12
5.03 Permanent Judicial Commission	14
5.04 Commission on Budget and Financial Services	14
5.05 Committee on Education and Leadership Development	16
5.06 Commission on Ministry	16
5.07 Committee on Mission	18
5.08 Committee on Personnel	18
5.09 Committee on Representation and Nominations	19
5.10 Committee on Worshipping Communities	20
5.11 Committee on Session Records	20
6.0 STAFF AND OFFICE	22
7.0 CHANGES TO THE MANUAL	23

APPENDICES (Pages 25-42)

A. PRESBYTERY AND COORDINATING COUNCIL POLICIES AND PROCEDURES	
B. COMMISSION ON BUDGET AND FINANCIAL SERVICES OVERVIEW	
C. COMMITTEE ON EDUCATION AND LEADERSHIP DEVELOPMENT OVERVIEW	
D. COMMISSION ON MINISTRY OVERVIEW	
E. COMMITTEE ON MISSION OVERVIEW	
F. COMMITTEE ON PERSONNEL OVERVIEW	
G. COMMITTEE ON REPRESENTATION AND NOMINATIONS OVERVIEW	
H. COMMITTEE ON WORSHIPPING COMMUNITIES OVERVIEW	
I. COMMITTEE ON SESSION RECORDS OVERVIEW	
J. OFFICERS' DUTIES OVERVIEW	
K. POLICY ON PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT	
L. COMMISSION ON MINISTRY MANUAL	
M. COMMITTEE ON PERSONNEL MANUAL	
N. HANDBOOK FOR CLERKS OF SESSION AND REPORTING FORMS FOR REVIEWS OF SESSION RECORDS	

CHAPTER ONE

PREAMBLE

1.01 INTRODUCTION

“Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. ... Councils higher than the session may provide examples of policies and procedures that may be gathered into advisory handbooks.” *G-3.0106*

1.0101 Assumptions

Following the adoption of the new Form of Government by the Presbyterian Church (U.S.A.) in 2010, the Presbytery of Mackinac set up a task force to bring the Manual of Operations up-to-date. The task force worked under several basic assumptions:

- a. Communication is to be a top priority, encouraging more communication among committees, between committees and the Coordinating Council, and between the Presbytery and the local congregations.
- b. All efforts of the Presbytery should center on its Mission Statement (1.02) and a set of Core Values (1.03).
- c. The Presbytery should have the committees it needs, even though only one committee (Representation) is mandated by the Book of Order.
- d. The Manual and Bylaws need to be in compliance with Michigan law.

1.0102 Process

In updating the Manual of Operations for the Presbytery of Mackinac (and consequently the structure of its governance), the task force studied manuals from all the presbyteries in the Synod of the Covenant, searching for a structure to increase communication and involvement. After considerable prayerful discussion, they decided to retain the basic structure of a Coordinating Council composed of committee chairs and officers. All groups are still highly encouraged to communicate with other groups as they do their work.

1.0103 Book of Order References

All references to the Book of order are from the most recent edition

1.02 MISSION STATEMENT

The Mission Statement of the Presbytery of Mackinac is:

By God's grace the Presbytery of Mackinac supports, equips and grows healthy congregations for intentional mission.

This is supported by the statement that “Congregations are healthy and vital when they:

- Bring others to Christ
- Worship vibrantly
- Participate actively in the mission of Christ's church.

The Vision of the Presbytery of Mackinac is to worship God, make disciples and meet human need.

1.03 CORE VALUES

Core values should be central to the Presbytery's work. The task force spent much time discussing this and feels that all our actions should consciously take these into account, while constantly remembering that we are a connectional church:

- The Word of God rightly preached
- The Sacraments rightly celebrated
- Nurture of congregations and pastors
- An inclusive, caring community
- Worship
- Spiritual Growth
- Education
- Evangelism
- Intentional Mission

1.04 POLICIES, PROCEDURES, AND OVERVIEWS

1.0401 Definitions

“Policies” are officially approved and have a binding status until changed or revoked by the Presbytery. “Procedures” are agreed upon guidelines for action (e.g. suggested frequency/location of meetings), but they do not have the binding status of policies. The “Overviews” in the Appendices are advisory and are to contain an up-to-date list of tasks to be performed by that committee and a general schedule for accomplishing them. (G-3.0106) If the committee has its own manual (e.g. Committee on Ministry), it is to be included as a separate Appendix after approval by Presbytery.

1.0402 Availability

The purpose of the Appendices is to have the information regarding the administration of the Presbytery's mission readily available. Appendix A contains the policies and procedures of the Presbytery of Mackinac as a whole. Overviews of the various committees will be included as separate Appendices.

1.0403 Periodic Review

Following every General Assembly, the Coordinating Council is to assign a task force to determine (by a deadline the Coordinating Council sets) whether this Manual (including the Bylaws) requires any updates. Task forces report back to the Coordinating Council for approval of any changes to be recommended to the full Presbytery. All Presbytery policy or procedure changes (including deletions) must be reported in the minutes of the Presbytery.

Following the same schedule, each committee is to review its Overview and report to the Coordinating Council any changes to be made. These changes will be entered into the Appendices (paper copy and online) by the Administrative and Financial Assistant.

1.05 MEMBERSHIP OF PRESBYTERY

The Presbytery of Mackinac is composed of all the Presbyterian Church (USA) congregations and PC (USA) minister members of the Word and Sacrament within its geographic boundaries.

Each church shall be represented by one ruling elder commissioner elected by each session with the following additional provisions:

Churches with membership over 500 shall be represented as follows:

501-1000	2 elders
1001-1500	3 elders
1501-2000	4 elders

1.0501 Ministers of the Word and Sacrament

All ordained Ministers of the Word and Sacrament residing within the bounds of the Presbytery of Mackinac (as well as Honorably Retired Ministers of the Word and Sacrament living elsewhere but maintaining their membership in the Presbytery of Mackinac) who have been admitted to membership in the Presbytery of Mackinac are entitled to voice and vote at all meetings of the Presbytery.

1.0502 Ruling Elders and Others

Current elder commissioners are members of the Presbytery and entitled to voice and vote at all meetings of the Presbytery. (*G-3.0301*) Ruling elder members of the Coordinating Council are members of the Presbytery, entitled to all privileges of

membership. They are to be counted toward the balance between resident Ministers of the Word and Sacrament and ruling elder members of the Presbytery. The officers of the Presbytery may not serve as elder commissioners while in office.

If the Stated Clerk discovers an imbalance between resident Ministers of the Word and Sacrament and ruling elders (commissioners and Coordinating Council members) at the beginning of any year, a number of the largest single-commissioner churches equal to the number needed to redress the imbalance will be invited to send an additional commissioner during that year.

Certified Christian Educators of the Presbyterian Church (U.S.A.) employed by a congregation are under jurisdiction of the Presbytery. During their terms of service in an educational ministry under the jurisdiction of the Presbytery, Certified Christian Educators are entitled to the privilege of the floor with voice only at Presbytery meetings, and in the case of Certified Christian Educators who are ruling elders, without a vote at meetings of the Presbytery. In the case of Certified Christian Educators who are ruling elders, the privilege of voice and vote at all its meetings

Non-certified Christian Educators who are enrolled in a certification program of the Presbyterian Church (U.S.A.) and employed at least half-time by a Presbyterian Church (USA) congregation in the Presbytery may be granted the privilege of the floor on a particular agenda item at that Presbytery meeting.

CHAPTER TWO PRESBYTERY OF MACKINAC BYLAWS

2.01 COMPOSITION

The Presbytery of Mackinac, The Presbyterian Church (U.S.A.), shall be composed of all PC(USA) Congregations in the counties of Ontonagon, Keweenaw, Houghton, Baraga, Iron, Marquette, Dickinson, Menominee, Alger, Delta, Schoolcraft, Luce, Chippewa, Mackinac, Emmet, Cheboygan, Presque Isle, Charlevoix, Otsego, Antrim, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Montmorency, Alpena, Oscoda, Alcona, and the town of Florence, Wisconsin.

2.02 GOVERNING RULES

The most recent Constitution of the Presbyterian Church (U.S.A.), being the BOOK OF CONFESSIONS and THE BOOK OF ORDER, so far as they apply to a presbytery, along with this Manual of Operations, shall be the rules of the Presbytery of Mackinac. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it contradicts the afore-mentioned Constitution.

2.03 INCORPORATION

The Presbytery shall be incorporated under the laws of the State of Michigan. The legal title of this corporation is "The Presbytery of Mackinac, the Presbyterian Church (U.S.A.)."

2.04 OFFICERS OF THE CORPORATION

The members of the Committee on Budget and Financial Services shall be the Trustees of the Corporation. The Chair of the Committee on Budget and Financial Services shall be President of the Corporation; the Stated Clerk shall be Secretary and Resident Agent, and the Treasurer shall be Treasurer of the Corporation.

2.05 FISCAL YEAR

The fiscal year of the Presbytery shall be from January 1 through December 31.

2.06 EXECUTION OF OFFICIAL DOCUMENTS

Contracts, deeds, documents, and instruments shall be executed by the President of the Corporation and attested by the Secretary unless the Corporation by action of its Trustees shall in a particular situation designate another procedure for their execution.

2.07 NOTIFICATION OF MEETINGS

E-mail notification sent to all members at least 2 (two) weeks in advance shall be considered legal written notification of meetings. It shall contain the date, time, and location of the meeting as well as a reference to the background documents to be found on the web site. Paper copies will be sent upon written request.

2.08 AMENDMENTS

The Coordinating Council must first approve any proposed change to these Bylaws. The Coordinating Council then submits the proposal to the Stated Clerk for inclusion with the official notice of a stated meeting of the Presbytery. A two-thirds majority at a stated meeting of the Presbytery is required for any bylaw changes.

2.09 DATE OF IMPLEMENTATION

Adopted by the Presbytery of Mackinac at Sault Ste. Marie, Michigan on February 13, 1987 and revised by the Presbytery of Mackinac at Presbytery Point Camp, Michigamme, Michigan, on September 20, 2013.

Attested by:
Kay Morrill
Stated Clerk

CHAPTER THREE OFFICERS OF THE PRESBYTERY

3.01 LIST OF OFFICERS

The officers of the Presbytery of Mackinac are: Moderator, Vice-Moderator, Treasurer, Stated Clerk, and Chair of the Coordinating Council.

3.02 MODERATOR

The Moderator is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Moderator is to perform the duties of office prescribed in the Book of Order, *G-3.0104*. The Moderator is to become the chairperson of the Presbytery Coordinating Council for the year following his or her term as Presbytery Moderator.

3.03 VICE-MODERATOR

The Vice-Moderator is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Vice-Moderator is to perform any duty prescribed for Moderators when asked to do so by the Moderator and ordinarily is to be nominated to be Moderator the following year. In the absence of the Moderator at a meeting of the Presbytery, the Vice-Moderator is to preside. Should both be absent, the duty falls to the most recent Past Moderator present.

3.04 TREASURER

The Treasurer is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Treasurer is to assist the Administrative and Financial Assistant in maintaining accurate financial records and is to assure fiscal responsibility according to the actions of the Presbytery.

3.05 STATED CLERK

3.0501 Election

The Stated Clerk is to be elected for a term of three years at the first stated meeting of the year the previous term ends and may be re-elected for an indefinite number of terms. The Stated Clerk is to take office at the conclusion of the meeting at which elected, although the outgoing Stated Clerk is still responsible for the minutes of that meeting as well as other incomplete business needing his or her input. The work of the Stated Clerk is to be reviewed annually by the Personnel Committee.

3.0502 Duties and Compensation

The Stated Clerk is to perform all those duties specified in the Book of Order, (G-3.0104), and any other duties required by the Presbytery.

The Stated Clerk is to receive a salary as well as approved travel and education expenses. The amounts are to be approved annually by the Presbytery on recommendation of the Coordinating Council.

3.0503 If Unable to Carry Out the Duties

Should the Stated Clerk be incapacitated or unavailable for a single meeting of the Presbytery, the Moderator is to appoint a commissioner to the meeting to serve as Clerk for that meeting. When the Presbytery Coordinating Council determines that the Stated Clerk is incapacitated or unavailable for a longer period of time, the Presbytery Coordinating Council is to appoint an acting Stated Clerk to serve until the Stated Clerk can resume the duties or until a new Stated Clerk is elected. An acting Stated Clerk is to receive approved expenses.

3.06 COORDINATING COUNCIL CHAIR

The immediate Past Moderator of the Presbytery is the chair of the Coordinating Council, with the responsibility of preparing for, chairing, and reporting to Presbytery on all meetings of the Coordinating Council.

3.07 Process of Vacancy

If any of the above five (5) offices of the Presbytery becomes vacant, the Coordinating Council is to appoint someone to serve in that position until the Presbytery can confirm a successor to fill the remainder of the term.

3.08 OFFICERS' DUTIES OVERVIEW

Each officer is to keep an up-to-date list of recurring duties and a schedule of routine tasks as well as references to Presbytery Policies and Procedures relevant to that office as part of Appendix J of this manual.

CHAPTER FOUR MEETINGS OF THE PRESBYTERY

4.01 MEETING DATES

The dates for stated meetings of the Presbytery are to be determined by the Presbytery Coordinating Council at least a year in advance and then approved by the Presbytery.

4.02 MEETING PLACES

Meeting places are to be determined by the Presbytery Coordinating Council.

4.03 DOCKET

4.0301 Preparation of Docket

A proposed docket for each stated meeting is to be prepared by the Moderator in consultation with the Presbytery Coordinating Council.

4.0302 Devotional Service

Each stated meeting of the Presbytery is to include a devotional service. The Sacrament of the Lord's Supper is to be celebrated at least annually. Each year the Presbytery is to suitably remember the teaching elders and ruling elders of the Presbytery who have died during the previous year.

4.0303 Special Considerations for the Docket

The following are to be given special consideration in the development of the agenda items for regularly scheduled meetings of the Presbytery:

- a. The first meeting of the year following a General Assembly is to provide a significant portion of time to discuss issues from that council.
- b. Other than retreats, meetings are to be one-day meetings on Saturdays; Presbytery compensation for lodging (using the prevailing policy) is considered only for those who will be traveling 100 miles or more (one way) in order to attend these meetings.

4.0304 Changes in the Docket

At any stated meeting, the Presbytery may, by majority vote, agree to consider any matter that was not included with the official call.

4.04 CALL TO MEET

4.0401 Format of the Call

An official call to each meeting (stated or special) is to be e-mailed not less than 14 (fourteen) days in advance to each Teaching Elder, Elder Commissioner, Coordinating Council Member, Church Office, and Clerk of Session. This e-mail is to be considered legal written notification of meetings; it is to contain the date, time, and location of the meeting as well as a reference to the background documents to be found on the web site.

Paper copies will be sent upon written request.

4.0402 Background Documents

Documents to be posted on the website at least 7 (seven) days before each stated meeting are to be at least the following:

- a. The proposed docket.
- b. All committee reports (including those from the Committees on Ministry, Budget and Financial Services, and Representation and Nominations) requiring action by the Presbytery.
- c. Copies of proposed motions upon which the Presbytery will be asked to vote. However, the Committees on Ministry, Budget and Financial Services and Representation and Nominations shall also present at the Presbytery meeting requests which came in too late to be included with the required committee report, provided they have sufficient written copies for Presbytery attendees to read prior to the meeting.
- d. A response from the Committee on Budget and Financial Services to all motions involving the expenditure of non-budgeted funds.

4.05 SPECIAL MEETINGS

4.0501 Calling Special Meetings

The Moderator may call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being from different congregations. Should the Moderator be unable to act, the Stated Clerk may, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being from different congregations, may call a special meeting.

The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business.

4.0502 Docket for Special Meetings

Notice of a Special Meeting is to be sent as described in *4.0401* above. The notice is to set out the purpose of the meeting and no business other than that listed in the notice is to be transacted.

4.06 QUORUM

A quorum will be three teaching elders who are members of the Presbytery and three ruling elder commissioners from three different congregations in the Presbytery. (*G-3.0304*)

4.07 MEETING ARRANGEMENTS

A representative of the body hosting the Presbytery meeting, together with the Presbytery Moderator and the Stated Clerk, are to be a Committee of Arrangements, although they may request additional help from others.

4.08 MATERIALS FOR DISPLAY

Materials displayed or made available at meetings of the Presbytery which are not provided by the Presbyterian Church (U.S.A.) or one of its agencies must have prior approval by the Coordinating Council or one of the committees of the Presbytery.

4.09 ATTENDANCE

4.0901 Duty to Attend

It is the duty of all teaching elders of the Presbytery to attend all stated and special meetings of the Presbytery, and it is the duty of all congregations to be represented by duly elected elder commissioners. Teaching elders, elder commissioners, and ruling elder members must request an excuse if they are unable to attend; this may be done by informing the Stated Clerk directly or by checking the appropriate box on the meeting registration page of the Presbytery's website.

4.0902 Elder Commissioner Absenteeism

When a congregation has failed to be represented by an elder for three successive meetings, it is the duty of the Stated Clerk to communicate with the clerk of that congregation's session, calling attention to the rule; and it is the duty of the session to determine the cause of such failure to be represented and communicate it to the Presbytery.

4.0903 Teaching Elder Absenteeism

Teaching elders who absent themselves from meetings of the Presbytery without excuse are to be reported to the Presbytery by the Stated Clerk, and the Presbytery will take disciplinary action as it deems appropriate and consistent with the Book of Order.

CHAPTER FIVE PRESBYTERY STRUCTURE

5.01 INTRODUCTION

The structure of the Presbytery of Mackinac consists of:

The Coordinating Council,
The Permanent Judicial Commission,
Committees on:

Education and Leadership Development
Mission
Personnel
Representation and Nominations
Worshipping Communities
Session Records,

Commissions on:

Budget and Financial Services
Ministry.

The committees report in writing directly to Coordinating Council meetings as well as to stated meetings of the Presbytery.

Presbytery Point Camp, Inc., and the Angel Mission Free Store are Mission Projects of the Presbytery governed by their own bylaws and structure.

5.02 COORDINATING COUNCIL

5.0201 Purpose

The session “is the council for the congregation [with] responsibility for governing the congregation and guiding its witness.” (*G-3.0201*) The Coordinating Council (referred to in this chapter as the Council) plays a similar guiding role for the Presbytery. The Council, through the committees of the Presbytery, coordinates the planning, initiating, and implementing of the witness, work, and mission of the Presbytery of Mackinac and its member congregations.

5.0202 Voting Membership

The voting membership of the Coordinating Council of the Presbytery shall consist of the following persons:

- a. The immediate past Moderator of Presbytery (who is to be the Chair of the Council)
- b. The present Moderator, Vice-Moderator, Treasurer, and Stated Clerk of Presbytery

- c. The Chair or his/her designee of all Committees of Presbytery named in this Manual (except Session Records). In the case of co-chairs, there will be one vote between them at Council meetings, but each is a voting member of the Presbytery.
- d. The Presbytery's Teaching Elder and Ruling Elder Commissioners to the Synod of the Covenant (with one vote between them if they are both at Council, but each is a voting member of the Presbytery).

5.0203 Non-Voting Membership

Members of the Coordinating Council with voice but no vote are:

- a. Presbytery Staff (as defined in Chapter Six)
- b. The Moderator of the Presbyterian Women of the Presbytery of Mackinac or her designee
- c. A representative of Presbytery Point Camp

Insofar as the persons listed in 5.0203 are members of the PC(USA), they are to have a vote at Presbytery. (*G-3.0301*)

5.0204 Meetings

The Council is to meet at least one month prior to stated meetings of the Presbytery and at other times as it deems necessary.

5.0205 Responsibilities

- a. The Council is to nominate persons to serve on the Committee on Representation and Nominations, including the Chair, and shall present the slate of nominees to the fall meeting of Presbytery for election. In the case of resignations from the Committee on Representation and Nominations the Council may elect temporary members to serve until a regular election takes place at the fall meeting of Presbytery.
- b. The Council is responsible for fostering the Presbytery's relationships with the Synod and the General Assembly.
- c. The Council is also responsible for the Presbytery's ecumenical relationships.
- d. Seven (7) days prior to a Council meeting, each Presbytery committee is to submit a written report (to be posted online) with any recommendations for the Presbytery. The committee shall also request appropriate time on the Presbytery docket if needed. The Stated Clerk is to refer to the website posting of all reports when sending the notice of the meeting (not less than fourteen [14] days prior to the meeting).
- e. Each Presbytery committee is to submit its budget request by a specified deadline to the Committee on Budget and Financial Services, which shall propose a budget and anticipated income to the Council for approval before being submitted to the Presbytery for adoption at

- the last stated meeting of the year. The Committee on Budget and Financial Services is also to present reports of income and expenditures to each stated meeting of the Council and the Presbytery.
- f. Each Presbytery Committee may spend its allotted budget without prior approval from Presbytery, reporting all such expenditures in writing to both the Council and the Presbytery.
 - g. Presbytery Committees may establish internal sub-committees as needed for specific portions of their tasks.
 - h. The Council may establish such task forces as it deems necessary to expedite the accomplishment of its responsibilities. Moreover, the Council shall, at least every five years, appoint a visioning task force that will explore and report on imagined possible opportunities that benefit our presbytery and all of our partners in ministry.
 - i. The Council is to review the relationship between the Presbytery's mission and the strategy and responsibilities of the committees at the fall Council meeting.

5.0206 Overview

The Council is to keep its policies and procedures up-to-date as part of Appendix A to this Manual.

5.03 PERMANENT JUDICIAL COMMISSION

The Presbytery's Permanent Judicial Commission is to be composed of no fewer than nine members, with no more than one of its ruling elder members from any one of its constituent churches. The term of each member of the permanent judicial commission shall be six years. (*D-5.0102*) The duties of the Permanent judicial Commission are spelled out in the Book of Order.

5.04 COMMISSION BUDGET AND FINANCIAL SERVICES

The Commission on Budget and Financial Services is to have six members.

5.0401 Michigan Corporation Statutes

The members of the Commission on Budget and Financial Services shall be the Trustees of the Corporation for the purposes of Michigan statutes. The Chair of this Commission shall be the President of the Corporation. The Stated Clerk shall be the Secretary and Resident Agent, and the Presbytery Treasurer shall be the Treasurer of the Corporation.

5.0402 Treasurer's Role on the Commission

The Presbytery Treasurer is an ex-officio member, with vote, of this Committee.

5.0403 Responsibilities of the Commission

- a. Receiving, holding, encumbering, managing, and transferring property, real or personal, subject to the direction and authority of Presbytery.
- b. Accepting and executing deeds of title to such property.
- c. Holding and defending title to such property.
- d. Receiving and recommending to the Presbytery any requested action for the acquisition, disposal, encumbrance or leasing of the real property of any particular church. (*G-4.0206*)
- e. Presenting to the fall meeting of Council a tentative budget for the Presbytery's Operating Fund for the ensuing calendar year. In developing this budget, the Committee is to give consideration to budget requests for the ensuing year submitted by the various committees of Presbytery.
- f. Assuring preparation of monthly financial statements of all Presbytery funds and report financial information to Council and Presbytery. The preparation of monthly financial statements may be delegated to the Treasurer or office personnel.
- g. Assuring preparation (and subsequent reporting to Council and Presbytery) of annual financial statements of all Presbytery funds including, at a minimum, a balance sheet, a statement of revenues and expenses, and the necessary footnotes. Further, the committee chair shall arrange for these statements to be inspected by either a CPA or a member of one of the Presbyterian churches in the presbytery with accounting knowledge. That person must be unrelated to the treasurer or person keeping books.
- h. Reviewing and maintaining the adequacy of the insurance for all Presbytery owned and managed property.
- i. Receiving the status of incorporation, property deeds, insurance coverage and annual financial reviews of all the Presbytery's congregations.
- j. As needed, review the status of mortgages and loans involving Presbytery property and report the findings to Council and Presbytery.
- k. Coordinating with the Committee on Ministry the purchase or sale of manses.

5.0404 Special Authority

The Commission on Budget and Financial Services has the authority to conduct financial business that cannot wait until the next Coordinating Council or Presbytery meeting. The Commission on Budget and Financial Services is to report to the Council all such non-routine actions either within three (3) business days or at the next Council or Presbytery meeting, whichever comes first.

5.0405 Overview

The Commission on Budget and Financial Services is to keep an up-to-date Overview as an appendix to this Manual.

5.05 COMMITTEE ON EDUCATION AND LEADERSHIP DEVELOPMENT

The Committee on Education and Leadership Development is to have nine members.

5.0501 Responsibilities

- a. Serving as a resource to assist congregations in the development of educational programs and leadership. The primary focus will be in the areas of Christian Education, Youth Ministry, Evangelism, and Social Concerns.
- b. Providing opportunities for the orientation, continuing education and support of ruling elders and others in developing their knowledge and skill for work in the church.
- c. Planning, organizing, and implementing any Weekend Gatherings (retreats) of the Presbytery.
- d. Providing Presbytery and General Assembly stewardship information to local church committees who request it.

5.0502 Overview

The Committee on Education and Leadership Development is to keep an up-to-date Overview as an appendix to this Manual.

5.06 COMMISSION ON MINISTRY

The Commission on Ministry is to have fifteen members. The Commission is responsible for:

5.0601 Communicating with Teaching Elders, Ruling Elders and Sessions.

- a. Visiting and consulting with each congregation's teaching elder(s), teaching elder(s) in special ministries, and session once every two years. Churches are not charged for COM visits and expenses.
- b. Acting on information concerning difficulties within a church and serving as an instrument for promoting the peace and harmony of the church.

5.0602 Aiding in the Placement of Teaching Elders

- a. Visiting and counseling with Pastor Nominating Committees.
- b. Counseling with churches without a Pastor.
- c. Assisting and counseling with Pastors in the relocation process.

5.0603 Aiding Those Preparing for Ministry

- a. Identifying and actively seeking out persons in the Presbytery who would be prime candidates for Teaching Elders, Missionaries and Church Educators, and encouraging them to consider a church vocation.
- b. Nurturing candidates during their preparation, including appointing one or more teaching elders living within a reasonable distance from a prospective candidate to be the liaison(s) between the candidate and the Committee on Ministry.
- c. Providing a final review of a candidate's preparation and work prior to ordination.

5.0604 Examining Teaching Elders

- a. Examining all candidates seeking membership in the Presbytery prior to ordination.
- b. Examining all ordained teaching elders seeking membership in the Presbytery.
- c. Presenting recommendations from the COM's examination at the next Presbytery meeting for further examination and approval by Presbytery.

5.0605 Nurturing Teaching Elders

- a. Welcoming, orienting, and providing mentors for teaching elders new to the Presbytery.
- b. Providing opportunities for fellowship and support among professional colleagues.

5.0606 Special Authority

When necessary between meetings of the Presbytery, the Commission on Ministry has the authority to:

- a. Find in order calls issued by churches.
- b. Approve and present calls for the services of teaching elders.
- c. Dissolve the pastoral relationship in cases where the teaching elder and congregation concur, and dismiss teaching elders to other Presbyteries.

The Commission on Ministry is to report all such actions at the next Council or Presbytery meeting.

5.0607 Overview

The Commission on Ministry is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Manual of the Commission on Ministry will be a separate Appendix to this Manual.

5.07 COMMITTEE ON MISSION

The Committee on Mission is to have nine members.

5.0701 Responsibilities

- a. Empowering and leading local congregations to consider what the gospel is asking them to do in their own communities, while recognizing that communities change and the Spirit does new things.
- b. Developing a mission interpretation program for the Presbytery of Mackinac that shall help local congregations to include Presbytery, Synod, and General Assembly Mission work in their activities and prayers.
- c. Promoting through print, mission interpreters, mission trips, etc., opportunities for the Presbytery and congregations to engage in the mission of the church.
- d. Developing ways to encourage congregations to do mission together.
- e. Overseeing the budgeting and spending for the mission portion of the Presbytery budget.

5.0702 Overview

The Committee on Mission is to keep an up-to-date Overview as an appendix to this Manual.

5.08 COMMITTEE ON PERSONNEL

The Committee on Personnel is to have six (6) members.

5.0801 Responsibilities

- a. Implementing and overseeing all provisions of the Personnel Policies of the Presbytery.
- b. Reviewing annually the work of the Stated Clerk, Treasurer and General Presbyter.

5.0802 Overview

The Committee on Personnel is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Manual of the Committee on Personnel will be a separate appendix to this Manual.

5.09 COMMITTEE ON REPRESENTATION AND NOMINATIONS

The Committee on Representation and Nominations is to ensure diversity and inclusiveness in leadership and employment of the Presbytery as outlined in the Book of Order. (*F-1.04 and G-3.0103*)

The Committee on Representation and Nominations is to have six members nominated by the Coordinating Council. The Committee is responsible for:

5.0901 Nominations

- a. Corresponding with local churches in order to obtain names of persons who could serve in the Presbytery, Synod or General Assembly and maintaining a continuous file of persons qualified to serve.
- b. Nominating persons to fill all vacancies on committees, boards and other bodies, including the chair (who must be either a teaching or ruling elder). Each Committee is to have membership in multiples of three for staggered three-year terms, except those designated otherwise by the Book of Order. Members will be ineligible to serve more than two consecutive terms or consecutive portions of terms.
- c. Considering the nomination of an equal number of teaching elders and members of congregations, as well as an equal number of men and women, keeping in mind geographical distribution throughout the Presbytery. In all cases, no more than half of the committee membership is to be clergy.

5.0902 Elections

Election of members of committees is to take place at the last stated meeting of the Presbytery each year. The terms of those elected will begin at the conclusion of the last stated Presbytery meeting of the year.

5.0903 Resignations

- a. Any person resigning from a position elected by the Presbytery is to notify the Stated Clerk in writing. The Committee on Representation and Nominations is to fill the vacancy provisionally and submit the name for election at the next Presbytery meeting.
- b. Any member of a committee who misses three consecutive meetings of the Committee will be considered as having resigned.

5.0904 Overview

The Committee on Representation and Nominations is to keep an up-to-date Overview as an appendix to this Manual.

5.10 COMMITTEE ON WORSHIPPING COMMUNITIES

The concept of Worshipping Communities may include varied forms of church for our changing culture.

The Committee on Worshipping Communities is to have nine members.

5.1001 Responsibilities

- a. Reaching out to local congregations to assist them in discerning what needs to change in order to engage the people in their communities who no longer consider church a part of their lives.
- b. Assisting local congregations/communities in the development of new churches/worshipping communities within the Presbytery (accountable to the Presbytery or a local congregation), especially in light of the PC(USA) initiative “1001 New Worshipping Communities,” drawing us outward into our communities.
- c. Assisting worshipping communities in evaluating progress toward their goals and developing plans for the future.
- d. Reviewing the development of campus ministries in connection with local PC(USA) congregations.
- e. Clarifying and articulating an ecumenical vision for campus ministry within our region.
- f. Managing a schedule of disbursements from the Presbytery to campus ministries, related to their progress in meeting mutually agreed upon criteria for the development of each ministry.
- g. Promoting support of the Theological Education Fund.

5.1002 Overview

The Committee on Worshipping Communities shall keep an up-to-date Overview as an appendix to this Manual.

5.11 COMMITTEE ON SESSION RECORDS

The Committee on Session Records is to have six members. The Committee is responsible for the annual review of the records and minutes of the sessions, using the forms and guidelines supplied by the PC(USA) and subject to G-3.0107 and G-3.0204.

The Committee on Session Records is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Handbook for Clerks of Session will be a separate appendix to this Manual. It is available from the Office of the Presbytery of Mackinac and is online on the website.

CHAPTER SIX STAFF AND OFFICE

6.01 STAFF

The Presbytery may call a General Presbyter and is to hire an Administrative and Financial Assistant. Other staff may be called or hired by the Presbytery from time to time as the Presbytery determines. (*G-3.0110*)

6.0101 General Presbyter

The Presbytery may call a General Presbyter according to the provisions of the Book of Order, providing a position description, annual review, and compensation.

6.0102 Administrative and Financial Assistant.

The Presbytery, upon advice of the Personnel Committee, is to hire an Administrative and Financial Assistant, providing a position description, annual review, and agreed upon compensation. The Administrative and Financial Assistant is to be responsible for the day-to-day administrative and secretarial work, as well as for the receipt and disbursement of funds and the bookkeeping.

6.02 PRESBYTERY OFFICE

The Presbytery is to maintain an office to serve as:

- a. the office of the General Presbyter and the Administrative and Financial Assistant.
- b. the primary center for the administration of the mission and program of the Presbytery.
- c. a receiving site for mission funds, receiving and disbursing all mission funds to the appropriate agencies, e.g. Synod, General Assembly.

CHAPTER SEVEN CHANGES TO THIS MANUAL

7.01 PROPOSALS FOR AMENDING

Any teaching elder member of Presbytery, current elder commissioner to Presbytery, committee of Presbytery, or member of the Coordinating Council may propose to the Coordinating Council any change to this Manual of Operations.

7.02 PROCEDURE FOR VOTING

Any proposed change to the body of this manual, after approval by the Coordinating Council, may be voted on at any stated meeting of the Presbytery, provided the proposal is submitted to the Stated Clerk in such time and form that it can be included with the call of that meeting.

Committee Overviews are aids to the committees, and changes need only be reported to the Coordinating Council and then entered into the official copy of the relevant Appendix by the Administrative and Financial Assistant.

Committee Manuals or other actual policies must be approved by the Council and the Presbytery.

Appendices

Appendix A: Coordinating Council Policies and Procedures

Meeting Dates

Since meetings are to be scheduled at least a year in advance, at its first meeting of a calendar year the Council will set its stated meeting dates for the subsequent calendar year (and set dates to propose to Presbytery at the next stated meeting for Presbytery stated meetings in the subsequent calendar year).

Council meetings are to be scheduled at least one month before each Presbytery stated meeting.

Meeting Documents

Reports, minutes, and related materials are delivered to the Presbytery's Administrative and Financial Assistant (AFA) one week in advance of Council meetings. (The AFA uploads these to the web site.)

The Council chair delivers the meeting agenda to the AFA 5 (five) days in advance. (The AFA uploads this to the web site and emails it to the Council.)

Coordinating Council Meeting Agenda

It includes prayer, scripture, concerns of the Presbytery for pastoral attention, and focus on new things the Lord is doing with the Presbytery.

It includes officer reports, synod commissioner report, committee reports, reports on mission projects of the Presbytery, task force reports, administrative commission reports, and staff reports

Draft minutes of the last Presbytery meeting are reviewed for accuracy with any suggestions for change given to the Stated Clerk.

It further includes review of the last Presbytery meeting and its tabulated evaluations.

In addition it includes the planning of the next Presbytery meeting(s), with key attention given to:

- Any speakers, consultants, missionaries, or representatives of other parts of PC(USA) who are invited to present to the Presbytery and work with it;
- Worship;
- The allocation of the offering; (It is helpful for the committee on mission to propose the distribution of the offering, for the Council to affirm it, to promote it in advance with the call-to-meeting email, and it is fitting for the body to approve it up-front as the meeting gets underway.)
- Reporting time needed by Council members;
- Items for particular communication to the Presbytery, which the AFA should include in the call-to-meeting email.

Between Meetings

The Council currently communicates by memos, which are given to the AFA for distribution (usually by email), and occasionally by conference calls, which are set up by the AFA.

Task Forces and Administrative Commissions

Members are appointed by the whole Council, in Council meeting; or by the chair of Representation and Nominations and the chair of Council, together, and ratified at the next Council meeting.

Other Policies and Procedures

1. The mileage reimbursement rate for all Presbytery volunteers is the approved IRS mileage rate for volunteers to charitable organizations.
2. Lodging and meals will be reimbursed up to the amounts currently approved.
3. All requests for funds above what is in a committee's budget must be submitted first to the Committee on Budget and Finance for their response.
4. Any item of major importance should ordinarily be presented to both the Coordinating Council and the Presbytery one meeting in advance of voting.
5. Committee Manuals or other actual policies must be approved by the Council and the Presbytery.

Appendix B: Committee on Budget and Financial Services

Overview

Introduction.

These Budget and Financial Services procedures are a living document, which will surely change over time, accepting and incorporating new methods and procedures that will further strengthen our committee's commitment to its fiduciary responsibilities within the Presbytery of Mackinac.

Meetings

The committee's annual budget meeting shall be held at such time as to permit the Committee to present a tentative budget for the ensuing year to Council at its last meeting of the year.

Tasks

Duties and responsibilities of this committee are enumerated in the Manual of Operations of the Presbytery, sections 5.0501 (Duty) and 5.0503 (Responsibilities). This committee is committed to maintaining and preserving these duties and responsibilities assigned to it.

Annual Budgeting Procedures

As listed in section 5.0503, subsections (e) and (f), this committee is responsible for the determination of the Presbytery's annual budget and frequent reporting of all income/expenditures, comparing actual amounts with amounts budgeted.

1. Budgeting goal: To forecast as accurately as possible the next year's income and expenses of the Operating Fund, as derived from personal interviews and reviews of current and prior years' financial accounting information.
2. Budget process: As the next year's budgeting cycle draws near, usually in early August, the Chairperson (or delegate) meets with the Presbytery's Treasurer and develops a tentative next year's budget. Additionally, included in this preliminary budget investigation are the requested financial requirements of all Presbytery committees. Next, the tentative budget is presented to the committee for further review and inspection. If during these deliberations, any last minute financial requirements are needed, they are then merged into the tentative budget.
3. Income and expenditures detail review: Information available to the Committee for preparation of the Operating Fund budget for the ensuing year should include the actual revenues and expenses of the last completed year, the actual year-to-date revenues and expenses of the current year, and a projection of the total annual revenues and expenses of the current year. In preparing the tentative budget, any unusual revenues or expenses of the last completed year, the current year and the budget year are to be considered.
4. Reporting of the tentative budget: The Committee is to present the tentative budget to Council during its last meeting of the year. The tentative budget, with any changes approved by Council, is then presented to Presbytery at its last meeting of the year for approval or for further modification.

Managing the Restricted Fund

The Presbytery has certain restricted funds, oversight of which is a responsibility of this committee. Such funds may be utilized by the respective Presbytery committees with the concurrence of the chair of the Budget and Finance committee and the Treasurer.

Appendix C: Committee on Education and Leadership **Development Overview**

Meetings

The Committee on Education and Leadership will meet at least 4 times annually. (Ideally one month prior to scheduled Presbytery gatherings.) These meetings may be by conference call and will be called by the chair of the committee.

An agenda will be developed by the committee chair and provided to members prior to any committee meeting. Minutes of the meeting will be kept and provided to members within 2 weeks of a meeting.

Any TWO members can REQUEST special meetings of the committee and issues may be voted upon by conference call or by e-mail.

Routine Tasks

The committee will make recommendations to the Coordinating Council as to the use of the Education and Leadership activities for the entire Presbytery.

At the fall meeting of Presbytery the committee will solicit ideas for expanding future leadership and educational programs for the entire Presbytery's coming year. The committee will gather those requests and make recommendations to the Coordinating Council when planning programs for the following year.

The committee will promote educational and leadership opportunities to all members of the Presbytery throughout the year and at each Gathering. Input as to specific educational and leadership opportunities will be taken from the following sources: Coordinating Council, Members of Presbytery and PC(USA) denominational sources as well.

The committee will receive feedback and suggestions from the Coordinating Council throughout the year.

Other Tasks

The committee may produce a regular NEWSLETTER entitled: Mackinac Musings that informs the members and churches of the Presbytery of various timely topics in the life of our churches, Presbytery or Denomination. (The committee reserves the option of periodically determining if there is an adequate need for these publications.)

The committee will encourage leadership and education by providing assistance for training events.

The committee will encourage congregations to work together on special education and leadership training opportunities.

The committee will assist in educational activities (such as Elder Gatherings, Informal Coffees, etc.), which help foster communication, sharing of resources, etc. periodically throughout the year.

This committee will support recognition of special transitions in the life of the Presbytery of Mackinac, as it pertains to the leadership of its members.

The committee will provide Presbytery and General Assembly stewardship information to local church committees who request it.

Appendix D: Commission on Ministry Overview

Introduction

The Commission on Ministry is central to the relationship between the Presbytery and its congregations and Teaching Elders. Each member of COM is expected to be thoroughly familiar with the responsibilities assigned to the committee.

Mission Statement

The Presbytery of Mackinac shall elect a Commission on Ministry to serve as pastor and counselor to the Teaching Elders of the Presbytery, to facilitate the relations between congregations, Teaching Elders, and Presbytery, and to settle difficulties on behalf of Presbytery when possible and expedient. The commission also aids those preparing for ministry.

Meetings

The Commission on Ministry usually meets the night before Presbytery, with conference calls as needed.

Tasks

COM is a major ingredient in the “connectional” nature of the Presbyterian Church. A Presbyterian congregation does not stand alone, but each congregation is related to all other congregations through the Presbytery. Through these connections, each congregation is able to participate in the mission of the whole church throughout the nation and the world. COM provides a point of connection that allows the wider church to provide resources to the particular congregation in matters of personnel and in times of difficulty.

Within the Presbyterian Church there are no individuals designated as bishop to have oversight of the several congregations. Rather, that oversight responsibility is held corporately by the Presbytery. The Presbytery is composed of an equal number of clergy and Ruling Elders from all the congregations within a designated area who exercise oversight of each other collectively. COM exercises oversight responsibilities, on behalf of the entire Presbytery, at some of the most crucial and delicate times in the life of congregations.

The COM is open to communication at all times with Teaching Elders, Commissioned Ruling Elders, Ruling Elders who are members of sessions, sessions, and Certified Christian Educators within the bounds of the Presbytery.

COM has found it highly desirable to maintain personal continuity in its relationship with congregations. A member of the committee is assigned to each congregation of the Presbytery. These persons are expected to become well acquainted with a congregation and to serve as the point of first contact between a congregation and COM.

COM is not the only vehicle for the Presbytery of Mackinac to serve and support its congregations. Other committees serve the congregations in programmatic areas such as education, social witness, stewardship, and evangelism. The Committee on Ministry liaison team is expected to be alert to the needs of a particular congregation and to help build connections between the programmatic committees and that congregation.

The *Constitution* does not prescribe the processes by which COM implements its responsibilities. These processes are intended to serve the interests of both clergy and congregations and have been developed through the experience of the committee over many years as well as being shaped by the resources of the denomination and the circumstances of a particular time in the life of the church. Occasionally the COM is perceived as interfering or being unnecessarily directive or restrictive, or sometimes disinterested and not available. Most of these misunderstandings occur because of the lack of early and thorough information about the processes used by COM. Consequently, the Committee on Ministry of the Presbytery of Mackinac has developed and revised its manual to define its processes in one document and to make that information publicly available to Teaching Elders and congregations.

Appendix E: Committee on Mission Overview

Meeting Times

The Committee on Mission will meet at least 4 times annually. These meetings may be by conference call and will be called by the chair of the committee.

An agenda will be developed by the committee chair and provided to members prior to any committee meeting. Minutes of the meeting will be kept and provided to members within 2 weeks of a meeting.

Special meetings of the committee can be requested by any member, and issues may be voted upon by conference call or by e-mail.

Routine Tasks

The committee will make recommendations to the Coordinating Council as to the use of the offering taken at each Presbytery Meeting.

The mission committee will receive requests for the Congregation Mission grants throughout the year. This is to provide an opportunity for the churches to have access to funds when they are needed.

A budget will be recommended to the Budget and Finance Committee in time for the August Council Meeting.

The committee will invite congregations to provide information regarding that congregation's mission efforts at Presbytery meeting.

The committee will promote and award Congregational Mission Grants, encouraging congregations to initiate new mission activities.

The committee will receive status reports from Presbytery mission projects and from those receiving Congregational Mission Grants on an annual basis.

Other Tasks

The committee will encourage mission education by providing scholarship assistance for training events.

The committee will encourage congregations to work together on special mission projects.

Appendix F: Committee on Personnel Overview

Meetings

The Personnel Committee will meet annually to perform performance reviews for General Presbyter, Stated Clerk and the Administrative and Financial Assistant. Additional meetings will be scheduled as needed. The Personnel chair will forward an agenda to committee members prior to any meeting. Meetings will also be convened via conference call. The chair will record minutes and forward to committee members.

Responsibilities

The committee will review the General Presbyter, Stated Clerk and the Administrative and Financial Assistant during the month of June of each calendar year. Each person reviewed will submit their yearly accomplishments, concerns and development plans and goals to the Personnel Committee prior to their individual review.

The Personnel chair will furnish a copy of the evaluation to each person and file the original in the locked Personnel file.

The completion of the Personnel annual review of the Stated Clerk, Treasurer, and General Presbytery will be reported at the Presbytery Council meeting prior to the fall Presbytery meeting along with any recommendations concerning salary for the staff in the coming year.

Each quarter the Personnel chair will meet individually with the General Presbyter, Stated Clerk and the Administrative and Financial Assistant. The meetings will be an opportunity for progress updates, concerns and additional development plans and goals. Other members of the committee could be invited to participate in these meetings in specific cases, when invited by both the chair and the person being interviewed.

The Personnel Committee will maintain current position descriptions for the General Presbyter, Stated Clerk, Treasurer, and the Administrative and Financial Assistant.

The Personnel Committee will inform the Presbytery when there will be an election for the Stated Clerk position. The position will be posted and the election held at the appropriate Presbytery meeting. The ballots will be tallied and results reported. The Personnel Committee will handle advertising and interviewing for the Administrative and Financial Assistant position when needed.

Appendix G: Committee on Representation and Nominations **Overview**

Purpose

Representation and Nominations Committee is charged with the task of placing in nomination persons suitable to serve on the various committees of Presbytery and to assure that there is a balance of Ruling Elders, Teaching Elders and geographic diversity.

Meeting times

The committee meets two months prior to a Presbytery meeting to assess the vacancies in the committees and seek persons to fill those vacancies. Most committee meetings are by conference call and will be called by the chair of the committee.

Prior to the Fall Presbytery meeting is the heaviest time of work as committee members have completed their 3 or 6 year term and need to be replaced.

Special conference calls may be made if Presbytery Council has requested a task force or group to do a specific task.

Routine Tasks

The chair usually communicates by email to the committee the necessary positions that need to be filled and notes the need for members of congregations, Teaching Elders or geographic needs that are to be met in the vacancies that need to be filled.

During the conference calls, names are suggested and assignments made to committee members to make the necessary contacts for each vacancy.

Names of those persons that have agreed to serve are presented at the following Presbytery meeting for election. Nominations from the floor are requested prior to the election and Presbytery proceeds as appropriate.

At all times the committee needs to consider the nomination of an equal number of teaching elders and members of congregations, as well as an equal number of men and women, keeping in mind geographical distribution throughout the Presbytery. In all cases, no more than half of the committee membership is to be clergy.

Appendix H: Committee on Worshiping Communities **Overview**

Meetings

The committee shall meet at least three times a year at a site and time to be determined by the chair. Meetings are generally to be at least two weeks before Council meets.

Tasks

The committee will organize itself into three areas of focus.

1. Campus Ministry
2. Church Development and Outreach
3. Theological Education Fund

The committee will strive to involve and empower local congregations. It will do so by serving as a resource center. The committee will garner information from congregations, PC(USA) website, *Presbyterian Outlook* and *Presbyterians Today*, and other resources as they are identified.

The committee will disseminate information to the congregations via the email, the Presbytery newsletter, and direct contact.

The committee will in June of each year send out the Campus Ministry Update/check-in form.

The committee will identify other needs as well and will strategize ways to meet those needs. Based on information received the committee will, by the end of July, make budget recommendations to Budget and Financial Services.

The committee will regularly solicit donations from local churches in support of the Theological Education Fund.

Appendix I: Committee on Session Records Overview

Meetings

The Session Records Committee usually meets via teleconference to decide on dates, times and places for the Annual Administrative Reviews/Cluster Meetings and to discuss any other concerns of committee members. E-mail and U.S. mail also have kept us connected.

Tasks

The Cluster meetings (where the records of each congregation are reviewed) occur in April and May in the various regions of the Presbytery. Special dates and places are arranged to accommodate those who cannot attend the cluster site meeting.

The forms utilized for the Annual Administrative Review are the Annual Review of Session Record (Form SR-Rev. July 2014) and Special Items (Form SI-Rev. July 2014), included with Appendix N.

The Clerk's Handbook (Appendix N to this Manual) has recently been revised and should be considered a work in progress. The committee expects further comments and suggestions as it is read by others and utilized in the future.

Appendix J: Officers' Duties

Presbytery Moderator

A. Election and Training

The Presbytery Moderator is elected in the fall at the third stated meeting of a year. Shortly thereafter the Moderator should begin making arrangements to attend the PC(USA) Moderators Conference. There is much on polity and *Robert's Rules of Order* to learn — at least for first-time Presbytery Moderators. Also important are the worship and fellowship with the broader denomination, contact with the Presbyterian Mission Agency and with the General Assembly moderators.

B. Meetings of the Presbytery

Introduction

The most sizeable and intensive duty of the Presbytery Moderator is to run (moderate) meetings of the Presbytery. This requires teamwork in discernment, planning, and organization. These meetings must be supportive of informational items and action items arising out of committee, task force, commission, Council, officer, staff, commissioner, and liaison labors. These meetings must be organized, efficient, and productive. Worship, mission, leadership development, care, and fellowship are always in order. A successful meeting will feel guided and blessed of the Spirit—like it was the meeting the Presbytery needed to have. It is a lofty and fine target; grace is remembered if we fall short.

Preparation of Docket

At the prior Coordinating Council meeting the Presbytery Moderator is given docket time for interviewing the Council about its interests for the next Presbytery meeting, and for specific requests for time on the docket. Some Presbytery meeting elements, such as securing and scheduling the presentations of out-of-town guests, will need to be coordinated not one but two or three Council meetings in advance. The Presbytery Moderator is always attentive to the labors of, and the reporting of, committees, task forces, commissions, Council, officers, staff, commissioners and liaisons. The things which need to happen at Presbytery meetings arise therein.

Usually the preceding Council meeting does not completely suffice for docket preparation. Often the Presbytery Moderator coordinates docket items with leadership by email and phone call.

Meeting Promotion

Consequent to each Coordinating Council meeting the Presbytery Moderator and staff Administrative and Financial Assistant (AFA) coordinate meeting promotion, which the AFA delivers via Constant Contact email.

Meeting Arrangements

Perhaps the most detailed and important element of meeting arrangement that the Presbytery Moderator is involved with is the projection technology. Moderator (and/or AFA) deliver to the projectionist docket files and slide files suitable for projection, along with any other audio/visual materials involved in the Presbytery meeting. The slide files are bullet-point summaries in large point font of the more detailed reporting uploaded to the Presbytery website.

C. Meetings of the Coordinating Council

Although the Presbytery Moderator does not moderate Coordinating Council meetings, these are critical meetings for Presbytery Moderator attendance and participation, as they have enormous bearing on the next Presbytery meeting.

D. Ordinations, installations, and commissionings

The Presbytery Moderator ordinarily participates in commissions to ordain and install, and in rites of commissioning.

E. Availability to presbyters, committee chairs, etc.

The Presbytery Moderator is often regarded by Ruling Elders and Teaching Elders in the Presbytery as a particular collegial resource. Presbyters need things, want to coordinate things, want a listening ear, and sometimes the Presbytery Moderator is the appropriate resource.

F. Synod Assembly

It is possible that the Presbytery Moderator is invited to one of the yearly Synod of the Covenant Assemblies. Every effort should be made to attend and participate.

G. Installation of next moderator

The Presbytery Moderator crafts and participates in the rite of installation of the next Presbytery Moderator and Presbytery Vice-Moderator. The Presbytery stole (symbol of the yoke of Jesus Christ) and the Presbytery gavel (symbol of the order of PC(USA)) are passed to the next Moderator.

The Presbytery Moderator then begins a term as Coordinating Council chair.

Presbytery Vice-Moderator

A. Election and Study

The Presbytery Vice-Moderator is elected in the fall at the third stated meeting of a year. Shortly thereafter the vice-moderator should take some time to review the *Book of Order* and the Presbytery *Manual of Operations*.

B. Meetings of the Coordinating Council

Though the Presbytery Vice-Moderator does not moderate Coordinating Council meetings, these are critical meetings for Presbytery Vice-Moderator attendance and participation, as they have enormous bearing on the next Presbytery meeting.

C. Meetings of the Presbytery

The Presbytery Vice-Moderator must be prepared to moderate the upcoming Presbytery meeting as substitute for the Presbytery Moderator, in case of her/his absence. By far the most common case, however, is that the Presbytery Moderator is present and moderates the meeting. In which case, as a learning experience, the Presbytery Vice-Moderator should facilitate the projection of meeting documents. Projection of meeting documents is coordinated with the Presbytery Administrative and Financial Assistant, with the hosting pastor, and sometimes with a technology person provided by the hosting congregation. In this role the Presbytery Vice-Moderator will become familiar with many helpful elements of running paperless Presbytery meetings, including:

Clear, readable docket

Clear, readable report summaries (bullet point)

Helpful and inspiring powerpoints and videos, etc.

Knowledge of these elements will inform the direction that the Presbytery Vice-Moderator gives to Presbytery leadership in succeeding years when serving as Presbytery Moderator and Coordinating Council chair.

D. Ordinations, installations, and commissionings

The Presbytery Vice-Moderator may occasionally be asked to participate in commissions to ordain and install, and in rites of commissioning.

Stated Clerk

The Stated Clerk of a governing body (council) is one of only two offices required by the *Book of Order*.

In the finest sense, the Stated Clerk serves as a protector of the priesthood of all believers, as a prime connector in the connectional church, as the guardian of the history of a people who believe in the God of history. The Stated Clerk is the servant of all and responsible to all.

That servanthood and responsibility are carried out in many arenas, from the individual church members and individual Teaching Elders, to sessions, Presbytery in its units as well as the whole body, other presbyteries, the synod and the General Assembly. Most of these duties fall within the cliché of doing things "decently and in order."

Implicit in these duties is a responsibility to be careful and caring; to further the work of Christ's body, not cause it to come to a standstill; to protect the few from the many and also the many from the few, to do all that is possible in a quiet and consistent fashion.

The clerk must be steeped in Presbyterianism, understand almost intuitively the way in which the Holy Spirit can use our process to further the Kingdom. The clerk must understand the letter of the law, and yet abide by the spirit of the law in order that the law itself not become a god.

In the way that the dual role of servanthood and counsel is understood and acted upon lies the gift of a clerk to the governing body (council) of which he or she is a part.

The Stated Clerk's responsibilities include but are not limited to the following:

Book of Order Responsibilities

Rolls and Records

- Record the transactions of the Presbytery
- Keep rolls of membership & attendance
- Keep register of certified educators & Commissioned Ruling Elders
- Preserve the Presbytery's records
- Furnish verified extracts when required by another council

G-3.0104

- Recommend the safekeeping of the records
- Review annually Presbytery's proceedings & actions
- Presbytery review of sessions
- Synod review of Presbytery
- GA review of synod

G-3.0107 & G-3.0108

Judicial Process

- Receive written allegations, requests
- Send requests, communication
- Report decisions of cases to Presbytery
- Provide materials pertaining to cases

Rules of Discipline

Receiving

- Letters of Renunciation *G-2.0509*
- Notification of Certifications *G-2.1101*
- Written Protests *G-3.0105*
- Administrative Commission Reports

G-3.0109b

Reporting

- Renunciations *G-2.0509*
- Ordinations *G-2.0704*
- Certifications *G-2.1101*
- Votes on Proposed Amendments *G-6.04e*

Other Responsibilities

Official Communicator

Presbytery/Synod

- Minutes
- Actions to and from committees/commissions
- Other information

Office of the General Assembly

- Statistics, Five-Part Forms, Pastoral changes
- Inquirers and Candidates
- Emails and Mailings
- PIFs and Church Leadership Connection
- Reporting GA Commissioners to GA
- GA Actions and Amendments

Provide Guidance

- *The Book of Order*
- Presbytery Policies and Procedures
- Parliamentary Procedure
- Judicial Process
- Legal Matters and Risk Management

Presbytery Meetings

- Planning
- Parliamentarian
- Recorder and/or Minutes
- Reporting Actions and Follow up

Provide Orientation

- Clerks of Session
- Permanent Judicial Commission
- GA Commissioners
- New Commissioners to Presbytery

Self Awareness

- Knowing your responsibilities
- Respecting Presbytery customs and traditions
- Knowing the rules, policies and processes
- Remaining neutral and fair
- Knowing when to ask for help

Treasurer

The duties of the Treasurer are to:

1. Provide financial and accounting control by:
 - a. Review documentation supporting checks.
 - b. Sign checks as one of two check signers.
 - c. Periodically check bank reconciliations prepared by the bookkeeper.
 - d. Make and/or approve all changes in the chart of accounts.
2. Oversee preparation of monthly financial statements of all funds for distribution to the Budget and Finance Committee. These financial statements include a comparison of actual to budget and/or a comparison of the current year's data to the prior year's data for the same period.

3. Prepare a monthly financial report narrative.
4. Prepare annual financial statements, including footnotes, for an independent perusal.
5. Project cash flow needs and arrange for cash, to the extent available, to meet those needs.
6. When requested, prepare analysis and projections of financial information.
7. Assist the Budget and Finance Committee in preparation of the annual operating budget for the Operating Fund.

Coordinating Council Chair

A. Introduction

In the fall stated Presbytery meeting the current Presbytery Moderator concludes service as Presbytery Moderator and begins service as Coordinating Council Chair. It is appropriate consequent to that to begin communicating with the Council, which will include newly elected members, about expectations for the service and functioning of the Council in the year ahead.

B. Meetings of the Coordinating Council

The most sizeable and intensive duty of the Coordinating Council chair is to run (moderate) meetings of the Coordinating Council. This requires teamwork in discernment, planning, and organization. These meetings must be supportive of informational items and action items arising out of committee, task force, commission, officer, staff, commissioner, and liaison labors. These meetings must be organized, efficient, and productive. Prayer, devotionals, care, and fellowship are always in order. A successful meeting will feel guided and blessed of the Spirit—like it was the meeting the Coordinating Council needed to have. It is a lofty and fine target; grace is remembered if we fall short.

Preparation of Docket

The docket includes time for each committee, task force, commission, officer, staff, commissioner, and liaison. The docket includes time for upcoming Presbytery meeting planning, run by the Presbytery Moderator.

Meeting Promotions

Coordinating Council meetings, like Presbytery meetings, are set at least one year in advance. The chair asks the staff Administrative and Financial Assistant (AFA) for email supporting in promoting upcoming Coordinating Council meetings.

An occasional memo advisement on one Council matter or another, leading up to meetings or between meetings, is in order.

Meeting Arrangements

Meetings must be arranged well in advance with the hosting congregation (customarily the First Presbyterian Church of Petoskey).

Perhaps the most detailed and important element of meeting arrangement that the Coordinating Council Chair is involved with is the projection technology. The Council Chair should ensure there is a projector, screen, and laptop which work together, and welcome files from Council members by thumb-drive or CD.

C. Meetings of Presbytery

The Coordinating Council chair will take pains to provide to the Presbytery good reporting as an e-document for the Presbytery website, and bullet-points for speaking to (which are delivered to the staff AFA for projection during the meeting).

D. Ordinations, installations, and commissionings

The Coordinating Council chair is sometimes invited to participate in commissions to ordain and install.

E. Availability to presbyters, committee chairs, etc.

The Coordinating Council chair is often regarded by Ruling Elders and Teaching Elders in the Presbytery as a particular collegial resource. Presbyters need things, want to coordinate things, want a listening ear, and sometimes the Coordinating Council chair is the appropriate resource. The chair should strive to be available and responsive.

Appendix K: Policy on Preventing and Responding to Sexual Misconduct

(This policy can be found on the Presbytery website at http://www.presbymac.org/index.php?option=com_docman&view=download&alias=771-sexual-misconduct-policy&Itemid=213)

Appendix L: Committee on Ministry Manual

(This manual can be found on the Presbytery website at http://www.presbymac.org/index.php?option=com_docman&view=download&alias=773-com-manual&Itemid=213)

Appendix M: Personnel Committee Manual

(This manual can be found on the Presbytery website at http://www.presbymac.org/index.php?option=com_docman&view=download&alias=774-personnel-manual-1&Itemid=213)

**Appendix N: Handbook for Clerks of Session and Reporting
Forms for Review of Session Records**

(This handbook can be found on the Presbytery website at http://www.presbymac.org/index.php?option=com_docman&view=download&alias=775-handbook-for-clerks-of-session&Itemid=213.)

Appendix O: Child/Youth Protection Policy

(This policy can be found on the Presbytery website at <http://presbymac.org/index.php/manuals/988-manual-of-operations-appendix-o-child-youth-protection-policy/file>)