

MANUAL OF ADMINISTRATIVE OPERATIONS

HUNTINGDON PRESBYTERY

May 9, 2018

M-0.0000 A STATEMENT OF PURPOSE

M-0.0100 Vision: Huntingdon Presbytery: Loved by Jesus Christ, Called to love all others.

M-0.0200 We believe that God is calling the Church to renewal and transformation that we may witness to the love of Jesus Christ in changing and challenging times. This call has been heard by churches large and small, rural, town and urban, in the mountains and valleys of Central Pennsylvania. We believe that by God's saving Grace, we are loved by Jesus Christ and empowered by the Holy Spirit. Therefore, the churches, ministers and lay persons of Huntingdon Presbytery can and will participate in God's future for the church and the world. We believe that every church is called to offer gifts to Christ's work in the world.

M-0.0300 Work: Huntingdon Presbytery seeks to discern and answer God's call as it:

Gathers as Christ's community:

for worship where we proclaim God's Word to the Presbytery, listen for what God wants us to be and do, pray for Christ's Church and for the ministry in and of Huntingdon Presbytery, and celebrate communion and the love of God in Jesus Christ,

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

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

Challenges churches and members as disciples of Christ:

to discover their gifts and fulfill their calling,

to serve in their communities,

to be faithful stewards of all their gifts,

to speak with and hear one another through Christ's love,

to rediscover the meaning, responsibilities, and accountability of being Presbyterian,

to deepen their love of God and their neighbor.

Equips churches and laity:

to develop strong, vital leadership for their ministries as they face the challenges of a changing world,

to provide resources to support their ministries that they may better witness to Christ's love for all,

to facilitate communication and connection of churches with each other and with Presbytery, Synod and General Assembly.

Explores new forms of ministry:

to assist churches in their pastoral and leadership needs, and prays for transformed churches, active and alive in God's Spirit.

Supports ministers:

by challenging them to rediscover the meaning, responsibilities and accountability of being Presbyterian,

by providing opportunities for nurture, fellowship and pastoral care, and continued growth in their ministry.

Shares in joint mission:

by reaching out as churches and as presbytery to our communities and the world,

by loving others in the name of Christ.

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

M-1.000 **Members:** Membership in the presbytery shall be defined in the Book of Order. Each elder elected as an officer or a member of the Visioning Team of presbytery shall be enrolled as a member of presbytery for his or her term of office, whether or not commissioned by his or her session. The General Presbyter, if an elder, shall also be enrolled as a member of presbytery for the term of his or her office. Commissioned Lay Pastors may also be enrolled as members of presbytery for the terms of their commission.

M-2.000 **MEETINGS AND GATHERINGS**

M-2.1000 **Stated Meetings:** Huntingdon Presbytery shall ordinarily hold five (5) stated meetings annually, three meetings with a business emphasis, one meeting with a designated emphasis and one training meeting for church officers and presbytery committee members. Ordinarily the business meetings will be held in January (daytime), June (evening) and September (evening). The April meeting (evening) will have designated emphasis of interest to the congregations. The November meeting (daytime, Saturday) will be a training session for church leaders

M-2.1200 **Special Meetings:** Special meetings of presbytery may be called by the moderator at the request, or with the concurrence, of two ministers of the Word and Sacrament and two ruling elders, the ruling elders being of different

churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call.

M-2.1300 Notice: of a special meeting shall be sent not less than ten days in advance to each minister of the Word and Sacrament and each ruling elder member of presbytery and to the session of every church. The notice shall state the purpose of the meeting, and no business other than that listed in the notice shall be transacted.

M-2.2000 Quorum: A quorum of the presbytery shall be three ministers of Word and Sacrament and three ruling elder commissioners, the ruling elders being of different churches.

M-2.3000 Conduct of meetings: Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Newly Revised, except where the Book of Order of the Presbyterian Church (U.S.A.) provides otherwise.

M-2.3100 Participation: Continuing members of presbytery are expected to participate responsibly in the deliberations and work of the presbytery; however, Honorably Retired members of presbytery, when absent from meetings, shall be considered to be excused.

M-2.3200 Voice and Vote in Meetings: Each member of presbytery shall have voice and vote. Presbytery may designate other participants as corresponding members with voice.

M-2.4000 Duties The duties, power and authority of the presbytery shall be as defined in the Book of Order.

M-2.5000 Offerings: An offering will be received at every stated meeting during worship. The Committee on Presbytery Life will designate the recipient of each meeting's offering.

M-2.6000 Submission of Commissioner Resolutions: **SEE Appendix I**

M-3.0000 OFFICERS & STAFF

M-3.1000 The elected officers of presbytery shall be the moderator, the vice-moderator, and the stated clerk, and other officers as determined by presbytery from time to time.

M-3.1100 Election: Election of the moderator and vice-moderator (one will normally be an elder and the other a minister) for full terms will be made at the September stated meeting upon nomination by the Nominating Committee and those elected shall take office the following January. Vacancies may be filled upon nomination by the Nominating Committee and election at any meeting of presbytery.

M-3.1200 Moderator: The moderator is elected annually for a one-year term and will ordinarily alternate yearly between a minister and a ruling elder.

- M-3.1250 Moderator Duties: SEE Appendix II**
- M-3.1300 Vice-Moderator:** The vice-moderator is elected annually for a one-year term and ordinarily alternate yearly between a minister and a ruling elder. The vice-moderator will normally become the succeeding moderator.
- M-3.1350 Vice-Moderator Duties: SEE Appendix III**
- M-3.1400 Stated Clerk:** The stated clerk shall, on nomination by the Personnel Team, be elected for a five-year term. The stated clerk may be re-elected for additional terms.
- M-3.1450 Duties:** The duties of the stated clerk shall include those duties enumerated by the Book of Order and the job description provided by the Personnel Team.
- M-3.2000 Staff**
- M-3.2025 Head of Staff:** The presbytery shall be administered by a General Presbyter. The General Presbyter shall be called by presbytery as guided by the Personnel Policy of the presbytery and in conformance with the Book of Order. The General Presbyter is an ex officio member of all teams and committees except the Permanent Judicial Commission.
- M-3.2050 Additional Staff:** Presbytery may, through its Personnel Team, employ additional staff, such as administrative assistant, treasurer, resource center coordinator and Christian Education consultant, as its mission may from time to time require. Position descriptions of the officers and staff shall be approved by presbytery and maintained by the Personnel Team.
- M-4.0000 TRUSTEES**
- The trustees of the Huntingdon Presbytery shall be the duly elected and serving members of the Committee on Presbytery Life, fulfilling duties as required by the bylaws of the presbytery, of the Commonwealth of Pennsylvania and other duties as assigned by the presbytery. The Stated Clerk is the Secretary of the Corporation and will be present when Trustee business is being conducted.
- M-4.1000 Duties: SEE Appendix IV**
- M-5.0000 STAFFING AND OFFICERS**
- M-5.1000** The stated clerk shall serve as staff to the Permanent Judicial Commission. The General Presbyter shall be a resource person to each committee with voice but without vote except the Permanent Judicial Commission. Employees may serve as resource persons to committees, teams, and working task groups as requested, with voice but without vote.
- M-5.2000** Presbytery staff and officers shall perform those duties as assigned by the Book of Order and the presbytery and have such authority as necessary to carry them out. Committees, teams, and working task groups are encouraged to lift up missions and programs for presbytery's notice. Committees or teams may

organize sub-committees to facilitate their work. Sub-committee reports shall be made through committee.

M-5.3000 Expenses of committees: Necessary expenses of the committees, teams, commissions and working task groups will be paid by the presbytery's treasurer in accordance with an adopted budget and upon receipt of proper vouchers.

M-5.4000 Attendance in committees: The position of any member who misses two consecutive regular meetings of a committee or team without notification shall be declared vacant **and member notified by the committee chair.**

M-5.5000 Meetings of committees: Committees and teams may meet in person or by electronic means. Meetings that are conducted wholly or in part by electronic means must uphold the principles and the procedures of the Electronic Meeting Policy of this presbytery. **(SEE Electronic Meeting Policy)** Meetings of investigative committees and the Permanent Judicial Commission are not included in this provision, but will be guided by the Rules of Discipline.

COMMITTEES, TEAMS, AND WORKING TASK GROUPS

M-6.0000 VISIONING TEAM

M-6.1000 Purpose: To oversee and provide guidance to the entities of the presbytery while coordinating and evaluating the life of Huntingdon Presbytery in terms of its vision and mission.

M-6.2000 Membership: The Visioning Team will consist of four members in four classes. Each member is elected to serve a single four-year term and cannot be reelected until at least one year has elapsed.

M-6.3000 Officers:

- a. The officers shall be a chair, a vice chair and a recorder.
- b. The chair of the Visioning Team is ordinarily a person with a minimum of one-year experience on the Team and who is nominated by the Nominating Committee and elected by the presbytery for a one-year term.
- c. The vice-chair, who is nominated by the Nominating Committee and elected by the presbytery for a one-year term, shall serve in the absence of the chair.
- d. The recorder keeps record of the team's actions and receives the minutes of the other entities within the presbytery.

M-6.4000 Meetings: The Visioning Team shall meet at least six times a year.

M-6.5000 Quorum: A quorum shall consist of three members of the team.

M-6.6000 Duties: **SEE Appendix V**

M-7.000 COMMITTEE ON MINISTRY

M-7.0100 Purpose: To provide support and troubleshooting to pastors, commissioned lay pastors, certified Christian Educators, congregations and sessions; help

congregations find pastoral leadership, recommend all pastoral relationships to the presbytery.

- M-7.0200** **Membership:** The Committee on Ministry shall consist of twelve members elected in three classes. Members shall not serve more than six consecutive years and shall be not eligible for re-election to that committee until at least one year has elapsed. The numbers of ministers and ruling elders on the committee should be as equally divided as possible.
- M-7.0300** **Officers:** The officers of the committee shall be a chair and vice-chair, nominated annually by the presbytery Nominating Committee and elected at the September meeting. The stated clerk will serve as the recorder.
- M-7.0400** **Meetings:** The Committee on Ministry shall meet at least eight times a year at regularly scheduled business meetings.
- M-7.0500** **Quorum:** The quorum for meetings of the Committee on Ministry shall be a majority of the committee.
- M-7.0600** **Duties:** SEE Appendix VI.
- M-7.1000** **Preparation for Ministry:** The responsibilities of preparation for ministry shall be performed by the Committee on Ministry, which shall organize a Subcommittee on Preparation for Ministry for this purpose.
- M-7.1100** **Purpose:** The purpose of the subcommittee shall be to fulfill the responsibilities listed in the Book of Order to inquirers and candidates, commissioned lay pastors, certified Christian Educators and lay preachers within the presbytery.
- M-7.1200** **Membership:** The Subcommittee on Preparation for Ministry will be composed of members of the Committee on Ministry as determined by the chairperson of the Committee on Ministry, in consultation with the General Presbyter. The subcommittee may co-opt other persons as needed with the permission of the Committee on Ministry.
- M-7.1300** **Officers:** A chair and recorder shall be appointed annually by the chairperson of the Committee on Ministry in consultation with the General Presbyter.
- M-7.1400** **Meetings:** Meetings will be held as needed.
- M-7.1500** **Quorum:** A quorum shall be at least two members of the Committee on Ministry.
- M-7.1600** **Duties:** See Appendix VII
- M-8.000** **COMMITTEE ON PRESBYTERY LIFE**
- M-8.1000** **Purpose:** The committee shall be responsible for those activities that bring churches and people together in the presbytery, ensure that presbytery works effectively and act as trustees of the presbytery.

- M-8.2000 Membership:** The Committee on Presbytery Life shall consist of twelve members elected in three classes, with one class elected to three-year terms of office. Members shall not serve more than six consecutive years on the same committee and shall be not eligible for re-election to that committee until at least one year has elapsed.
- M-8.3000 Officers:** The officers of the committee shall be a chair who shall serve as president of the corporation, vice chair and recorder, nominated annually by the presbytery Nominating Committee and elected at the September meeting of presbytery.
- M-8.4000 Meetings:** The Committee on Presbytery Life shall meet at least eight times a year.
- M-8.5000 Quorum:** A quorum for meetings of the Committee on Presbytery Life shall be a majority of the members.
- M-8.6000 Duties: SEE Appendix VIII**
- M-9.0000 PERSONNEL TEAM**
- M-9.1000 Purpose:** To carry out the personnel functions of the presbytery.
- M-9.2000 Membership:** Shall be made up of three members elected in three classes who may serve no more than two consecutive terms.
- M-9.3000 Officers:** Moderator and recorder nominated by the Nominating Committee and elected by the presbytery.
- M-9.4000 Meetings:** The Personnel Team shall meet at least three times a year
- M-9.5000 Quorum:** A quorum shall be a majority of the team.
- M-9.6000 Duties: SEE Appendix IX**
- M-10.0000 CAMP AND CONFERENCE COMMITTEE**
- M-10.1000 Purpose:** The Camp and Conference Committee members shall serve as the Huntingdon Presbytery representatives to the Joint Camp and Conference Committee (The board of the camp).
- M-10.2000 Membership:** The Camp and Conference Committee shall consist of three members elected by the presbytery in three year terms who may serve two successive terms. The General Presbyter is an ex officio member with voice and vote.
- M-10.3000 Officers:** the presbytery committee annually elects its own head.
- M-10.4000 Meetings:** Monthly as the board of the camp.
- M-10.5.000 Quorum: NA**
- M-10.6000 Duties: SEE Appendix X**

M-11.0000 PERMANENT JUDICIAL COMMISSION

Presbytery shall elect a Permanent Judicial Commission, in accordance with the provisions of the Rules of Discipline.

M-11.1000 Purpose: The Permanent Judicial Commission conducts hearings and trials concerning remedial and discipline cases within the presbytery.

M-11.2000 Membership: Members are elected by the presbytery to fill six year terms. A member may not be re-elected to another term until four years have elapsed.

M-11.3000 Officers: The Permanent Judicial Commission shall elect from its members a moderator and clerk.

M-11.4000 Meetings: The Permanent Judicial Commission shall meet at such times at such times and places as the commission shall determine.

M-11.5000 Duties: The duties of the Permanent Judicial Commission shall be those responsibilities assigned to it by the Rules of Discipline, and its activities will be guided by the Rules of Discipline.

M-12.0000 NOMINATING COMMITTEE

M-12.1000 Purpose: To nominate well qualified persons to serve on all presbytery committees and teams.

M-12.2000 Membership: The Nominating Committee shall consist of the moderator and vice-moderator of Presbytery, one member of the Committee on Ministry, and one member of the Committee on Presbytery Life. The members from the Committee on Ministry and the Committee on Presbytery Life will be appointed by their respective committees for a two year term. Two members at large nominated by the Nominating Committee and elected by the presbytery for a two year term. They may not serve a successive term.

M-12.3000 Officers: The moderator of presbytery shall serve as chair of the Nominating Committee; the vice-moderator shall serve as vice chair. A recorder shall be appointed annually by the Nominating Committee.

M-12.4000 Meetings: The committee will meet as necessary to ensure committee positions for the coming year are filled by the September stated meeting of presbytery.

M-12.5000 Quorum: A quorum shall be at least four members.

M-12.6000 Duties: SEE Appendix XI

M-13.0000 AMENDMENTS

M-13.1000 Manual Amendments: Provisions of this Manual may be amended only at a stated meeting of presbytery by a two-thirds vote of commissioners present. Amendments shall be proposed in writing at a stated meeting of

presbytery as a first reading. Final action or second reading of proposed changes will take place at the next stated meeting of presbytery.

M-13.2000 Appendices: Appendices to this Manual may be adopted or amended at any stated meeting of presbytery by a two-thirds vote of commissioners present. Appendices to this Manual or amendments to appendices to this Manual shall be proposed in writing in the pre-presbytery mailing for the stated meeting at which they are to be considered.

M-13.3000 Other Advance Notice: Any action of presbytery for which the Constitution requires a two-thirds or larger majority vote shall have the motion and any substantiating information printed and distributed to the commissioners with the pre-presbytery mailing for the stated meeting at which it is to be considered.

M-13.4000 Temporary Suspension Provisions of this Manual may be temporarily set aside by a three-fourths vote of the commissioners present at any meeting.

APPENDICES

Appendix I Submission of Commissioner Resolutions

M-2.6000

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

- a. Normally, items suggested for presbytery consideration should be submitted to the appropriate committee, commission, or officer of presbytery for review and recommendation.
- b. Nonetheless, commissioner resolutions may be submitted for consideration at any stated meeting of presbytery or special meeting called for that purpose. Commissioner resolutions should be submitted to the stated clerk at least fourteen days prior to the meeting at which they are to be considered. A short note of explanation as to why the resolution is being offered must be included with the information sent to the stated clerk.
- c. The stated clerk will immediately contact the chair of the Committee on Presbytery Life to ascertain the legality of the resolution. Only resolutions expressed in decorous and respectful language will be accepted. Upon approval of the Committee on Presbytery Life chair or team, the document will be circulated via email or the pre-presbytery packet to all sessions, clergy, and continuing members of presbytery. Such resolutions will be considered during the new business phase of the meeting.
- d. If an urgent matter requiring the attention of presbytery arises less than fourteen days prior to a stated meeting of presbytery, a commissioner may bring the matter to the attention of presbytery following this procedure: The commissioner will contact the stated clerk and the chair of the Committee on Presbytery Life prior to the start of the

meeting and provide them the text of the commissioner resolution. The stated clerk and the chair of the Committee on Presbytery Life, or his/her delegate, will review the resolution for legality and decorous language. If the stated clerk and the Committee on Presbytery Life chair approve the legality and decorousness of the language, the resolution will be placed before the body during the new business phase of the meeting. The commissioner bringing the resolution shall make available prior to the opening of the meeting sufficient copies for the entire attendance at the presbytery meeting.

Appendix II Moderator's duties

M-3.1250

- a. The duties of the chair of presbytery shall include all those duties enumerated in the Book of Order.
- b. Is normally expected to preside over administrative commissions to ordain or install pastors and to commission lay pastors.
- c. Appoints investigative committees as spelled out in the Rules of Discipline and reports to the next meeting of presbytery.
- d. Calls special meetings of presbytery upon request, following the standards in M-2.1200.
- e. Serves as chair of the Nominating Committee.
- f. Performs other tasks as requested by presbytery.

Appendix III Vice-Moderator's duties

M-3.1350

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

Appendix IV Trustees duties

M-4.1000

In the capacity of trustees, the duties of the Committee on Presbytery Life shall be:

- a. Own absolutely or to own any estate of less than absolute ownership real property and any legal parts of real property, such as mineral rights or surface rights alone, and to hold or own various types of personal property, all of which property is owned in trust for the purposes and uses that are specified by the Huntingdon Presbytery and by the intention of the donors of said gifts as expressed in the written documents which created the specific trusts. The trustees shall also have the specific power to convey said items of property without restrictions such as trust restrictions on the said property when the governing instrument so provides and when the trustees are directed to do so by presbytery.
- b. Consult with and make recommendation to presbytery concerning physical properties within presbytery.
- c. Review and evaluate particular actions involving rental, lease, mortgage, or sale of real property or any financial borrowing and to report and make recommendations directly to presbytery thereon.

- d. Review and evaluate capital projects of congregations whose cost exceeds fifteen percent of annual operating budget.
- e. **Revolving Loan Fund:** Those monies which the presbytery has designated for low interest loans to churches for capital needs will be the Revolving Loan Fund. Upon the application of a particular church for loans, after review, the trustees may recommend to presbytery that it grant a loan of up to one half of the principal then in the Revolving Loan Fund to a particular church.
 - 1. In addition to any conditions set by the trustees, the church shall agree to complete and abide by the conditions in the standard loan contract, which shall be kept on file in the presbytery office.
 - 2. The interest on new loans from the Revolving Loan Fund shall be set annually on the day of the November presbytery meeting according to a formula adopted by the trustees and reported to presbytery.

Appendix V Visioning Team duties

M-6.6000

- a. Recommend to presbytery short and long term goals to implement presbytery's priorities in consultation with its committees and teams.
- b. Identify emerging needs within churches and society that call for presbytery attention.
- c. Suggest yearly themes, special educational programs, speakers, mission outreach activities and ways to partner with the larger church, etc.
- d. Ensure that the presbytery and its committees are fulfilling their responsibilities as outlined in the bylaws and Manual of presbytery.
- e. Be in partnership with the larger church.
- f. Create special task force(s) when it becomes necessary to address ongoing ministry within the presbytery through specific tasks and report back to the presbytery. The Visioning Team shall retain the authority to deem the task accomplished and dismiss the task force.
- g. Facilitate and ensure communication among presbytery teams and committees and between teams.
- h. Monitor committee and team members' attendance at other meetings and enforce M-5.4000.
- i. Receive appropriate minutes and reports of the other teams and committees.

Appendix VI Committee on Ministry duties

M-7.0600

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

The general duties of the committee shall be to:

- 1. Fulfill the responsibilities listed in the Form of Government.
- 2. Recommend to presbytery annually minimum terms of call and report to presbytery annually on the status and adequacy of each minister of the Word and Sacrament's and commissioned lay pastor's terms of call.
- 3. Provide at least annually an approved pulpit supply list, examining and recommending all candidates for the Approved Pulpit Supply and ensuring that they comply with any background check requirements.

4. Distribute the statement of faith ministers of the Word and Sacrament and candidates seeking membership in the presbytery at the meeting at which the individuals are examined.
 5. Make grants from the Gloria Jean Smith Scholarship Fund and the Candidates Scholarship Fund on the recommendation of the Subcommittee on Preparation for ministry.
 6. Support and provide presbytery linkage for seeking pastoral leadership
 7. **Help churches in difficult situations** to work through problems and identify resources.
 8. Help churches provide ways to serve and reach out in their communities.
 9. Promote health and vitality in congregations and pastoral leaders.
 10. Provide counsel and support to ministers, and commissioned lay pastors of presbytery in matters of career development, continuing education, pensions, professional placement and matters of personal concern.
 11. **Receive an annual written** report from each minister and commissioned ruling elder reporting the past year's continuing education and career development.
 12. Establish and determine uses of the Clergy Emergency Fund, with the chairperson of the Committee on Ministry and the General Presbyter authorized to make distributions from the fund.
 13. Ensure that an offering for the Clergy Emergency Fund shall be taken at each ordination, installation or commissioning service.
- b. Acting as an administrative commission of presbytery, the Committee of Ministry may, between meetings of the presbytery, with the provision that all such actions be reported to the next stated meeting of the presbytery:
1. Name moderators for sessions and congregations
 2. Grant permission to labor within or outside the bounds of presbytery
 3. Find in order the calls issued by churches and contracts approved by sessions
 4. Approve the examination of honorably retired ministers of Word and Sacrament transferring into Huntingdon Presbytery from other presbyteries
 5. Dissolve pastoral relationships in cases where the congregation or session and pastor concur.
 6. Dismiss ministers of Word and Sacrament of presbytery to another presbytery
 7. Grant honorable retirement status to a minister of Word and Sacrament or commissioned lay pastor of presbytery

Appendix VII Preparation for Ministry Duties

M-7.1600

- a. The duties of the Subcommittee shall be to fulfill the responsibilities listed in the Book of Order to inquirers and candidates, commissioned lay pastors, Certified Christian Educators and lay preachers within the presbytery.
- b. Make recommendations to Committee on Ministry on distribution of income
 1. From the Gloria Jean Smith Scholarship Fund, in accordance with the Gloria Jean Smith Scholarship Fund policy.
 2. From the Candidates Scholarship fund.
- c. Suggest to the Nominating Committee persons to serve as readers for the Presbyteries' Cooperative Committee on the Examination of Candidates.
- d. Advocate and interpret the work of the seminaries of our denomination.
- e. Recommend the name of a Theological Seminary Advocate to presbytery for its endorsement.

- f. Provide education and oversight while fulfilling the responsibilities listed in the Form of Government.
- g. On the recommendation of its Subcommittee on Preparation for Ministry, Committee on Ministry may, between meetings of the presbytery, with the provision that all such actions be reported to the next stated meeting of the presbytery.
 - 1. Enroll and remove inquirers
 - 2. Dismiss candidates
 - 3. Certify candidates ready for examination for ordination, pending a call
- h. **Waiver Policy:** In the event of repeated failure to pass a particular exam or exams:
 - 1. Subcommittee on Preparation for Ministry will meet with the candidate to explore reasons for the continued failure to pass a particular exam or exams. Subcommittee on Preparation for Ministry and the candidate will work out a specific plan to remedy the situation in a manner acceptable to Subcommittee on Preparation for Ministry. Subcommittee on Preparation for Ministry will monitor the candidate's progress in implementing the remedial plan.
 - 2. When the remedial process has been completed to the satisfaction of Subcommittee on Preparation for Ministry, Subcommittee on Preparation for Ministry will recommend a waiver to the presbytery, including a summary of the remedial process and a rationale for the waiver recommendation.
- i. **Certified Lay Ministry:** The Subcommittee on Preparation for Ministry shall
 - 1. Establish criteria for the certification of lay preachers and implement programs for the training of candidates for certified lay preachers, interview and examine certified lay preacher candidates, and make recommendations to Committee on Ministry for its recommendation to presbytery.
 - 2. Provide counsel for, and have oversight of the work of, certified lay preachers, including responsibility for annual review.
- j. **Commissioned Lay Ministry:** The Subcommittee on Preparation for Ministry shall:
 - 1. Establish criteria for the commissioning of lay pastors and implement programs for the training of candidates for commissioned lay pastors, interview and examine commissioned lay pastor candidates, and make recommendations to Committee on Ministry for its recommendation to presbytery.
 - 2. Make recommendations to Committee on Ministry on the granting of optional authorities to particular commissioned lay pastors, for its recommendation to presbytery for final action.
 - 3. Provide counsel for, and have oversight of the work of, commissioned lay pastors, including responsibility for annual review.
 - 4. Be responsible for any other duties outlined in G-2.1001.
- i. **Certified Christian Educators:**
 - 1. The Subcommittee on Preparation for Ministry shall provide the locus for the support of the certification process for educators.

Appendix VIII Committee on Presbytery Life Duties M-8.6000

- 1. **Presbytery Worship**
 - a. Plan the worship services for meetings of presbytery.
- 2. **Spiritual growth**
 - a. Provide opportunities for faith sharing and encourage members to grow and interact spiritually.

3. **Financial**
 - a. Prepare the annual unified budget to be presented at the June stated meeting of presbytery
 - b. Arrange for the annual full financial review of all presbytery financial records.
 - c. Receive and report to presbytery the receipt of General Mission self-allocation pledges and payment of pledges of particular congregations.
 - d. Authorize expenditures of funds from the Mission Partnership restricted fund.
4. **Stewardship and Mission**
 - a. Provide stewardship interpretation.
 - b. Promote and interpret the approved denominational special offerings authorized by Huntingdon Presbytery.
 - c. Arrange for and promote the regular iteration of missionaries and mission interpreters within the presbytery.
 - d. Provide opportunities for service within and outside the bounds of the presbytery.
5. **Trustees**
 - a. Serve as the trustees of the presbytery.
6. **Committee on Representation**
 - a. Serve as the Committee on Representation of Presbytery, preparing the annual report with General Assembly.
7. **Education**
 - a. Training of Elders and presbytery committees and their members annually.
 - b. Promote and provide pertinent educational opportunities for our member congregations and their members.
8. **Administrative**
 - a. Establish a working task group to review and make recommendations on General Assembly overtures and amendments.
 - b. Provide for the annual review of session records
 - c. Develop an annual calendar for presbytery to include the dates for presbytery meetings; indicating the celebration of Lord's Supper.

Appendix IX Personnel Team Duties

M-9.6000

1. Hire qualified staff as directed by presbytery, including evaluating criminal background check reports for presbytery staff, and help the staff remain current in job descriptions and job policies.
2. Carry out the responsibilities of the Personnel Team as described in the Personnel Policies of the Huntingdon Presbytery.
3. Meet at least three times each year.
4. Shall conduct an annual meeting with each staff person employed or called by the Huntingdon Presbytery, counseling them on matters relating to the staff person's office and duties to his or her personal welfare.
5. As needed, have access to personnel files.
6. Serve as the agent by which grievances are filed.
7. Recommend staffing patterns and budget recommendation for the coming year to the Visioning Team and the Committee on Presbytery Life by April.
8. Make an annual report at the November stated meeting of presbytery.

APPENDIX X**CAMP AND CONFERENCE COMMITTEE****M-10.6000**

1. Attend JCCC meetings (meetings typically are held monthly but are required to be no less than 6 times per year.
2. Actively participate in the life of the Ministry through volunteer roles and/or financial support.
3. Liaison with congregations and communities regarding programs, opportunities and the needs of the ministry.
4. Actively serve on at least one Standing Committee of the Joint Camp and Conference Committee.
5. Attend, and participate as appropriate, in staff Commissioning services (typically held the Friday before start of summer camp.
6. Provide vision and guidance that encourages the sustainable growth of this year-round multi-generational and diverse ministry.

APPENDIX XI**NOMINATING COMMITTEE DUTIES****M-12.6000**

1. Form a slate of officers for all presbytery committees and teams.
2. Appoint from among the members of committees and teams chairperson, vice chairperson and recorder for each committee and team annually unless selection is mandated otherwise in this manual.
3. **Nominate commissioners** and young adult advisory delegates to Synod and General Assembly.
4. Nominate an alternate member for each committee who will serve for a year who would be called upon to fill the term of a committee or team member who departs.

May 9, 2018