

MANUAL OF OPERATIONS
(revised March 25, 2015)

M-0.0000 A STATEMENT OF PURPOSE

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

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 Huntingdon Presbytery seeks to discern and answer God's call as it:
Work # 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:
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 the churches' 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 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-1.0000
Members

MEMBERS:

Membership in the presbytery shall be as defined in the Book of Order (G-11.0101).

M-2.0000

MEETINGS

M-2.1000
Stated
Meetings

Huntingdon Presbytery shall hold five (5) Stated Meetings yearly. Meetings shall normally be held on the following dates: January: fourth Saturday, 9:30 a.m.; March: fourth Tuesday 9:30 a.m. (unless it comes in Holy Week, when the meeting will automatically be postponed one week); June: fourth Tuesday, 6:00 p.m.; September: fourth Tuesday, 6:00 p.m.; November: third Tuesday, 9:30 a.m.

M-2.1200
Special
Meetings

Special Meetings of Presbytery may be called by the moderator at the request, or with the concurrence, of two teaching 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. The presbytery shall also meet in special session on the direction of synod.

M-2.1300 Notice of a special meeting shall be sent not less than ten days in advance to each teaching elder member of presbytery and to the session of every church. The notice shall set out 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 teaching elders 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 (see G-9.0302).

M-2.3300 H.R. Members	Continuing members of presbytery are expected to participate responsibly in the deliberations and work of the presbytery [G-11.0403e]; however, Honorably Retired members of presbytery, when absent from meetings, shall be considered to be excused.
M-2.4000 Duties	The duties, power and authority of the presbytery shall be as defined in the <u>Book of Order</u> , particularly G-11.0103.
M-2.5000 Offerings	An offering will be received at every stated meeting during worship. The Discipleship Umbrella Team will designate the recipient of each meeting's offering.
M-3.000	OFFICERS & STAFF
M-3.0100 Enumeration of Officers	The officers of presbytery shall be a moderator, two vice-moderators, a stated clerk, a treasurer, and other officers as determined by presbytery from time to time.
M-3.1000 Terms of Office	Terms Election for full terms will be made at the November stated meeting upon nomination by the Nominating Committee and those elected will 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.
M-3.1250 Moderator Duties	The duties of the moderator of presbytery shall include all those duties enumerated in G-9.0202. In addition, the moderator a. Is normally expected to preside over administrative commissions to ordain or install. b. Appoints investigative committees as spelled out in M-6.8000 of this <u>Manual</u> c. Serves as a member of the Administration Umbrella Team Executive Committee. d. Performs other tasks as requested by presbytery.
M-3.1300 Vice- Moderators	The first and second vice-moderators are elected annually for a one-year term, one of whom will always be an elder and one a minister. The First Vice-Moderator will normally become the succeeding moderator.
M-3.1350 Vice Moderator Duties	The vice-moderators shall preside at all presbytery meetings in the absence of the moderator, or at the moderator's request, and perform other tasks as requested by presbytery. The second vice moderator shall assist the stated clerk as recording clerk when not presiding at meetings.
M-3.1400 Stated Clerk	The stated clerk shall, on nomination by the Personnel Committee, be elected for a five-year term. The stated clerk may be re-elected for additional terms. The duties of the stated clerk shall include those duties enumerated by the <u>Constitution</u> and the job description provided by the Personnel Committee.

M-3.1500 Treasurer	The treasurer shall, on nomination by the Personnel Committee, be elected for a five - year term. The treasurer may be re-elected for additional terms. The duties of the treasurer shall be determined by the job description provided by the Personnel Committee..
M-3.2000	Staff
M-3.2025 Head of Staff	The presbytery shall be administered by an executive, who shall be called the General Presbyter. The General Presbyter shall be called by presbytery as directed in <u>Book of Order</u> . [G-9.0700].
M-3.2050 Additional Staff	Presbytery may, through its Personnel Committee, employ additional staff, 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 Committee.
M-3.4000 Voice and Vote in Meetings	Each elder elected an officer or a member of the council 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 [G-11.0101.c]. The General Presbyter, if an elder, shall also be enrolled as a member of presbytery for the term of his or her office.
M-4.0000	TRUSTEES
M-4.0100 Members	The trustees of the Presbytery of Huntingdon shall be the duly elected and serving members of the Umbrella Team. The duties of the trustees are enumerated in section M-8.300.
M-5.0000	COMMITTEE, TEAMS AND WORKING TASK GROUPS (WTGS)
M-5.0100 Organization	Part of presbytery's work shall be carried out by committees, umbrella teams and working task groups (WTGs) consisting of lay person and ministers, with at least half the members usually being lay persons. [G-9.0501].
M-5.0200 Members	Members
M-5.0210 Required Service	Each active member or member-at-large of presbytery, with the exception of the stated clerk and general presbyter, shall serve on at least one committee, umbrella team or working task group of presbytery every three years. Honorably retired members are encouraged to use their experience and skills in support of the life and work of the presbytery as they are able and willing.[G-11.0412b].
M-5.0220 Election	Members of committees shall be elected at the November stated meeting of presbytery on nomination by the Nominating Committee and take office the following January. All regular terms begin and end at the January meeting of presbytery; those elected to fill vacancies assume office immediately.

M-5.0230 Terms	Members shall be elected in three classes, with one class elected each year to three-year terms of office. Members shall not serve more than six consecutive years on the same committee and shall not be eligible for re-election to that committee until at least one year has elapsed. Terms for members of the presbytery permanent judicial commission shall be six years or as defined by the <u>Rules of Discipline</u> , D-5.0102.
M-5.0240 Co-option	Committees, teams and working task groups may co-opt persons appointed by the committee to one-year terms up to a maximum of six consecutive years. They may participate in the work, programs and discussions of the committee and/or team, but may not vote.
M-5.0250 Vacancies	Vacancies on committees or teams may be filled at the next stated meeting of presbytery on nomination by the Nominating Committee. <ul style="list-style-type: none"> a. When clergy remove their membership from Huntingdon Presbytery or laity cease to be members of a Presbyterian church within the bounds of the presbytery they shall no longer be members of committees or teams of the presbytery. b. When a minister goes on permanent disability, he or she will be automatically relieved of his or her presbytery responsibilities.
M-5.0300 Staffing	The General Presbyter shall be a resource person to each committee with voice but without vote. Other officers may serve as resource persons to committees, team, and working task groups as requested, with voice but without vote.
M-5.0400 Officers	Chairpersons and vice-chairpersons of committees and teams shall be elected by presbytery on nomination by the Nominating Committee.
M-5.0500 Duties	Entities of the presbytery shall perform those duties as assigned by the <u>Book of Order</u> and the presbytery and have such authority as necessary to carry them out. Committees, teams, and councils are encouraged to lift up missions and programs for presbytery's notice .
M-5.0600 Expenses	Necessary expenses of the committees, teams, commissions and WTGs shall be paid by presbytery's treasurer, in accordance with an adopted budget and upon receipt of proper vouchers.
M-5.0700 Sub-Committees	Committees or teams may organize sub-committees to facilitate their work. Sub-committee reports shall be made through the committee. Expenses shall be met from the adopted budget of the committee/team and shall be vouchered through the chairperson.
M-5.0800 Reports	Officers and entities shall report their work to presbytery at least annually. [G-9.0407b].
M-5.1000 Council	COUNCIL

M-5.1010 Purpose	The purpose of Council shall be <ol style="list-style-type: none"> a. to coordinate and evaluate the life of Huntingdon Presbytery in terms of its vision and mission. b. to recommend to presbytery short term and long term goals to implement presbytery's priorities, in consultation with its committees and teams. c. to identify emerging needs within churches and society that call for presbytery attention. d. to facilitate communication among presbytery teams and committees and between teams and committees and presbytery.
M-5.1100 Membership of Council	Council shall consist of three at large members, plus the moderator and first vice moderator of presbytery, and the moderator and vice moderator of Council.
M-5.1115 Advisory Members	The following persons shall be members of the Council in an advisory capacity, ex-officio and without vote: the General Presbyter, stated clerk and treasurer. In addition all ongoing teams and committees of presbytery, synod commissioners, and Presbyterian Women are invited to send a representative to participate in the meeting with voice, but without vote.
M-5.1120 Council Quorum	A quorum of presbytery's Council shall be three of its members.
M-5.1210 Stated Meetings	Council shall meet at least five times a year. Meeting times shall be communicated to teams and committees at least 10 days in advance.
M-5.1220 Special Meetings	Special Council meetings may be called by the Council moderator or the stated clerk.
M-5.1300 Officers	The officers of Council shall be a moderator and vice-moderator. The moderator and vice-moderator of Council shall, on nomination by the Nominating Committee, be elected by presbytery for a term of up to three years, with the option of a second term.
M-5.1430 Synod Relationship	Council shall provide oversight for the relationship between the synod and the presbytery. The purpose of the relationship is to foster cooperation among the presbyteries of the synod, and to develop, in conjunction with the synod and its presbyteries, a broad strategy for the mission of the church within the bounds of the synod, in accord with G-12.0102a.
M-5.1435 Synod Partnerships	Council shall make recommendations to presbytery concerning participation in synod mission partnerships.

- M-5.1460 Ecumenical Relationships Council shall, in conjunction with the general presbyter, provide oversight for ecumenical relationships between the presbytery and other Reformed bodies and with other churches, alliances, councils, and consortia. [G-15.0102.]
- M-5.1490 Delegated Powers Council shall exercise such other powers and perform such duties as presbytery may from time to time delegate to it.
- M-5.2000 Permanent Judicial Commission **PERMANENT JUDICIAL COMMISSION**
Presbytery shall elect a permanent judicial commission, in accordance with the provisions of D-5.0000.
- M-5.2200 Officers The permanent judicial commission shall elect from its members a moderator and clerk.
- M-5.2300 PJC Meetings The permanent judicial commission shall meet at such times and places as the presbytery shall direct, or, if no directions are given, at such times and places as the commission shall determine.
- M-5.2400 PJC 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-5.3000 **COMMITTEE ON MINISTRY**
- M-5.3100 Membership The Committee on Ministry shall consist of fifteen teaching and ruling elders in numbers as nearly equal as possible.
- M-5.3200 Quorum The quorum for meetings of the Committee on Ministry shall be a majority of the membership of the committee. [G-11.0501b of the 2009-2011 Form of Government]
- M-5.3300 General Duties The duties of the committee shall be to:
- a. Fulfill the responsibilities listed in G-11.0502 of the 2009-2011 Form of Government and in G-3.0303 and G-3.0307 of the 2013-2015 Form of Government
 - b. Recommend to presbytery annually minimum terms of call and report to presbytery annually on the status and adequacy of each teaching elder's and commissioned ruling elder's terms of call.
 - c. Provide at least annually an approved pulpit supply list.
 - d. Distribute the statement of faith of teaching elders and candidates seeking membership in the presbytery at the meeting at which the individual is to be examined.
 - e. Perform such other duties as presbytery may, from time to time, assign to it.
- M-5.3301 The duties of the committee shall be to:

- Duties to Ministers
- a. Provide counsel and support to teaching elders and commissioned ruling elders of presbytery in matters of career development, continuing education, pensions, professional placement, and matters of personal concern.
 - b. 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.
- M-5.3310 Additional Authority
- Acting as an administrative commission of presbytery, 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:
- a. Name moderators for sessions and congregations.
 - b. Grant permission to labor within or outside the bounds of presbytery.
 - c. Find in order calls issued by churches
 - d. Approve the examination of honorably retired teaching elders transferring into Huntingdon Presbytery from other presbyteries
 - e. Dissolve pastoral relationships in cases where the congregation or session and pastor concur
 - f. Dismiss teaching elders of presbytery to another presbytery.
 - g. Grant honorable retirement status to a teaching elder or commissioned ruling elder of presbytery. [G-2.0403c]
- M-5.3400 Preparation for Ministry
- The responsibilities of the Committee on the Preparation of Ministry shall be performed by the Committee on Ministry, which shall organize a SubCommittee on Preparation for Ministry for this purpose.
- M-5.3410 CPM 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 coopt other persons as needed with the permission of the Committee on Ministry.
- M-5.3420 Duties of CPM
- The duties of the SubCommittee shall be to fulfill the responsibilities listed
- a. in G-14.0402 (inquirers and candidates)
 - b. in G-14.0560 (commissioned lay pastors)
 - c. in G-14.0710 (certified christian educators),
 - d. in the certified lay pastor program of the Presbytery of Huntingdon
- M-5.3422 Additional duties
- Additionally, the SubCommittee on Preparation for Ministry may:
- a. 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
 - b. Suggest to the nominating committee persons to serve as readers for the Presbyteries' Cooperative Committee on the Examination of Candidates [G-11.0103m].
 - c. Advocate and interpret the work of the seminaries of our denomination. Recommend the name of a Theological Seminary Fund advocate to presbytery for its endorsement.

- M-5.3423
Additional
Authority
- 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:
- a. Enroll and remove inquirers
 - b. Dismiss candidates
 - c. Certify candidates ready for examination for ordination, pending a call
- M-5.3424
Waiver
Policy
- In the event of repeated failure to pass a particular exam or exams: 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.
- 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.
- M-5.3425
Location of
Examination
- In the event that circumstances should warrant, Committee on Ministry shall have the authority to approve the request of a presbytery calling a Huntingdon Presbytery candidate to examine that candidate on the calling presbytery's behalf and shall present such candidate to Huntingdon Presbytery for examination.
- M-5.3426
Location of
Ordination
- In the event that circumstances should warrant, Committee on Ministry shall have the authority to request that a presbytery calling a candidate of the Presbytery of Huntingdon ordain that candidate, following successful examination for ordination and completion of all the requirements of the Presbytery of Huntingdon.
- M-5.3430
Certified Lay
Ministry
- The SubCommittee on Preparation for Ministry shall
- a. Establish criteria for the certification of lay pastors, approve and implement program(s) for the training of certified lay pastors, interview and examine certified lay pastor candidates, and make recommendations to Committee on Ministry for its recommendation to presbytery for final action.
 - b. Make recommendations to Committee on Ministry on the granting of optional authorities to particular certified lay pastors, for its recommendation to presbytery for final action.
 - c. Provide counsel for, and have oversight of the work of, certified lay pastors, including responsibility for annual review.

- M-5.3440
Commiss-
ioned Lay
Pastors
- The SubCommittee on Preparation for Ministry shall:
- a. Establish criteria for the commissioning of lay pastors, approve and implement program(s) 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 for final action.
 - b. 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.
 - c. Provide counsel for, and have oversight of the work of, commissioned lay pastors, including responsibility for annual review.
 - d. Recommend ministers of the Word and Sacrament who shall be assigned as mentor and supervisor for each commissioned lay pastor. [G-14.0564.]
 - e. Be responsible for any other duties outlined in G-14.0560 in regard to commissioned lay pastors.
- M-5.3450
Christian
Educators
- The SubCommittee on Preparation for Ministry shall provide the locus for the support of the certification process for educators as mandated by G-14.0730.
- M-5.4000
- COMMITTEE ON REPRESENTATION**
- The Committee on Representation shall be elected and its duties shall be as directed as specified in G-9.0105 to G-9.0106 and G-11.0302.
- M-5.5000
- NOMINATING COMMITTEE**
- M-5.5100
Membership
- The Nominating Committee shall consist of nine members elected by the presbytery on nomination by presbytery council. The Committee shall consist of three ministers of presbytery and four laypersons, two women and two men. They shall serve only one term.
- M-5.5300
Duties
- The duties of the Committee shall be to:
- a. Present nominations to fill all vacancies on continuing committees, umbrella teams, commissions, councils and other bodies that require election at any stated meeting. Consideration shall be given to broad representation, including ministers of the Word and Sacrament, laymen and laywomen, observing, when nominating to particular responsibilities, the relevant provisions of the Book of Order [G-9.0801d].
 - b. Present nominations at the November meeting of presbytery for officers and committee chairs, with those elected to assume office at the January meeting of presbytery.
 - c. Present nominations for General Assembly and synod commissioners and youth advisory delegates and alternates and for representatives to fill other elected positions as needed.
- M-6.0000
- PERSONNEL COMMITTEE**

- M-6.1000
Membership
- The Personnel Committee shall consist of six members elected by presbytery..
- M-6.1300
Duties
- The duties of the Committee shall be to:
- a. Hire qualified staff as directed by presbytery, including evaluating criminal background check reports for presbytery staff, and help them remain current in job descriptions, personnel policies.
 - a. Carry out the responsibilities of the Personnel Committee as described in the Personnel Policies of the Presbytery of Huntingdon.
 - b. Meet at least once each year with each staff person employed or called by the Presbytery of Huntingdon, counseling with them on matters relating to the staff person's office and duties and to his or her personal welfare.
 - c. Implement and maintain appropriate personnel files, job descriptions and policies, as required by G-9.0404 b and c. and G-11.0103f
 - d. Serve as the agent by which grievances are filed.
- M-6.1400
Reporting
- The Committee shall make its annual report at the November stated meeting.
- M-6.1500
Contracts
- The Chairperson of the Personnel Committee is authorized to sign all contracts for personnel services on behalf of the Presbytery.
- M-6.2000
- CAMP AND CONFERENCE COMMITTEE**
- M-6.2100
Membership
- The Camp and Conference Committee shall consist of six members elected by presbytery.
- M-6.2200
Duties
- The Camp and Conference Committee members shall serve as the Huntingdon Presbytery representatives to the Joint Camp and Conference Committee. The Committee will also provide liaison and communication between the presbytery and the Joint Camp and Conference Committee.
- M-6.2300
Krislund restricted funds
- The Committee shall receive reports on the balances in the Krislund Revolving Loan Fund and the Krislund Scholarship Fund. It shall make recommendations
- a. To the Umbrella Team on all requests for loans from the Krislund Revolving Loan Fund, in accordance with the Krislund Revolving Loan Fund policies
 - b. To presbytery on the use of the Krislund Scholarship Fund..
- M-6.3000
SDOP**
- SELF DEVELOPMENT OF PEOPLE COMMITTEE**
- The membership in the Self Development of People Committee shall consist of persons selected in accordance with national Self Development of People Committee guidelines. The Committee shall receive and review requests for Self-Development of People Funds and make grants from funds received in accordance with national Self Development of People Committee guidelines. The Committee shall report to presbytery its distribution of funds.
- M-6.8000**
- INVESTIGATIVE COMMITTEES**

M-6.8100 Formation	In the event that the need for the appointment of an investigative committee arises between presbytery meetings, the moderator of presbytery, in consultation with the chair of the Committee on Ministry and the stated clerk, shall appoint an investigative committee, having due regard for the requirements set forth in the <u>Rules of Discipline</u> .
M-6.8110 Ratification	The moderator shall report the formation of the investigative committee to the next stated meeting of presbytery or special meeting of presbytery called for that purpose, for presbytery's ratification.
M-7.0000	UMBRELLA TEAMS Presbytery may create umbrella teams to more efficiently carry out its work. At present these include:
M-7.1000	The Leadership Umbrella Team
M-7.1010 Purpose	The Leadership Umbrella Team is to provide worship and educational opportunities for all members of presbytery and their constituent congregations, when applicable.
M-7.1100 Membership	The Leadership Umbrella Team shall consist of six elected voting members and others coopted as needed, with voice but no vote.
M-7.1150 Working Task Groups	The Leadership Umbrella Team may create working task groups within its structure, as needed, using elected and coopted members.
M-7.1300 Duties	Duties of the Leadership Umbrella Team shall be as assigned by presbytery, but shall normally include <ul style="list-style-type: none"> a. Responsibility for scheduling and development of worship experiences at meetings of presbytery, including recommending to presbytery at least annually a time and place for the presbytery to observe the celebration of the Lord's Table together. b. Support for congregations in training their church officers. c. Provision of educational support and training for presbytery members, including workshops, retreats, conferences, lecture series, and other recommended forms of educational enhancement.
M-7.2000	The Discipleship Umbrella Team
M-7.2010 Purpose	The Discipleship Umbrella Team is to provide continuing support for churches and presbytery in the area of new church development, redevelopment, mission and stewardship.
M-7.2100 Membership	The Discipleship Umbrella Team shall consist of six elected voting members and others coopted as needed, with voice but no vote.
M-7.2150 Working Task Groups	The Discipleship Umbrella Team may create working task groups within its structure, as needed, using elected and coopted members.

M-7.2300 Duties Duties of the Discipleship Umbrella Team shall be as assigned by presbytery, but shall normally include:

M-7.2310 Church and Community

M-7.2315 Duties The duties of the Discipleship Umbrella Team shall be to:
a. Search out within communities within the bounds of presbytery social problems and concerns which call for the ministry of the Gospel, and to recommend to presbytery and particular churches effective responses to such opportunities.
b. Expend Peacemaking Offering funds.

Evangelism

M-7.2325 Duties The duties of the Discipleship Umbrella Team shall be to:
a. Develop resources, training events and consultation services for presbytery, which will enable it to enrich its commitment to Jesus Christ, call other persons into a living relationship with Jesus Christ and welcome and nurture those who are discovering that relationship.
b. Encourage and recommend to presbytery projects of new church development and redevelopment
c. Implement the presbytery's small church strategy, including the training and implementation of small church assessment teams.

M-7.2410 Interpretation and Support

M-7.2420 Duties The duties of the Discipleship Umbrella Team shall be to:
a. Promote, interpret and challenge the congregations
(1) to better know, understand, and participate in the total mission of the Presbyterian Church (U.S.A.), and
(2) to develop adequate support, including leadership, programs and financial resources for that mission.
b. Receive and report to presbytery the General Mission self-allocation pledges of particular churches and to regularly report the record of payment on pledges at stated meetings of presbytery.
c. Promote and interpret the approved Presbyterian Church (U.S.A.) special offerings and offerings authorized by the Presbytery of Huntingdon.
d. Arrange for and promote the regular itineration in presbytery of missionaries and mission interpreters of the Presbyterian Church (U.S.A.).
e.. Authorize expenditure of funds from the Mission Partnership restricted fund.

M-7.3000 The Administration Umbrella Team

M-7.3010 Purpose The Administration Umbrella Team is to provide oversight for the financial, legal and constitutional well being of the presbytery. The Administration Umbrella Team acts as the trustees of the presbytery.

- M-7.3100
Membership The Administration Umbrella Team shall consist of six elected voting members and others coopted as needed, with voice but no vote.
- M-7.3110
Executive
Committee An executive committee shall be created by the Team, composed of the chairperson, another trustee, and the presbytery moderator, at least one of whom shall be an elder, and the stated clerk, ex officio without vote. The committee may act for the Team between Team meetings and a stated meeting of presbytery.
- M-7.3130
Exec Cmt
Duties The duties of the executive committee shall be to:
a. Facilitate responses to emergency requests of particular churches,
b. Perform any other duties assigned to it.
- M-7.3150
Working
Task Groups The Administration Umbrella Team may create working task groups within its structure, as needed, using elected and coopted members.
- M-7.3300
Duties Other duties of the Administration Umbrella Team shall be as assigned by presbytery,
- M-7.3400
Property **Property**
- M-7.3430
Duties In the capacity of trustees, the duties of the Administration Umbrella Team shall be to
a. Own absolutely or to own in 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 Presbytery of Huntingdon and by the intention of the donors of the said gifts as expressed in the written documents which created the specific trusts. The Trustees shall also have the specific power to lease or to otherwise deal with the said items of property and shall have the power to convey said items of property without any restrictions such as trust restrictions on the said items of property when the governing instrument so provides and when the Trustees are directed to do so by presbytery.
b. Consult with and make recommendations to presbytery concerning physical properties within presbytery.
c. Review and evaluate particular church actions involving rental, lease, mortgage, or sale of real property or any financial borrowing and to report and make recommendations directly to presbytery thereon;

- M-7.3442
Revolving
Loan Fund
- Those monies which the presbytery has designated for low-interest loans to churches for capital needs will be called 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 the particular church.
- a. 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 at the presbytery office.
 - b. The interest rate 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.
 - c. Management of the funds in the Revolving Loan Fund, interest on the principal, and repayments of loans shall be governed by the Investment Earnings Policy of the presbytery. See Appendix 9.
- M-7.3445
Insurance
- Obtain property and liability insurance coverage to protect the facilities, programs, staff, and elected and appointed officers of the presbytery
- M-7.3450
Centre Hill
Cemetery
- Hold responsibility for maintenance and liability insurance coverage for the presbytery's property, known as the Centre Hill Cemetery, including distribution of funds from the Rearick and Goodhart Trust Funds earnings restricted to support of the Centre Hill Cemetery.
- M-7.3443
Property
held in trust
- All property, real or otherwise, held by or for the presbytery, and whether the property is used in programs of the presbytery or of a more inclusive governing body or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.). [G-8.0201]
- M-7.3500
- Finances**
- M-7.3510
Investments
- In the capacity of trustees, the duties of the Administration Umbrella Team shall be to
- a. Manage and disburse the restricted and designated assets of the presbytery entrusted to the fiduciary responsibility of the Administration Umbrella Team, in accordance with the donors' wishes and the guidance of presbytery, and report its action to presbytery.
 - b. Hold the power to invest such excess cash as they may possess in investments
 - c. Re-allocation of presbytery assets shall require written permission by at least two trustees. The trustees shall direct these transfers.
- M-7.3600
- Budget and Stewardship
- M-7.3610
Budget
- In the capacity of trustees, the duties of the Administration Umbrella Team shall be to
- a. Receive, review, and coordinate budget requests and recommend to presbytery the annual unified budget, in light of the priorities of the whole church
 - b. Recommend a per capita apportionment to fund the administrative budget
 - c. Review requests for special fund drives
 - d. Consult with particular church sessions at their request regarding either property or finances.

- M-7.3700
Financial Review
- Annually, the Administration Umbrella Team shall arrange for a full financial review of all books and records relating to finances [G-11.0307], and report the results of the financial review at a stated meeting for presbytery's action. The treasurer, trustees, general presbyter and stated clerk shall receive a copy of the annual financial review.
- M-7.3800
Records
- The Administration Umbrella Team shall:
- a. Review annually session records and report to presbytery the results of this review, including exceptions and recommended corrections. [G-9.0407d(1), G-10.0301].
 - b. Develop resources, training events, and consultation services for sessions and session clerks on maintaining complete, orderly session records.
- M-7.3900
- Amendments and Overtures**
- M-7.3920
Duties
- The duties of the Administration Umbrella Team shall be to:
- a. Review the amendments to the Constitution as proposed by General Assembly and make recommendations to presbytery for its action.
 - b. Review all overtures submitted to presbytery, making recommendations to presbytery for its action , paying particular attention to working calendars of the Presbyterian Church (U.S.A.)
- M-7.3525
Overtures without recommendation
- If an overture from a session or presbytery entity is not recommended by the Administration Umbrella Team, but the session or entity wishes to bring it before presbytery, the session or entity shall provide and distribute sufficient paper copies of the proposed overture at its own expense to presbytery. Presbytery may consider it as new business.
- M-7.3600
Media
- The Administration Umbrella Team will supervise the work of the Media Subcommittee
- M-8.0000
- ORGANIZATIONS OF PRESBYTERY & AFFILIATED ORGANIZATIONS**
- The organizations of presbytery currently include, but are not limited to, the following:
- M-8.1000
PW
- Presbyterian Women in Huntingdon Presbytery**, an organization of the Presbytery of Huntingdon, shall be self-organizing. The moderator of Presbyterian Women shall be a member of council and shall have voice and, if an elder, vote at presbytery .
- M-8.2000
PHI
- Presbyterian Homes Inc.** The Presbyterian Homes in the Presbytery of Huntingdon was chartered by the courts of Pennsylvania on October 24, 1924. Presbyterian Homes, Inc (PHI). is the current successor organization. Presbyterian Homes Inc., an organization affiliated with the Presbytery of Huntingdon, is governed by a board of directors which has complete responsibility for its operations and which is recognized by presbytery as the only governing authority of the institution. The presbytery nominating committee, at the request of PHI, shall nominate for the presbytery's election, members of the board of directors of PHI.
- M-8.2300
PHI Reports
- The PHI board shall make available a report of its work at the spring stated meeting of the presbytery and at such other times as presbytery may request.

M-9.0000	EXPENSES OF THE PRESBYTERY:
M-9.1000	Travel
Mileage	<p>a. Congregations are normally expected to cover the necessary costs of their commissioners to presbytery meetings and clergy are normally expected to cover their necessary costs associated with attendance at presbytery meetings from their travel allowances. Presbytery will reimburse the mileage costs of members of Council's participation in presbytery meetings.</p> <p>b. Expenses of official participants in presbytery events, whose mileage is not otherwise covered through committee/team expense accounts, shall be paid from the budget for the event. Staff members' expenses are exempt.</p> <p>c. The rate for reimbursement of mileage costs for presbytery work will be set annually by presbytery on recommendation of the Administration Umbrella Team.</p>
M-9.2000	Honoraria for a musician for the worship service and the custodian for a stated meeting shall be paid by the presbytery treasurer in an amount set by the Administration Umbrella Team.
M-9.2100	The price of meals served at presbytery shall be set annually at the time of adoption of the succeeding year budget on recommendation of the Administration Umbrella Team. If the number of persons purchasing meals at a full day meeting falls below 40, hosts will be remunerated by presbytery at the approved rate for the difference between the number of persons purchasing meals and 40. Since individuals wishing to avail themselves of meals prior to evening meetings are required to make reservations in advance, presbytery will not guarantee a minimum number of meal purchasers. <i>[Amended by action of presbytery January 25, 2014.]</i>
M-9.3000	Expenses of special meetings shall be borne by the party benefitted - presbytery, particular church or individual. The fee shall be paid to the presbytery treasurer.
M-9.4000	The necessary expenses for operation of the presbytery may be funded with a per capita apportionment among the particular churches within its bounds [G-9.0404d].
M-9.5000	Ordinations and Installations: Expenses of ordination and installation services shall be borne by the particular church involved. The moderator of the session shall arrange for payment of such expenses, including those of participants, complying with the standards for such remuneration set by presbytery from time to time.
M-9.5100	An offering shall be received for presbytery's Clergy Emergency Fund at each ordination, installation, or commissioning of lay pastor and remitted by the church to the presbytery treasurer.
M-10.0000	AMENDMENTS

- M-10.1000
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-10.2000
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-10.3000
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-10.4000
Temporary
Suspension
- Provisions of this Manual may be temporarily set aside by a three-fourths vote of commissioners present at any meeting of presbytery.