

I PREAMBLE

THE PRESBYTERY OF NORTHERN WATERS, (hereinafter referred to as Presbytery) is a governing body of the Presbyterian Church (U.S.A.), hereinafter referred to as the PC (U.S.A.). Within that denominational structure and its geographical boundaries, it is the seat of original authority. As that Presbytery, we find our origin, sustenance, and purpose in the one church of Jesus Christ, truly catholic, truly apostolic, truly reformed, and truly evangelical. We shall be governed in our proceedings by the Book of Order of the Presbyterian Church (U.S.A.).

Presbytery consists of all member churches and all member ministers. We express our purpose in relation to these two, seeking to be pastor to both. Our purpose is reflected in the Presbytery Mission Statement, which is reviewed yearly.

To achieve our Mission Statement, we structure and order our life as a Presbytery, recognizing that structure and order are derivative and instrumental in nature, whereas the mission of the church is primary. Since structure and order are provisional, they may be modified or abandoned by orderly process when they no longer serve the Presbytery's mission.

II BOUNDS OF PRESBYTERY

The bounds of Presbytery shall consist of:

- A. In Michigan:
Gogebic County.
- B. In Minnesota:
Aitkin, Beltrami, Carlton, Cass, Clearwater, Cook, Hubbard, Itasca, Kanabec, Koochiching, Lake, Lake of the Woods, Mille Lacs, Pine—with the exception of the Townships Chengwatana, Pine City, Rock Creek, Pokegama, and Royalton—St. Louis, and Wadena counties.
- C. In Wisconsin:
Ashland, Barron, Bayfield, Burnett, Chippewa, Clark—with the exception of the Village of Abbottsford—Douglas, Dunn, Eau Claire, Iron, Pepin, Price, Rusk, Sawyer, Taylor, Vilas, and Washburn counties.

III MEMBERSHIP AND PARTICIPANTS IN PRESBYTERY

- A. **Membership:**
Membership shall consist of all teaching elders of Presbytery and ruling elders elected by sessions as commissioners to Presbytery. Ruling elders shall normally be elected for a term of at least one-year.

Ruling elders duly elected to be Presbytery moderator or other officers listed in these Bylaws, chairpersons of standing committees or Presbytery Council members, shall be ex-officio members of Presbytery, with vote. Annually, the

Stated Clerk shall report on equalization of the number of voting teaching elders and ruling elders.

B. Commissioned Ruling Elders:

Commissioned Ruling Elders (CRE) during the time of their appointment shall have privilege of the floor with vote.

C. Other Participants:

Certified Christian Educators of the Presbytery shall have the privilege of the floor at Presbytery meetings, without vote. Ruling elders or non-elder members of committees or ad hoc committees shall have the privilege of the floor at Presbytery meetings in matters pertaining to the work of the group of which they are members, without vote.

Inquirers and candidates for church vocations shall have the privilege of the floor at Presbytery meetings on matters pertaining to their work, without vote.

IV MEETINGS OF PRESBYTERY

The Presbytery of Northern Waters shall have two to four Stated meetings yearly with the latest meeting of the year being the Annual Meeting. The purpose of the meetings shall be worship, education, fellowship and business.

With a two-thirds vote of Presbytery, Presbytery stated meetings may be adjourned to a specified time, day, and place (Adjourned Meeting).

The moderator shall call a special meeting at the request, or with the concurrence, of at least two teaching elders 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.

A quorum of the presbytery shall be any three teaching elder members and the ruling elder members present, provided that at least three churches are represented by ruling elders. *Revised 5/5/11, 10/21-22/11*

V ATTENDANCE AT PRESBYTERY MEETINGS

A. Teaching Elder Members:

It shall be the duty of every teaching elder member of Presbytery to be present throughout all stated meetings unless excused by Presbytery. Honorably retired teaching elder members shall be required to attend only when serving a church by appointment of Presbytery or when serving as a member of a Presbytery Committee. Each teaching elder member is expected to present to the Roll Clerk her/his reason for absence before or within two weeks after any stated meeting.

B. Ruling Elder Commissioners:

Each session in Presbytery shall be represented at each stated meeting by a ruling elder commissioner or commissioners as specified in the Book of Order. Each

session is expected to present to the Roll Clerk its reasons for not being represented before or within two weeks after any stated meeting.

C. Reimbursement for Meetings:

Presbytery shall pay specified mileage and expenses for Presbytery committees, Presbytery Council, and commission meetings. Any expenses connected with the official business of the above shall be paid as specified and/or within budget limitations. Specified mileage and expenses shall be paid only for travel within the bounds of this Presbytery. Exceptions to the above shall be approved by Presbytery. The mileage rate and expense allowances are to be adopted at the time of adoption of the annual budget. A policy shall be developed/maintained concerning reimbursements. *Revised 10/23-24/2009*

VI OFFICERS AND STAFF OF PRESBYTERY

All elected officers shall be members of Presbytery or constituent churches, or submit to the oversight of the Presbytery with respect to the performance of their duties. All officers/staff/chairs shall be familiar with the Book of Order, Presbyterian Church (U.S.A.), and function according to it, and these Bylaws, particularly in reference to her/his particular duty/committee. All officers/staff shall function in accord with position descriptions which shall be developed/maintained in policy by Presbytery and reviewed annually by the Personnel Committee of the Presbytery Council. No person shall serve in more than one of the following positions at the same time, except by a two-thirds vote of Presbytery at a stated meeting. *Revised 5/3/12*

A. Moderator:

The Moderator shall be elected at the Annual Meeting for a one-year term and shall not succeed her/himself. S/he shall perform all the duties as prescribed in the Book of Order, and these Bylaws.

B. Vice Moderator:

The Vice Moderator shall be elected at the Annual Meeting for a one-year term and shall function in the absence or inability, or at the discretion of the Moderator.

C. Stated Clerk:

The Stated Clerk shall be elected at an Annual Meeting for a term of three years, and shall be eligible for re-election. S/he shall function in accordance with the Book of Order, these Bylaws, and a Presbytery-approved position description. Salary shall be as stated in the annual budget. The Stated Clerk shall be an ex officio member without vote, of Presbytery Council. *Revised 2/18/06*

D. Assistant Stated Clerk:

The Assistant Stated Clerk may be elected at an Annual Meeting for a term of three years and shall be eligible for re-election. S/he shall serve as Stated Clerk when the Stated Clerk is unable to do so or when her/his assistance is requested by the Stated Clerk. *Revised 5/6/10*

E. Roll Clerk:

The Roll Clerk shall be appointed by the Stated Clerk to serve at Presbytery meetings to assist the Stated Clerk in taking roll and excuses. S/he shall also collect vouchers for Presbytery meetings for the Finance and Budget Committee. Excuses shall be forwarded by her/him not later than three weeks after each Presbytery meeting to the Stated Clerk with approval or disapproval noted as per policy developed/maintained by Presbytery.

F. **Minutes Clerk:**

The Minutes Clerk shall be appointed by the Stated Clerk to provide minutes of each Presbytery meeting to the Stated Clerk within two weeks of that meeting. The Minutes Clerk need not be a member of Presbytery or of a constituent church.

Revised 5/6/10

G. **Treasurer:**

The Treasurer shall be elected at an Annual Meeting for a term of three years, and shall be eligible for re-election. The Treasurer shall function in accord with the Book of Order, these Bylaws, and Presbytery-approved position description. S/he shall receive Presbytery monies, record all financial matters, pay all obligations, and be accountable to Presbytery through the Finance and Budget Committee. The Treasurer shall serve as Treasurer of the corporation and shall be bonded. Salary shall be as stated in the annual budget.

~~H. **Executive Presbyter:**~~

~~The Executive Presbyter shall be elected for an indefinite term. S/he shall be the administrator for Presbytery, functioning in accord with the Book of Order, these Bylaws, and Presbytery-approved position description. Salary shall be as stated in the Presbytery-approved terms of call. S/he shall be an ex officio member, without vote, of Presbytery Council and all committees and commissions. Deleted 2/7/15 1st Rdg, 2nd Rdg. 5/7/15~~

H. **Other Presbytery Administrative/Program Staff (Other Staff):**

~~Other~~ Staff positions may be established by Presbytery as needs are identified and resources made available. Persons in such positions shall function in accord with the Book of Order, these Bylaws, and Presbytery-approved position description. Responsibilities and terms of office shall be as stated in each position description. Salary shall be in the annual budget. *Revised 2/7/15 1st Rdg., 2nd Rdg. 5/7/15*

VII ORGANIZATION AND STRUCTURE

A. **Corporation:**

Presbytery shall be incorporated under the laws of the State of Minnesota as The Presbytery of Northern Waters, Presbyterian Church (U.S.A.), successor to the presbyteries of Chippewa and Duluth, as a Not-for-Profit Religious Corporation. The said Corporation shall receive, hold, and transfer property and facilitate management of corporate affairs as directed by Presbytery. Presbytery shall have final control over the Board of Directors. The power of the Corporation shall be defined by the Statutes of the State of Minnesota. "The Articles of Incorporation" shall be available upon request from the Stated Clerk. The said Corporation shall act

by and through the Board of Directors of said Corporation, when and as authorized by the Presbytery.

1. The Corporation shall have a registered agent and a legal address in each of the States of Michigan, Minnesota, and Wisconsin and shall function in the States of Michigan and Wisconsin as a foreign corporation.
2. The Board of Directors shall serve as the Trustees of Presbytery. It shall assume the responsibility and authority for the orderly and efficient functioning of Presbytery as a "not-for-profit" corporation and handle all items of legal and constitutional concern. It shall facilitate the management of the corporate affairs of Presbytery as directed by Presbytery. The Board of Directors shall:
 - a. Take and hold all property, real or personal, which may be acquired by or devised, bequeathed, transferred, or conveyed to Presbytery for the use and benefit of Presbytery. They shall keep an accurate record of all such property, updating it annually. One copy shall be kept at the Presbytery office at all times.
 - b. With the approval of Presbytery, manage and dispose of such property, subject to such restrictions as might be imposed by terms of any will, deed, or other instrument by which such property was acquired.
 - c. Report annually to Presbytery on the assets and liabilities of Presbytery.
 - d. The Moderator of Presbytery shall serve as President, the Stated Clerk shall serve as Secretary, and the Treasurer shall serve as Treasurer of the corporation.

Membership of the Board of Directors shall consist of the Moderator of Presbytery, the Vice Moderator, the Chair of Presbytery Council, the Stated Clerk, the Treasurer, and an attorney, who shall be a member of a constituent church of The Presbytery of Northern Waters. Their terms as Directors shall be coextensive with their terms of office in The Presbytery of Northern Waters, except that the attorney member shall be elected at an Annual Meeting for a term of three (3) years and shall be eligible for re-election.

B. Ecclesiastical Organizational Outline:

The organizational structure shall be composed of the council, committees, and commissions specified in these Bylaws. Ad Hoc Committees may be established as needed.

C. Membership of Committees:

Presbytery shall elect the members of each committee, designating one member as chairperson, or two members as co-chairs, for a one-year term. Each chairperson

shall be eligible for re-election. S/he shall prepare dockets, convene meetings, preside, conduct business with due decorum and utmost speed, show concerns for inter-personal relationships, coordinate committee activities, and submit all reports to Presbytery in writing. S/he shall report annually to the Nominating Committee concerning performance of committee members. (Revised 5/2/2013)

In consideration of workload increases, and/or the need for special talents, any program committee or other committee when engaging in program, may co-opt additional teaching elders and/or lay people. Such co-opted members shall be limited to one year, and may be co-opted again. All co-opted members shall have the privilege of the floor in committee meetings, with vote. So far as it is possible, in consideration of the qualifications and availability of those eligible, each Presbytery-elected committee's membership shall consist of at least 50 per cent lay persons (except as otherwise stated in these Bylaws or the Book of Order). Membership of committees shall be divided into three classes; the division of teaching elders and lay persons shall be maintained so that at least one-third of each year class, if possible, shall be teaching elders (except as otherwise noted in these Bylaws or the Book of Order).

Committee members shall be elected for three-year terms with no person eligible for consecutive terms aggregating more than six years (except as otherwise stated in the Bylaws or the Book of Order). A member having served a total of six years shall then be ineligible for re-election to that committee for a period of at least one year. Persons from Presbytery, who are elected to Synod committees, shall serve as ex-officio members of corresponding Presbytery committees, (except the Committee on Ministry) with vote. The only exceptions shall be the Stated Clerk and the Executive Presbyter.

D. Elections and Resignations:

1. All chairs, officers and committee members, except staff, shall ordinarily be elected at the Annual Meeting of Presbytery. The officers of the Presbytery shall assume office upon installation, except the Stated Clerk and Treasurer shall take office January 1 or at such time as determined by action of the Presbytery. All chairs and committee members shall take office at the end of the Annual Meeting.
2. The resignation of a member of a committee shall be addressed to the Stated Clerk, who shall forward it to the proper person(s) for appropriate action.

E. Manual of Operations:

The Manual of Operations contains standing rules, procedures and policies to enable and guide Presbytery, Council, committees, and other Presbytery-authorized entities in carrying out the mission of Presbytery. The contents of the Manual of Operations become effective when adopted by Presbytery. Changes to the Manual of Operations may be made at any Presbytery meeting after review by the Overtures and Bylaws Committee. The Stated Clerk shall maintain the Manual of Operations.

VIII COMMITTEES OF PRESBYTERY

A. **Committee on Representation (COR):** (Revised 2/16/2013)

There shall be a COR whose purpose shall be to advise the Presbytery with respect to its membership and to that of its council, committees and other units in implementing the principles of participation and inclusiveness to insure fair and effective representation in the decision-making of the Presbytery.

Membership of the COR shall be concurrent with the membership of the Presbytery Nominating Committee.

B. **Committee on Ministry (COM):**

The purpose and responsibilities of the Committee shall be as specified in the Book of Order and the Manual of Operations. In addition to the mandated duties, the COM shall:

1. Exercise care and oversight of all teaching elders, certified Christian educators commissioned ruling elders, parish associates, and commissioned church workers.
2. Examine credentials and qualifications of teaching elders applying for membership in Presbytery and whose call is to a particular church.
3. Confer with teaching elders and sessions on engagement, continuation, or dissolution of relationships with certified Christian educators, parish associates, commissioned church workers, commissioned ruling elders, and other lay persons supplying the pulpit on a continuing basis.
4. Visit regularly and consult with each teaching elder of the Presbytery whose call is to a particular church.
5. Have the authority to dissolve the pastoral relationship in cases where the congregation and pastor concur, and so to inform the Presbytery.
6. Take special oversight of churches without pastors.
7. Oversee all churches through the annual review of session records.
8. Make recommendations regarding the uniting or dividing of churches, yoked fields, or larger parishes, in consultation with the members thereof.
9. Assist sessions to develop their own strategies.
10. Consult with sessions regarding their continuing financial viability, including per capita apportionment and denominational mission giving. This consultation shall be pastoral in nature and done in person.

11. Consult with sessions who are not sending ruling elder commissioners to Presbytery on a regular basis. This consultation shall be pastoral in nature and done in person.
12. Consult with teaching elders whose call is to a particular church who are not regular in attendance at Presbytery meetings. This consultation shall be pastoral in nature and done in person.
13. Have the authority to find a call from another Presbytery in order and place it in the hands of the teaching elder who has been called, and so inform Presbytery.
14. Have the authority to dismiss a teaching elder to another Presbytery and so inform the Presbytery.
15. Have the authority to appoint a Moderator of Session for a vacant congregation and so inform Presbytery.
16. Have the authority to find a call of a church within the Presbytery in order and place it in the hands of the teaching elder who has been called, and to receive the teaching elder as a member of Presbytery, and so inform Presbytery.
17. Have authority to form an Administrative Commission to install a Minister of the Word and Sacrament in a permanent pastoral relationship with a church within the Presbytery, and so inform Presbytery.
18. Have authority to approve a contract between a session and a Commissioned Ruling Elder that may include the ministerial function of administering the Sacraments of Baptism and the Lord's Supper, conducting services of Christian Marriage and moderating the session.
19. The Committee may delegate to the Chair or Vice Chair the authority to grant permission to a teaching elder of Northern Waters to labor outside our bounds or a teaching elder of another presbytery to labor within our bounds for specific worship related events.

The moderator, or designate, shall relate to the appropriate Synod Department/Committee in regard to ministerial relations matters.

Membership of the COM shall consist of up to Twenty-four (24) voting members. Fourteen (14) of these persons shall be area representatives, One (1) Chair or Two (2) Co-Chairs of the COM, One (1) Secretary of COM, and Two (2) Sub-Committee Chairs, the remaining shall be members-at-large. This committee shall consist of equal numbers of congregation members and teaching elders. For the sake of balanced electing classes, the sub-committee chairs shall be placed in the electing classes of the COM.

B-1. Sub-Committee on Ministers and Their Work (MTW):

Membership of this Sub-Committee shall consist of One (1) member who shall be named the Chair. The Chair shall be authorized to co-opt such persons as may be necessary to fulfill the sub-committee's responsibilities.

This sub-committee shall serve as pastor and counselor to the ministers of Presbytery, with specific responsibility in the following areas:

1. Exercise care and oversight of all teaching elders engaged in non-pastoral work, and those honorably retired.
2. Visit regularly and consult with each teaching elder of the Presbytery whose call is not to a particular church.
3. Minister to the special needs of retired teaching elders and/or disabled teaching elders and/or their families, giving oversight to pension concerns, and the Presbytery Welfare Fund.
4. Interpret the Board of Pensions program to the Presbytery.
5. Guide and counsel with teaching elders and other professional church workers in the area of study leave and continuing education. Policy will be developed/maintained regarding continuing education, reporting of study leave by members of Presbytery to this Sub-Committee, available continuing educational events, and an annual report to Presbytery concerning the use of study leave.
6. Examine credentials and qualifications of teaching elder applying for membership in Presbytery, and whose call is not to a particular church.
7. Prepare for presentation the Presbytery minimum salary and annual salary review reports of member teaching elders and Certified Christian educators.
8. Prepare for presentation the annual necrology reports for member teaching elders and ruling elders.
9. Consult with teaching elders whose call is not to a particular church and who are not regular in attendance at Presbytery meetings. This consultation shall be pastoral in nature and done in person.
10. Oversee the continuing education of commissioned ruling elders.
11. Take responsibility for teaching elder retreats, clergy-spouse retreats, and similar events.

It shall be the responsibility of the chair of this sub-committee to report regularly to the COM so that the Committee and Sub-Committee may work together in appropriate situations.

B-2. Sub-Committee on Churches and Their Work (CTW):

Membership of this Sub-Committee shall consist of One (1) member who shall be authorized to co-opt such persons as may be necessary to fulfill the Sub-Committee's responsibilities.

This Sub-Committee shall enable the development of Presbytery strategies so that local churches may attain/maintain viability to the great ends of the Church of Jesus Christ. This Sub-Committee shall:

1. Be concerned for all the churches in areas of strategy and viability.
2. Shall review and recommend all requests from churches concerning mortgages and sale of church properties.
3. Deal with matters concerning organization, reception, and dissolution of churches.
4. Shall organize and oversee Triennial visits. *Revised 5/6/10*
5. Shall annually organize and oversee the review of local church Session Minute readings. *Revised 5/6/10*

It shall be the responsibility of the chair of this Sub-Committee to report regularly to the COM so that the Committee and Sub-Committees may work together in appropriate situations.

C. Committee on Preparation for Ministry (CPM):

The CPM shall have oversight of all matters pertaining to inquirers and candidates for church vocations and shall be guided and/or mandated in its work by procedures set forth in the Book of Order. Emphasis shall be given to:

1. Aiding churches in the encouragement of responsible recruitment for church vocations.
2. Providing continuing support for inquirers and candidates who are in covenant relationship with Presbytery.
3. Providing annually to Presbytery an updated list of inquirers and candidates in covenant relationship with Presbytery, including a brief progress report on each person.
4. Providing training for local sessions concerning the nature of covenant relationship with and the care of inquirers and candidates.
5. Interviewing, examining and making recommendations concerning inquirers and candidates to Presbytery and/or to the inquirer or candidate.
6. Having authority to enroll inquirers and to dismiss candidates to other presbyteries between Presbytery meetings and so inform the Presbytery in writing, at its next stated meeting.

7. Shall serve as the coordinator of the Commissioned Ruling Elder program of Presbytery and fulfill the responsibilities outlined in the Manual of Operations.

Membership of the CPM shall consist of Six (6) members. When it is appropriate, the Presbytery representative to the corresponding Synod Committee may attend at part or all of a meeting of this committee.

D. Nominating Committee (Nm): (Revised 2/16/2013)

The Nm shall present nominations for officers, commissioners and committee memberships to Presbytery. It shall use principles found in the Book of Order and these Bylaws. The Nm shall:

1. Nominate persons to serve as commissioners to Synod and General Assembly.
2. Nominate officers of Presbytery, chairs and members of committees, Presbytery Council committees, and persons serving more inclusive Councils as terms expire and when vacancies occur with the exception of the Nominating Committee itself.
3. Contact all nominees to explain requirements of positions and obtain their commitment to serve and fulfill the requirements if elected.
4. Present a slate of nominees which takes into consideration, when reasonably possible, a fair representation of gender, ages, ethnic groups and, geographic areas.
5. Through consultation with Presbytery and Synod staff, provide job orientation for commissioners and Young Adult Advisory Delegates to Synod and General Assembly.
6. Be responsible to consult with committees or elected personnel who are not functioning. In the event of continued non-functioning, the Nm in consultation with the Presbytery Council, shall recommend action to Presbytery.

Membership of the Nm shall consist of Six (6) members.

E. Program Strategy Committee (PSC):

The purpose of the PSC shall be the oversight of all-programmatic efforts of the Presbytery. (We must assume that the Committee on Ministry and the Presbytery Council may occasionally promote a program while their primary function will be administrative.) The PSC will operate under the direction of the Presbytery and/or Presbytery Council. The PSC will report regularly and will seek the approval of Presbytery and/or Presbytery Council for its actions.

Presbytery program in the areas of stewardship, education, youth, mission, evangelism, leadership development, revitalization of local churches, yearly program focus, will be the responsibility of the PSC.

The committee will be empowered to:

1. Determine which concerns will receive primary emphasis and will guide Presbytery in determining the priorities of any and all program needs.
2. Assign committee members or appoint task forces to work on specific concerns as seems appropriate.
3. Develop and support skilled members co-opted to work in specific areas of concern.
4. Determine what this Presbytery will do to respond to programs/studies/emphasis referred by Synod, General Assembly, and other bodies.
5. Receive and respond appropriately to ideas and needs referred to it by local churches, and other committees and individuals of Presbytery.
6. Develop budget requests annually and administer these funds appropriately.
7. Oversee the production of the Newsletter and web site.
8. Stewardship support of sessions.
9. Maintain a current Child Care Policy, distribute it to and be a resource for churches in its application.
10. Develop and oversee the program content of a Presbytery Meeting. *Revised 5/15/08*
11. Work with the host pastor to prepare for the worship of the Presbytery for its Stated Meetings. *Revised 5/15/08*

The PSC shall be made up of Six (6) to Twelve (12) members. Its makeup shall be such that some members are located in proximity to all geographic parts of the Presbytery.

F. Ad Hoc Committees:

An Ad Hoc Committee may be appointed/elected to respond to matters not the responsibility of a standing committee, or a matter falling within more than one jurisdiction or one that a committee is unwilling or unable to address. It shall report any findings, recommendations, and/or action to Presbytery. The motion to create an Ad Hoc Committee must state:

1. Title and specific job description.

2. Composition of the Ad Hoc Committee, with recommendations of persons to serve.
3. Budget and source of funds.
4. Termination date for the Ad Hoc Committee and any subordinate deadlines on phases of its work.
5. If an Ad Hoc Committee is to continue beyond one year, it must be reinstated.

IX PERMANENT JUDICIAL COMMISSION (PJC) (Revised 2/16/2013)

There shall be a PJC whose purpose and responsibilities are mandated in the Book of Order. It shall be guided/mandated by other sections of the Book of Order which relate to its task, especially the Rules of Discipline.

If allegations are received by the Stated Clerk of the Presbytery, the process for appointing an Investigating Committee will be as follows: *Revised 2/16/08*

1. Any 3 (three) of the following persons, working in consultation with each other, shall be authorized to appoint an Investigating Committee: the Stated Clerk, the Chair(s) of COM, the Moderator of Presbytery and the Vice-Moderator of Presbytery.
2. The Stated Clerk shall keep a list of teaching elders and members of congregations who might be asked to serve on an Investigating Committee. These shall be people who are knowledgeable and experienced in areas which might be pertinent to allegations which might arise (finance, pastoral care, etc.).

Membership of the PJC shall consist of Nine (9) members.

X SELF-DEVELOPMENT OF PEOPLE COMMITTEE (SDOP)

There shall be a SDOP whose function and membership shall be determined by General Assembly criteria. This Committee shall keep Presbytery informed through the Presbytery Finance and Budget Committee, reporting annually.

The Committee shall consist of a minimum of Five (5) members, serving three-year terms and limited to six consecutive years of service. *Revised 10/6-7/06*

XI PRESBYTERY COUNCIL (PC) (Revised 5/2/2013)

- A. **Purpose and Responsibilities:**
The purpose of the PC shall be for coordination of mission and program of the Presbytery. It shall constantly review the functional relationship between Presbytery's structure and mission. The PC shall be authorized to act on behalf of

Presbytery between stated meetings with the greatest amount of latitude that can be granted according to the Book of Order. It shall have the full authority of Presbytery; its actions shall be the actions of Presbytery between stated meetings.

Structures specified within this constitution are:

1. **In the Presbytery:**

A Council for the coordination of mission and program.

The reference is the section which lists the “responsibility and power of the Presbytery” and reads as follows:

"To establish and superintend the agencies necessary for its (the Presbytery's) work, including a Presbytery Council, providing for regular review of the functional relationship between Presbytery's structure and mission. The Presbytery may, by its own established rules, assign to its Council, responsibility for action between meetings of Presbytery on such specific areas of its responsibilities as it shall deem appropriate, with the provision that all such actions be reported to the next stated meeting of the Presbytery".

2. When Presbytery is scheduled to meet soon, restraint will be used in taking actions that may be reserved for that coming meeting. The PC will be accountable to the Presbytery, always keeping the Presbytery informed of its actions. Although most actions will not require Presbytery approval, all actions will be reported to the next stated meeting of the Presbytery.

3. From these sections of the Constitution, four types of functions may be derived:

a. Mandated.

b. Assigned by Presbytery in its Bylaws in conformity with the areas of action permitted by the Form of Government by policy, these actions shall be taken ordinarily by the Presbytery.

c. Specific assignment by Presbytery.

d. General functions and procedures.

1) Mandated Duties:

a) To coordinate the mission and program of the Presbytery;

b) To provide for the regular review of the functional relationship between Presbytery structure and mission;

- 2) Assigned by Presbytery upon recommendation of the proper Presbytery committee and with report to the next regular stated meeting of Presbytery:
 - c) Approve a pastoral call to a teaching elder member of Presbytery; place such call in her/his hands;
 - d) Approve a pastoral call to a teaching elder of another Presbytery; transmit that call to the stated clerk of other Presbytery for proper action there;
 - e) Receive into Presbytery a teaching elder who has accepted a call;
 - f) Receive into Presbytery from another Presbytery a teaching elder in good standing who has been called to serve in a Presbytery-approved position other than a local church within the bounds of Presbytery;
 - g) Receive into Presbytery a retired teaching elder who for valid reason desires to be a member of Presbytery;
- 3) Specific Assignment by Presbytery:
 - h) Presbytery Council may act on behalf of Presbytery when no one is in the office to direct calls.
 - i) Review and approve the minutes of Presbytery.
- 4) General Functions and Procedures:
 - j) Meet those responsibilities and exercise those powers given it by the Presbytery's Manual of Operations;
 - k) Submit to Presbytery for review and action all reports of Presbytery Council;
 - l) Correspond with the Synod and General Assembly;
 - m) Presbytery Council minutes shall contain each item of business transacted by it, except in those cases where it is deemed advisable to meet in executive session, when only the motions and findings shall be reported;
 - n) Presbytery Council, within the areas of its responsibilities, may appoint ad hoc committees responsible to it. When so instructed by Presbytery, the Council shall appoint Presbytery-authorized ad hoc committees;

- o) Decisions of the Council shall be immediately operative where power has been conferred, but may be reviewed and reversed by Presbytery;
- p) Council shall develop/maintain policy with criteria for approved absences and/or approved early departure from stated meetings of Presbytery;
- q) Council shall develop/maintain a procedure for review of these Bylaws;
- r) The Chair of Council, **in consultation with the Executive Presbyter**, shall have the responsibility of calling to the attention of Council the non-functioning of any of its committees. S/he shall recommend action to Council;
- s) Council shall nominate the chair and members of the Nominating Committee;
- t) After consultation with pertinent committees, Council may transfer funds from one line item to another, between meetings of Presbytery.

B. Meetings

The Presbytery Council shall have at least three (3) Stated Meetings a year, which shall be at least three (3) weeks prior to the Stated Meetings of Presbytery. Meetings may be held by conference call. Special meetings of Presbytery Council may be called by the same entities who may call special meetings of Presbytery excepting that Special Meetings would require no less than 48 hours notice, notwithstanding that any meeting of Council is valid if all members are present. *(Revised 2/20/10, 5/3/12)*

C. Membership

Membership of the Council shall consist of the following (all with vote, except as noted):

1. The most recent living past Moderator of Presbytery residing within the bounds of Presbytery, shall be the Chair of the Council;
2. The Moderator of Presbytery;
3. The Vice Moderator of Presbytery;
4. The Stated Clerk of Presbytery, without vote, who shall be the secretary;
5. The minutes recorder, without vote;

6. One or more commissioners to Synod;
7. The Chair or the annual designee of each of the Council committees:
 - a. Personnel (Pe)
 - b. Overtures & Bylaws (O&B)
 - c. Finance & Budget (F&B)
8. The Presbyterian Women Moderator, or the annual designee;
9. The Chair or annual designee of each of the following committees of Presbytery: *Revised 5/6/10*
 - a. Committee on Ministry (COM)
 - b. Program Strategy (PSC)
 - c. Nominating (Nm)
 - d. Committee on Preparation for Ministry (CPM)
10. Representatives of Higher Governing Bodies, who are members of this Presbytery, may be invited by a 2/3rds vote of Council to serve on Presbytery Council with voice and vote for the duration of that representative's term.

A quorum shall be at least One-Third (1/3rd) of the voting membership.

XII COMMITTEES OF PRESBYTERY COUNCIL

A. Personnel Committee (Pe)

This committee shall enable the Presbytery Council (PC) to be accountable to Presbytery in all matters relating to staff services. The Pe shall:

1. Serve as liaison between Presbytery, other judicatories, and Presbytery staff persons on staff-related matters;
2. Develop and recommend position descriptions for Presbytery staff and engage in an annual review of the adequacy of such descriptions;
3. Confer with Presbytery staff as to their professional and personal needs;
4. Consult with Presbytery staff in the development of staff goals/objectives consistent with Presbytery priorities/goals and staff position descriptions and skills. The Personnel Committee shall recommend such goals/objectives to the Presbytery Council and Presbytery.
5. Develop and implement a process for performance review of all Presbytery staff;
6. Oversee practices relating to all persons, other than teaching elder employed by local churches and the Presbytery. It shall:

- a. Provide, when requested by session, pastor, or non-teaching elder employees of churches, information concerning personnel policies, practices, and guidelines, and the skills and insights needed by pastors serving as Head of Staff;
- b. Provide, when requested, counseling to local church personnel committees, sessions, heads of staff, lay employees of Presbytery and local churches and, (in consultation with the Committee on Ministry) in situations where the pastor, as Head of Staff, is part of the problem;
- c. Provide, when requested, resources in areas such as compensation, benefits, new legal information, and Affirmative Action Equal Employment Opportunity Guidelines; policy developed by the Synod or General Assembly; the development of local church handbooks of personnel policies; and literature from management journals, personnel studies, and research. This information shall also be made available to the Presbytery library.

Membership of the Pe shall consist of Six (6) members.

B. Overtures and Bylaws Committee (O&B)

This committee shall counsel and advise Presbytery concerning all bills and overtures and proposed changes to these Bylaws. The O&B shall:

1. Refer any bill, overture, or proposed change in Bylaws to an appropriate committee or Presbytery Council for study, and/or recommended action;
2. Be responsible for seeing that these Bylaws are reviewed and evaluated in accordance with these Bylaws;
3. Study and report the constitutionality and effect of proposed Bylaws amendments which have been referred to it and make recommendations;
4. Be responsible for regularly reviewing these Bylaws to insure that wording and citations reflect the current Book of Order, and notifying Presbytery Council of any needed revisions.

Membership of the O&B shall consist of Three (3) members.

C. Finance and Budget Committee (F&B)

The Council through the F&B shall develop comprehensive mission strategy for the Presbytery.

Seeking to promote Presbytery as a basic unit of mission with responsibilities for particular ministries, it shall develop a unified budget for Presbytery including both operating and mission budgets. The F&B shall:

1. Identify for Presbytery needs which might become projects of mission, working with appropriate committee(s);

2. Equip Presbytery to carry out Presbytery projects;
3. Develop/maintain policy related to the process for annual review and ranking of all aid-receiving mission projects;
4. Review all applications for mission aid, except those from churches, yoked fields, and larger parishes;
5. Work with the PSC in forming a Task Force on Youth Camping and Triennium to develop a timeline for the awarding of scholarships and to coordinate the Triennium timeline for information and recruitment.
6. Arrange for annual financial audits and reporting to Presbytery and Synod.
7. Review expense vouchers of Presbytery meetings. Policy shall be developed/maintained with specific criteria for approving expense vouchers;
8. Develop/maintain policy concerning the receipt and disbursement of Presbytery monies.
9. Oversee the administration of the Oberg Fund and Good Faith Loans. *Revised 10/26-27/07*

Membership of the F&B shall consist of Six (6) members.

XIII GEOGRAPHIC CLUSTERS

The purpose of the Clusters shall be to:

- A. Help people become acquainted with each other;
- B. Discover common and particular needs of local churches, sessions and pastors;
- C. Provide a forum within which people's gifts for ministry can be shared to address identified needs;
- D. Enhance the connectedness of the Presbyterian Church (U.S.A.).

XIV AMENDMENT AND SUSPENSION OF THESE BYLAWS

Amendment of these Bylaws may be made at any stated meeting by two-thirds vote of Presbytery, provided the amendment has been presented in writing, read at the previous stated meeting, referred to the Overtures and Bylaws Committee for a study of constitutionality and any effect on the remaining Bylaws, and referred to the Finance and Budget Committee to determine any effect on the budget and/or financial status of

Presbytery. Both of these committees shall report back to Presbytery before final action is taken on the amendment.

Substantive changes to the proposed amendment shall not be made at the meeting which adopts the amendment.

Temporary suspension of Bylaws may be made at any stated meeting by a two-thirds vote for a particular issue at that meeting only, as provided in the Book of Order.

Temporary suspension of the Bylaws may be made for a period longer than a single meeting, provided that a resolution containing the specific Bylaws to be suspended, and the period of time of the suspension, has been presented in writing at least Ten (10) days before the stated meeting and is passed by a two-thirds vote of that stated meeting of Presbytery.

These Bylaws had a first reading on October 24-25, 2014.

Second reading February 7, 2015 except where noted on page 4.

The second reading on change from February 7, 2015 was on May 7, 2015.