

**Presbytery of New Hope
Revised Manual
October 2014**

Chapter 1 BYLAWS

Revised bylaws: Citations to *Book of Order* 2011-2013

**Bylaws
Of
The Presbytery of New Hope Corporation**
[Restated and adopted by a consecutive vote of the Presbytery. Effective October 20, 2012
[As authorized by Council, adapted to conform to new Form of Government
Adopted by Presbyterian Church (U.S.A.), 2011]

These Restated Bylaws govern the affairs of the Presbytery of New Hope Corporation, a non-profit corporation organized under the laws of the State of North Carolina (the Corporation).

PREAMBLE: The Mission Statement of the Presbytery of New Hope

The Presbytery of New Hope (“The Presbytery”) is a duly constituted council of the Presbyterian Church (U.S.A.) under G-3.03 of the *Book of Order*. It is comprised of a diverse group of congregations and ministers in northeastern North Carolina, bound together in servant-hood to Jesus Christ under the authority of the Word of God by the presence and power of the Holy Spirit in the traditions of the Presbyterian/Reformed faith and the Holy Christian Church. The Presbytery celebrates its rich diversity, strives through its oneness in Christ to accept the challenges arising from the differences, and affirms inclusiveness and ecumenism.

In response to God’s call in the life, death and resurrection of Jesus Christ, the mission of the Presbytery of New Hope is to enable local congregations, and the Presbytery as a whole, to function effectively as the Body of Christ by actively exploring, facilitating, equipping, and establishing appropriate ministries with the covenant community and beyond.

VISION STATEMENT:

God's call:

We are called into being by God,

Bound together in servant-hood to our Lord Jesus Christ, and sustained by the power and presence of the Holy Spirit. The Triune God calls us into obedience through Scripture and guides us by the confessions of our Reformed faith.

Further, God calls us to celebrate our rich diversity, to strive through our oneness in Christ to accept the challenges arising from our differences, and to be inclusive and ecumenical.

Our Response:

In response to God's call in Jesus Christ, our mission is to enable local congregations and Presbytery as a whole to function as the body of Christ.

We will explore, establish, and equip ministries within the covenant community of our Presbytery and beyond.

Through the vision we share,

The structures we employ,
and the priorities we advocate,
the Presbytery of New Hope will call forth, nurture,
and disciple faithful lay and ordained leaders
in the Presbytery and in local churches.

Moreover, the Presbytery will promote community
among its members and churches, facilitate dialogue,
and connect local churches to each other
and to the larger denomination.

Article I

1.1 Name: The name of the Corporation shall be

THE PRESBYTERY OF NEW HOPE CORPORATION.

1.2 Location: The Corporation's principal office in North Carolina is located at 2022 McDonald Lane, Raleigh, North Carolina 27608. The Corporation may have other offices, within the boundaries of the Presbytery. The Presbytery may change the location of any office of the Corporation.

1.3 Purpose: The purposes for which the Corporation is formed are fully set in the Constitution of the Presbyterian Church (U.S.A.) (as the same may be amended, established, made and declared by the authority of the Presbyterian Church (U.S.A.) from time to time, hereinafter called the "PC(USA) Constitution". Citations herein are in Part II of the PC(USA) Constitution, entitled the *Book of Order*, including the *Great Ends of the Church* (see *Book of Order*, F-1.0304), and the articles of incorporation of the Corporation.

1.4 Formation: The Corporation has been formed pursuant to the Presbyterian Church (U.S.A.) Constitution (see *Book of Order*, G-4.0101). The Presbytery is a member of the Synod of Mid-Atlantic and the Presbyterian Church (U.S.A.) and exists within the boundaries of each. The boundaries of Presbytery are determined by the General Assembly of the Presbyterian Church (U.S.A.) and the Synod of the Mid-Atlantic, and Presbytery’s constituents shall consist of all the ministers and churches within those boundaries. The geographic boundaries shall include all of the Presbyterian Church (U.S.A.) ministers and churches in the following counties of North Carolina

Beaufort	Franklin	Martin	Tyrrell
Bertie	Gates	Nash	Vance
Camden	Granville	Northhampton	Wake
Chowan	Greene	Orange	Warren
Craven	Halifax	Pamlico	Washington
Currituck	Hertford	Pasquotank	Wayne
Dare	Hyde	Perquimans	Wilson
Durham	Johnston	Person	
Edgecombe	Lenoir	Pitt	

1.5 Incorporation: The Presbytery of New Hope shall be incorporated as a not-for-profit corporation according to the laws of North Carolina. The Presbytery of New Hope and The Presbytery of New Hope Corporation, shall meet at the same time and place, and in the announcement of meeting, “The Presbytery of New Hope” shall designate both its functions.

1.6 Constitutional Basis: The Corporation, the Presbytery and all of the agencies of the Presbytery shall be governed by the Constitution of the Presbyterian Church (U.S.A.), the By-Laws and Manual of Operations of the Presbytery; and where none of these apply, by Robert’s Rules of Order Newly Revised (G-3.0105). No rule of Presbytery shall violate the provision of the Presbyterian Church (U.S.A.).

Article 2. Officers

2.1 Classification: The officers of the Corporation shall be the officers of the Presbytery, including the Moderator, Stated Clerk, the Treasurer and the Trustees.

2.2 Moderator: The Moderator of the Presbytery shall be elected at the October meeting of the Presbytery and installed for a one year term of service at the February meeting.

2.3 Vice Moderator: The Vice Moderator of the Presbytery shall be elected at the October meeting of the Presbytery for a one year term. In the absence of the Moderator, the Vice Moderator shall preside at the meetings of Presbytery. The Vice Moderator will serve as Moderator elect.

2.4 Stated Clerk: The Presbytery shall elect the Executive Presbyter to the office of Stated Clerk for a term of five years, concurrent with the terms of call as Executive Presbyter. The Stated Clerk of the Presbytery may succeed self in office.

2.6 Treasurer: The Treasurer shall be elected by the Presbytery to serve a term of four years. The Treasurer of the Presbytery may succeed self.

2.7 Trustees: The Coordinating Body of the Presbytery (as defined by Article 4 herein) shall serve as the Trustees (i.e. Directors) of the Corporation.

ARTICLE 3: MEETINGS OF MEMBERS

(see *Book of Order*, G-3.0304)

3.1 Meetings: The Presbytery of New Hope meets in a stated meeting three times a year. Such meetings shall be held at locations determined by the Coordinating Body of the Presbytery. The Coordinating Body shall make an effort to hold meetings across the geographic breadth of the Presbytery. Both ecclesiastical and civil/corporate business may be conducted at the same meeting.

3.2 Special Meetings: Special meetings of the Presbytery may be called to conduct other business as may be proper for Presbytery consideration. The business to be transacted shall be limited to items specifically listed in the call for the meeting.

3.3 How Special Meetings are called:

Special Meetings of the Presbytery may be called:

1. By the Coordinating Body whenever it determines such a meeting is necessary,
2. By the Presbytery whenever it determines such a meeting is necessary, or
3. By the Moderator of the Presbytery when requested in writing by two teaching elders and two ruling elders, the ruling elders being of different churches,
4. At the direction of Synod (G-3.0304)

3.4 Notices: Public notice of any meeting of the Presbytery shall be given two weeks in advance. Notice for stated meetings may be in writing, sent electronically or by US Mail, or posted on the Presbytery's website. Notice for special meetings shall be in writing, sent electronically or by US Mail, addressed to the moderators and clerks of the churches' sessions and to all other teaching elder-members of the Presbytery and ruling elders who are members by virtue of office, and shall be sent not less than ten days in advance.

3.5 Quorum: A quorum of a meeting of the Presbytery shall be not less than three teaching elder members and the ruling elder members present, provided at least three churches are represented by ruling elders. The Presbytery by its own vote may fix a higher quorum.

3.6 Procedural Requirements: the meetings of Presbytery shall be conducted to conform to the procedural requirements and the provisions of the PC(USA) Constitution (see *Book of Order* G-3.0105). In addition to those requirements and provisions, these Bylaws provide specific guidance for the Corporation. Roberts Rules of Order (Newly Revised) shall be used for parliamentary guidance. Meetings should be conducted in an orderly fashion with respect for the exchange of views and a high level of discernment among the teaching and ruling elder commissioners.

3.7 Proxy Voting: Voting of members by proxy is prohibited.

3.9 Elements of a Presbytery Meeting: The following elements comprise the agenda for a Presbytery Meeting. They include but not necessarily exclusive of:

1. Worship and the Celebration Sacraments

2. Report from the Executive Presbyter/Stated Clerk
3. Report from Coordinating Body
4. Report of Committee on Preparation for Ministry
5. Report of Committee on Ministry
6. Report from other Committees/Divisions
7. Examinations
8. Other Business

In addition, each Stated Meeting includes the following

February Meeting

- Vote on Amendments to *Book of Order*
- Annual Meeting of the Corporation

July Meeting

- Programmatic Meeting
- Present Challenge Budget

October Meeting

- Present Revised Budget
- Celebrate Sacrament of Our Lord's Supper
- Receive and vote on nominations for Moderator and Committee/Division Members

3.0 Membership of Presbytery:

Members

- Every teaching elder shall ordinarily be a member of the presbytery where his or her work is situated or of the presbytery where she or he resides. (G-3.0606)
- The Stated Clerk of the Presbytery shall assign additional ruling elder commissioners in the following way:
 - An additional ruling elder commissioner shall be assigned to each racial ethnic church.
 - All lay members of the Coordinating Body who are ruling elders shall be eligible.
 - All Certified Educators who are elders shall be eligible.
 - All Commissioned Lay Preachers serving churches shall be eligible
 - Churches with membership up to 400 will be given one commissioner
 - Churches with a membership in excess of 400 will be given the following number of commissioners:
 - 401-1000 members = 2 elders
 - 1001-1500 members = 3 elders
 - 1501-2000 members = 4 elders
 - 2001-3000 members = 5 elders
 - Beyond 3001 members, there shall be an additional elder representative for each 1,000 additional active members or major fraction thereof.

- Additional assignments of commissioners will be given to churches having one elder on an alphabetical rotating basis.

Non-Voting Members

- Presbytery Staff
- Visitors

3.1 Business of the Meeting: The agenda and orders of the day will be developed and approved by the Coordinating Body of Presbytery in consultation with the Moderator and General Presbyter/Stated Clerk.

Article 4: Coordinating Body of Presbytery

4.1 Function: The Coordinating Body shall serve as the Presbytery's visioning agency and shall coordinate the mission and program of the Presbytery as provided in this Article 4. The Coordinating Body will annually review and evaluate Presbytery's mission and structure in the light of adopted priorities. The Coordinating Body will also:

- Demonstrate effective leadership through proposals and/or recommendations to the Presbytery, divisions, and committees regarding important issues/concerns, studies and/or considerations
- Prepare the Annual Report of Presbytery identifying the activities of Presbytery, Council and the Coordinating Body and its Committees. The Report will be available to all sessions in New Hope Presbytery.
- Handle matters referred to it by Presbytery
- Approve plans for Presbytery meetings, including worship, and prepares and distribute the docket prior to each meeting of the Presbytery
- Oversee personnel functions of the Presbytery through the Personnel Committee
- Recommends the annual mission budget of the Presbytery and necessary revisions, monitor budget revenues and expenditures, take corrective actions where appropriate and/or make recommendations to the Presbytery upon advice of the Finance and Property Committee; and
- Promote and assist with church clustering as needed.

4.2 Trustees for the Corporation: The Coordinating Body, as constituted in these Bylaws, shall be the Trustees for the Corporation. Upon the approval of the Presbytery, the Coordinating Body, may buy sell, mortgage, and lease property and will report such actions at the next stated meeting of the Presbytery

4.3 Membership: The membership of the Coordinating Body shall be comprised of the following (changed 10/28/2013)

- The moderator of Presbytery
- The Prior Year's Moderator who shall serve as Chair
- The Vice Moderator
- Three classes of three comprising nine members of the Body.

4.4 Quorum: The quorum for the Coordinating Body shall be no fewer than a third of its voting members. The Coordinating Body may set the quorum at a higher number.

4.5 Meetings: Ordinarily, the Coordinating Body will meet every other month, beginning in January of each year. Both ecclesiastical business and civil business (i.e. Trustee business) may be conducted by the Coordinating Body at the same meeting. The Executive Committee will meet between Coordinating Body meetings as needed.

4.6 Electronic Meetings:

A principle of Presbyterian Government is that “decisions shall be reached in governing bodies by vote, following opportunity for discussion, and discernment and a majority shall govern” (see *Book of Order*, F-3.0205). These Bylaws make the following further provisions for meetings of the Coordinating Council:

1. Conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other or
2. Another suitable electronic communications system, including videoconferencing technology
3. The Internet, but only if:
 - a. Each member entitled to participate in the meeting consents to the meeting being held by means of that system; and
 - b. The system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with every other participant. Members of the Presbytery, the Coordinating Body, Executive Committee or any Committee or Division of the Presbytery may participate in these meetings.

4.7 Additional Committees/Taskforces: As required and appropriate, the Coordinating Body will appoint additional committees to support the work of the Coordinating Body and Presbytery. These committees/taskforces will report directly to the Coordinating Body.

Article 5: Committees of Presbytery

4.8 Committee on Ministry (COM) is directed to fulfill functions outlined in the *Book of Order*, G-3.0307. The COM shall be composed of a Chairperson, Vice Chairperson, and members representing sub-committees of the committee.

- Leadership: The chairperson and vice-chairperson of the COM and the chairpersons and vice chairperson of its sub-committees shall be elected from within the committee’s membership for a period of one year with the possibility for re-election in one-year increments not to exceed three years.
- Membership: COM shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity (*Book of Order*, F-1.0403)

4.9 Committee on Preparation for Ministry CPM: CPM is directed to fulfill functions outlined in the *Book of Order*, (G-3.0307).

- Leadership: The Chairperson and vice chairperson shall be elected from within the committee's membership by the Presbytery for a period of one year with the possibility for re-election in one-year increments not to exceed three years.
- Membership: CPM shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity (*Book of Order*, F-1.0403, G-3.0307).

5.0 Committee on Representation: The Presbytery shall elect a Committee on Representation in conformity with the *Book of Order* G-30103. In carrying out its function, this committee shall have the right to advocate to the Nominating Committee or to the Presbytery prior to election or approval of any nominees as provided in the *Book of Order*, G-3.0103.

5.1 Committee on Nominations: This committee fulfills the function outlined in the *Book of Order*, G3.0111. Members of this committee will be nominated annually by the Coordinating Body and elected by the Presbytery. Annually the Nominating Committee shall submit to the Presbytery its nominations for Presbytery divisions/committees (except Committee on Nominations), and members of Council. It shall nominate Commissioners to Synod and General Assembly following the guidelines adopted by the Presbytery. When vacancies occur in any position elected by the Presbytery, the Committee on Nominations shall make every effort to nominate a replacement to the next stated meeting of the Presbytery.

5.2 Permanent Judicial Commission: (*Book of Order*, D-5.000) Presbytery shall elect a Permanent Judicial Commission composed of nine members and at no time no fewer than seven teaching elders and ruling elders in conformity with D-5.0101. In cases transmitted to the commission, the commission shall have the power prescribed by, and to conduct all proceedings according to the PC(USA) Constitution and rules governing the procedure in such cases. Members of the commission shall be nominated to the Presbytery by the Nominating Committee.

The commission shall perform those duties directed by the *Book of Order*, D-5.000. The Commission shall elect a moderator and a clerk from among the members of the commission.

The commission shall meet at the call of the moderator of the commission.

When any case has been transmitted to the commission, the Presbytery shall take no further action.

Article 6: A Presbytery Manual of Operations

(*Book of Order*, G-3.0106)

6.1 The Manual: A manual of operations shall establish rules for the interrelationship of Presbytery's various officers and agencies and for its internal operating procedures. The Coordinating Body shall be responsible for approving changes to the Manual of Operations. The Coordinating Body will report these changes to the next stated meeting of the Presbytery.

6.2 Amendments: The Manual of Operations may be amended by a majority vote of the Coordinating Body at any of its meetings.

6.3 Suspension: A specified portion of the Manual of Operations may be suspended for a particular meeting by a majority vote of members present and voting.

Article 7: Process for Amendment

These Bylaws may be amended by a two-thirds vote of members of Coordinating Body present and voting at a meeting, provided the proposed amendment has been published at the meeting previous to the one at which the vote takes place. Any changes in the Bylaws shall be presented to the Presbytery at the next stated meeting following the vote to change. The Presbytery may override that change by a two-thirds majority vote.

[end: Bylaws]

Chapter 2 The Presbytery Manual

OUR VISION, OUR CORE VALUES AND CORE MINISTRIES

Vision Statement:

God's call:

We are called into being by God,

Bound together in servant-hood to our Lord Jesus Christ, and sustained by the power and presence of the Holy Spirit. The Triune God calls us into obedience through Scripture and guides us by the confessions of our Reformed faith.

Further, God calls us to celebrate our rich diversity, to strive through our oneness in Christ to accept the challenges arising from our differences, and to be inclusive and ecumenical.

Our Response:

In response to God's call in Jesus Christ, our mission is to enable local congregations and Presbytery as a whole to function as the body of Christ.

We will explore, establish, and equip ministries within the covenant community of our Presbytery and beyond.

Through the vision we share,

The structures we employ,
and the priorities we advocate,
the Presbytery of New Hope will call forth, nurture,
and discipline faithful lay and ordained leaders
in the Presbytery and in local churches.

Moreover, the Presbytery will promote community
among its members and churches, facilitate dialogue,
and connect local churches to each other
and to the larger denomination.

Core Values:

1. We are committed to a deepening devotion to Jesus Christ, living in response to the good news of the gospel.
2. We are committed to fostering relationships among individuals and congregations in the presbytery.
3. We are committed to a posture of service and worship as we are shaped and formed by the reality of God's kingdom.
4. We are committed to engaging and supporting the work of that kingdom as it is embodied in local congregations, communities, and ministries.
5. We are committed to demonstrating a Reformed witness to the Triune God in our governance and our mission (connectional, confessional, evangelical and ecumenical)

Core Ministries:

1. We will work to support, welcome, and nurture teaching elders (includes supporting transitions in ministry, CPM/candidates, pastoral care for teaching elders, healthy boundaries, PJC)
2. We will work to connect and resource local congregations for their mission
3. We will work to communicate across and throughout the presbytery in order to foster our life together.
4. We will work to maintain and nurture connections with other councils in the PC(USA) (includes role of Stated Clerk)

Chapter 3 COMPOSITION OF PRESBYTERY

1. Voting participants at Presbytery meetings shall include the following:
 - a. All teaching elders on the official rolls of the Presbytery;
 - b. Ruling elders commissioned by their sessions;
 - c. Ruling elders serving as officers of the Presbytery;
 - d. Others as determined by the Presbytery in a given year to ensure parity between ruling elders and teachings elders (G-3.0301).
2. Teaching elders and ruling elders in good standing in other governing bodies of this church or in any other Christian church, who are present at any meeting of the Presbytery, may be invited to sit as corresponding members, with voice but without vote. The Presbytery Gathering may invite teaching elders of other presbyteries who are laboring within its bounds to sit as corresponding members with voice but without vote for the period of their service.
3. A quorum shall consist of any three teaching elders of the Presbytery from three different congregations and three ruling elders commissioned by sessions of different congregations, meeting in regular or special session as defined in the *Book of Order*.
4. The proceedings of the Presbytery shall be in accordance with and by virtue of authority vested in presbyteries by the Constitution of the Presbyterian Church (USA), and nothing in this Manual of Operation shall be construed as contrary to this constitution.

Chapter 4 GATHERINGS OF THE PRESBYTERY

1. There will be a minimum of three stated meetings regularly scheduled each year. The meetings will be on Saturday in February and October and on Tuesday in July. The Presbytery may add regular meetings to this schedule with due notice.
2. Ordinarily the Presbytery will conduct the following business at the stated meeting:
 - a. February Meeting – Vote on Amendment to the *Book of Order* and hold the annual meeting of the corporation
 - b. July Meeting – Present the Annual Audit/Financial Review and present the Challenge Budget.
 - c. October Meeting – Hold elections for Moderator and Vice Moderator.
3. The Coordinating Body shall determine the time and location of each meeting.

4. The Moderator shall call a special meeting of the Presbytery at the request, or with the concurrence of two teaching elders not serving the same congregation and two ruling elders, not of the same congregation.
 - a. Should the moderator be unable to act, the vice moderator, under the same conditions, shall issue the call; should both the moderator and the vice moderator be unable to act, the stated clerk shall, under the same conditions, issue the call;
 - b. If the moderator, vice moderator, and stated clerk are unable to act, any three teaching elders not serving the same congregation and three ruling elders of different churches, may call a special meeting;
 - c. Notice of special meeting shall be sent not less than seven days in advance to each teaching elder and to the session of every church in the Presbytery.
 - d. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted.
5. All reports and recommendations shall normally be presented to the Presbytery in writing within the packet that is sent to the teaching elders and churches.
 - a. The agenda and reports to Presbytery will be made available through the Moderator of the Presbytery at least one week before the Presbytery meeting.
 - b. Notice of the availability of this material shall constitute the call of the meeting.
 - c. Agenda request shall normally be communicated to the Coordinating Body no later than three weeks before the Presbytery meeting.
 - d. New business and Overtures
 - i. To be acted upon, overtures must be received by the Stated Clerk in time to be included in the agenda.
 - ii. New business shall be docketed at the time communications are acted upon. If new business is received after communications are acted upon, it shall be postponed until the next stated meeting.
6. Meetings of the Presbytery shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, with the following exception:
 - a. Action items that are not expected to generate discussion may be assigned to a Consent Agenda (Omnibus Motion?) for consideration in one action by majority vote;
 - b. Any item may be removed from the Consent Agenda (Omnibus Motion?) for separate consideration upon the request of a single member.
7. Worship at Presbytery meetings shall be coordinated by the pastor of the host church and the Coordinating Body for each stated meeting of Presbytery. Ordinarily the Lord's Supper shall be observed at the February meeting of Presbytery.
8. Votes may be cast only by those eligible to vote who are present. The shortest form of voting shall be used to expedite routine business.
9. Communications shall be referred by the Stated Clerk to the appropriate committee of Presbytery.
10. Representatives to ecumenical groups shall report in writing.
11. No written report distributed prior to the meeting of Presbytery shall be read at the meeting.
12. Speakers, Special Orders, and Program Announcements – All requests for speakers or special orders at a Presbytery meeting should be sent to the Stated Clerk no later than thirty days prior to the meeting and must be cleared through the Coordinating Body. There shall be a maximum of two speakers or special orders per Presbytery meeting.

13. Special committees shall be appointed by the Moderator only as needed and shall be understood as described in *Robert's Rules of Order*:
 - a. Overtures and Resolutions - A special committee shall be appointed at a particular gathering by the Moderator to receive, review, and make recommendations concerning overtures and resolutions according to the policy on overtures.
 - b. Attendance - A special committee may be appointed at a particular meeting by the Moderator to receive and report excuses for absences and shall report those without excuses.
14. Death of elders –
 - a. Upon the death of a teaching elder the Moderator shall appoint a person to prepare a suitable memorial to be presented at the next stated meeting of Presbytery.
 - b. Churches shall notify the Stated Clerk of the death of any elder noting the name and date of death. These shall be placed on a memorial page to be published at the October meeting of Presbytery.
15. Guidelines for churches hosting stated meetings of Presbytery – Churches and/or institutions hosting a Stated Meeting of presbytery shall consider the following as guidelines:
 - a. Seating for at least 250 persons in one place
 - b. Ability to feed 250 persons at the church or within walking distance of the church.
 - c. Fellowship area for refreshments
 - d. Adequate restroom facilities
 - e. Meeting rooms for committees and small groups
 - f. Access to one or more telephones
 - g. An adequate public address system
 - h. Tables and space for registration; table for the Stated Clerk
 - i. Tables and space for materials which are to be distributed and for displays
 - j. A person to welcome presbytery and give any helpful information
 - k. Duplicating facilities to handle reports or other information generated by the meeting.
 - l. Childcare shall be arranged by the host church, with presbytery assuming expense of personnel.
 - m. That the Presbytery of New Hope, at the office and at all meetings, make the effort to use only paper disposable products unless Styrofoam and plastics recycling is available.

Chapter 5 ENROLLMENT OF TEACHING ELDERS

Teaching Elders shall be received into membership as follows:

1. Candidates for ordination as teaching elder under the care of this or any other Presbytery of the Presbyterian Church (USA) shall be enrolled upon ordination by the Presbytery of New Hope.
2. Ordained teaching elders shall be received into membership upon examination and recommendation of the Committee on Ministry as follows:
 - a. On presentation and acceptance of letters of dismissal from other presbyteries

- b. From Reformed Churches who are part of the World Communion of Reformed Churches;
- c. From other churches in compliance with the *Book of Order*.

Chapter 6 ATTENDANCE

1. It is the responsibility of every teaching elder of the Presbytery to be present at all Presbytery Gatherings.
2. Attendance is also required of the ruling elder commissioner(s) elected by member churches according to the rules of the *Book of Order*.
3. Teaching elders unable to attend a stated meeting are required to request an excused absence. Elected Commissioners unable to attend a stated meeting should also request an excused absence.
4. Non-Commissioners who are present at the meeting of the governing body on official business shall automatically be given the privilege of the floor.
5. The voting membership of the Presbytery is composed of the teaching elders on the role of Presbytery and ruling elder commissioners elected by member churches according to the rules of the *Book of Order*. Corresponding membership may be extended to non-ordained staff of local churches and others at the discretion of the Presbytery.

Chapter 7 OFFICERS

1. The officers of the Presbytery shall be a moderator, vice moderator, stated clerk and treasurer.
2. The offices of moderator and vice moderator, respectively, shall be held by one ruling elder and one teaching elder member of the Presbytery at any given time.
3. The Nominating Committee shall nominate an eligible ruling elder and teaching elder member of Presbytery for the positions of moderator and vice moderator, to be elected at the October meeting, installed at the February meeting, and taking office upon installation. The term of office shall be one year.

Moderator

1. The Moderator presides at all meetings of Presbytery.
2. The Moderator authenticates the records of the governing body and other documents within the sphere of that office, and serves as an ex-officio member of the coordinating body and/or the coordinating body's executive committee; and participates in the planning of the meetings of the Presbytery Gatherings.

Vice Moderator

1. In case of the Moderator's absence, the Vice-Moderator presides.
2. The Vice-Moderator participates in the planning of the meetings of the Presbytery Gatherings.
3. The Vice-Moderator also serves as an ex-officio member of the coordinating body.

Stated Clerk

1. The Stated Clerk must be eligible to be a member of Presbytery, and shall be elected by the Presbytery Gathering.
2. The term of office shall be three years and s/he may be reelected.

3. The calling, the form of accountability, the method of annual review, the job description, etc., of the Stated Clerk are listed in the Position Description section of the Personnel Manual.

Treasurer

1. The Treasurer shall be elected by the Presbytery.
2. The Treasurer is responsible for providing all financial reports for insuring that the financial policies and procedures of Presbytery are followed.
3. The calling, the form of accountability, the method of annual review, the job description, etc., of the Treasurer are listed in the position Description of the Policies Manual.

Chapter 8 STAFF

The Presbytery shall have the power to employ such staff and personnel as needed to fulfill its mission in accordance with the Constitution of the Presbyterian Church (USA). The Personnel Manual will define the purpose of each staff position, method of nomination and election or hire, terms of position, jurisdiction of the position, and responsibilities.

Chapter 9 ELECTION OF LEADERSHIP AND REPRESENTATIVES AND STANDING COMMITTEES

1. Councils of the Church are responsible for implementing the Church's commitment to inclusiveness and participation. The Presbytery shall work to be open and inclusive and to maintain patterns of inclusiveness on the basis of race, gender, sexual orientation, age and/or disability.
2. Presbytery officers, and members of the Presbytery Coordinating Body, commissions, and standing committees of the Presbytery shall be teaching elders or ruling elders, with provision made for the election of deacons and active church members where not.
3. The Nominating Committee shall present nominations to the Presbytery. Nominees shall ordinarily be presented for election at the October meeting of the Presbytery Gathering
4. With the exception of Moderator, Vice Moderator, members of Permanent Judicial Commission and Administrative staff, terms of service shall be for three years.
 - a. After serving two full terms, members standing committees may not be re-elected until one year has elapsed.
 - b. The Stated Clerk and Treasurer shall be elected for a three-year term, and shall not be subject to a limitation of terms.
5. Membership of all Presbytery agencies shall be divided into three classes in as equal number as possible, one of which shall be elected each year, with exceptions noted in the bylaws, the Manual of Operation, and/or the Constitution of the PC(USA).
6. No member of the Presbytery or its congregations shall normally serve in more than two (2) Presbytery committees concurrently, with the exception of the Permanent Judicial Commission.
7. If a member of any Presbytery committee is absent without excuse from three consecutive 182 meetings, the moderator of the committee may declare the position vacant.

8. A vacancy on any Presbytery committee created by resignation or declared vacancy may be filled by appointment by the Moderator of the Presbytery to complete an unexpired term.

Standing Commissions and Committees

1. Coordinating Body. This Body shall serve as the Presbytery's visioning agency and shall coordinate the mission and program of the Presbytery. The Coordinating Body will annually review and evaluate Presbytery's mission and structure in the light of adopted priorities. The Coordinating Body will also:
 - a. Demonstrate effective leadership through proposals and/or recommendations to the Presbytery, divisions, and committees regarding important issues/concerns, studies and/or considerations
 - b. Prepare the Annual Report of Presbytery identifying the activities of Presbytery, Council and the Coordinating Body and its Committees. The Report will be available to all sessions in New Hope Presbytery.
 - c. Handle matters referred to it by Presbytery
 - d. Approve plans for Presbytery meetings, including worship, and prepares and distribute the docket prior to each meeting of the Presbytery
 - e. Oversee personnel functions of the Presbytery through the Personnel Committee
 - f. Recommends the annual mission budget of the Presbytery and necessary revisions, monitor budget revenues and expenditures, take corrective actions where appropriate and/or make recommendations to the Presbytery upon advice of the Finance and Property Committee; and
 - g. Promote the new Mission Design through Generative Change and Strategic Planning

Trustees for the Corporation: The Coordinating Body, as constituted in these Bylaws, shall be the Trustees for the Corporation. Upon the approval of the Presbytery, the Coordinating Body, may buy sell, mortgage, and lease property and will report such actions at the next stated meeting of the Presbytery

Membership: The membership of the Coordinating Body shall be comprised of the following (changed 10/28/2013)

- The moderator of Presbytery
 - The Prior Year's Moderator who shall serve as Chair
 - The Vice Moderator
 - Three classes of three comprising nine members of the Body.
2. Commission on Ministry (COM) is directed to fulfill functions outlined in the *Book of Order*, G-3.0307. The COM shall be composed of a Chairperson, Vice Chairperson, and members representing sub-committees of the committee.
 - Leadership: The chairperson and vice-chairperson of the COM and the chairpersons and vice chairperson of its sub-committees shall be elected from within the committee's membership for a period of one year with the possibility for re-election in one-year increments not to exceed three years.

- Membership: COM shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity (*Book of Order*, F-1.0403)
- The Commission on Ministry has been given the following responsibilities by the Presbytery of New Hope:
 - To serve as counselor to the teaching elders of the presbytery, to facilitate the relations between congregations and teaching elders and the presbytery, and to settle difficulties on behalf of the presbytery when possible and expedient.
 - To exercise oversight of churches without pastors and teaching elders without churches in with Book of Order (3.0307)
 - To act with authority of presbytery to find in order calls issued by churches, to approve and present calls for services of teaching elders, to approve the examination of teaching elders transferring from other presbyteries as required by the Book of Order (G-3.0307), to dissolve the pastoral relationships in cases where the congregation and the pastor concur, to grant permission to labor within or outside the bounds of presbytery
 - To dismiss teaching elders to other presbyteries
 - To appoint moderators for vacant churches, to grant ono- parish based teaching elders permission not administer the sacraments within their validated ministries provided that their validated ministries have been reviewed and approved by COM within the past year, to appoint moderators when the session is without a moderator for reasons fo vacancy or inconvenience,
- All such actions must be reported at the next stated meeting of presbytery
 - Evaluating the adequacy of the terms of call of teaching elders and reporting them to presbytery
 - Report Administrative Commission for Ordination and Installation of Pastors

3. Committee on Preparation for Ministry CPM:

The Committee on Preparation for Ministry guides and prepares those who are called to be ordained as teaching elders. Working with local congregations and sessions, the CPM enters into a covenant relationship with those feeling called to ordered ministry, guides them through their education, works with them to complete all of the requirements for ordination, and provides spiritual support. There are two phases in the preparation process: inquiry and candidacy. Inquiry is a time of discernment when the CPM supports the Inquirer as they discern the gifts and talents, and try to understand how God is calling them to use those gifts and talents. When an Inquirer better understands and can articulate their call to ministry, they become a Candidate and complete their preparation for ordination. The CPM guides those being called through this process and assure they are prepared for ordination, but more importantly the CPM nurtures and supports inquirers and candidates, helping them to understand how they can serve the church today and be prepared for the church of the future.

CPM is directed to fulfill functions outlined in the *Book of Order*, (G-3.0307).

- Leadership: The Chairperson and vice chairperson shall be elected from within the committee's membership by the Presbytery for a period of one year with the possibility for re-election in one-year increments not to exceed three years.
 - Membership: CPM shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity (*Book of Order*, F-1.0403, G-3.0307).
4. Committee on Representation: The Presbytery shall elect a Committee on Representation in conformity with the *Book of Order G-30103*. In carrying out its function, this committee shall have the right to advocate to the Nominating Committee or to the Presbytery prior to election or approval of any nominees as provided in the *Book of Order*, G-3.0103.
 5. Committee on Nominations: This committee fulfills the function outlined in the *Book of Order*, G3.0111.
Members of this committee will be nominated annually by the Coordinating Body and elected by the Presbytery. Annually the Nominating Committee shall submit to the Presbytery its nominations for Presbytery divisions/committees (except Committee on Nominations), and members of Council. It shall nominate Commissioners to Synod and General Assembly following the guidelines adopted by the Presbytery. When vacancies occur in any position elected by the Presbytery, the Committee on Nominations shall make every effort to nominate a replacement to the next stated meeting of the Presbytery.
 6. Permanent Judicial Commission: (*Book of Order*, D-5.000) Presbytery shall elect a Permanent Judicial Commission composed of nine members and at no time no fewer than seven teaching elders and ruling elders in conformity with D-5.0101. In cases transmitted to the commission, the commission shall have the power prescribed by, and conduct all proceedings according to the PC(USA) Constitution and rules governing the procedure in such cases. Members of the commission shall be nominated to the Presbytery by the Nominating Committee. The commission shall perform those duties directed by the *Book of Order*, D-5.000. The Commission shall elect a moderator and a clerk from among the members of the commission. The commission shall meet at the call of the moderator of the commission. When any case has been transmitted to the commission, the Presbytery shall take no further action.

Chapter 10 VISIONING MINISTRIES

At 2014 annual retreat the Coordinating Body identified three branches of ministry to be developed which are in keeping with the visioning process that is to be implemented in 2015 They include:

1. Life Together – Our Passion Driven Ministries – These ministries focus on how entities within the Presbytery can partner in ministries that matter and are in keeping with Mission of New Hope Presbytery. Special grant forms will be made available for partnership ministries.
2. Congregational Resources – This ministry, to be developed later in 2015, will focus on two levels: Those resources that can be provided by the presbytery to local churches, and

churches helping churches through offering resources, whether they be skilled leaders offering workshops or material resources.

3. Nurturing our Leaders – Also later in 2015 ministries of nurture and renewal for Teaching Elders and Educators. Such offerings may include covenant groups, Healthy Boundaries, affinity groups, continuing education opportunities.

Chapter 11 RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH AND ORGANIZATIONS

1. The Presbytery of New Hope is a mid-council of the Presbyterian Church (USA) that is guided by the Constitution of the Church.
2. The Presbytery has a responsibility to maintain regular and continuing relationship to Synod and General Assembly (G-3.0302)
3. The Presbytery has a particular responsibility to coordinate, guide, encourage, support, and resource the work of its congregations through its relations with Sessions. This responsibility includes the authority to:
 - a. develop strategy for the mission of the church within the boundaries of the Presbytery;
 - b. control the location of new congregations and of congregations desiring to move as well as divide, dismiss, or dissolve congregations in consultation with their members;
 - c. establish minimum compensation standards for pastoral calls and Certified Christian Educators and Certified Associate Christian Educators within the presbytery;
 - d. counsel with a session concerning reported difficulties within a congregation;
 - e. assume original jurisdiction in any situation in which it determines that a session cannot exercise its authority;
 - f. consider and act upon requests from congregations for permission to take the actions regarding real property (G-4.0206)
4. The Presbytery shall seek to be responsive to other organizations and institutions within its geographical bounds which have mission priorities consistent with those of the Presbytery. The Nominating Committee is responsible for nominating representatives to ecumenical boards and agencies.

Chapter 12 COMMISSIONERS TO SYNOD AND GENERAL ASSEMBLY

1. The Nominating Committee shall nominate teaching elders and ruling elders to serve as Commissioners and Youth Advisory Delegates to the Synod and General Assembly, in numbers prescribed by the Synod and General Assembly.
2. Commissioners shall report the deliberations and actions of the Synod and General Assembly when requested by the Presbytery.

Chapter 13 Amendment and Suspension of Manual of Operation (Bylaws, Article 6)

1. This Manual may be amended by a majority vote of the Coordinating Body at any of its meetings. Changes will be reported at the next Presbytery Gathering.
2. A specified portion of the Manual of Operation may be suspended for a particular meeting of the Coordinating Body by a majority vote of members present and voting.
3. No amendment or suspension of the Manual shall conflict with the provisions of the *Book of Order* of the Presbyterian Church (USA) nor the Bylaws of the Presbytery.
4. Changes related to spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.