

# **Presbytery of New Hope Bylaws and Manual Revised 3/20/24**

(This revision uses citations to the 2019-2021 *Book of Order*)

## **Bylaws of The Presbytery of New Hope Corporation<sup>i</sup>**

These 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 comprises a diverse group of congregations and ministers in northeastern North Carolina, bound together in servanthood 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 servanthood 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.

## CORE VALUES:<sup>ii</sup>

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:<sup>iii</sup>

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, conflict transformation, and racial equity<sup>iv</sup>).
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. As a presbytery we work to maintain and nurture connections with other councils in the PC(USA).<sup>v</sup>

## 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 by majority vote.<sup>vi</sup>

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 Presbyterian Church (U.S.A.) 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.), these 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 the Presbytery shall violate the provision of the Presbyterian Church (U.S.A.).
- 1.7 Membership: Members of the Presbytery shall be Ministers of the Word and Sacrament whose calls to ministry in New Hope Presbytery have been validated and received by the Presbytery (G-3.0306). They shall serve alongside ruling elders selected by congregations or by the Presbytery to do the work of the Presbytery.<sup>vii</sup>

## **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 annually at a stated gathering of Presbytery and installed for a one-year term of service at the subsequent stated gathering. The election is traditionally held in the last gathering of the calendar year.<sup>viii</sup>
- 2.3 Vice Moderator: The Vice Moderator of the Presbytery shall be elected annually at a stated gathering of the Presbytery, traditionally the last gathering of the calendar year. The Vice Moderator is elected 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.<sup>ix</sup>
- 2.4 The office of Moderator shall each year alternately be held by a teaching elder or ruling elder. The elder holding the office of Vice Moderator shall succeed the Moderator at the end of the Moderator’s term.<sup>x</sup>
- 2.5 Stated Clerk: The Presbytery shall elect a Stated Clerk for a term of four years. The Stated Clerk shall be a member of Presbytery.<sup>xi</sup> The Presbytery may choose to elect the Executive Presbyter to the office of Stated Clerk. The Stated Clerk of the Presbytery may succeed self in office.<sup>xii</sup>
- 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: Gatherings of members**

3.1 Gatherings: As per the requirements of the Book of Order (G-3.0304) the Presbytery shall have at least two stated meetings each 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.<sup>xiii</sup>

3.2 Special Gatherings: Special meetings of the Presbytery may be called to conduct other business as may be proper for the Presbytery's 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:<sup>xiv</sup>

Special Meetings of the Presbytery may be called:

- a. By the Coordinating Body whenever it determines such a gathering is necessary;
- b. By the Presbytery whenever it determines such a meeting is necessary;
- c. By a group of two teaching elders and two ruling elders, in concurrence with the Moderator, no two elders (teaching elders or ruling elders) coming from the same congregation;
- d. By the Vice Moderator, under the same conditions, should the Moderator be unable to act;
- e. By the Stated Clerk, under the same conditions should both the Moderator and the Vice Moderator be unable to act;
- f. By three teaching elders and three ruling elders should the Moderator, Vice Moderator, and Stated Clerk be unable to act, no two elders (teaching elders or ruling elders) coming from the same congregation;
- g. At the direction of Synod (G-3.0304).

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

3.5 Quorum: A quorum of a gathering 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 gathering 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. Robert's Rules of Order (Newly Revised) shall be used for parliamentary guidance. Gatherings 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 Gathering: The following elements comprise the agenda for a Presbytery Meeting.<sup>xvi</sup> They include, but are not necessarily exclusive of:

- a. Worship and the Celebration of the Sacraments
- b. Report from the Executive Presbyter
- c. Report from the Stated Clerk
- d. Report from Coordinating Body
- e. Report of Committee on Preparation for Ministry
- f. Report of Commission on Ministry and Exams and Transfers Sub-Commission
- g. Report from other Committees/Networks
- h. Other Business

In addition, there are events in the life of the Presbytery that require observance or consideration at a certain time each year. These events are described in the Manual of Operations.

3.11 Voting Members at Presbytery Gatherings:<sup>xvii</sup>

Voting participants at Presbytery gatherings 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 teaching elders (G-3.0301);
- e. All Commissioned Ruling Elders serving churches.

3.12 Non-Voting Members:

Non-voting members of a gathering of the Presbytery are:

- a. Presbytery Staff
- b. Visitors
- c. Corresponding Members

3.13 Attendance: Given the importance of the connectional church, attendance at Presbytery gatherings is not a request. The announcement of a gathering should be understood as a call to exercise one's discipleship, whether one is a teaching elder or a ruling elder elected to be a commissioner.<sup>xviii</sup>

- a. It is the responsibility of every teaching elder of the Presbytery to be present and actively engaged at all Presbytery gatherings, whether the mode of meeting be in-person, remote by electronic means, or a combination of the two.

- b. Attendance of, and active engagement in, a gathering of the Presbytery, whatever the mode of the gathering, is also required of the ruling elder commissioner(s) elected by member churches to attend that gathering according to the rules of the *Book of Order*.
- c. Teaching elders unable to attend a stated gathering are required to request an excused absence. Elected Commissioners unable to attend a stated gathering should also request an excused absence.

3.14 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, Executive Presbyter, and Stated Clerk.<sup>xix</sup>

#### **Article 4: Coordinating Body of the Presbytery**

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

- a. Demonstrate effective leadership through proposals and/or recommendations to the Presbytery and committees regarding important issues/concerns, studies and/or considerations;
- b. Prepare the Annual Report of the Presbytery identifying the activities of Presbytery, the Coordinating Body and its Committees/Commissions. 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 prepare 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.

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 belonging to the Presbytery of New Hope and will report such actions at the next stated gathering of the Presbytery.

4.3 Membership: The membership of the Coordinating Body shall be composed of the following:<sup>xxi xxii</sup>

- a. The Moderator of the Presbytery;
- b. The prior year's Moderator of the Presbytery, who shall serve as Moderator;
- c. The Vice Moderator of the Presbytery;
- d. Nine members elected by the Presbytery in three classes of three.

- e. Ex-officio members, having voice but not vote, including the Executive Presbyter, Stated Clerk, any Associate Presbyters and presbytery staff as the Coordinating Body has need.

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

4.5 Meetings: The Coordinating Body ordinarily meets monthly with the exception of months when the Presbytery gathers. Both ecclesiastical business and civil business (i.e. Trustee business) may be conducted by the Coordinating Body at the same meeting.<sup>xxiii</sup>

4.6 Electronic Meetings:<sup>xxiv</sup>

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 Body:

- a. Conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other;
- b. Another suitable electronic communications system, including videoconferencing technology, provided the system allows access to the meeting in such a way that each participant can communicate concurrently with all other participants;<sup>xxv</sup>
- c. Asynchronous electronic means, unless two, or more, member participants object to meeting in such a manner.<sup>xxvi</sup>

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. It shall also have the authority to appoint Administrative Commissions on behalf of Presbytery

## **Article 5: Councils of the Presbytery**

5.1 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.<sup>xxvii</sup>

5.2 Leadership of Councils: A council’s leadership shall be composed of a Moderator, Vice Moderator (or co-moderators). The Moderator and Vice Moderator (or co-Moderators) and any subteam leadership shall be elected from within the council’s membership for a period of one year with the possibility for re-election in one-year increments not to exceed three years.<sup>xxviii</sup>



- 5.3 Membership of Councils: A council's membership shall be elected by the Presbytery and 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).<sup>xxix</sup>
- 5.4 Commission on Ministry (COM) is directed to fulfill functions outlined in the *Book of Order*, G-3.0307. Each COM member shall serve on at least one subteam of the Commission.<sup>xxx</sup>
- 5.5 Commission on Preparation for Ministry (CPM) is directed to fulfill functions outlined in the *Book of Order*, (G-3.0307).<sup>xxxixxxii</sup>
- 5.6 Committee on Representation and Nominations: The Presbytery shall elect a Committee on Representation and Nominations in conformity with the *Book of Order G-30103*. In carrying out its function, this committee shall advise the Presbytery how nominees satisfy principles of unity and diversity prior to election or approval of any nominees as provided in the *Book of Order*, G-3.0103. This committee fulfills the function outlined in the *Book of Order*, G-3.0111. Members of this committee will be nominated annually by the Coordinating Body and elected by the Presbytery. The Committee on Representation and Nominations shall annually submit to the Presbytery its nominations for the members of Coordinating Body and the Presbytery's committees/commissions (except the Committee on Representation and Nominations). 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 Representation and Nominations shall make every effort to nominate a replacement to the next stated meeting of the Presbytery.<sup>xxxiii</sup>
- 5.7 Permanent Judicial Commission: (*Book of Order*, D-5.000) The Presbytery shall elect a Permanent Judicial Commission composed of as many as nine members (both teaching elders and ruling elders) and at no time no fewer than seven members 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. The Commission shall perform those duties directed by the *Book of Order*, D-5.000. In addition to a Moderator and Vice Moderator, the Commission shall elect 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 pertaining to the case.<sup>xxxiv</sup>

## **Article 6: The Presbytery 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.<sup>xxxv</sup>

## **Article 7: The Presbytery Manual of Operations**

*(Book of Order, G-3.0106)*

- 7.1 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.
- 7.2 Amendments: The Manual of Operations may be amended by a majority vote of the Coordinating Body at any of its meetings.
- 7.3 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 8: 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 gathering following the vote to change. The Presbytery may override that change by a two-thirds majority vote.

[end: Bylaws]

# The Presbytery Manual

## Chapter 1 COMPOSITION OF THE PRESBYTERY<sup>xxxvi</sup>

1. 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-3.0306).
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 gathering 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. 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 2 GATHERINGS OF THE PRESBYTERY

1. Traditionally there have been three standing, stated in-person gatherings each year. The gatherings have been on the fourth Saturdays in February and October and on the fourth Tuesday in July. The bylaws allow Coordinating Body to annually schedule gatherings according to what seems appropriate to the Coordinating Body. Additional gatherings may be called by those authorized to do so with due notice.<sup>xxxvii</sup>
2. Ordinarily the Presbytery will conduct the following business at the stated gathering in the time period indicated:
  - January – March
    - Vote on Amendments to *Book of Order*
    - Annual Meeting of the Corporation
  - April – September
    - Present the annual audit/financial review
    - Committee/Commission Reports
  - October - December
    - Present Budget budget approved by Coordinating Body for subsequent year
    - Celebrate Sacrament of Our Lord's Supper
    - Necrology
    - Receive and vote on nominations for Moderator, Vice Moderator, and Committee/Commission Members<sup>xxxviiixxxix</sup>
3. 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 the Presbytery will be made available through the Moderator of the Presbytery at least one week before the Presbytery gathering.
  - b. Notice of the availability of this material shall constitute the call of the gathering.
  - c. Agenda requests shall normally be communicated to the Coordinating Body no later than three weeks before the Presbytery gathering.
  - d. New business and Overtures

- i. To be acted upon, overtures must be received by the Stated Clerk at least 30 days prior to the gathering.
    - ii. Items for new business that are not received in ample time for inclusion in the docket will be taken up at the following stated gathering.<sup>xi</sup>
  - e. Gatherings of the Presbytery shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, with the following exceptions:
    - i. 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;
    - ii. Any item may be removed from the Consent Agenda (Omnibus Motion) for separate consideration upon the request of a single member.
4. Worship at the Presbytery's gatherings shall be coordinated by the pastor of the host church and the Coordinating Body for each stated meeting of the Presbytery. Ordinarily the Lord's Supper shall be observed at each of the Presbytery's gathering.
5. Voting members of the Presbytery include those outlined in the bylaws. Places for ruling elder commissioners to attend the Presbytery's gatherings are assigned in the following way:<sup>xli</sup>
  - a. Churches with membership up to 300 will be given one commissioner
  - b. Churches with a membership in excess of 300 will be given the following number of commissioners:
    - i. 301-1000 members = 2 elders
    - ii. 1001-1500 members = 3 elders
    - iii. 1501-2000 members = 4 elders
    - iv. 2001-3000 members = 5 elders
    - v. Beyond 3001 members, there shall be an additional elder representative for each 1,000 additional active members or major fraction thereof.
6. In the event that additional ruling elder commissioners are needed for parity between ruling and teaching elders the following process shall be employed in the order listed:<sup>xlii</sup>
  - a. An additional ruling elder commissioner shall be assigned to each racial ethnic church.
  - b. All lay members of the Coordinating Body who are ruling elders shall be eligible.
  - c. All Certified Educators, who are elders, shall be eligible.
  - d. Additional assignments of commissioners will be given to churches having one elder commissioner. Assignments will be determined by rotating through the roster of churches alphabetically.
7. 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.
8. Communications shall be referred by the Stated Clerk to the appropriate committee of the Presbytery.
9. Representatives to ecumenical groups shall report in writing.
10. No written report distributed prior to the gathering of the Presbytery shall be read at the gathering.
11. Speakers, Special Orders, and Program Announcements – All requests for speakers or special orders at a gathering of the Presbytery should be sent to the Stated Clerk no later than thirty days prior to the gathering and must be cleared through the Coordinating Body. There shall be a maximum of two speakers or special orders per gathering of the Presbytery.

12. 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 and will receive, review, and make recommendations concerning overtures and resolutions according to the policy on overtures.
  - b. Attendance – A special committee may be appointed prior to a particular gathering by the Moderator to receive and report excuses for absences and shall report those without excuses.
13. 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 gathering of the 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 gathering of the Presbytery.
14. Guidelines for churches hosting stated gatherings of Presbytery – churches and/or institutions hosting a Stated gathering of the 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 the Presbytery and give any helpful information
  - k. Duplicating facilities to handle reports or other information generated by the gathering.
  - l. Childcare shall be arranged by the host church, with the 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 3 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 Commission 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 4 ATTENDANCE<sup>xliii</sup>**

1. Those called to attend the Presbytery's gatherings are enumerated in the bylaws Article 3.13.
2. The voting membership of a gathering of the Presbytery is described in the bylaws Article 3.11. Corresponding membership may be extended to nonordained staff of local churches and others at the discretion of the Presbytery.
3. Members of the Coordinating Body who are present at a gathering of the Presbytery on official business, but are not commissioners, shall automatically be given the privilege of the floor.

#### **Chapter 5 OFFICERS<sup>xliv</sup>**

The officers of the Presbytery are defined in Article 2 of the bylaws.

##### **Moderator**

1. The Moderator presides at all gatherings of the 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 a member of the Coordinating Body.

##### **Stated Clerk**

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 is responsible for providing all financial reports and for ensuring that the financial policies and procedures of the Presbytery are followed.
2. 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 6 ELECTION OF LEADERSHIP AND REPRESENTATIVES AND STANDING COMMITTEES/COMMISSIONS**

1. Officers of the Presbytery, and members of the Presbytery's councils (Coordinating Body, commissions, and standing committees of the Presbytery) shall be teaching elders or ruling elders. The Committee on Representation and Nominations shall present nominations to the Presbytery. Nominees are ordinarily presented for election at the last gathering of the Presbytery of the calendar year.<sup>xlv</sup>
2. 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 of standing councils may not be re-elected until one year has elapsed.
  - b. The Stated Clerk and Treasurer shall not be subject to a limitation of terms.
3. Membership of all councils of the Presbytery 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, and/or the Constitution of the PC(USA).
4. No member of the Presbytery or a member of its congregations shall normally serve in more than two (2) Presbytery councils (committees or commissions) concurrently, unless one of the councils is the Permanent Judicial Commission.
5. If a member of any council of the Presbytery is absent without excuse from three consecutive meetings, the moderator of the council may declare the position vacant.
6. A vacancy on any council of the Presbytery created by resignation or by declaration of the council's moderator may be filled by appointment by the Moderator of the Presbytery to complete an unexpired term.

### **Administrative Commissions**

An Administrative Commission shall conduct its work in accordance with the Book of Order and this Manual.

- a. Purposes of Administrative Commissions;
  - i. Administrative Commissions for installations and ordinations of ministers of the Word and Sacrament will be composed of at least 5 members of New Hope Presbytery, or members of the congregations therein. A commission's composition will be divided between teaching elders and ruling elders, representing the ethnic, and geographic diversity of the Presbytery. These types of Administrative Commission will be approved by the Moderator of the Commission on Ministry.
  - ii. Administrative Commissions in the case of an irregularity or delinquency: (G-3.0109b).<sup>xlvi</sup>
    1. Special Administrative Review: (G-3.0108b). If the Stated Clerk is advised in writing of any irregularity or delinquency by a lower council, the Moderator and Stated Clerk shall determine whether special administrative review will be implemented in accordance with the Book of Order and this Manual. If it is determined that administrative review shall be implemented, those officers of the Presbytery will nominate a committee to conduct a special administrative review. Coordinating Body may elect such committee. Upon completion of its work, the committee shall

report to the Presbytery its determination as to whether there has been an irregularity of delinquency by the lower council and its recommendation as to the appropriate action to take by the Presbytery in response to any irregularity or delinquency.

2. When the Presbytery has received the report of the committee, it shall make a determination in the disposition of the matter, which may include approval, disapproval, or some form of correction of any irregularity or delinquency that may be reported.
  3. If the Presbytery issues a direction for correction and it appears that the lower council is not moving to comply with that direction, the Presbytery may appoint an administrative commission to oversee compliance, or, if it deems the non-compliance to be sufficiently serious, the Presbytery may assume original jurisdiction of the lower governing body, in accordance with G-3.0303d-e.
  4. If the Administrative Commission finds that the lower governing body is not cooperative in providing records and in responding to inquiries, the commission shall report the lack of cooperation to the Presbytery or its Coordinating Body and seek further direction.
  5. Nothing in this section shall preclude the right of any person so entitled to file a remedial case in accordance with D-6.0000.
- b. Administrative Commissions for Other Purposes: The Coordinating Body of the Presbytery may appoint an Administrative Commission on behalf of the Presbytery for any other purpose (Article 4.7 of the bylaws). The Coordinating Body shall report the creation, membership, and functions entrusted to the Administrative Commission to the next gathering of the Presbytery.<sup>xlvi</sup>

### **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 the 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, Coordinating Body and its Committees and Commissions. 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 gatherings, including worship, preparation and distribution of the docket prior to each gathering 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.



- g. Membership: The membership of the Coordinating Body shall comprise the following<sup>xlviii</sup>
  - i. The moderator of Presbytery
  - ii. The prior year's moderator who shall serve as Moderator
  - iii. The Vice Moderator
  - iv. Three classes of three comprising nine members of the Body.
- h. Trustees for the Corporation: The Coordinating Body, as constituted in these Bylaws, shall be the Trustees for the Corporation. By approval of the Presbytery, the Coordinating Body, may buy sell, mortgage, and lease property and will report such actions at the next stated gathering of the Presbytery
- 2. Commission on Ministry (COM): COM is directed to fulfill functions outlined in the *Book of Order*, G-3.0307. The COM shall be composed of a Moderator, Vice Moderator, and members representing sub-committees of the committee.
  - a. Leadership: The Moderator and Vice Moderator of the COM and the Moderators and Vice Moderator of its subteams shall be elected from within the commission's membership for a period of one year with the possibility for re-election in one-year increments not to exceed three years.
  - b. 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 and G-3.0307)
  - c. The Commission on Ministry has been given the following responsibilities by the Presbytery of New Hope:
    - i. 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.
    - ii. To exercise oversight of churches without pastors and teaching elders without churches in with Book of Order (G-3.0307)
    - iii. To act with authority of the 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 the Presbytery
    - iv. To dismiss teaching elders to other presbyteries
    - v. To appoint moderators for vacant churches, to grant non parish-based teaching elders permission to 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 of vacancy or inconvenience,
  - d. The following must be reported at the next stated gathering of the Presbytery
    - i. Evaluating the adequacy of the terms of call of teaching elders and reporting them to the Presbytery
    - ii. Report Administrative Commissions for ordination and installation of pastors

3. Commission on Preparation for Ministry (CPM): The Commission 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 inquirers 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 his/her call to ministry, s/he becomes a candidate and completes s/he preparation for ordination. The CPM guides those being called through this process and assures that they are prepared for ordination. 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).
  - a. Leadership: The Moderator and Vice Moderator 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.
  - b. 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).
  - c. CPM is authorized to act with authority of Presbytery when it deems that an inquirer is ready to enter the candidate phase. When the CPM examines an inquirer and the examination is sustained, the inquirer becomes a candidate on the date of that action. Candidates shall be received and welcomed on the floor of Presbytery as soon as is practical. <sup>xlix</sup>
4. Committee on Representation and Nominations: The Presbytery shall elect a Committee on Representation and Nominations in conformity with the *Book of Order* G-3.0103. This committee fulfills the function outlined in the *Book of Order*, G-3.0111. In carrying out its function, this committee shall have the right to advocate to the Presbytery prior to election or approval of any nominees as provided in the *Book of Order*, G-3.0103. 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 the Presbytery committees (except the Committee on Representation and Nominations), and members of the Coordinating Body. 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 Representation and Nominations shall make every effort to nominate a replacement to the next stated meeting of the Presbytery.<sup>1</sup>
5. Permanent Judicial Commission: (*Book of Order*, D-5.000) The 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 Committee on Representation and Nominations. 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.

6. Finance and Property Committee: The Presbytery shall elect members to the Finance and Property Committee, filling the expired terms of those rotating off the committee. The committee shall be comprised of three classes of two for each class. This committee shall be responsible for the review and approval of requests from particular churches for permission to encumber their property, for overseeing the Presbytery's investments, trusts, and all other financial matters, consulting and negotiating with particular churches concerning per capita payments and mission giving, reviewing and recommending approval of all the Presbytery and congregational property gifts and sales, and making recommendations to the Coordinating Body regarding disposition of all properties coming to the Presbytery from dissolved congregations
7. Personnel Committee: The personnel committee shall consist of no fewer than six members, with two members for each class. The committee shall be responsible for reviewing personnel policies as needed, approve recommended personnel and job description by the executive presbyter, review and recommend cost of living increase for staff, engage in an annual review for all staff including the executive presbyter/stated Clerk, the associate for small church ministries and technology, the Finance Administrator, and the administrative staff.
8. Church Development and Evangelism: This committee shall consist of no fewer than nine members, three elected each year for three rotating classes. It shall be responsible for resourcing small church ministries, providing learning opportunities for evangelism, and support and nurture of new worshiping communities.
9. Campus Ministry: This committee shall have no less than twelve members (three classes of four). Its mission includes the spiritual nurture of young adults in fulfillment of baptismal promises made to members of PC(USA) churches, to cultivate future leaders for the Church, to ensure a mainline Presbyterian/reformed witness in environments of higher education, and to encourage, support and faithful witness to all students regardless of their background or denomination/church. See Addendum B for Campus Ministry Manual.
10. Networks may be formed from time to time to carry out other mission ministries that are compatible with the Mission of the Presbytery. While being mindful of the need for diversity, Networks are not nominated by the nominating committee. However, their membership and activity are accountable to the Coordinating Body. They may include the following: Peacemaking, Human Trafficking Prevention, Christian Education, Black Caucus, Presbyterian Women.
11. Remedial and Disciplinary Cases<sup>li</sup>
  - a. Remedial Cases: In remedial cases the Stated Clerk is authorized to appoint committee of counsel for any case involving the Presbytery unless a conflict of interest exists whereupon the Co-Moderators of the Commission on Ministry are empowered to make such appointments (D-6.0302).
  - b. Disciplinary Cases: An Investigating Committee shall be appointed under the provisions of Book of Order Rules of Discipline and will consist of no fewer than three nor more than five teaching and ruling elders in equal or nearly equal numbers. When a formal accusation is lodged, the Stated Clerk shall discuss with the Moderator of the Presbytery and the Co-Moderators of the Commission on Ministry whether there is potential for an appearance of a conflict of interest on

the Stated Clerk or the ministers and ruling elders being considered for the Investigating Committee. If the Moderator of the Presbytery and Co-Moderators of the Commission on Ministry agree that there is no potential for an appearance of a conflict of interest, the Stated Clerk is empowered to appoint persons to this investigating committee. If there is the potential for an appearance of a conflict of interest on the part of the stated clerk perceived by any involved in the review, the Co-Moderators of the Commission on Ministry are empowered to appoint members of the Investigating Committee.

## **Chapter 7 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.
2. Congregational Resources – This ministry focuses on two levels: Those resources that can be provided by the Presbytery to local churches, and churches helping one another through the offering of resources, such as skilled leaders offering workshops or material resources.
3. Nurturing our Leaders – That Ministries of nurture and renewal for Teaching Elders and Educators be provided. Such offerings may include covenant groups, Healthy Boundaries, affinity groups, continuing education opportunities.

## **Chapter 8 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 Committee on Representation and Nominations is responsible for nominating representatives to ecumenical boards and agencies.

## **Chapter 9 COMMISSIONERS TO SYNOD AND GENERAL ASSEMBLY**

- 1. The Committee on Representation and Nominations 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 10 Amendment and Suspension of Manual of Operation (Bylaws, Article 7)**

- 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 gathering of the Presbytery.
- 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.

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<sup>i</sup> Restated and adopted by a consecutive vote of the Presbytery as authorized by Council (now the Coordinating Body), adapted to conform to new Form of Government, which was adopted by Presbyterian Church (U.S.A.), 2011, effective October 20, 2012.

<sup>ii</sup> Moved to bylaws from the manual 12/21/22.

<sup>iii</sup> Moved to bylaws from the manual 12/21/22.

<sup>iv</sup> Revised 12/21/22 to reflect current priorities in the Presbytery's ministry.

<sup>v</sup> Revised 12/21/22.

<sup>vi</sup> Added 12/21/22 to indicate the means by which the office location may be changed.

<sup>vii</sup> Moved from the manual to this location on 12/21/22 to define membership of the Presbytery.

<sup>viii</sup> Revised 12/21/22 to allow for variable meeting times and instances when a moderator cannot complete a term.

<sup>ix</sup> Revised 12/21/22 to allow for variable meeting times and instances when a moderator cannot complete a term.

<sup>x</sup> Added 12/21/22 to define the conditions by which moderators are elected.

<sup>xi</sup> Added 12/21/22 to clarify the requirements for standing as a candidate for Stated Clerk.

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- <sup>xii</sup> Revised in March 16, 2022 stated meeting of the Coordinating Body. Original language was: *Stated Clerk: The Presbytery shall elect the Executive Presbyter to the office of Stated Clerk for a term of four years, concurrent with the terms of call as Executive Presbyter. The Stated Clerk of the Presbytery may succeed self in office.* The revision was made to allow for the separation of the roles of Stated Clerk and Executive Presbyter. The Presbytery concurred with the decision in a called virtual meeting on April 26, 2022.
- <sup>xiii</sup> Revised in June 15, 2022 stated meeting of the Coordinating Body. Original language was: *Gatherings: 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.* The revision was made to allow flexibility as to how many stated meetings of the Presbytery could take place in a given calendar year.
- <sup>xiv</sup> Added 12/21/22 to account for vacancies in the offices of the presbytery when a meeting needs to be called.
- <sup>xv</sup> Revised 12/21/22 to simplify language.
- <sup>xvi</sup> Revised 12/21/22 to allow for the roles of Executive Presbyter and Stated Clerk to be held by separate individuals. Takes operational language out of this location and puts it in the manual of operations.
- <sup>xvii</sup> Revised 12/21/22. Removed from manual and placed here to define voting members at gatherings of the Presbytery.
- <sup>xviii</sup> Added 12/21/22. This section is taken from chapter 6, parts 1,2, and 3 of the manual and expanded upon. It includes the possibility that a presbytery gathering is virtual or hybrid.
- <sup>xix</sup> Revised 12/21/22. Accounts for the possibility that the roles of Executive Presbyter and Stated Clerk are separate.
- <sup>xx</sup> Revised 12/21/22. Removed last bullet point because it was unclear what clustering meant. COM clusters churches on an annual basis to accommodate the proximities of congregational advocates to the churches in their charge.
- <sup>xxi</sup> Changed 10/28/2013.
- <sup>xxii</sup> Changed 12/21/22. Added certain presbytery officers and staff as ex-officio members, having voice but not vote.
- <sup>xxiii</sup> Revised 12/21/22 to reflect current practice.
- <sup>xxiv</sup> Changed 12/21/22 to reflect a more current range of possibilities for electronic meetings and to make allowances for actions done via email.
- <sup>xxv</sup> Changed 12/21/22 to reflect a more current range of possibilities for electronic meetings.
- <sup>xxvi</sup> Changed 12/21/22 to make allowances for actions done via email.
- <sup>xxvii</sup> Added 12/21/22. Taken from Chapter 9, part 1 of the manual to define the role of councils of the church.
- <sup>xxviii</sup> Added 12/21/22. This language was lifted from the language on the leadership of the COM and CPM in Article 5, which was equivalent, and given its own section in Article 5 to serve as the rule for leadership of all councils of the presbytery. Much of this information was duplicated in the manual.
- <sup>xxix</sup> Added 12/21/22. (See Article 5.2) This language was lifted from the language on the membership of the COM and CPM in Article 5, which was equivalent, and given its own section in Article 5 to serve as a rule for membership of all councils of the presbytery. Much of this information was duplicated in the manual.
- <sup>xxx</sup> Changed 12/21/22 as a result of creation of articles 5.2 and 5.3. The requirement of service on sub team is currently an un-codified expectation. This section codifies that expectation.
- <sup>xxxi</sup> Changed 12/21/22 as a result of creation of articles 5.2 and 5.3.
- <sup>xxxii</sup> Changed 3/20/24 from Committee to Commission to empower the CPM to approve candidates and have the period of candidacy begin on the date of CPM's action. This prevents a candidate's unnecessary waiting to be certified ready to receive a call, when a call is waiting for them.
- <sup>xxxiii</sup> Modified to reflect combination of the Nominating Committee and the Committee on Representation. Revision made 12/21/22.
- <sup>xxxiv</sup> Changed 12/21/22 as a result of creation of articles 5.2 and 5.3.
- <sup>xxxv</sup> Added 12/21/22. Taken from Chapter 8 of the manual and inserted into the bylaws to provide for the ability of the presbytery to hire staff.
- <sup>xxxvi</sup> Revised 12/21/22. Part 1 of Chapter 3 in previous version of manual removed to Article 3.11 of bylaws
- <sup>xxxvii</sup> Revised 12/21/22 to describe what has been practice, rather than to be strict mandatory language.
- <sup>xxxviii</sup> Revised in June 15, 2022 stated meeting of the Coordinating Body. Original language was:

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*Elements of a Presbytery Gathering: 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 Commission on Ministry and Exams Sub-Commission*
6. *Report from other Committees/Networks*
7. *Other Business*

*In addition, each Stated Gathering includes the following*  
*February Gathering*

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

*July Gathering*

- *Meeting with special theme and Committee/Commission Reports*

*October Gathering*

- *Present Budget approved budget by Coordinating Body for year to follow*
- *Celebrate Sacrament of Our Lord's Supper*
- *Necrology*
- *Receive and vote on nominations for Moderator and Committee/Commission Members*

The revision was made to allow flexibility as to how many stated meetings of the Presbytery could take place in a given calendar year.

<sup>xxxix</sup> Moved and combined with similar section in the Manual. Revision made 12/21/22.

<sup>xl</sup> Simplified from previous version of manual 12/21/22.

<sup>xli</sup> Added 12/21/22. Lifted from article 3.0 of current bylaws. With change that all churches with 300 members or less be allotted one commissioner. The current bylaws set the threshold at 400 members.

<sup>xlii</sup> Revised 12/21/22 moved from article 3.0 of the previous version of the bylaws. Some language was clarified.

<sup>xliii</sup> Revised 12/21/22. Items missing from the previous version of the manual have been moved to Article 3 of bylaws.

<sup>xliv</sup> Revised 12/21/22. Items missing from the previous version of the manual have been moved to Article 2 of the bylaws.

<sup>xlv</sup> Revised 12/21/22. Language changed to reflect merging of Nominations and Representation Committees and to allow flexibility of meeting time for last gathering of the year.

<sup>xlvi</sup> Revised 12/21/22. Re-written to comply with the 2019-2021 Book of Order.

<sup>xlvii</sup> Added 12/21/22. Provided in manual for completeness indicating the Coordinating Body's authority to create Administrative Commissions

<sup>xlviii</sup> Revised 10/28/2013

<sup>xlix</sup> Revised 3/20/24 to describe the authority invested in the Commission on Preparation for Ministry and the actions they may do on behalf of the Presbytery.

<sup>l</sup> Revised 12/21/22 to reflect the merging of the Representation and Nomination Committees.

<sup>li</sup> Added 12/21/22 to comply with 2019-21 Book of Order.