

# **The Presbytery of the Pines Manual of Operations**

[All references to sections of the Book of Order refer to the Book of Order, edition 2017/2019.]

## **INTRODUCTION**

The Manual of Operations, mandated by G-3.0106. It has two parts:

- Part One: Standing Rules
- Part Two: Presbytery Organization

Part One identifies, describes and relates the units and groups by which the Presbytery seeks to fulfill its responsibilities, along with the officers, staff and their respective duties.

Part Two describes the presbytery structure along with operational practices related to this structure.

## **PART ONE: STANDING RULES**

### **I. NAME**

The name of this organization shall be The Presbytery of the Pines, Inc. (the Presbytery), a presbytery of the Synod of the Sun, and of the Presbyterian Church (U.S.A.).

### **II. PRESBYTERY MISSION**

Led by the Holy Spirit, the Presbytery of the Pines fosters relational connections among its congregations to encourage, equip and enable them to fulfill God's call as disciples of Jesus Christ.

### **III. BOUNDARIES**

The geographical area of this governing body shall include the following counties in Arkansas: Ashley, Bradley, Calhoun, Chicot, Cleveland, Columbia, Dallas, Drew, Hempstead, Howard, Lafayette, Lincoln, Little River, Miller, Nevada, Ouachita, Sevier, Union; and, the following parishes in Louisiana: Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Red River, Richland, Sabine, Tensas, Union, Webster, West Carroll, Winn.

#### IV. MEMBERSHIP OF PRESBYTERY

The membership of Ministers of Word and Sacrament shall be determined in accordance with G-3-0306.

Membership of Presbytery shall consist of all member Ministers of Word and Sacrament and one elder commissioner from every church. A church with membership over 500 and less than 1000 members shall have one additional elder commissioner. An additional elder commissioner shall be added at each additional 500-member increment.

Ministers of the Word and Sacrament or ruling elders in other councils of this church or in any other Christian church who are serving in temporary pastoral relationships within the presbytery shall be enrolled with voice and vote.

Presbyters (ministers of the Word and Sacrament or elders) in good standing in other councils 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 with no vote.

Ruling Elders serving as elected moderators of committees shall be enrolled as members of the Presbytery for their term of office with full voice and voting privileges (G-3.0301). Such persons may also serve as Ruling Elder commissioners if selected by their session.

#### V. COMPOSITION AND RESPONSIBILITIES

The Presbytery's composition and responsibilities are specified in G-3.0301. Presbytery grants the full authority and power of Presbytery to the Congregational and Pastoral Care Committee in the following areas with the provision that such actions be reported to Presbytery at the next stated meeting:

- A. Appoint persons to moderate sessions of those churches that are without a pastor. The Moderator shall be a Minister of Word and Sacrament or Ruling Elder who is acceptable and/or accountable to this Presbytery.
- B. Approve various supply relationships for those churches that are without a pastor.
- C. Dissolve pastoral relationships in cases where the congregation and pastor concur, and to dismiss the minister to another presbytery, and to so report to the Presbytery.

- D. Take such action as is necessary with respect to calls issued to ministers of this Presbytery from churches or agencies of another presbytery.
- E. Grant permission for a minister or candidate to move to a church prior to full reception by Presbytery, provided that the examination of the minister or candidate was unanimously sustained, by those present and voting, as satisfactory by the Committee, and so report these actions to Presbytery
- F. Take such action as is necessary with respect to calls issued to candidates for ordination of this Presbytery from churches or agencies of another Presbytery.
- G. Transfer candidates for the ministry to another presbytery, to certify the credentials of a candidate of this Presbytery to another presbytery when a call has been extended to a candidate.
- H. To examine and receive individuals as Inquirers.
- I. To establish ordination and installation commissions as needed between stated meetings of the presbytery.

## VI. MEETINGS and QUORUM

The Presbytery shall hold three stated meetings each year, shall meet at the direction of the synod, and may call special meetings in accordance with its own rules (G-3.0304). The dates for the stated meetings for the following year shall be announced at the last meeting of the previous year. At least one stated meeting shall include the celebration of the sacrament of the Lord's Supper.

Attendance at all meetings shall be required of Ruling Elder commissioners and Ministers of Word and Sacrament members. Those Ministers of Word and Sacrament who are honorably retired or in service outside the geographical bounds of the Presbytery shall be excused from regular attendance.

Excuse for absence from meetings shall be requested through the Stated Clerk.

The Moderator shall call a special meeting at the request, or with the concurrence, of three Ministers of Word and Sacrament and three Ruling Elders, the Ruling Elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any five Ministers of Word and Sacrament and five Ruling Elders, the Ruling Elders being of different churches, may call a special meeting.

The quorum of the presbytery shall be 10 per cent of the eligible Ruling Elder commissioners and Ministers of Word and Sacrament.

Any new business for a stated meeting of the presbytery must be submitted to the Stated Clerk 45 days prior to and distributed to the presbytery 30 days prior to the stated meeting at which the business is to be introduced. While it is hoped that all ordinary business being presented at a presbytery meeting will meet this 45-day rule, the Stated Clerk has the authority to waive this time restriction if deemed necessary.

## VII. OFFICERS

The Officers of the Presbytery shall be the Moderator and Stated Clerk as set forth in G-3.0104.

### MODERATOR

Ordinarily, the nominee will be the incumbent Moderator-elect. The term of office for the Moderator shall be one year. Election shall take place at the last stated meeting of the year, with the Moderator assuming office upon installation at the close of that meeting.

It shall be the duty of the Moderator to preside over all the meetings of the Presbytery and to be the Vice-Moderator of the Presbytery Leadership Council (PLC). The Moderator shall see that all business is conducted in accordance with the provisions of G-3.0104 and the Manual of Operations. The Moderator shall have power to appoint the members and moderators of any committee whose appointment is not otherwise provided for. The Moderator shall be a voting member of those presbytery entities assigned to the Moderator.

### MODERATOR-ELECT

At the last stated meeting of the year, a Moderator-elect shall be elected by Presbytery. The Moderator-Elect shall also serve on the Presbytery Leadership Council. The Moderator-elect shall be responsible for the arrangements for worship at Presbytery meetings and shall perform such other duties as assigned by the Moderator.

### IMMEDIATE PAST MODERATOR

Immediately upon the end of term, the Moderator shall become the Immediate Past Moderator. The Immediate Past Moderator serves as the moderator of the Presbytery Leadership Council. In the event the Past Moderator is unable to serve as Moderator of the Presbytery Leadership Council, the Presbytery Leadership Council shall have the power to select its own Moderator from among its members. The Immediate Past Moderator shall serve as Presbytery Moderator if the current Moderator is unable to serve.

## STATED CLERK

The Stated Clerk shall be elected by the Presbytery for a term of three years. The Recruitment and Representation Committee shall nominate a candidate for election as Stated Clerk during the final year of the term at the last stated meeting of Presbytery, with the election to follow. The newly elected Stated Clerk shall assume the duties of that office on February 1 following the election, in order to give the previous Stated Clerk time to complete the annual reports. The Presbytery may re-elect the Stated Clerk to additional terms if it so desires. An annual performance review of the Stated Clerk shall be conducted by the Presbytery Leadership Council.

The Stated Clerk shall serve as recording clerk and parliamentarian of the Presbytery and the Board of Trustees of the Corporation. The Stated Clerk shall be a member of the Presbytery Leadership Council and serve as its secretary.

The Stated Clerk, if a Ruling Elder, shall be enrolled as a member of Presbytery for the duration of service.

## VIII. ADMINISTRATIVE STAFF

The presbytery may utilize the administrative staff services of a presbytery executive and other staff as needed, as authorized by G-3.0110. The presbytery executive shall be nominated to Presbytery by the Presbytery Leadership Council, in consultation with the Synod of the Sun. All administrative staff shall be accountable to the Presbytery through the Presbytery Leadership Council.

## GENERAL PRESBYTER

Presbytery may elect a General Presbyter for an indefinite term. The General Presbyter is the chief administrative and programmatic officer of the Presbytery. The General Presbyter shall be evaluated annually by the Presbytery Leadership Council.

## TREASURER

Presbytery shall elect a Treasurer who shall review monthly and annual financial reports, understand the posting and accounting procedures employed by the Presbytery office, and oversee internal budget control and review. If not a member of Presbytery, the Treasurer shall have the privilege of the floor. The Treasurer shall be bonded by the Presbytery. The Treasurer shall be a resident of Louisiana.

The Treasurer shall be recommended by the Presbytery Leadership Council to be nominated by the Recruitment and Representation Committee and elected for a term of one year, renewable.

## IX. INCORPORATION

The Presbytery is incorporated as a non-profit corporation in accordance with the constitution of the Presbyterian Church (U.S.A.) in compliance with the laws of the States of Arkansas and Louisiana, and in conformity with appropriate sections of the Federal Internal Revenue Code. The Treasurer shall be the registered agent of the corporation in Louisiana. The Moderator shall appoint a registered agent for Arkansas, who must be a resident of Arkansas. The last stated meeting of the Presbytery each year shall be the Annual Meeting of the Corporation.

## X. TRUSTEES

The trustees, acting as the duly elected officers of the Corporation, The Presbytery of the Pines, Inc., shall, on behalf of the Corporation, receive, hold, encumber, manage and transfer property and facilitate the management of the civil affairs of Presbytery in such a manner as may be directed by Presbytery from time to time, and according to the Constitution of the Church.

The Board of Trustees of the Presbytery shall be composed of the Moderator of the Presbytery, Moderator of Business Affairs Committee, Stated Clerk, Presbytery Treasurer and two additional trustees elected by the Presbytery for staggered terms of two years, renewable. A quorum shall consist of four members present, including at least one Ruling Elder and one Minister of Word and Sacrament. The signatures of the Stated Clerk and any two other trustees shall be sufficient for signing legal documents, following actions taken by a quorum of Trustees.

The Moderator of Presbytery shall serve as Moderator of the trustees. The Stated Clerk of the Presbytery shall serve as the secretary of the trustees.

## XI. POLICIES

Periodically the presbytery finds it necessary to develop policies and procedures that direct its life. Part II, below, allows for each committee to develop its own administrative handbook of policies. These policies, if developed, are to be submitted to the presbytery for approval before implementation. Such proposed policy handbooks and any singular policy shall be treated as if they were amendments to this Manual of Operations and follow the stated process for manual amendment.

## XII. AMENDMENTS

This Manual of Administrative Operations may be amended at any stated meeting of the Presbytery. Any amendments to this manual must be submitted to the Stated Clerk 45 days prior to and distributed to the presbytery 30 days prior to the stated meeting at which the amendment is to be introduced.

## **PART TWO: PRESBYTERY ORGANIZATION**

The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

The officers of Presbytery shall include: the Moderator and the Stated Clerk.

The Presbytery may designate by its own rules such committees and commissions as deemed necessary and helpful for the accomplishment of the mission of the church. Each committee established shall create an administrative handbook of procedures. As part of the operations of each Committee and Mission Network, balloting by electronic and mail means will be allowed. Such voting needs to be recorded in the minutes of the next meeting of the committee or network. Minutes of all committee meetings shall be submitted to the presbytery office for filing.

Membership on a presbytery committee will begin on January 1 of the succeeding year, if elected at the fall meeting of the presbytery, or immediately after any other presbytery meeting when elected. Moderators and Vice-Moderators of committees shall be recommended for election by the Recruitment and Representation Committee.

## 2.1 Business Affairs Committee (BA)

Purpose - The Business Affairs Committee will be responsible for all financial and budget matters; stewardship; real estate; assurance that all Presbytery resources are managed in a competent, efficient, and transparent manner.

### Responsibilities

- Real Estate: Oversight and management of all presbytery properties. When necessary, a separate sub-committee may be formed to deal with specific issues pertaining to a specific property.
- Finance/Stewardship: Analysis of past year's budget in order to make recommendations for changes; Prepare and present to Presbytery an annual budget; Facility usage and costs; Promote congregational giving to sustain the Presbytery and promote Presbytery-wide mission; When necessary, work with other committees on cost analysis of programs, missions, etc.; Oversee the Presbytery insurance package
- The number of meetings per year shall be established by the committee with a minimum of three.

### Membership

- The committee shall be made up of a minimum of six members plus elected leadership
- All committee members shall be elected to two-year renewable terms with a six year aggregate
- Additional persons may be called upon for specific needs and resources

### Staff Resource Support:

General Presbyter, Treasurer, Stated Clerk



## 2.2 Congregational and Pastoral Care Committee (CPCC)

Purpose- The Congregational and Pastoral Care Committee will provide nurturing support and assistance to congregations and pastors in order to further the ministry of Jesus Christ throughout the Presbytery of the Pines.

### Responsibilities

- The number of meetings per year shall be established by the committee, with a minimum of three.

### Congregational

- Consult and visit with sessions
- Work with congregations nearing the end of the congregational life-cycle, equipping them for ongoing needs for their ministry, such as worship leadership, sacramental celebration, session moderation, provision of pastoral care, and conducting funerals
- Act as a peacemaking team on behalf of presbytery to settle difficulties where possible and expedient.
- Other acts of caring ministry as the committee sees fit

### Ordered Ministries

- Facilitate the presbytery's oversight of inquirers and candidates
- Receive and oversee teaching elder members
- Approve calls for pastoral services and invitations for temporary pastoral services
- Appoint and oversee session moderators for congregations without pastors
- Dissolve pastoral relationships
- Dismiss teaching elder members to other presbyteries
- Commission ruling elders to particular pastoral service
- Provide oversight and planning for ordination/installation worship services
- Establish commissions for ordination and/or installation as provided elsewhere in this document
- Other duties as assigned by Book of Order

### Membership

- The committee shall be made up of a minimum of twelve members
- All committee members shall be either Ministers of Word and Sacrament or Ruling Elders in approximately equal numbers and will serve two-year renewable terms with a six year aggregate
- Additional persons may be called upon for specific needs and resources

### Staff Resource Support:

General Presbyter, Treasurer, Stated Clerk

## 2.3 Vision and Mission Committee (V&M)

Purpose - The Vision and Mission Committee will be responsible for helping the churches and the Presbytery vision their future as they fulfill God's call as disciples of Jesus Christ. The Vision and Mission Committee will be an equipping and encouraging resource for Presbytery and for congregational spiritual growth and disciple-making. It will identify, promote, and support mission and outreach by connecting congregations in shared missional opportunities.

### Responsibilities

#### Meetings

- The number of meetings per year shall be established by the committee, with a minimum of three

#### Discipleship Enabling

- The committee nurtures, trains, and equips congregations and Mission Networks to make disciples and support congregational (re)development specific to congregational needs
- The committee identifies, plans, and supports events, retreats, gatherings, education, and training for spiritual development, disciple-making, and congregational (re)development

#### Missional Response

- The committee identifies, promotes and resources missional response by congregations and Mission Networks

#### Ecumenical Relations

- This committee will establish and maintain ecumenical relationships. (Book of Order: G.30301.a)

#### Membership

- The committee shall be made up of a minimum of twelve elected members, and a representative from Presbyterian Women
- All committee members shall be elected to two-year renewable terms with a six year aggregate
- Additional persons may be called upon for specific needs and resources

#### Staff Resource Support:

General Presbyter, Stated Clerk, Treasurer

## 2.4 Presbytery Leadership Council (PLC)

Purpose - Provide guidance and coordination for Committees, with the primary goal of ensuring that our Mission Statement remains at the center of our life together.

### Responsibilities

- Act as a communication hub for congregations, Presbytery committees, staff, and the Presbytery itself
- Act as an on-going discernment group
- Act with designated commission authority between presbytery meetings. Such commission authority shall be enumerated in this section when granted by the presbytery without requiring a manual amendment
- To review Presbytery Bylaws, Manual of Operations and policies periodically and make recommendations to Presbytery when needed
- Serves as the Personnel Committee
- Serves as the Legal Affairs Committee

### Membership

- The Moderator, Moderator-Elect, Immediate Past-Moderator and Stated Clerk of the Presbytery
- Moderator and Vice-Moderator of each committee
- Designated representative from Presbyterian Women

### Staff Resource Support:

General Presbyter, Treasurer

## 2.5 Recruitment and Representation Committee (R&R)

Purpose - The Recruitment and Representation Committee will be responsible for securing an adequate number of people to serve on committees of Presbytery and the church at-large. It shall function in accordance with G-3.0103 and F-1.0403 of the Book of Order in regards to a Presbytery. It shall promote diversity and inclusiveness on Presbytery committees.

### Responsibilities

- The number of meetings per year shall be established by the committee, with a minimum of three.
- Report nominations to Presbytery at least annually and more often as nominations are necessary
- Contact and secure people to serve on Presbytery committees
- Educate people of committee responsibilities
- Promote ways to interest people to serve on committees
- Present nominees to Presbytery for election

### Membership

- The committee shall be made up of a minimum of six members.
- All committee members shall be elected by the presbytery for two year renewable terms up to a six year aggregate
- Additional persons may be called upon for specific needs and resources

### Staff Resource Support:

General Presbyter, Stated Clerk

## 6 Ecclesiastical Business Committee

Purpose - The Ecclesiastical Business Committee will be responsible for any action that pertains to the work before the Presbytery.

### Responsibilities

- Compile and manage a presbytery policies manual containing all active policies approved by the presbytery
- To review amendments to the Constitution as received from General Assembly and recommend action on each to the Presbytery
- To be available to congregations and members of Presbytery for assistance in the process of writing and submitting overtures to upcoming General Assemblies. We encourage sessions and congregations to talk about the issues coming before the General assembly, and to raise issues of concern, and to consider submitting overtures to the General Assembly on matters that they deem important to the life of the denomination
- To receive and recommend to Presbytery or the Leadership Council any response to requests from other Presbyteries regarding support of overtures to upcoming General Assemblies
- Commissioners to General Assembly are also available to meet with sessions, congregations, and clusters, to share their reports and impressions of the work of the General Assembly
- To assist the Stated Clerk with the annual review of sessions minutes
- To assist the Stated Clerk in the formulation of the docket for presbytery meetings

### Membership

- The committee shall be made up of a minimum of six members
- All committee members shall be elected to two-year renewable terms with a six year aggregate
- The General Presbyter and Stated Clerk serve as resource persons
- Additional persons may be called upon for specific needs and resources

### Staff Support:

General Presbyter, Stated Clerk

## 7. Permanent Judicial Commission (PJC)

Purpose - The Permanent Judicial Commission shall provide for dealings of disciplinary matters and secure people to serve in that capacity as positions become available. It shall provide equal opportunity for inclusiveness and diversity to serve in this capacity.

### Responsibilities

- The commission will meet as disciplinary matters arise and as instructed by the Stated Clerk and Moderator of Presbytery.
- It shall be organized and function according to D-5.0000 through D-5.0206c of the Book of Order regarding a PJC of a Presbytery.
- It will follow the guidelines/requirements set forth in D-10.0100 through D-11.0800 of the current Book of Order in regards to a Presbytery.
- Together, the Stated Clerk and Moderator of Presbytery shall be empowered to form investigative committee as needed.

### Membership

- The commission shall be made up of nine members, Teaching and Ruling Elders in approximately equal numbers.

### Staff Support:

Stated Clerk

## 8. Mission Networks

Purpose - A Mission Network provides opportunities for people to connect with others to focus on God's mission. Members of a Mission Network desire to discern, plan, and serve together in mission or ministry for a particular period of time and intent, goal, or to network together to give and receive mutual support and inspiration in the sharing of ideas and information in a common area of interest or vision.

### Responsibilities

- Members of a Mission Network have a clearly identified common purpose or scope
- The vision, scope, timetable, implementation, and review process of a cooperative ministry/project/mission will be determined by the network.
- The work of the network will be evaluated and communicated to the Sessions of the sponsoring/cooperating congregations
- Mission Networks will report to and solicit feedback at Presbytery meeting at least annually through the Vision and Mission Committee

### Membership

A Mission Network is made up of:

- Two or more sponsoring or cooperative congregations who have an interest, special concern, mission, or ministry in common
- Special advisors may be called upon for specific needs and resources