

**2008
MANUAL OF
ADMINISTRATIVE
OPERATIONS**

**PRESBYTERY
OF
COASTAL CAROLINA**

**PRESBYTERIAN
CHURCH (U.S.A.)**

**MANUAL OF ADMINSTRATIVE OPERATIONS
WITH APPENDICES**

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**PRESBYTERY OF COASTAL CAROLINA
PRESBYTERIAN CHURCH (U.S.A.)**

**MANUAL OF ADMINISTRATIVE OPERATIONS
With Appendices**

This Presbytery is a governing body of the Presbyterian Church (U.S.A.), part of the Synod of the Mid-Atlantic, and, as such, acknowledges The Book of Confessions and seeks always to order its affairs in accordance with the Book of Order of the Presbyterian Church (U.S.A.). The Presbytery adopts this Manual of Administrative Operations, with appendices, to establish the organization of the Presbytery for its life and mission and the operating procedures and interrelationships of the various administrative units of the Presbytery. All committee or other work groups authorized by the Presbytery shall conduct their work in accord with this Manual, as well as the Book of Order.

A copy of this Manual of Administrative Operations, with Appendices, shall be furnished to each minister member of Presbytery, to the Session of each church in the Presbytery, to each officer of Presbytery, to each unit of administrative organization such as Presbytery Council, Committees of Presbytery, and to other persons who may have need for reference to this Manual. Care shall be taken to furnish a copy to ministers received into Presbytery.

1.00 Governing Bodies

1.01 Presbytery

The name of the Presbytery shall be the **Presbytery of Coastal Carolina**. The Presbytery is a corporate expression of the church, consisting of all of the churches and ministers of the Word and Sacrament within its bounds. (G-11.0100)

1.02 Incorporation

The Presbytery shall be incorporated as a non-profit corporation under the laws of the State of North Carolina and with corporate name “**The Presbytery of Coastal Carolina, Inc.**” and for purposes defined in the **Book of Order G-1.0200**. The Board of Directors of the corporation shall consist of the members of the Executive Committee of Council (consisting of the Council Chair and Vice Chair, the Chairs of the Committees of Council and the Stated Clerk/General Presbyter of Presbytery.) The Chair of Council shall serve as Chair of the Board of Directors; the Stated Clerk shall serve as the Secretary-Treasurer of the Board of Directors.

1.03 Jurisdiction

The Presbytery shall exercise ecclesiastical jurisdiction over the churches and ministers of the Word and Sacrament in the southeastern portion of North Carolina assigned to the Presbytery by actions of the Synod and General Assembly. This geographical district includes the following counties:

Bladen, Brunswick, Carteret, Columbus, Cumberland, Duplin, Harnett, Hoke, Jones, Lee, Moore, New Hanover, Onslow, Pender, Robeson, Sampson, and Scotland; and also including Pink Hill Church in Lenoir County, Trinity and Croatan Churches in Craven County, and Rios de Agua Viva Church in Wayne County, but not including the church in Tabor City in Columbus County.

1.04 Membership

Presbytery is a corporate expression of the church in the geographical area of its jurisdiction, consisting of all the churches and ministers of the Word and Sacrament. Meetings of the governing body shall be composed of elders commissioned by the Sessions, according to the provisions of the **Book of Order G-11.0101**, and the ministers of the Word and Sacrament. An elder elected to serve as Stated Clerk, as Moderator or Vice Moderator of Presbytery, as Chair and Vice Chair of Presbytery Council, as Chair of Program or Operational Committees of Presbytery, or as Moderator of Presbyterian Women or Presbyterian Men of the Presbytery shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her Session. Elders currently appointed to serve churches as commissioned lay pastors shall be enrolled as members of the Presbytery for the duration of such service.

1.05 Responsibilities

The Presbytery is responsible for mission and government of the church throughout the geographical jurisdiction. The listing of specific responsibilities for Presbytery given in the **Book of Order G-11.0103** shall always be determinative for the work of this Presbytery, and no programs, projects, or activities which conflict with the **Book of Order** shall be undertaken.

1.06 Sacrament Authorized

The Sacrament of the Lord's Supper may be celebrated when authorized by Presbytery at events sponsored by entities of the Presbytery. When a request to celebrate the Lord's Supper in such an event is made between meetings of Presbytery, a committee consisting of the Chair of Council, the Chair of Council Committee on Presbytery Worship, and the Stated Clerk/General Presbyter is authorized to approve celebration of the Sacrament, with such approval to be reported to the next stated meeting of Presbytery.

1.07 Communities/Regions

Presbytery shall be divided into three geographical communities each of which will include two geographical regions.

West Community

- Region 5: Lee & Harnett Counties;
- Region 6: Moore, Hoke & Scotland Counties.

Central Community

- Region 3: Cumberland & Sampson Counties;

Region 4: Robeson, Bladen & Columbus Counties.

East Community

Region 1: Duplin, Jones, Onslow & Carteret Counties;

Region 2: Pender, New Hanover & Brunswick Counties.

- a. Fair and broad regional representation shall be considered when electing persons to various entities of the Presbytery, to serve as commissioners to higher governing bodies, or to serve as officers of Presbytery.
- b. A regional leadership council shall be formed in all regions consisting of a representative of each church in that region, for the purpose of enabling churches to be inspired and equipped for mission through planning, resourcing and creating cooperative ministries. A description of the regional leadership councils is included as an Appendix.

1.08 Synod Of The Mid-Atlantic

The Presbytery of Coastal Carolina is located within the bounds of the Synod of the Mid-Atlantic. The synod is the intermediate governmental unit responsible for the mission of the church within its region. (G-12.0100) Each presbytery shall participate in the synod's responsibility and service through it elected commissioners to synod. (G-12.0204) The manner in which commissioners from the Presbytery of Coastal Carolina are elected is outlined in the appendix of this manual.

1.09 General Assembly

The General Assembly is the highest governing body of this church and is representative of the synods, presbyteries, sessions and congregations of the Presbyterian Church (U.S.A.). (G-13.0100) The manner in which commissioners from the Presbytery of Coastal Carolina are elected is outlined in the appendix of this manual.

2.00 Meetings of Presbytery

2.01 Frequency

The Presbytery shall hold stated meetings four times each year, at times and places determined by the Presbytery on recommendation of the Presbytery Council, with at least two meetings each year on Saturday. Ordinarily the dates of stated meetings shall be established for the full year to enable better scheduling of activities by units of the Presbytery. The first stated meeting of each year will include and the celebration of the Lord's Supper as a part of worship.

Special meetings of the Presbytery shall be called as needed, only in conformity with all provisions of the **Book of Order G-11.0201**, especially as concerns advance notice and statement of purpose for the special meeting.

2.02 Agenda

The agenda for the conduct of business for each stated meeting shall be prepared by the Stated Clerk in consultation with Presbytery Council and recommended to the meeting of the governing body for consideration and adoption.

The agenda for each stated meeting shall give priority to corporate worship and to the constitutional business of Presbytery. Worship at stated meetings shall ordinarily be planned by the Council Committee on Presbytery Worship. Presentations by institutional representatives or by ecumenical agencies should be scheduled only as displays or at the end of the agenda, as time allows.

The agenda of business for a special meeting shall be the consideration of the matter or matters specified in the purpose for which the meeting is called.

2.03. Reports and Recommendations

Reports and recommendations to be considered at a meeting of Presbytery shall be distributed not less than ten days before the meeting. This advance distribution shall be to each minister member, each session of Presbytery, the Chair and Vice Chair of Presbytery Council, Chairs of Program and Operational Committees of Presbytery, and others as needed. Sessions which send more than one representative to meetings of Presbytery shall receive as many copies of the reports and recommendations as the number of representatives.

2.04 Supplemental Reports

Matters which come up after the distribution of reports and recommendations but which must be considered by the Presbytery at the coming stated meeting shall be distributed in writing at the beginning of the meeting, ordinarily in connection with registration at the meeting, at least at the beginning of the business session. If such supplemental matters require a modification in the agenda, those responsible for the material in the supplemental report shall contact the Stated Clerk before the meeting to request the agenda change. If at all possible these supplemental reports should be reviewed by Presbytery Council prior to being submitted to Presbytery. This review could be by a called special meeting of Presbytery Council or through the mail prior to the meeting of Presbytery where the supplemental report will be submitted. However, the requirements of Section 6.05 are automatically suspended if supplemental reports must go to Presbytery and time does not permit Presbytery Council to be able to review them.

2.05 Resolutions and Overtures

Resolutions, other than the resolution of thanks for a particular meeting, or overtures to Synod or General Assembly, shall ordinarily be in the hands of the Stated Clerk of Presbytery **at least thirty days** before the stated meeting at which the resolution or overture is to be considered. The Stated Clerk shall immediately place the resolution or overture in the hands of the Committee on Sessional Records/Overtures/Higher Governing Body Directives for study and recommendation to Presbytery, including recommendation of process for consideration and debate if necessary. Any resolution or overture received by the Stated Clerk **less than thirty days** before a stated meeting shall be referred to the Committee on Sessional Records/Overtures/Higher Governing Body Directives for study and recommendation to a later stated

meeting, normally the second stated meeting following receipt by the Stated Clerk.

In the event it is necessary for a stated meeting to consider a particular resolution or overture even though it was not delivered to the Stated Clerk as much as thirty days before, the matter shall be presented to the stated meeting in writing, with copies available for all members of the governing body, with explanation of why normal procedure should be set aside. The Presbytery can vote by **two-thirds majority** of those present to suspend the rules and to place the resolution in the hands of the standing committee on Bills & Overtures for study and recommendation later in the meeting.

2.06 Rules of Order

All meetings, stated and special, of the Presbytery, as well as meetings of administrative units of the Presbytery, shall be conducted in accordance with the most recent edition of **Robert's Rules of Order**, except in cases in which the **Constitution of the Presbyterian Church (U.S.A.)** provides otherwise. These rules of parliamentary procedure are always to be followed so as to assure fairness of treatment and clarity of procedure, and never to be used to take unfair tactical advantage in the midst of debate.

Quorum: A quorum for stated meetings of the Presbytery shall be 70 persons, including 20 ministers and elders commissioned by at least 20 sessions. The quorum for special meetings shall be as specified in the **Book of Order G-11.0202**.

2.07 New Business

New business to be presented to a stated meeting shall be introduced at the time specified in the agenda. No additional items shall be received for consideration later in the meeting. Some items of "new" business may be referred to Council or other units of Presbytery for consideration and report to a later stated meeting.

2.08 Floor Privilege for Committee Members

Members of Presbytery Council and members of all Committees shall have the privilege of the floor when matters being considered relate to the work of the Council or Committees of which they are members.

2.09 Moderatorial Appointments

For smooth functioning of the meetings of the governing body, the Moderator shall make appointments as follows:

Committee on Resolution of Thanks, to prepare for consideration and adoption an appropriate expression of thanks to those responsible for arrangements, leadership, and other facets of the meeting;

Committee on Attendance, to review the registration of minister members and church representatives, and to report to Presbytery on the attendance, with recommendations on excused absences as appropriate;

Committee on Bills & Overtures (consisting of members present of the Sessional

Records/Overtures/Higher Governing Body Directives), to consider any matter referred to the committee by the plenary, and to report later in the meeting with recommendation for Presbytery action; (see Section 2.05 in this manual)

Temporary Clerks, to serve in helping to count votes as needed, and to distribute later materials if necessary;

Others as may be necessary.

2.10 Approval of Minutes

Minutes of each meeting of the governing body shall be prepared by the Recording Clerk and the Stated Clerk and presented to Presbytery Council for review and approval.

3.00 Officers of Presbytery

3.01 Elected by Presbytery

Officers of the Presbytery shall be elected by the Presbytery, after due process of nomination including opportunity for nominations from the floor of the meeting, for terms and duties as specified for each office. The Moderator and the Vice Moderator shall be a member minister or an elder member eligible for membership in Presbytery; if an elder, he or she shall be enrolled as a member of the Presbytery for the duration of the term as Moderator or Vice Moderator. The Stated Clerk shall be a person eligible for membership in the Presbytery.

3.02 Moderator and Vice Moderator

The term of the Moderator shall be one calendar year. The Moderator shall first be elected to the office of the Vice Moderator for one year and shall serve as an *ex officio* member of Presbytery Council during that year and during the year of service as Moderator. The year following the term of office, the Moderator shall serve as a member of Council. Presbytery shall be faithful to the principles of participation and inclusion in electing persons to serve as its Vice Moderator and as Moderator, in terms of gender, racial-ethnic, regional, age, and church size representation. Ordinarily the offices of Moderator and Vice Moderator shall be filled alternately by an elder and a minister of the Word and Sacrament.

3.03 Vice Moderator

Presbytery shall elect a Vice Moderator to serve for one year in that office. The Vice Moderator shall preside over meetings of Presbytery in the absence of the Moderator, or when requested by the Moderator. The Vice Moderator serves as an *ex officio* member of Presbytery Council.

Ordinarily the Vice Moderator shall be elected and installed at the last stated meeting of a calendar year, to serve as Vice Moderator in the following year. The Committee on Nominations and Volunteer Development shall nominate a person to serve as Vice Moderator, with the floor open for additional nominations. Presbytery shall be faithful to the principles of participation and inclusion in electing its Vice Moderator, as described in Section 3.02 of this manual..

3.04 Moderator

The Moderator shall have the authority to preserve order and to assure the efficient conduct of business of the governing body, in accordance with the **Book of Order**, this **Manual**, and **Robert's Rules of Order**.

The Moderator shall serve for one calendar year. As described in Section 3.02, the office of Moderator ordinarily shall be filled alternately by an elder and by a minister of the Word and Sacrament, with the principles of participation and inclusion being reflected in the persons filling this office.

The elder or minister serving in a given calendar year as Vice Moderator shall be the Moderator for the next succeeding year. He or she ordinarily shall be installed as Moderator at the last stated meeting of the previous year.

If the Vice Moderator is unable to serve the following year as Moderator, the Committee on Nominations and Volunteer Development shall nominate a minister or an elder for the office of Moderator in accordance with the principles described in Section 3.02. A person is not eligible to serve a second successive term as Moderator. The Moderator serves as an *ex officio* member of Presbytery Council, and in the following year the person serves as a member of Presbytery Council.

3.05 Stated Clerk

The Stated Clerk of Presbytery shall also serve as General Presbyter and head of staff of the program and support staff of Presbytery. Details concerning nomination, election, and the term of office are given in paragraph 4.011. Duties are detailed in the Position Description in the Appendix.

3.06 Compensation

The Moderator and Vice Moderator shall serve without compensation. The Stated Clerk shall be compensated, the amount established annually in the budget process.

4.00 Staff of Presbytery

To facilitate the pursuit of the mission program and the support of the churches of the Presbytery, program and support staff shall be employed.

4.01 Exempt Program Staff

4.01 Search Process

The search committee shall observe the provisions of the church-wide plan of equal employment opportunity (**Book of Order G-13.0201b**) and affirmed in **Principle Six** of the **Principles of Agreement** for the formation of new Presbyteries in North Carolina

4.01 Stated Clerk/General Presbyter

A minister or elder shall be elected by the Presbytery to serve as Stated Clerk/General Presbyter for a term of three years, which may be renewed. This person shall serve as the Stated Clerk of Presbytery, as chief executive officer of Presbytery, as Secretary of the Corporation, and as supervisor of exempt program staff and non-exempt support staff. The SC/GP shall be accountable to the Presbytery, through the **Presbytery Council**, for the timely and proper performance of the duties of the Stated Clerk, and for the implementation of decisions and matters of strategy, program, and resources, to assist the Presbytery in the implementation of its mission and programs. The SC/GP shall be an exempt program staff position.

More detailed duties and relationships are found in the position description approved by Presbytery and included as an appendix to this **Manual**.

When a vacancy occurs in the office of SC/GP, the Presbytery shall elect a search committee representative of the entire Presbytery. Members of this Search Committee shall be nominated by the Committee on Nominations and Volunteer Development in consultation with the Presbytery Council. The search committee shall observe the provisions of the church-wide plan of equal employment opportunity (**Book of Order G-13.0201b**) and **Principle Six** of the **Principles of Agreement** for the formation of new Presbyteries in North Carolina “*to honor the principle of inclusiveness in employment*”. When the committee is ready to report, it shall notify the acting Stated Clerk who shall include this report in the business of the next meeting of Presbytery.

When an incumbent SC/GP approaches the end of a term, it shall be the responsibility of the Presbytery Council to make a recommendation concerning renewal of call, making use of the performance evaluations required in paragraph 4.05 in this manual.

4.012 Other Exempt Program Staff

Other exempt program staff positions may be authorized and persons employed by the Presbytery. Positions shall be authorized by Presbytery before persons are considered for nomination. All persons to fill program staff positions shall be elected by Presbytery after proper process for search and nomination. Presbytery shall always proceed in full accord with the principles of participation and representation found in the **Book of Order G-9.0104** and affirmed in **Principle Six** of the **Principles of Agreement** for the formation of new Presbyteries in North Carolina to “*honor the principle of inclusiveness in employment.*”

These program staff positions may be full-time, part-time, or shared-time; they shall always be clearly defined in relationship with other staff positions, and also in relationship with other duties in the case of a joint call. All program staff shall be accountable through the SC/GP and the Presbytery Council to the Presbytery.

Each program staff shall have a position description, approved by the Presbytery and included as an appendix to this **Manual**. Unless a particular position description shall specify otherwise, exempt program staff shall be elected to three-year terms which may be renewed.

When an incumbent program staff member approaches the end of a term, it shall be the responsibility of the Presbytery Council on recommendation from the Personnel Committee and in consultation with the General Presbyter/Stated Clerk to make recommendation concerning renewal of call, making use of the performance evaluations required in paragraph 4.05 in this manual.

a. Mission Coordinators Presbytery may elect mission coordinators to serve in each community, with primary responsibilities in connection with regional leadership councils and with various other programs & entities of Presbytery. Position description is enclosed as an appendix.

b. Associate for Outdoor Ministries Presbytery may elect an Associate Executive for Outdoor Ministries, with primary responsibilities in connection with the Committee for Outdoor Ministries. Position description is included as an Appendix.

c. Associate for Youth Ministries Presbytery may elect as Associate Executive for Youth Ministries, with primary responsibilities in connection with the Committee for Christian Education and Stewardship Development. Position description is included as an Appendix.

d. Associate for Resource Services Presbytery may elect an Associate Executive for Resource Services, with primary responsibilities in connection with the Committee for Christian Education and Stewardship Development. Position description is included as an appendix.

e. Treasurer and Business Manager Presbytery may elect a Treasurer and Business Manager, with primary responsibilities in connection with the Presbytery Council and its committees on Budget and Finance, and Property. Position description is included as an appendix.

f. Site Managers Presbytery may elect site managers from each of its camps, with primary responsibilities for maintaining the buildings & grounds in connection with the Committee for Outdoor Ministries.

4.013 Terms of Service

Terms of service for persons called to serve in program staff positions ordinarily shall be defined so as to expire on the last day of the calendar year closest to the expiration of an initial three-year period of service. Renewals or extensions of such calls ordinarily shall expire on the last day of the appropriate calendar year.

4.02 Non-Exempt Support Staff

Support staff of Presbytery provides staff services for the GP/SC and for the Council and Committees of Presbytery.

All support staff positions shall be approved by Presbytery Council. Recommendations for support staff positions shall be made to Presbytery Council by the Personnel Committee of Council in consultation with the GP/SC, and shall include a position description, accountability, and salary level.

Support staff positions may be full-time or part-time. Persons may be employed by the Presbytery Council upon the recommendation of the SC/GP and the Personnel Committee of Council. Proper process for search and selection shall be followed, in accord with the principles of participation and representation found in the **Book of Order G-9.0104** and affirmed in **Principle Six** of the **Principles of Agreement** for the formation of new Presbyteries in North Carolina to “*honor the principle of inclusiveness in employment.*”

Non-Exempt Support staff positions in the office of Presbytery shall include:

- a. Administrative Assistant
- b. Support Staff for Financial Operations & Outdoor Ministries
- c. Secretary and Receptionist
- d. Financial Assistant & Computer Administrator

Position descriptions for these positions are in the Appendices.

Temporary Support Staff

Temporary support staff workers may be employed when necessary for periods of heavy workload or prolonged absence of regular employees. Decisions on Temporary support staff shall be made by the SC/EP in consultation with the Executive Committee of Council and the Chair of the Budget & Finance Committee of Council. Temporary support staff shall not be engaged for more than ninety days at a time. Funds to cover these temporary support staff must be in the budget.

4.03 Position Descriptions

There shall be a position description for each exempt program staff and non-exempt support staff position of the Presbytery. These descriptions shall include the duties of the position, qualifications required, lines of accountability, and salary level. They shall be approved by the Presbytery and included as appendices to this **Manual**.

4.04 Supervision & Accountability

The SC/GP shall be the chief executive officer and supervisor of the exempt program staff and non-exempt support staff of Presbytery. Some positions may receive immediate supervision from another staff member.

While all exempt program staff have specific responsibilities with different units of Presbytery, they shall be

accountable to the Presbytery through the SC/GP & through the Personnel Committee of Council to the Presbytery Council. Non-exempt support staff members will be accountable through the SC/GP and through the Personnel Committee of Council, to the Presbytery Council.

4.05 Annual Performance Evaluations

All exempt program staff and non-exempt support staff shall receive confidential written performance evaluations annually. Evaluation of non-exempt support staff shall be done by the immediate supervisor and in consultation with the SC/GP. Evaluation of exempt program staff shall be done by the SC/GP in consultation with the Personnel Committee of Council and shall be reported to Presbytery Council. Evaluation of the SC/GP shall be done by the Personnel Committee of Council and reported to the full Council in executive session.

4.06 New Program Exempt Staff Positions

New Program staff positions may be established by the Presbytery after due consideration using the following procedure:

a. The proposal for a new position can arise from any administrative unit in Presbytery and must be presented to Presbytery Council with description of responsibilities and rationale for the proposal.

b. Presbytery Council will appoint a work group for initial evaluation and report to the next meeting of Council. The work group will include the Chair, or a representative, of Personnel Committee of Council, Committee on Strategic Planning and Organizational Review, Budget & Finance Committee of Council, and any other committee with related interests.

c. Presbytery Council will consider the report of the work group and make its recommendation concerning the proposal to Presbytery.

d. The proposal for a new program exempt staff position will be presented to a stated meeting of Presbytery, along with Presbytery Council's recommendation, for a first hearing.

e. If Presbytery recommends further study of the proposal, it will be referred to the following:

Personnel Committee of Council;

Committee on Strategic Planning and Organizational Review;

Budget & Finance Committee of Council;

Any other committee with related interests as determined by Council.

f. The proposal for a new program staff position will be considered by the next stated meeting of Presbytery, along with reports of committees regarding the proposal. Presbytery will vote to approve or to disapprove the new position.

4.07 Reassignment of a Program Staff Position from a Committee to a Presbytery Program Staff Position

Presbytery may create a new staff position that in effect involves the reassignment of an existing program staff position lodged within a committee of Presbytery, using the following procedure:

a. The committee requesting the reassignment will propose to Presbytery Council that the reassignment take place. The proposed reassignment will give all available information, including but not limited to the following: position & person expectations that have been in place, funding implications, recommendations concerning whether a person who may be occupying the position currently should be considered for continuation in it and whether she or he was called through an open search process, and rationale for why the reassignment should take place.

b. Council will refer the proposed reassignment to its Personnel Committee for consideration.

c. The Personnel Committee of Council will consider the proposed reassignment, in consultation with the Budget & Finance Committee of Council and as needed with other committees of Presbytery including the committee originating the proposed reassignment, and will report its findings and recommendations to the next meeting of Presbytery Council.

d. Council will consider the report of the Personnel Committee, and will make its recommendations to Presbytery concerning the proposed reassignment, including position description and needed amendments to Presbytery's **Manual of Administration Operations**.

e. Presbytery may choose to recommit the proposal to Presbytery Council for further study. If so, the proposed reassignment will be returned to the Personnel Committee of Council along with questions, concerns or objections for the Committee's further consideration. The Personnel Committee of Council will consult further with the committee that initiated the proposed reassignment and, as needed, with other committees of Presbytery, and then will again report findings and recommendations to Council. Council will revisit the proposal in light of the new report from the Personnel Committee, and then will report and make recommendations to Presbytery. Presbytery will act to approve or disapprove the proposed reassignment.

f. Presbytery may act to approve or disapprove the proposed reassignment without recommitment for further study (in lieu of the procedure described in "e").

g. If Presbytery acts in the affirmative, Presbytery may also act by majority vote to approve a recommendation that a person filling the existing function be called to the reassigned program staff position if that person was originally called or hired through an open search process; and by a two-thirds vote if the

person was not originally called or hired through an open search process.

h. Needed amendments to the **Manual of Administrative Operations** will be made through the established procedure. (Paragraph 17 in this manual)

4.08 Procedures for Termination

Procedures for termination shall be covered in the Personnel Policies of the Presbytery, carefully attending to the procedures set forth in the **Book of Order**: G-9.0705, D-7.0301, D-11.0301, and D-14.0000.

4.09 Procedures for Grievance

Procedures for grievance shall be covered in the Personnel Policies of the Presbytery.

5.00 Administrative Organization of Presbytery

The Presbytery shall organize administrative units for carrying forward the mission program and the governing functions of Presbytery. All such units shall be established only by the Presbytery or according to procedures established by Presbytery. . All such units shall conduct their affairs in accordance with the **Manual of Administrative Operations**, and shall be accountable to the Presbytery, reporting regularly and fully to Presbytery.

Administrative units of Presbytery shall include: **Presbytery Council; Program Committees; Operational Committees; Temporary/ad hoc Committees or Task Groups/Forces; and Management Boards.**

6.00 Presbytery Council

6.01 Membership

Membership of the Presbytery Council shall include persons elected by Presbytery to Council (including regional representatives and at-large members), chairs or representatives of Program and Operational Committees, and others as specified in this section. The Committee on Nominations and Volunteer Development shall nominate persons to serve as the regional and at-large members, with a goal to have these members being one-third ministers, one-third laywomen, and one-third laymen, and with at least twenty-five percent (25%) racial ethnic balance. The regional and at-large members shall include persons from each of the six regions, and shall be elected for three-year terms in three classes of equal size.

The voting members of Council are as follows:

12 regional or at-large members, including the Chair and Vice Chair of Council;

Chairs or representatives of Program Committees, namely:

- 8.10 Committee for Christian Education and Stewardship Development
- 8.20 Committee for Church Revitalization and Transformation
- 8.30 Committee for Communications
- 8.40 Committee for Mission & Outreach
- 8.50 Committee for New Church Development
- 8.60 Committee for Outdoor Ministries
- 8.70 Committee for Racial Ethnic Ministries

Chairs or representatives of Operational Committees, namely:

- 9.10 Committee on Ministry
- 9.20 Committee on Nominations and Volunteer Development
- 9.30 Committee on Preparation for Ministry
- 9.40 Committee on Representation
- 9.50 Committee on Self Development of People
- 9.60 Committee on Sessional Records/Overtures/Higher Governing Body Directives
- 9.70 Committee on Strategic Planning and Organizational Review

The Moderator of Presbytery's Presbyterian Women and the Moderator of Presbytery's Presbyterian Men.

The immediate past Moderator of Presbytery.

Chairs of standing committees of Presbytery Council.

The Moderator and the Vice Moderator of Presbytery, *ex officio* members without vote.

The Stated Clerk/General Presbyter, the Associate General Presbyter, a representative from each racial ethnic caucus in the Presbytery, a representative from the Youth Council, and a representative of the Council of the Synod of the Mid-Atlantic shall be advisory members of the Presbytery Council, without vote.

6.02 Mission

To oversee all aspects of the work of the Presbytery of Coastal Carolina.

6.03 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs;

c. to coordinate the program of Presbytery and the work of its committees, reviewing reports and recommendations concerning adequacy of funding, adequacy of resourcing, and duplication of efforts. All committees have the responsibility to report to Presbytery Council and Presbytery Council has the responsibility to make a report back to the committees and report to Presbytery. All committees may report to Presbytery after consultation with the Presbytery Council.

d. Presbytery Meetings

Presbytery Council will identify three primary locations in each of the three sections of the Presbytery: east, central & west, with meetings of Presbytery ordinarily rotating among these locations. Presbytery Council will also plan worship for Presbytery meetings in coordination with the Worship Committee of Council.

e. Communications & Community

Develop ways and means of informing members of the churches of the work and opportunities of the Presbytery.

f. Personnel

Recommend personnel policies to Presbytery for all Presbytery employees which shall include implementation of the inclusiveness required by the **Book or Order G-4.0400** and affirmed in Principle Six of the Principles of Agreement for the formation of new Presbyteries in North Carolina (*see Appendix: Personnel Policies for text*);

Develop & review descriptions for all staff positions with a view to improving effectiveness;

Review annually the compensation and benefits of staff members, recommending changes when needed.

g. Property

Exercise oversight of maintenance and use of the physical facilities and equipment of the Presbytery, except as this responsibility may be assigned to other committees;

Make an annual audit of all real property of the Presbytery;

Maintain an inventory of furniture and equipment.

h. History

Appoint a Historian or a Committee on History for Presbytery, to provide for regular collection and distribution of historical information on Presbyterian work, churches and people in this section of North Carolina.

i. Manual of Administrative Operations Amendments

Consider all proposals to the Manual of Administrative Operations of the Presbytery and make recommendations of approval or disapproval to Presbytery.

j. Requests for Presbytery's Permission

Consider and make recommendations to Presbytery regarding requests received from churches for permission to sell, mortgage or encumber their real property or lease their property, in accordance with G-8.0500 of the Book of Order. The Executive Committee of Presbytery Council is empowered to act on Presbytery's behalf to give or decline to give permission under G-8.0500, if in the judgment of the Chair of Presbytery Council, the Chair of the Property Committee of Presbytery Council and the General Presbyter it will prove to be an undue hardship on the church requesting such permission to wait for Presbytery's action at its next stated meeting, with all such actions to be reported to Presbytery at the next stated meeting. (See Attached "Chapter VIII Exemptions".)

6.04 Standing Committees of Council

The Chair of Presbytery Council shall nominate chairs and members of Committees of Council for approval of Presbytery Council. Chairs and members of Committees of Council can be appointed from any of the voting and non-voting members of Presbytery Council as well as from any non-Council members of churches or member ministers in the Presbytery of Coastal Carolina. Presbytery Council shall determine the size of and duties of all Committees of Council. All members of Council Committees shall have voting rights in their committees and Council Committees shall elect their own Vice Chair and Secretary. Members of Presbytery staff may be appointed members of Council Committees by Presbytery Council as non-voting members.

Committees of Council shall include:

a. Executive Committee, composed of the Chair and Vice Chair of Presbytery Council, Chairs of Council Committees and the Stated Clerk/General Presbyter:

- to authorize emergency actions within the authority of Presbytery Council when such action cannot wait for the next meeting of Presbytery Council, or to call a special meeting of Council; any action taken shall be reported to the next meeting of Presbytery Council;
- to meet annually as the Board of Directors of the Presbytery of Coastal Carolina, Inc. (see Section 1.02).

b. Personnel Committee, appointed from among all members of Presbytery Council as well as non-Council members from churches and minister members in the Presbytery of Coastal Carolina:

- to review and recommend personnel policies, position descriptions, forms for performance evaluations;
- to work with SC/GP to recommend persons for non-exempt support staff positions;
- to review the General Presbyter's conduct of the annual evaluation of all staff;
- to review and recommend salaries for Administrative Staff.

c. Property Committee, appointed from among all members of Presbytery Council as well as non-Council members from churches and minister members in the Presbytery of Coastal Carolina:

- to oversee the care, maintenance, and replacement of real property, equipment, and vehicles owned by Presbytery, except as this responsibility is assigned to a Program Committee or Operational Committee;
- to review and recommend insurance coverage on Presbytery properties;
- to conduct annual physical inspection of Presbytery's real properties, furnishings and vehicles, reporting to Council.
- to maintain an up to date inventory on all real property; furnishings, equipment and vehicles, reporting to Council;
- to consider and make recommendations to Presbytery Council regarding requests received from churches for permission to sell, mortgage or otherwise encumber their real property or lease their property, in accordance with G-8.0500.

d. Budget & Finance Committee, appointed from among all members of Presbytery Council as well as non-Council members from churches and member ministers in the Presbytery of Coastal Carolina:

- to develop a narrative, goal-oriented biennial budget for recommendation to Presbytery, in cooperation with committees, and related groups, and in consultation with the Councils of Synod and General Assembly;
- to communicate to each local church in Presbytery a suggested level of benevolence giving for each annual budget;
- to exercise oversight of budgeted expenditures, financial records and procedures;
- to review all "special gifts" (other than those defined in paragraph 15.01.c) received and to present them through Council for action at the next meeting of Presbytery;
- to review, as requested by the Committee for Church Revitalization and Transformation, applications for loans or grants from non-budgeted church development funds of Presbytery, Synod, or General Assembly, and to render advice to that Committee concerning the financial aspects of the applications;
- to review the report of the annual financial review with Council each year;
- to recommend amendments to the budget to Council and submission to Presbytery for final action;
- to solicit input from all Committees, Synod, and General Assembly prior to development of a proposed biennial budget.
- to propose budget policies and procedures to Presbytery Council for approval.
- to manage and invest funds according to the Investment Policy of Presbytery.
- to keep the Asset Management Manual up to date and recommend changes to Council and submission to Presbytery for final action;
- to keep churches informed about changes in IRS rules and regulations that affect tax reporting (e.g., W-2 replacing use of Form 1099 for reporting ministers' compensation).

e. **Manual of Administrative Operations Committee**, appointed from among all members of Presbytery Council as well as non-Council members from churches and member ministers in the Presbytery of Coastal Carolina:

- Review the Manual of Administrative Operations annually and submit proposed amendments to the Manual to Council for approval and submission to Presbytery for approval;
- Review any proposed amendments coming under the provisions of 17.00 to Council;
- Other duties as assigned by Council.

f. **Nominating Committee**, appointed from among all members of Presbytery Council as well as non-Council members from churches and member minister in the Presbytery of Coastal Carolina:

- to recommend persons for Presbytery Council to consider nominating to Presbytery for service on the Presbytery Committee on Nominations and Volunteer Development; (see Sec. 9.23);
- to assist the Council Chair with regard to membership on committees of Council;
- to give consideration to any other responsibilities which Council has for nominating or appointing persons which may come up during the year.

g. **Presbytery History Committee**, appointed from among all members of Presbytery Council as well as non-Council members from churches and member minister in the Presbytery of Coastal Carolina:

- to research and identify what documentation is currently available chronicling the histories of antecedent presbyteries of Cape Fear, Fayetteville, Wilmington and Yadkin;
- to determine where gaps exist regarding histories of antecedent presbyteries, and find relevant information to fill those gaps;
- to review minutes of Presbytery meetings since January 1989, to identify happenings of historical interest and significance thus far in the life of the Presbytery;
- to review historical documents available through the Presbyterian Women of the Presbytery, to include their minutes, annual historical sketches and the like, to identify further happenings within the Presbytery since January 1989 of historical significance;
- to do personal interviews with appropriate persons to "fill the gaps" of historical information pertaining to the years of Presbytery's life since January 1989;
- to write a brief history of the first years of Presbytery's life, and make it available electronically through Presbytery's web site;
- to determine criteria and guidelines "to provide for regular collection and distribution of historical information on Presbyterian work, churches and people" in the region of Presbytery;
- to implement and perfect the plan for regular collection and distribution of historical information;
- to annually report to Presbytery Council and to Presbytery concerning the historical

information on Presbyterian work, churches, and people in the region of Presbytery.

h. Presbytery Worship Committee, appointed from among all members of Presbytery Council as well as non-Council members from churches and member ministers in the Presbytery of Coastal Carolina:

- to make provision for quality worship at all meetings of Presbytery, in cooperation with the host church;
- to explore new ways to envision worship at Presbytery meetings

6.05 Relationship of Presbytery Council to Committees of Presbytery

While the Presbytery Council has responsibility for coordination of the mission and program of Presbytery, the Committees of Presbytery have specific responsibilities entrusted to them by Presbytery and are accountable to Presbytery for their stewardship. All committees of Presbytery report to Presbytery, but all reports shall be presented to Presbytery Council before being presented to the Presbytery. The purpose of Council's review is for coordination and review of each report in relationship with all other committees and their work. Council shall not change a report of any committee of Presbytery; Council may, if it feels it necessary, make its own recommendation to Presbytery at the same time as the committee makes its recommendation. (See also at 6.03c)

6.06 Officers of Presbytery Council

The Chair of Presbytery Council shall be nominated to the Presbytery by the Committee on Nominations and Volunteer Development from among the elected members of Presbytery Council representing regions and at-large and shall be elected for a term of one year. The Presbytery Council shall elect one of the elected members of Presbytery Council representing regions and at-large to serve as Vice Chair for a one-year term. These officers may be re-elected, but no person shall serve more than three years in the same office.

The Administrative Assistant of Presbytery shall serve as Recording Clerk of Council.

6.07 Reports

Presbytery Council shall report to each stated meeting of Presbytery. All actions taken by Council shall be reported to Presbytery at the next stated meeting of Presbytery, along with any recommendations to Presbytery for action.

6.08 Expenses

Presbytery Council shall project its own expenses for consideration in the preparation of Presbytery's budget and shall monitor its expenditures so as to remain within budgeted amounts.

6.09 Minutes and Records

Presbytery Council shall keep a full and accurate records of its work and proceedings. These records shall be kept in the office of Presbytery, and shall be available for consultation by committees, churches and

ministers of the presbytery as may be needed for the work of Presbytery or other proper concern.

7.00 Committees of Presbytery

7.01 Membership Formula

Committees of Presbytery, insofar as possible, shall be composed of one-third clergy, one-third lay women, and one-third lay men, with a twenty-five percent (25%) racial ethnic balance. This membership formula shall apply to committees and temporary/ad hoc committees of the Presbytery with the exception of those specifically required by the **Book of Order** or the **Manual of Administrative Operations** to have different membership.

7.02 Regional Representation

Each committee of Presbytery, insofar as possible, shall have elected members from all parts of the Presbytery. The Presbytery shall be divided into three geographical communities, as follows:

West Community

- Region 5: Lee & Harnett Counties;
- Region 6: Moore, Hoke & Scotland Counties.

Central Community

- Region 3: Cumberland & Sampson Counties;
- Region 4: Robeson, Bladen & Columbus Counties.

East Community

- Region 1: Duplin, Jones, Onslow & Carteret Counties;
- Region 2: Pender, New Hanover & Brunswick Counties.

Except as may be provided otherwise in specific cases, each committee of Presbytery shall have representation from all the regions of Presbytery, with no more than three members from one region and no more than one person from one church, except for committee representatives on Council.

7.03 Terms and Classes

All committees of Presbytery, except as otherwise required by the **Book of Order**, shall have three classes of approximately equal size. Terms of service shall be three years, except that members may be elected to shorter terms in order to establish classes or to fill unexpired terms. The Committee on Nominations and Volunteer Development shall nominate persons to serve as members of committees. No person shall serve consecutive terms, full or partial, totaling more than six years on the same committee or sub-committee or on Presbytery Council, except where the **Book of Order** requires otherwise.

7.04 Limited Membership

Except where otherwise provided for in this Manual of Administrative Operations, no person shall serve concurrently on more than one committee of Presbytery, with the exception of ad hoc committees or committee representatives on Presbytery Council.

7.05 Failure to Serve

Any member who misses two consecutive meetings of a committee without an excuse approved by the committee will be informed by the Chair of the committee that a third unexcused absence will result in removal from the membership. Upon the third consecutive unexcused absence, the member will be informed in writing by the Chair of the removal, and the Committee on Nominations and Volunteer Development will be asked to nominate a replacement. If a member of the Committee on Nominations and Volunteer Development is removed, the Chair of Presbytery Council (paragraph 9.22) shall be informed.

7.06 Reports

Committees of Presbytery shall report fully and regularly to Presbytery on the work accomplished in fulfillment of assigned responsibilities. Each shall report at least once each year according to an annual schedule established by Presbytery Council or more frequently when there are matters to be presented for information or recommendations for action by Presbytery. Reports shall be presented first to Presbytery Council before being presented to Presbytery.

7.07 Expenses

Each committee of Presbytery shall project its own expenses and any associated revenue for consideration in the preparation of Presbytery's budget, and each chairperson shall monitor its expenses and revenues so as to remain within budgeted allocations as approved by Presbytery. Net expenditures beyond budgeted amounts by any committee shall be reported by Budget & Finance to Presbytery council and to Presbytery at the next respective meeting and action taken if deemed necessary.

7.08 Minutes and Records

Each committee of Presbytery shall keep a full and accurate record of its work and proceedings, which shall be maintained as records and property of the Presbytery. A copy of records and reports shall be sent to the administrative office of Presbytery after each meeting of the committee. Records shall be available for consultation by committees, churches and ministers of presbytery as may be needed for the work of Presbytery or for other legitimate concerns.

7.09 Annual Program Goals, Objectives and Action Plans

Each committee of Presbytery shall project goals, objectives and action plans for each year's program based on its assigned responsibilities and in light of priorities adopted by Presbytery. Goals shall be adopted enough in advance to guide the planning of programs and projects by the committee or its sub-committees. As each unit sets its program goals, these goals shall be shared with Presbytery Council and with the Committee on Strategic Planning & Organizational Review.

Each committee shall then evaluate its work, specifically in terms of the accomplishment of the adopted goals. This evaluation shall be used in projecting goals and work program for the coming year.

7.10 Committee Officers

Each committee of presbytery shall have a Chair elected by the Presbytery upon nomination by the Committee on Nominations & Volunteer Development. The committee shall elect from its membership persons to serve as Vice Chair and Clerk of the committee. The term of office for these officers shall be one year; committee officers may be re-elected, but no person shall serve more than three years in the same office. The Chair, or a designated member of the committee, shall serve as the committee representative on Presbytery Council.

7.11 Sub-committees

To establish effective sub-committees with clearly defines tasks, the committees of Presbytery shall have authority to form sub-committees which shall have assigned to them specific portions of the responsibilities of the full committee. Members of sub-committees shall include some members of the full committee plus other persons co-opted on the basis of interest, training, or experience.

The full committee shall name one of its members to serve as chair of a sub-committee. Co-opted members of sub-committees shall serve a term of one year, which may be renewed. No one shall serve as a co-opted member on more than one sub-committee concurrently.

Sub-committees shall function with the powers delegated to them by the full committee. They shall report fully on their work to the full committee. Reports and other communications to the Presbytery, including participation in the budget process, from any sub-committee shall be through the full committee. Minutes and other records of sub-committee work shall be filed promptly with the full committee and thence with the administrative office of Presbytery.

8.00 Program Committees

For the development and supervision of the mission program of the Presbytery, Program Committees shall be established, as follows:

- Committee for Christian Education & Stewardship Development;
- Committee for Church Revitalization and Transformation;
- Committee for Communications;
- Committee for Mission & Outreach;
- Committee for New Church Development;
- Committee for Outdoor Ministries;
- Committee for Racial Ethnic Ministries.

8.10 Committee for Christian Education and Stewardship Development

8.11 Membership

Membership of the Committee for Christian Education and Stewardship Development shall be fifteen voting members, one from each of the six regions and six at-large, Moderator of Presbyterian Women or designee, Moderator of Presbyterian Men or designee, and a representative of the Youth Council.

8.12 Mission

To plan and oversee all programs of Christian Education and Stewardship Development.

8.13 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs.

Christian Education

- a. to provide training opportunities for church teachers, leaders, advisors, officers, and musicians;
- b. to maintain resource center and to provide other opportunities for church leaders and teachers to become familiar with curriculum materials and other education programs;
- c. to establish and oversee the Youth Council of Presbytery;
- d. to assist local churches in programs of family nurture;
- e. to provide information on special emphases throughout the church year;
- f. to encourage vocational guidance programs, especially for youth, and to promote consideration of church vocations;
- g. to maintain active contact with and encourage support of Presbyterian Women and Presbyterian Men in the Presbytery;
- h. to encourage a deepening sense of "Presbyterian Identity" within the local church;
- i. to encourage spiritual renewal through providing creative worship opportunities and workshops in worship in the "Reformed Tradition";

- j. to arrange training opportunities for worship leaders;
- k. to encourage spiritual development of volunteer laypersons and salaried staff;
- l. to identify and/or develop resource specialists;
- m. to provide “kits” for training available from Resource Center;
- n. to identify regional audiences;
- o. to fund Resource Center for the 21st century.

Stewardship Development

- a. to provide resources and training opportunities for local church leaders in stewardship responsibility and in church programs of stewardship;
- b. to encourage local churches to develop year-round programs of stewardship of time, talent, and resources;
- c. to interpret and encourage support for mission programs of higher governing bodies.
- d. to interpret and encourage support of Special Offerings authorized by General Assembly or Synod, working with other Committees of Presbytery as appropriate.

8.20 Committee for Church Revitalization and Transformation

8.21 Membership

Membership of the Committee for Church Revitalization and Transformation shall be twelve voting members, one from each of the six regions and six at-large plus a representative from each of the Racial Ethnic Caucuses.

8.22 Mission

To determine needs and provide opportunities and resources to churches as they prepare for Revitalization or Transformation.

8.23 Responsibilities

The Committee for Church Revitalization and Transformation shall work actively with all congregations that seek revitalization and/or transformation, giving particular attention to churches of fewer than 100 active members. Responsibilities shall include:

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;

b. to work closely with regional coordinators and regional leadership groups on specific needs;

c. to oversee funding for revitalization and transformational covenants with churches and to review applications; to review applications from Sessions for loans or grants from non-budgeted church development funds of Presbytery, Synod. or General Assembly; this committee shall evaluate applications as regards the proposed program and any restrictions of the funds being requested and shall ask the advice of the Budget and Finance Committee of Council concerning the financial aspects of each application; recommendation to Presbytery for approval/disapproval shall be made by the Church Revitalization and Transformation Committee;

d. to facilitate the use of Percept resources by churches as a tool for “Revitalization” and “Transformation” and programming.

Revitalization

a. to identify churches that are not candidates for “Transformation,” but do show signs of readiness for “Revitalization,” new life and vigor;

b. to provide on-site encouragement and support the churches with the goal of revitalization;

c. to work with Sessions who seek to yoke, organizing parishes of several churches, or other cooperative arrangements, working in close collaboration with the Committee on Ministry;

d. to approve any Presbytery support for local program assistance, developing clear criteria and policies to be followed, working with Sessions in establishing program goals;

e. to work with Sessions to provide adequate pastoral leadership, using intern seminarians, tent-making ministers, commissioned lay pastors, or other innovative measures, working in close collaboration with the Committee on Ministry;

f. to affirm churches which are functioning well or satisfied with their situation and provide resources to them as requested;

g. to promote the desire among the churches for growth and expansive ministries to address the needs of all people;

h. to set numerical membership growth goals within regions and among churches;

i. to work with Sessions to develop ways and means of strengthening the churches of Presbytery in their evangelistic programs;

j. to serve as consultants in Evangelism; to recommend resources and suggestions for local churches and to encourage joint and ecumenical evangelistic programs;

Transformation

a. to identify churches that show signs of readiness for a significant change (transformation) in character and provide appropriate resources of support.

8.30 Committee for Communications

8.31 Membership

Membership of the Committee on Communications shall be 12 voting members, one from each of the six regions, and six at-large.

8.32 Mission

To improve overall communications in the Presbytery.

8.33 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs;
- c. to develop a comprehensive Communications Plan targeting various audiences within the Presbytery to assure a unified vision and cohesion in the Presbytery;
- d. to evaluate all communications initiatives;
- e. to encourage all entities to communicate;
- f. to provide communications training to all entities and local churches;
- g. to recruit telecommunications/electronic specialists to stay abreast of the latest technology in communications and serve as a resource to local congregations;
- h. to be responsible for the Presbytery's newsletter, web site, profile, etc.

8.40 Committee for Mission and Outreach

8.41 Membership

Membership of the Committee for Mission and Outreach shall be fifteen voting members, one from

each of the six regions and nine at-large.

8.42 Mission

To promote and support the mission of Presbytery and PC(USA), special ministries such as campus ministries, prison ministries, counseling centers, and ecumenical and institutional relations.

8.43 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs.

Mission

- a. to interpret, encourage and support mission programs of PC(USA);
- b. to interpret, encourage and oversee partnership in missions with other governing bodies.

Special Ministries

- a. to bring to the attention of the Presbytery and the churches issues, needs and opportunities which need study and action by the Church, providing materials and programs to further understanding and response;
- b. to encourage local churches, and groups of churches, to be active in ministering to human need in their community;
- c. to exercise oversight of Presbytery's participation in special ministries related to our program but not solely accountable to the Presbytery, including the adherence to all Presbytery financial policies regarding funding of related programs; examples include campus ministries, prison chaplaincies, counseling centers, seamen's center, etc.;
- d. to promote greater understanding of the problem of hunger, and encourage broad participation in programs to alleviate hunger;
- e. to encourage full participation in the Commitment to Peacemaking, and provide opportunities for study and discussion on the manner of faithfulness which becomes peacemaking in this world;

- f. to coordinate long and short term disaster relief throughout Presbytery.

Institutional Relations

a. to assist the Presbytery in giving visible expression to the Church's commitment to seek the unity of the Church as set forth in Chapter IV of the **Book of Order**;

b. to facilitate interpretation, development and implementation within the Presbytery of official covenants of agreement, whether or not they involve financial support, which may from time to time be officially enacted between this Presbytery and other institutions & agencies;

c. to recommend funding to Presbytery in support of any covenants of agreement or other relationships between this Presbytery and Christian communions, institutions and agencies;

d. to provide faithful interpretation within the Presbytery of the findings and proposals of those official dialogues in which the General Assembly may from time to time be involved with other Christian communions.

8.50 Committee for New Church Development

8.51 Membership

Membership of the Committee on New Church Development shall be 12 voting members, one from each of the six regions, and six at-large.

8.52 Mission

To plan for New Church Development by determining the feasibility of a new church development in a particular location and to follow through with the plans.

8.53 Responsibilities

a. to prepare annual goals, objectives, action plans, annual reports and minutes;

b. to work closely with regional coordinators and regional leadership groups on specific needs;

c. to conduct surveys, utilize Percept and develop criteria and strategies for location and development of new congregations with an emphasis on racial ethnic churches;

d. to recommend employment of appropriate staff as needed in the early stages of specific

new church formation projects;

e. to exercise oversight of budgeted funds for new projects as local leadership and support are developed.

f. to encourage capital funds campaigns for new church development in cooperation with the Committee for Christian Education and Stewardship Development.

8.60 Committee for Outdoor Ministries

8.61 Membership

Membership of the Committee for Outdoor Ministries shall be twelve voting members, one from each of the six regions and six at-large members to include two camper parents (one from each camp) and two youth representatives.

8.62 Mission

To oversee all aspects of providing support and supervision for camps, conferences and retreats for various age and interest groups.

8.63 Responsibilities

a. to prepare annual goals, objectives, action plans, annual reports and minutes;

b. to work closely with regional coordinators and regional leadership groups on specific needs;

c. to plan a program of camps, conferences, and retreats for various age and interest groups in the Presbytery;

d. to publicize to the churches and encourage participation in the camps, conferences, and retreats;

e. to project and recommend a budget for the camping program and facilities;

f. to exercise oversight with the Associate Executive for Outdoor Ministries over the administration of the program and facilities, including the recruitment and oversight of camp employees;

g. to provide for the maintenance and care of physical accommodations to the camps of the

Presbytery;

h. to develop and implement in cooperation with the Property Committee of Council a plan of regular capital improvement;

i. to develop policies, procedures, and practices for the use of the physical facilities and the implementation of camp programming;

j. to recommend a philosophy and theology of camping for the Presbytery and to recommend strategic plans for the camps;

k. in cooperation with the Committee for Christian Education and Stewardship Development to encourage a deepening sense of “Presbyterian identity” within the Presbytery through the camping program;

l. in cooperation with the Personnel Committee of Council. to participate in the hiring process of any full-time staff involved directly with Outdoor Ministries.

8.70 Committee for Racial Ethnic Ministries

8.71 Membership

Membership of the Committee for Racial Ethnic Ministries shall be twelve voting members, one from each of the six regions and six at-large plus an advisory representative from each racial ethnic caucus, without vote. A majority of the members shall be racial ethnic.

8.72 Mission

To assist Coastal Carolina Presbytery to become a more racially just, inclusive as well as culturally diverse group of churches and to strengthen the ministries of the racial ethnic congregations within the context of their unique faith heritages.

8.73 Responsibilities

a. to prepare annual goals, objectives, action plans, annual reports and minutes;

b. to work closely with regional coordinators and regional leadership groups on specific needs;

c. to plan and promote programs of training and fellowship designed especially for the needs of racial ethnic congregations including African Americans, Hispanic and/or Latino origin, Native Americans, Korean and/or other racial ethnic ministries and to educate every racial ethnic group to be an integral part of the whole Presbytery;

- d. to encourage involvement of racial ethnic persons in the total program, mission and worship of Presbytery;
- e. to develop goals and objectives for racial ethnic ministries, both for individual ethnic groups as well as those which encompass all ethnic groups, working with other committees of Presbytery as appropriate;
- f. to develop ways to respond to and work with developing and emerging racial ethnic constituencies in the bounds of Presbytery;
- g. to serve as advocate for racial justice, working with other committees of Presbytery in seeking ways to address racial justice issues;
- h. to provide context for dialogue among persons of various racial ethnic constituencies;
- i. to coordinate and collaborate with Committee for Revitalization and Transformation and Committee for New Church Formation;
- j. to seek to develop and provide scholarship grants for racial/ethnic vocations, and for ministry;
- k. to assist in conducting an annual conference for Hispanics and African American.

9.00 Operational Committees

Presbytery shall establish operational committees, including those required by the **Book of Order** for governance functions and others needful for efficient conduct of the business of Presbytery, as follows:

- Committee on Ministry;
- Committee on Nominations and Volunteer Development;
- Committee on Preparation for Ministry;
- Committee on Representation;
- Committee on Self Development of People;
- Committee on Sessional Records/Overtures/Higher Governing Body Directives;
- Committee on Strategic Planning and Organizational Review.

9.10 Committee on Ministry

9.11 Membership

Membership of the committee on Ministry shall consist of equal numbers of ministers and elders (**Book of Order G-11.0501b**). There shall be twenty-six voting members, one elder and one minister from each of the six regions plus seven ministers and seven elders at-large.

9.12 Mission

To serve as pastor and counselor to the ministers of the Presbytery, to facilitate the relations between congregations and ministers, and the Presbytery, to settle difficulties on behalf of Presbytery when possible and expedient, and to provide for commissioning persons as lay pastors.

9.13 Commission Power

The Committee on Ministry shall have authority to act for the Presbytery on those matters detailed in the **Book of Order G-11.0502h**, as well as the power to appoint a moderator of session for a church without an installed pastor (G-10.0103b), to appoint ministers to serve as stated supply pastors (G-14.0513a), to grant permission for member ministers to engage in work outside the geographic bounds and/or jurisdiction of this Presbytery (G-11.0401a), and to grant permission to minister members of other presbyteries to engage in work within the bounds and/or jurisdiction of this presbytery (G-11.0401a). All such actions shall be reported to the next stated meeting of Presbytery.

9.14 Responsibilities

The Committee on Ministry shall have responsibilities as detailed in the **Book of Order G11.0500**. The Committee on Ministry shall be the committee to examine candidates for ordination and ministers seeking membership as required in the **Book of Order G-11.0402**. The Committee on Ministry, or a subcommittee of elders and ministers appointed by the Committee on Ministry shall be the committee to hear the sermon preached by a candidate for ordination as provided for in the **Book of Order G-14.0305j(6)** and **G-14.0402a**; however, the Committee on Ministry may choose to have a candidate preach the sermon to the Presbytery rather than to the Committee. If the Committee chooses to have a candidate preach before Presbytery, the Committee shall coordinate with the Presbytery Council and the moderator of Presbytery.

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs;
- c. to facilitate Church-Pastor relations;
- d. to support ministries of identified churches: ministers, lay persons, certified church educators;

- e. to carry out constitutionally permitted functions: examining, dismissing ministers, etc.;
- f. to seek, examine, counsel and minister to ministers;
- g. to counsel with the Pastor Nominating Committees;
- h. to carry out applicable provisions of the sexual misconduct policy;
- i. to be aware and address the issue of non-Presbyterian ministers serving Presbyterian Churches in the Presbytery of Coastal Carolina.

9.20 Committee on Nominations and Volunteer Development

9.21 Membership

Membership of the Committee on Nominations and Volunteer Development shall be nineteen voting members, two from each of the six regions and seven at large, in accord with the **Book of Order G-9.0801**, plus one representative from and named annually by the Committee on Representation.

9.22 Mission

To identify and nominate qualified candidates to serve on various entities and to develop a comprehensive volunteer development strategy.

9.23 Election

Except for the Committee on Representation representative, members of the Committee on Nominations and Volunteer Development shall be elected by the Presbytery and shall be nominated by the Presbytery Council.

9.24 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs.

Nominations

- a. to nominate members of committees (except the Committee on Nominations), Response Coordination Team and the Permanent Judicial Commission of Presbytery in accord with the requirements of this **Manual**;

- b. to fill vacancies on committees, when necessary, between meetings of Presbytery, always reporting these to the next stated meeting of Presbytery for ratification;
- c. to nominate Chair of Presbytery Council;
- d. to nominate Chairs of the Committees of Presbytery;
- e. to nominate the Moderator and Vice-Moderator of Presbytery;
- f. to nominate Commissioners and Youth Advisory Delegates to meetings of General Assembly and Synod (see Appendix for guidelines);
- g. to suggest names of persons for service on committees of Synod and General Assembly.

Volunteer Development

- a. to develop and maintain a “skills bank” of interests and abilities of persons in the Presbytery eligible for service on committees and other means of service, soliciting information from all ministers and Sessions;
- b. to provide means of identifying and recruiting persons with appropriate skills, gifts and interests in service in Presbytery (beyond caregiver relating to achieving inclusiveness and balance: regional, gender, minister-lay, race, character of church);
- c. to provide a “Recognition Program” for volunteers serving the Presbytery;
- d. to collaborate and/or network with NICOV (National Information Center on Volunteerism) or others, for new, different and better ideas;
- e. to provide spiritual development opportunities for persons serving on Presbytery Committees.

9.30 Committee on Preparation for Ministry

9.31 Membership

Membership of the Committee on Preparation for Ministry shall be twelve voting members, one from each of the six regions and six at-large.

9.32 Mission

To have responsibility for care and oversight of persons from churches in the Presbytery who are

preparing for ministry of Word and Sacrament and other church vocations.

9.33 Responsibilities

The Committee on Preparation for Ministry shall have responsibility for all those duties described in the **Book of Order G-14.0300**.

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs;
- c. to take the lead in providing supervision, oversight, care and encouragement for persons preparing for service as ministers of Word and Sacrament and other church professions;
- d. to promote ministry as a career option among the churches and other church professionals and institutions of the Presbytery of Coastal Carolina.

9.34 Commission Power

The Committee on Preparation for Ministry is granted authority, when all pertinent requirements have been met, to enroll inquirers and to dismiss inquirers and candidates for ministry to other Presbyteries and report these actions to the next stated meeting of Presbytery. The Committee on Preparation for Ministry shall appoint elders and ministers to serve as this Presbytery's readers of examinations for candidates for ordination (**Book of Order, G-11.0103m**).

9.40 Committee on Representation

9.41 Membership

Membership of the Committee on Representation shall be eight voting members, with representation in accord with the **Book of Order G-9.0105**.

9.42 Mission

To advise the Presbytery with respect to its membership and to that of its committees, boards, agencies, and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the church.

9.43 Responsibilities

The Committee on Representation shall have the responsibility to carry out the requirements of the **Book of Order G-9.0105, G-11.0302**.

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs;
- c. to monitor and report to Presbytery and to Synod concerning Presbytery's inclusiveness in naming persons to entities, to its staff, and as officers;
- d. to assure age, race, gender and geographic areas as fairly represented;
- e. to provide assistance to the needs of racial ethnic congregations.

9.50 Committee on Self-Development of People

9.51 Membership

Membership of the Committee on Self-Development of People shall be no less than nine. No less than 75% of the committee shall be Presbyterian; the majority of the committee shall be racial ethnic minorities.

9.52 Mission

To partner with others seeking to change the structures that perpetuate poverty, oppression and injustice.

9.53 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs;
- c. to review and validate self-development projects, in consultation with the National Committee on Self-Development of People;
- d. to receive proposals and fund projects in accord with the guidelines and criteria of the National Committee on Self-Development of People;
- e. to promote the cause of self-development of people within Presbytery;
- f. to advocate for the needs of the poor and oppressed people within the bounds of Presbytery;

g. to engage in dialogue with communities of poor and oppressed people to seek ways and means for Presbytery to be engaged in partnership with them.

9.54 The Committee on Self-Development of People conforms in membership, mission and responsibilities to guidelines established by the national committee. While the committee is not considered one of Presbytery's Program or Operational Committees because of its unique nature, this committee description is included with those of the operational committees.

9.60 Committee on Sessional Records/Overtures/Higher Governing Body Directives

9.61 Membership

Membership of the Committee on Sessional Records/Overtures/Higher Governing Body Directives shall be twelve voting members, one from each of the six regions and six at-large.

9.62 Mission

To ensure that churches in the Presbytery keep proper records according to the Constitution of the Church and to review and make recommendations regarding requests and communications to Presbytery from other governing bodies.

9.63 Responsibilities

- a. to prepare annual goals, objectives, action plans, annual reports and minutes;
- b. to work closely with regional coordinators and regional leadership groups on specific needs.

Sessional Records

The Committee shall review Session minutes and records each year (**Book of Order G-11.0103x**) to determine that proceedings have been correctly recorded and in accordance with the Constitution (**Book of Order G-9.0409**), conduct training meetings for Clerks of Session, and provide written guidelines regarding proper record keeping for local churches.

The Committee on Sessional Records is granted authority to approve, approve with exception, or disapprove local church records and to report decisions to the Presbytery. **Such action does not deny the right of appeal by a Session.**

Overtures/Higher Governing Body Directives

- a. to study all formal ecclesiastical communications addressed to the Presbytery and make recommendations to the Presbytery concerning action and response, including procedure for considering the matter in the meeting of Presbytery;

b. to study all proposed amendments to the Book of Order or the Book of Confessions, plan presentations of the amendments to facilitate understanding and consideration by the Presbytery, and make recommendations of approval/disapproval;

c. to study and recommend to Presbytery concerning requests from sessions or others for Presbytery action;

d. to study and recommend to Presbytery regarding communications from General Assembly and Synod.

9.70 Committee on Strategic Planning and Organizational Review

9.71 Membership

Membership of the Committee for Strategic Planning and Organizational Review shall be twelve voting members, one from each of the six regions and six at-large.

9.72 Mission

To oversee the various aspects of Strategic Planning and Organizational Review for the Presbytery.

9.73 Responsibilities

a. to prepare annual goals, objectives, action plans, annual reports and minutes;

b. to work closely with regional coordinators and regional leadership groups on specific needs.

Strategic Planning

a. to oversee the strategic planning process relating to vision, mission, core values, goals, objectives and action plan;

b. to provide assistance to the various entities and staff of Presbytery in the development of annual goals, objectives and action plans;

c. to provide orientation and training for committee chairs and members;

d. to obtain information from sessions and congregations on how the Presbytery can become more efficient and effective;

- e. to serve as a resource to local churches for long range planning strategies;
- f. to encourage regions and the Presbytery at large to utilize Percept as a strategic planning and evaluation tool;
- g. to encourage regions and the Presbytery at large to utilize General Assembly's Research Services information on trends and comparative statistics for planning purposes.

Organizational Review

- a. to organize and reorganize to meet the needs of local churches;
- b. to provide an evaluation instrument for Presbytery, Council, Committee, etc. meetings;
- c. to conduct an annual celebration/review of all committee achievements.

10.00 Limited Term Temporary/Ad Hoc Committees Or Task Groups

10.01 Established Only By Presbytery

Presbytery shall establish, as needed from time to time, temporary committees or task groups. The proposal for such a temporary group may arise from Presbytery Council, from one of the committees of Presbytery, or from other legitimate source, but such temporary groups shall be established only by the authority of the Presbytery.

Membership of any limited task group shall be defined in the motion or resolution which authorizes the task group. Nominations of persons to be elected to the task group shall be made in accord with the provisions of this **Manual, paragraph 7.01.**

10.02 Specific Responsibilities

Each committee or task group established by Presbytery shall be created with specific responsibilities which clearly limits the authority of the committee or task group and define its area of responsibility in relation to the responsibilities of other committees.

10.03 Accountability Established

Each time a committee or task group is established by Presbytery, it shall be clearly defined to whom the committee or task group is to report. Schedule for reporting should normally be established from the beginning; at least, a schedule for interim reports shall be clearly defined.

10.04 Expense and Program Funds Budgeted

No committee or task group shall be established without having committee expenses and/or program funds

provided through regular funding procedures, either through the budget of Presbytery or through special allocation. Projected costs and authorizations of funds to cover those costs shall be one of the necessary concerns for the establishment of any temporary committee.

10.05 Specific Term Determined

Each committee or task group established by Presbytery shall have the term of existence of the committee or task group defined at the time the group is created. All committees or task groups shall be established for limited periods of work; if the needs for the work extend beyond that anticipated limit, then consideration shall be given to assignment of responsibilities to an existing or establishment of a new committee.

11.00 Trustees of Presbytery

(This section was deleted from the Manual December 7, 2000.)

12.00 Management Boards

12.01 Membership

Management Boards for the oversight of institutional properties shall have at least three members each, elected by Presbytery upon nomination by the Committee on Nominations and Volunteer Development. Members of Management Boards shall be elected for six year terms.

12.02 Responsibilities

Management Boards shall be charged with specific responsibilities for oversight and overall care of certain institutional properties, as well as certain specific duties which may apply in individual situations. Reports shall be given to the Trustees of Presbytery at least annually of the stewardship of the Management Board.

12.03 Properties

Institutional properties for which Presbytery has responsibility:

Brown Marsh Church (Bladen County) – locally maintained/Mr. Billy Clark;
Faith Cemetery (Moore County) – Bethesda PC;
Hebron Church (Duplin County) – locally maintained;
Mt. Williams Church Cemetery (Pender County) maintained Hopewell PC;
Sandy Grove Church property (Fort Bragg Military Reservation);
South River Church (Bladen County) – locally maintained.

13.00 Permanent Judicial Commission

13.01 Membership

Membership of the Permanent Judicial Commission shall be seven members, ministers and elders, for six-year terms in three classes, in accord with the requirements of **Book of Order D-5.0000**.

13.02 Responsibilities

The Permanent Judicial Commission shall have the responsibilities detailed in the **Rules of Discipline** of the **Book of Order** and shall conduct its business strictly in accord with the requirement of the **Rules of Discipline**.

13.03 Initiation of Preliminary Procedures in Judicial Process

a. When the Stated Clerk receives notification that the Presbytery is a respondent in a remedial case, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery, who promptly shall appoint a committee of counsel of three persons provided for in Section **D-6.0300** of the **Book of Order**. These actions shall be reported to Presbytery at its next stated meeting.

b. When the Stated Clerk receives an accusation filed in accordance with section **D-10.0100** of the **Book of Order**, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery, who promptly shall appoint an investigating committee of five persons as provided for in Section **D-10.0201** of the **Book of Order**. These actions shall be reported to Presbytery at its next meeting.

c. When the Stated Clerk receives a request for an inquiry for vindication under Section **D-9.0000** of the **Book of Order**, the Committee on Ministry shall function as Presbytery's "appropriate committee" to ascertain whether it is proper to grant the request (**D-9.0101a**).

14.00 Special Organizations

14.01 Relation to Presbytery

Presbytery shall receive for proper consideration the annual reports and minutes of Special Organizations within the bounds of the Presbytery, including annual financial reports. Presbytery shall receive for consideration in the regular budget process requests for financial support which may be presented, but such requests must be made in advance of any anticipated expenditures and this provision for consideration of requests shall not be interpreted to mean that all requests will be granted in full or in part.

Presbytery, in receiving regular reports of activities and finances from Special Organizations, shall not have the intention of exercising control over these organization which are related to but not formally units of the Presbytery. Presbytery shall, in order to make clear the relationship and to promote effective collaboration, identify the areas of responsibility and the parts of the administrative organization of the Presbytery in which the communications with each Special Organization are to be channeled.

14.02 Recognized Organizations

Special Organizations recognized in the bounds of the Presbytery are:

a. Presbyterian Women

The Moderator of Presbyterian Women shall serve as a voting member of the Committee for Christian Education and Stewardship Development and Presbytery Council.

b. Presbyterian Men

The Moderator of Presbyterian Men shall serve as a voting member of the Committee for Christian Education and Stewardship Development and Presbytery Council.

c. Black Caucus

Black Caucus shall elect a representative to serve as a voting member of the Committee for Racial Ethnic Ministries and as an advisory member of Presbytery Council.

d. Youth Council

Youth Council shall elect a representative to serve as a voting member of the Committee for Christian Education and Stewardship Development and as an advisory member of Presbytery Council.

15.00 Financial Policies and Procedures

15.01 Financial Terminology – Validated Gifts

All money received by the Presbytery shall be classified in one of the following categories:

a. Benevolences

1. Unified Benevolences are monies given to the Presbytery without any special designation, to be used to support the program and mission of Presbytery, Synod, and General Assembly, according to the biennial budget of Presbytery.

2. Selected Benevolences are monies given to the adopted budget of Presbytery with special designation, and when accepted by the Presbytery must be used for the purposes that the donor has indicated.

b. Special Offerings

Special offerings are seasonal offerings received in the churches for a cause approved by a higher governing body but not included in the budget of Presbytery. Such offerings are directed to the specified recipients. All Special Offerings shall be remitted to the designated recipient by the Treasurer of Presbytery within 30 days of receipt of such offerings.

c. Validated Gifts

Validated gifts are gifts received by the Treasurer of Presbytery but directed to validated causes; that is, to causes or programs within the bounds of, and approved by formal action of a Presbytery, Synod, or General

Assembly, whether or not it is a cause funded from the adopted budget of the governing body. Gifts to causes “validated” by formal action of the Presbytery shall be received and distributed as specified, but shall not be accounted as part of the commitment of a church to Presbytery’s budget.

d. Per Capita Apportionments

Per Capita apportionments refer to the assessment per member set by General Assembly and Synod to finance their administrative costs. Such Apportionments are paid by, and reflected in Presbytery's annual budget.

e. Opportunity Fund

The Opportunity Fund provides an annual budgeted amount of money which can be available for new ventures and opportunities within the Presbytery. Applications are submitted to the Budget & Finance Committee for initial review and recommendation to the Presbytery Council, which makes the final allocation decision.

15.02 Distribution of Benevolences

The Presbytery shall have as the goal for distribution of all benevolences the following formula:

- 25% to General Assembly;
- 25% to Synod of the Mid-Atlantic;
- 50% to Presbytery of Coastal Carolina.

The biennial budget adopted by the Presbytery shall determine the actual distribution percentages in any particular year.

15.03 Balanced Budget

Presbytery Council shall present the budget to Presbytery for first reading no later than the fall meeting of Presbytery and Council shall present the budget to Presbytery for second reading and action no later than the winter meeting of Presbytery. Amendments to the budget shall be presented by Presbytery Council at one meeting of Presbytery for first reading and at the next meeting of Presbytery for second reading and action. In developing the proposed budget to be presented to Presbytery, The Budget & Finance Committee of Council shall present a narrative budget that explains what Council and committees plan to accomplish with funds allocated to them. The budget shall contain a brief budget message outlining the major goals and objectives of the proposed budget. The proposed budget shall show the total funds allocated to Council and committees. The Treasurer shall submit a financial report to each stated meeting of Presbytery for information. Presbytery shall operate with a balanced biennial budget based on realistic estimates of revenues and support.

15.04 Expenditures Limited by Budget

All committees and the Council of Presbytery shall adhere to the expenditure limits of the adopted budget. Line item expenditures, and transfer of funds between line items within the budget, shall be authorized by

the chairs of committees or the Council (or by persons designated by the Chairs and identified in writing to the Treasurer). The Budget & Finance Committee of Council shall bring to the attention of the Presbytery the failure of any committee to adhere to this policy.

15.05 Unified Presbytery Budget

The Presbytery shall operate with a unified biennial budget rather than separate budgets for administration and mission.

15.06 No Carry-over

No committee shall carry over budgeted funds from one year to the next unless specifically authorized to do so by action of the Presbytery upon recommendation by the Budget & Finance Committee of Council.

15.07 All Funds in Presbytery Accounts

No committee of the Presbytery shall hold program funds or establish a separate bank account for its work.

15.08 Benevolences to be Forwarded Monthly

The Treasurer of Presbytery shall remit on a monthly basis and in their correct budgeted proportions all unified and selected benevolences, Special Offerings, Validated Gifts, and Per Capita Apportionments received from the churches for the work of Synod and General Assembly.

15.09 Year-end Unused Balances

At the end of each fiscal year, and after all obligations have been fully satisfied, unexpended funds previously allocated to the support of Presbytery program and mission shall be distributed in the following manner:

If total receipts for the fiscal year have been less than 100% of the biennial budget, the unexpended monies shall be used to fulfill commitments to Synod and General Assembly. If monies are available after these commitments have been met, they shall remain in the General Benevolence Fund.

15.10 Reports on Special Gifts Receipts

All ministries within the Presbytery that receive direct gifts from the churches of the Presbytery shall be asked to report quarterly to the Treasurer of Presbytery the amounts and sources of the gifts received.

15.11 Investment of Funds

All monies from all funds of Presbytery shall be invested and managed properly by the Treasurer under the supervision of the Budget & Finance Committee of Council to ensure a safe return. They should be invested in reputable financial institutions and in accordance with the socially responsible guidelines of the PCUSA.

15.12 Operating Reserve (General Benevolence Fund)

Presbytery shall work toward establishing and maintaining a General Benevolence Fund operating reserve equal to at least ten percent(10%) of the current year's budget.

15.13 Annual Financial Review

Consistent with the **Book of Order G-11.0307**, the Presbytery shall purchase a yearly external financial review from a Certified Public Accountant selected by the Budget & Finance Committee of Council. The results of this full financial review shall be reported to the Presbytery and shall be made available for review by any church of the Presbytery or by any governing body of the Presbyterian Church (USA) that shall request it.

15.14 Bonded Employees

Bonding shall be provided for all persons handling funds and other assets of the Presbytery in an amount determined by the Budget & Finance Committee of Council. In addition, all checks written on Presbytery accounts shall require two (2) authorized signatures to be valid.

15.15 Priority of Salary Commitments

Salaries and salary-related expenses to which Presbytery has committed itself shall be paid as a first priority.

15.16 Emergency Expenditures

The Council of Presbytery shall have authority to approve, between meetings of Presbytery, extraordinary expenditures outside the adopted budget when, in their best judgment, such expenditures are necessary, cannot wait for the next meeting of Presbytery, and provided that such expenditures do not exceed ten thousand dollars (\$10,000.00). All such expenditures shall be reported to the next meeting of Presbytery with a full explanation of the circumstances that required them. The \$10,000.00 limit is the cumulative total of one or more projects. These additional funds should come from uncommitted designated fund accounts that require Presbytery approval to spend.

15.17 Loan or Grant Funds

The Budget & Finance Committee of Council shall administer and oversee all loan and grant funds held by the Presbytery, taking care to ensure that all such funds are used according to the purposes for which they were established.

15.18 Financial Statements of Related Institutions

Any institution of Presbytery, Synod, or General Assembly, or any other agency not directly under the supervision of the Presbytery, that requests funding from Presbytery shall be required to submit to the Budget & Finance Committee of Council a certified financial statement by the officers of the institution, or a copy of the previous year's audit, as a part of the application for support. Without such audit or financial statement, any application will be considered void.

15.19 Financial Implications of Proposals

Any proposal to be presented on the floor of Presbytery and having financial implications must be accompanied by a rationale for the proposal, a projected budget, and a report from the Budget & Finance Committee of Council indicating the source of funding, before it may be considered.

15.20 Restricted Funds

Designations and/or restrictions that apply to funds and investments of the Presbytery shall be honored and upheld, to ensure that said funds and their earnings will be used as intended, in perpetuity. The Asset Management Manual of the Presbytery provides the requirements for implementation of this policy.

15.21 Regular Statements for Churches

The Treasurer shall provide to each church a semi-annual statement of its giving to Benevolences, Special Offerings, Validated Causes, and Per Capita Apportionments.

15.22 Budget Status Reports for Divisions & Committee

The Treasurer shall provide to each committee Chair a report of the budget and expenditures-to-date for the work of that committee. Such reports should be provided to the regularly scheduled meetings of each committee of Presbytery.

15.23 Benevolences from Aid-receiving Churches

All churches requesting and receiving program support or salary support from Presbytery are required to support the general mission budget of Presbytery.

15.24 Travel Reimbursement

The travel reimbursement rate for persons serving on committees and task forces of Presbytery shall be determined annually by the Presbytery on recommendation from the Budget & Finance Committee of Council. Ordinarily the reimbursement rate for a particular year shall be established at the final stated meeting of the preceding year.

15.25 Internal Accounting Procedures

The Treasurer is the chief financial officer of the Presbytery and shall be responsible for receiving, depositing, disbursing, reporting and accounting for all monies given to or held by the Presbytery. In fulfillment of these duties, the financial officer may delegate particular duties to an accountant or to another staff member as a part of that person's assigned responsibilities. Nevertheless the financial officer shall be held accountable for ensuring that the work is done properly and shall have necessary authority to carry out this assignment. All persons working with financial or other fiduciary responsibilities shall be fully bonded by position. Vouchers, statements, receipts, or duplicate copies of remittance forms must be presented and approved for all checks written.

15.26 Reporting Salaries and Benefits

The salaries, allowances, and benefits of all persons called or employed by the Presbytery and compensated from Presbytery funds (excluding summer camp staff), shall be reported to the Presbytery for approval upon

issuance of a call or an offer of employment. Any changes in those terms of call or employment shall be reported for Presbytery approval. The Budget & Finance Committee of Council annually shall provide to Presbytery as a part of the proposed budget a summary of all salaries, allowances, and benefits of staff persons.

15.27 Requests for Campaigns

All requests by Presbyterian-related institutions or agencies for special campaigns, capital or otherwise, shall be submitted to the Budget & Finance Committee of Council for review and recommendation, through Council, for approval by Presbytery. All requests should be received at least six (6) months prior to the beginning of the campaign.

16.00 Suspension of the Manual of Administrative Operations

A provision of this **Manual of Administrative Operations** may be temporarily suspended, with the exception of the provision for amendment of the **Manual**, by a vote of at least two-thirds majority of those present at a meeting of the Presbytery, with the understanding that no suspension of the **Manual** may contravene the **Book of Order**. Such suspension shall remain in effect throughout the remainder of the meeting at which it is voted, unless the same meeting votes by two-thirds majority of those present to reinstate the suspended provision. In any event, the suspension does not carry over to the next meeting of Presbytery.

17.00 Amendment of the Manual of Administrative Operations

Amendment of the **Manual of Administrative Operations** may be proposed by elder or minister members of a meeting of Presbytery, sessions, committees, Presbyterian Women and Presbyterian Men of the Presbytery, the Black Caucus, the Youth Council, and the Stated Clerk/Executive Presbyter. All proposed amendments to the **Manual** shall be referred to Presbytery Council for study and recommendations to Presbytery. Proposed amendments to the **Manual** shall be submitted in writing to a stated meeting of Presbytery as a first reading and then be postponed until the next stated meeting of Presbytery for a second reading. At the second reading proposed changes to the proposed amendment may be acted on by Presbytery through normal parliamentary procedure. After all amendments to the proposed amendment have been acted on by Presbytery, final approval of the amendment requires a two-thirds affirmative vote of those members of Presbytery present and voting at the second reading in order for the proposed amendment to be ratified and made a part of the Manual.

18.00 Appendices to the Manual

18.01 Approved by Presbytery

Documents are appended to the **Manual** only by vote of Presbytery. These appendices are important parts of the **Manual** and carry the same authority as guides for the corporate life of the Presbytery. Items to be approved as appendices will include position descriptions, personnel policies, asset management program, and administrative manuals of committees of Presbytery. Presbytery may vote to append other documents

as well.

18.02 Amendment of Appendices

Amendments to any of the Appendices of the **Manual** may be considered and voted on at any stated meeting of Presbytery. A proposed amendment to an appendix shall be referred to the Presbytery Council for study and report and shall be distributed in writing at least ten days before the meeting at which it will be considered, along with the recommendations. Amendments of the appendices shall require a two-thirds majority vote of those present at the time of the vote in order to be effected.

19.00 Editing Authorization Addition

Presbytery authorizes and empowers the Stated Clerk, the Moderator of Presbytery Council, and the Recording Clerk to make editing changes to the Manual of Administrative Operations as needed to give internal consistency of content, language and format to the Manual. No changes of substance will be made without the approval of Presbytery given through the normal amendment process.