

ADMINISTRATIVE MANUAL

PRESBYTERY OF UTAH

**Adopted by the Presbytery of Utah - September 28, 2001
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This Administrative Manual is adapted from similar documents of the Presbytery of Sierra Blanca and has been modified for use in the Presbytery of Utah.

Glossary

Some differences exist between terms traditionally used by the Presbytery of Utah in its Manuals, and terms used in the *Book of Order*. Following are terms used herein, with their explanation or *Book of Order* equivalence.

Commissioned Lay Pastor - Commissioned Ruling Elder to Particular Pastoral Service

Elder - Ruling Elder

Minister of the Word and Sacrament - Teaching Elder

Governing body - Council

(Note the "Coordinating Council" of the Utah Presbytery is not a council per the *Book of Order*. It is a committee of the Presbytery.)

Church Order Committees - classified specifically as the Committee on Ministry, Committee on Preparation for Ministry, Committee on Nominations and Representation, and the Permanent Judicial Commission. These are permanent Presbytery committees, along with the Coordinating Council, necessary for the operation of the ecumenical and temporal functions of the body.

Stated Supply Pastor - position for use when the congregation is not ready or able to call an installed pastor.

Interim Pastor - position for use when the congregation is ready and able to move forward with a mission study and PNC.

Introduction

The Presbytery of Utah is a community of God's people, a family of congregations called to support one another in our common ministry as we share the Good News of the Risen Christ. In addition to being a community, it is an ecclesiastical unit in the wider church, a middle council of the Presbyterian Church (USA) and the key link in that inter-related system. (*Book of Order*, G-3.03)

The Presbytery has as its primary task the development and support of faithful congregations. This involves the education and training of both youth and adults in Reformed faith that is historically informed, Biblically grounded and relevant. It implies the raising of children in healthy communities of faith where they learn the ways of Jesus and the ways of the people of God. This involves the commitment to a church with a passion for justice and a love for God's world.

The mission field is constantly on our doorstep, just as it was in the apostolic church. We are in uncharted territory, where human communities face ethical dilemmas with no parallel in Biblical stories and unimagined by those who crafted our historical theology. And yet the Apostle Paul assures us there is no need to fear, for "nothing in all creation can separate us from the love of God in Jesus Christ our Lord."

Presbytery's organization is to be both ordered and flexible, so that we may respond quickly to the winds of grace and the exciting movement of the Spirit. The primary intention of this organizational structure is to support the ministry and mission of the Presbytery's congregations.

1. Mission Statement

The Presbytery of Utah will provide leadership and resources resulting in healthy and growing congregations.

2. Design

- 2.01 To fulfill its mission, the Presbytery of Utah is developing and supporting faithful congregations that promote the Great Ends of the Church in the communities of southeastern Idaho and Utah.
- 2.02 THE GREAT ENDS OF THE CHURCH are the proclamation of the gospel for the salvation of humankind; the shelter, nurture and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.
(*Book of Order*, F-1.0304)

3. Definitions

- 3.01 BOUNDARIES. The Presbytery of Utah, a governing body of the Presbyterian Church (U.S.A.), consists of all the churches of this denomination in the State of Utah, excluding the General Assembly designated portions of San Juan County and including Franklin County, Idaho.
- 3.02 GEOGRAPHICAL DISTRIBUTION. For the purposes of the organization described in this *Administrative Manual*, and to assure a State-wide distribution of Presbytery representatives in this organization, the Presbytery of Utah is separated into three geographical areas, the Northern Area, the Capitol Area, and the Southern Area. The Stated Clerk shall maintain a list of which churches are in each area.
- 3.03 CORPORATION. The Presbytery of Utah is a nonprofit corporation under the laws of the State of Utah. The Board of Directors shall be composed of all members of the Coordinating Council (See Chapter 7). Members of the Presbytery have adopted Bylaws for the regulation or management of the affairs of the Corporation. (*Book of Order*, G-4.01)
- 3.04 GOVERNANCE. The Presbytery of Utah is governed by the Constitution (*Book of Order*, F-3.04) of the Presbyterian Church (USA), by this *Administrative Manual*, and by such policies (outlined in the *Policy Manual*) as it may from time to time adopt. The *Administrative Manual* and the *Policy Manual* are subordinate to the *Book of Order*, which governs in all cases. Presbytery committee manuals, such as the Manual of the Committee on Ministry, will be adopted by vote of that committee and are subordinate to the *Administrative Manual*. As committees change their manuals with time, all changes and additions shall be forwarded to the Stated Clerk to inform the presbytery of those changes.

3.05 MEMBERSHIP.

3.05.01 Voting membership of the Presbytery consists of Teaching Elders (formerly, Ministers) and Ruling Elders as follows:

- All ordained Teaching Elders enrolled by the Presbytery as active members or members-at-large are voting members.
- Each church in the Presbytery is represented by at least one Ruling Elder commissioned by the session of that church to be a voting member. (*Book of Order*, G-3.0301)
- Churches with up to 500 members will be represented by at least one Ruling Elder. Each church in the Presbytery with more than 500 members is represented by at least two Ruling Elders. These Ruling Elders shall be commissioned by the session of that church to be voting members of the Presbytery. (See Balance Section below)
- Each Ruling Elder elected by the Presbytery as Moderator of a Church Order Committee, or member of the Coordinating Council will be enrolled as a member of the Presbytery for their term of office, whether or not commissioned by his/her session. (*Book of Order*, G-3.03.01)
- Each current Commissioned Lay Pastor may be counted as a Ruling Elder Commissioner, and shall be granted voice and vote at the Presbytery meeting. (*Book of Order*, G-2.10)
- A representative of each forum unit may request voice at Presbytery meetings.
- Each Ruling or Teaching Elder serving as Executive Presbyter, Stated Clerk, Treasurer, or Administrative Assistant will be enrolled as a member of Presbytery for the duration of service in that staff position.
- Presbyterian Women may appoint a representative to the Presbytery who shall have voice at the meeting. If the representative is a Teaching or Ruling Elder, the representative will have voice and vote.
- In keeping with the *Book of Order*, G-3.0301, Presbytery shall redress any imbalance between the number of resident Teaching Elders who are members of the Presbytery and the number of Ruling Elders who the churches are entitled to send as Commissioners, plus other Ruling Elders as defined above. If an imbalance remains after meeting the requirements above, the Stated Clerk will seek additional Ruling Elders from the churches, calling upon the churches in alphabetical order. Balance will be attained when the number of Ruling Elders exceeds the number of Teaching Elders by one.
- Ruling Elder Commissioners currently serving in order to redress imbalance continue to serve through the Presbytery meeting which approves the subsequent year's new allocation of additional Ruling Elder commissioners.

3.05.02 Presbytery can receive Corresponding Members, with voice but without vote.

4. Officers and Staff

4.01 ECCLESIASTICAL OFFICERS Presbytery elects a Moderator and a Vice-Moderator for a term of one year; at the time of election, each must be a member of, or a commissioner to, the Presbytery. (Book of Order, G-30104) Presbytery elects a Stated Clerk/ Treasurer for a term of three years; at the time of election, this person must be eligible for membership in the presbytery. The Moderator and Vice-Moderator shall be elected and the Moderator will be installed at the Fall Meeting, with their terms commencing upon installation of the Moderator. The Vice-Moderator normally will be nominated annually for the office of Moderator, and a new Vice-Moderator shall be elected for a term of one year.

4.01.01 MODERATOR. The Moderator's duties shall be:

- To preserve order and conduct efficiently the business of the presbytery, convening and adjourning the presbytery. In an emergency (*Book of Order*, G-3.0104), the moderator may convene the presbytery by written notice at a time and place different from that previously designated.
- To appoint committee members in an interim capacity, upon recommendation of the Committee on Nominations and Representation; these members will serve until the next presbytery meeting when the body will vote on filling the positions.
- To appoint persons to represent Presbytery in responsibilities not otherwise provided for in the Administrative Manual or where timing and meeting schedules do not allow them to be named through the normal nominating process, in consultation with the Vice-Moderator, Stated Clerk, or the Executive Presbyter.
- To appoint an Investigating Committee as provided in the Rules of Discipline (D-10.0201), with the advice and consent of the Stated Clerk of Presbytery.
- Such other duties as Presbytery may assign.

4.01.02 VICE-MODERATOR. The Vice-Moderator shall

- Perform the duties of the Moderator when the Moderator is unable to perform.
- Serve as a member of the Coordinating Council.

4.01.03 IMMEDIATE PAST MODERATOR

- Serve as Moderator of the Coordinating Council
- If unable to serve, the Moderator of Presbytery shall appoint from the membership of the Council a Moderator Pro-Tem.

4.01.04 STATED CLERK. The Stated Clerk shall be a Teaching or Ruling Elder (*Book of Order*, G-3.0104), eligible for membership in Presbytery elected for a term of three years, and eligible for reelection. The Presbytery budget shall include appropriate stipend for the Stated Clerk.

- The Stated Clerk serves as the chief ecclesiastical officer of the Presbytery. He/She has the responsibility to record the transactions of the Presbytery, keep its rolls of membership and attendance, furnish extracts of them as required (*Book of Order*, G-3.0104), and recommend procedures for permanent safekeeping of the Presbytery records. (*Book of Order*, G-3.0107) He/She shall serve as official correspondent for the Presbytery.
- The Stated Clerk shall serve as the Secretary of the Corporation of the Presbytery of Utah.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description of the Stated Clerk.

4.02 ADMINISTRATIVE STAFF:

4.02.01 EXECUTIVE PRESBYTER

Presbytery may have an Executive Presbyter who shall be a Teaching or Ruling Elder, elected for a five-year, renewable term, and shall provide for necessary office support staff.

- The Executive Presbyter will provide inspiration, vision, leadership, and resources to the churches of the Presbytery of Utah resulting in healthy and growing congregations. The Executive Presbyter will give pastoral support to ministers and families in times of personal crisis, will work appropriately with the higher Councils, and will serve as Head of Staff of the Presbytery Office.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description for the Executive Presbyter.

4.02.02 TREASURER

The Stated Clerk may also serve as the Treasurer of Presbytery, and may enlist the aid of Presbytery staff or contracted staff in carrying out those duties. The Treasurer will be eligible for membership in the Presbytery at the time of his/her election.

- The Treasurer serves as the financial officer of the Presbytery and will be elected for a term of three years. He/She has the responsibility to keep adequate books and records to reflect all financial transactions and to report those transactions as required. The Treasurer shall receive and disburse administrative, mission, and other special funds of the Presbytery and attend to other duties as required by Presbytery
- The Treasurer shall serve as the Treasurer of the Corporation of the Presbytery of Utah.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description for the Treasurer.

4.02.03 ADMINISTRATIVE ASSISTANT/BOOKKEEPER.

- The Administrative Assistant/Bookkeeper is responsible for the day-to-day operation of the Presbytery Office and provides general support to the Executive Presbyter, Stated Clerk, Treasurer, and Moderators.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description for the Administrative Assistant/Bookkeeper.

4.02.04 OTHER STAFF. Presbytery may employ staff, for either office support or mission program support, as defined in the Presbytery Personnel Manual.

4.02.05 ACCOUNTABILITY. All staff are accountable to Presbytery through the Coordinating Council's Personnel Sub-Committee.

5. Presbytery Meetings

5.01 STATED MEETINGS.

There will ordinarily be a Winter, a Spring, and a Fall meeting of the Presbytery each calendar year.

5.01.01 The Winter meeting is the stated annual meeting. The Winter meeting should ordinarily include in its docket action on amendments submitted by the previous General Assembly (in relevant years), resolution of imbalance, authorization of COM to act in certain matters (Policy Manual, Chapter 8), celebration of the Sacrament of the Lord's Supper, and the Necrology Report.

5.01.02 The Spring meeting should ordinarily include in its docket an annual financial report, set a preliminary per capita figure for the coming year, set a preliminary budget for the coming year, commission G.A. Commissioners (in relevant years), receive Personnel reports of evaluations of Presbytery staff and officers and approve changes to terms of call for Ministers.

5.01.03 The Fall meeting should ordinarily include in its docket election of Commissioners to the next General Assembly (in relevant years), reports from General Assembly Commissioners (in relevant years), election of Commissioners to the next higher Council (*Book of Order*, G-3.0302a), election of Presbytery's officers, election of members and moderators of Presbytery's Church Order Committees, and election of persons to any other boards or bodies requiring election by Presbytery. This meeting will set the final per capita figure and approve the budget for the coming year. It will ordinarily be the annual Corporation meeting, including election of Directors, etc. Persons elected at this meeting (except the Moderator and Vice-Moderator) shall take office on the first of January the following year.

5.02 CALLED MEETINGS Meetings of the Presbytery may be called by the Moderator at the request, or with concurrence, of the following voting members of the Presbytery: two Teaching Elders and two Ruling Elder

Commissioners, the Ruling Elders being of different churches. Should the moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, the special meeting may be called by the following voting members: any three Teaching Elders and three Ruling Elders, the Ruling Elders being of different churches. The next higher Council may also direct that the presbytery convene a meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each Teaching Elder and to the session of every church, the notice outlining the purpose of the meeting, which meeting will address only the business listed in the notice.

- 5.03 The LOCATION AND DATE of each stated meeting shall be determined by the Coordinating Council at least one year in advance, and shall give due consideration to invitations extended and rotation of locale through the three geographical areas of the state (See Section 3.02). The Stated Clerk will maintain a list of meeting dates and locations for the coming year.
- 5.04 A QUORUM for Presbytery meetings shall be any three Teaching Elders and three Ruling Elder Commissioners (excluding Presbytery staff and officers) who represent three different churches. (*Book of Order*, G-3.0304)
- 5.05 WORSHIP at meetings of Presbytery is the responsibility of the Coordinating Council. The Coordinating Council may choose to invite the host congregation to provide much of the worship leadership, or it may use those worship times as opportunities for Presbytery to experience other resources available. All meetings of Presbytery shall include the worship of God. The celebration of the Sacrament of the Lord's Supper will occur at least at the stated annual meeting of Presbytery. (*Book of Order*, 3.0301b)
- 5.06 An OFFERING will ordinarily be received at the worship service, with the recipient to be determined by the Coordinating Council. Services of Ordination and Installation will include an offering which will be used to support candidates unless otherwise designated by the Coordinating Council.
- 5.07 ATTENDANCE of all Teaching Elders in active service on Presbytery's rolls and all Ruling Elder Commissioners is expected at all stated meetings of Presbytery unless they provide a prior written notice.
- 5.08 The MEETING AGENDA for meetings may include a Consent Agenda. The Consent Agenda is normally presented in the early part of the meeting; items may be removed from the consent agenda – and voted on separately – by request of any member of Presbytery. The Meeting Agenda and Consent Agenda shall be prepared under the direction of the Stated Clerk in consultation with, and the assistance of, the Coordinating Council; the Stated Clerk shall mail copies to the Teaching Elders on the roll of Presbytery, to candidates for Teaching Elder who are under care of Presbytery, to Commissioned Lay Pastors, to Commissioners of the particular churches of Presbytery, and to any officers of Presbytery not otherwise included in this list.
- 5.09 BUSINESS. Reports, papers and overtures to be considered at any stated meeting shall be in the hands of the Stated Clerk four weeks prior to the meeting, for mailing in the Presbytery packet prior to the meeting. Due to the nature of their work, the Committee

on Ministry and the Committee on Preparation for Ministry may bring time-sensitive issues to the Presbytery meeting that were not anticipated at the time of the mailing. Presbytery may choose to receive and act on items of business not included in the mailing by placing them as items of new business at the time the Meeting Agenda is accepted.

- 5.10 ORDER. Meetings of Presbytery and the Coordinating Council will be conducted in accord with the most recent edition of *Robert's Rules of Order Newly Revised*, except where otherwise required by the Constitution of the Presbyterian Church (USA). (*Book of Order*, G-3.0105)
- 5.11 FLOOR PRIVILEGE. Non-members in attendance at a meeting of Presbytery may be granted privilege of the floor, without vote, by action of Presbytery.
- 5.12 EXPENSES. Travel expenses (mileage and airfare) for Commissioners (Teaching and Ruling Elders) will be reimbursed by Presbytery upon submission of vouchers. Commissioned Lay Pastors will be granted reimbursement for travel to attend Presbytery meetings. Air travel must be approved in advance by the Presbytery Treasurer.
- 5.13 MINUTES: Minutes in draft form shall be sent out as soon as possible, and no more than 10 days following the meeting, to be approved by Council. The thus-approved minutes are circulated to commissioners of Presbytery with the call to the following stated meeting of Presbytery.

6. Organizations of Presbytery

6.01 STRUCTURE.

The Presbytery of Utah, with its Coordinating Council, will use Church Order Committees (See Section 6.04) to carry out its mission, plus such forum units as may be organized to serve specific areas of interest. (*Book of Order*, G-3.0109)

6.02 ELECTIONS.

6.02.01 At each Fall meeting the Committee on Nominations and Representation will present candidates for moderators and membership of the Church Order Committees (except the Committee on Nominations and Representation). The Committee on Nominations and Representation will also present candidates for two of the six at-large positions of the Coordinating Council. At-large members will serve in sequential three-year classes. The six at-large Coordinating Council members will be chosen, two each, from the geographical areas of the Presbytery of Utah (See Section 3.02).

- Nominations from the floor shall always be permitted.
- Elected Moderators of the Church Order Committees will serve one-year terms.
- The Moderator of each Church Order Committee shall be elected by Presbytery.

6.02.02 A Church Order Committee may elect a Vice-Moderator.

6.03 COORDINATING COUNCIL. Presbytery shall have a Coordinating Council, which will work with staff, committees and forums to coordinate the mission and ecclesiastic directives of Presbytery. (See Chapter 7)

6.04 CHURCH ORDER. The Church Order Committees consist of standing committees and commissions. Structures comprising the Church Order group are:

- Committee on Ministry (See Section 9.02)
- Committee on Preparation for Ministry (See Section 9.03)
- Committee on Nominations and Representation (See Section 9.04)
- Permanent Judicial Commission (See Section 9.05)

6.05 FORUMS. The forum units operate for a period of time, as determined by the members of the forum and the Coordinating Council, to meet the needs of each defined forum. (See Section 10)

6.06 OTHER BODIES

6.06.01 Other responsibility areas [administered by the Coordinating Council] include:

- Budget and Finance Sub-Committee (See Section 8.01)
- Personnel Sub-Committee (See Section 8.02)
- Nominating Sub-Committee (See Section 8.03)

6.06.02 The Polity Task Group is supervised by the Stated Clerk. (See Section 6.07)

6.07 POLITY TASK GROUP. As necessary, the Stated Clerk has authority to recommend, to the Coordinating Council, Teaching and Ruling Elders to serve on a Polity Task Group. Once elected, this Task Group reports to the Stated Clerk and is responsible to assist the Stated Clerk in areas such as the following:

6.07.01 Review and refer to appropriate Church Order Committees and appropriate forums of Presbytery amendments from General Assembly and overtures from Presbytery Committees and forums, for recommendations to Presbytery.

6.07.02 Perform an annual review of the *Administrative Manual* of Presbytery, and recommend changes to Presbytery.

6.07.03 Assure that other documents and manuals of the Presbytery are updated as required.

7. Coordinating Council of Presbytery

7.01 Mission Goals

To coordinate and oversee the work of Presbytery between meetings, to act as Directors of the Presbytery Corporation, and to provide leadership training as appropriate.

7.02 Areas of Responsibilities

- The Coordinating Council is a body empowered by and responsible to the Presbytery. The Coordinating Council has the duties and responsibilities given to it by the Presbytery of Utah.

- The Coordinating Council will be responsible for the coordination of the Presbytery's mission and its program, and the regular review of the functional relationship between the Presbytery's structure and its mission purposes. This review will include an annual review of the work of each Church Order Committee and forum unit. *Book of Order*, G-9.0407b
- The Coordinating Council shall have as its overall goal the increase and implementation of mission within the Presbytery and the individual churches in the light of the Presbytery's and the next higher Council's statement of mission, goals, and priorities, and the church-wide concerns of programs endorsed by the General Assembly.
- The Coordinating Council shall be responsible for the long-term (three to five year) planning process, recommending goals and policies to the Presbytery on an annual basis. Council may also propose to the Presbytery an annual theme or major emphasis, consistent with the goals and policies of the Presbytery and the annual themes or major emphases of the higher Councils.
- The Presbytery delegates to the Coordinating Council the responsibility to act on its behalf in temporal matters between stated meetings of Presbytery with all such actions being reported to the next stated meeting of the Presbytery.

7.03 VOTING MEMBERSHIP:

Twelve (12) persons (Teaching and Ruling Elders), including Moderator of Presbytery, Vice-Moderator of Presbytery, immediate past Moderator of Presbytery (Moderator of the Coordinating Council), COM Moderator, COPM Moderator, Committee on Nominations and Representation, Moderator, and six (6) at-large members (geographically representative - See Section 3.02). A Committee Moderator may designate the permanent representative or a short-term alternate of the Committee as their representative on the Coordinating Council, with voice and vote.

7.04 Ex-officio members, without vote, shall be the Executive Presbyter and Stated Clerk/Treasurer.

7.05 MEETINGS of the Coordinating Council normally will be six to eight weeks prior to each stated Presbytery meeting, plus any other meetings the Moderator of the Coordinating Council may choose to call.

7.06 SPECIFIC RESPONSIBILITIES include:

7.06.01 Planning, evaluating, and visioning. This includes shaping the mission work and common life of the Presbytery according to Presbytery's Mission Statement and directives.

7.06.02 Overseeing the employed staff on behalf of Presbytery through a Personnel Sub-Committee. This includes arranging for an annual evaluation, a [5] five-year review for the Executive Presbyter and a (3) three-year review for the Stated Clerk and Treasurer, in consultation with the next higher Council.

- 7.06.03 Developing a budget through its Budget and Finance Sub-Committee and arranging for the administration of the financial resources of Presbytery.
 - 7.06.04 Coordinating the agenda items of Presbytery, including provision for appropriate services of worship.
 - 7.06.05 Approving charters and providing necessary oversight and resources to forum units.
 - 7.06.06 Arranging for validating, reporting, reviewing, and evaluating recommendations of forum units, as part of their decision process.
 - 7.06.07 Monitoring the relationship between Presbytery and any institutions having covenant relationships with Presbytery.
 - 7.06.08 Reviewing all proceedings and actions of all Presbytery organizations through an annual report.
 - 7.06.09 Providing nominations to the Presbytery for members of the Committee on Nominations and Representation, including the Moderator of that Committee, at the Fall meeting.
 - 7.06.10 Providing training for all aspects of ministry.
 - 7.06.11 Setting mileage reimbursement for Presbytery volunteer work, up to the current IRS rate for staff's travel.
- 7.07 RESPONSIBILITIES AS DIRECTORS of Presbytery include:
- 7.07.01 Receiving, holding, encumbering, managing and transferring property and managing the civil affairs of Presbytery in such a manner as may be directed by Presbytery.
 - 7.07.02 Reporting annually, at the Spring stated meeting, to Presbytery on matters of its financial and incorporated life.
 - 7.07.03 Making periodic surveys of local church properties as to condition, encumbrances, insurance coverage, and matters of a similar nature.
 - 7.07.04 Making all reports, taking all actions, and exercising all power granted by the Utah Revised Nonprofit Corporation Act, the Articles of Incorporation, and the Bylaws, providing the exercise of such authority does not contravene any provision of the Constitution of the Presbyterian Church (USA), or the Articles of Incorporation, the Bylaws, or the *Administrative Manual* of Presbytery.
 - 7.07.05 Providing appropriate insurance coverage for Presbytery and its properties, including directors, officers, and liability coverage.

7.08 LEADERSHIP TRAINING

Presbytery, through its Council will provide for leadership training, toward fulfilling its mission of developing and supporting faithful congregations.

8. Coordinating Council Sub-Committees

8.01 Budget and Finance Sub-Committee

8.01.01 **MEMBERSHIP:** Three members of the Coordinating Council to serve in three-year classes. Members shall be ineligible to serve more than two three-year terms or portions thereof. Council will name the Moderator. An elected Commissioner to the next higher Council will normally represent the Budget and Finance Sub-Committee to the higher Council's Budget Committee. The Presbytery Treasurer shall serve ex-officio, without vote, on the Sub-Committee.

8.01.02 **CO-OPTED PERSONNEL:** Where particular expertise in financial management is needed, the Budget and Finance Sub-Committee may co-opt persons with skills for particular meetings, or for longer periods of time with the Coordinating Council's approval. These co-opted personnel will serve in an advisory capacity, with voice, but without vote.

8.01.03 **RESPONSIBILITIES:**

- To prepare an annual budget, and to submit that budget to the Coordinating Council for its approval and transmittal to Presbytery for final approval
- To represent Presbytery in all budget preparations and negotiations
- To recommend to Presbytery the per capita apportionment required to support the administrative expense portion of the Presbytery budget
- To recommend to Presbytery the mileage allowance to be paid by Presbytery for those traveling on Presbytery business.
- To supervise the administration of the financial resources of Presbytery
- To provide for and review the annual external audits
- To oversee the financial operation of the Presbytery
- To establish and review the financial controls systems for effectiveness and compliance
- To review the financial policies and procedures for compliance with the Bylaws, and
- To meet on a quarterly basis to review the finances of Presbytery. The meeting would be approximately one month after the quarter end, adequate timing for all quarterly accounting to be completed.

8.02 Personnel Sub-Committee:

8.02.01 **MEMBERSHIP:** Three members of the Coordinating Council to serve in three-year classes. Members shall be ineligible to serve more than two three-year terms or portions thereof. An elected Commissioner to the next higher Council will normally represent the Personnel Sub-Committee to that Council.

8.02.02 RESPONSIBILITIES:

- To have oversight of the staff and officers of Presbytery
- To conduct annual reviews of Presbytery staff and the Stated Clerk and Treasurer and report said reviews to Presbytery
- To make recommendations regarding salaries and benefits
- To implement, on behalf of Presbytery, any personnel policies which Presbytery may have (See Presbytery Personnel Manual), and
- To maintain Position Descriptions of the Stated Clerk and the administrative staff.

8.03 Nominating Sub-Committee

8.03.01 MEMBERSHIP:

The membership of the Nominating Sub-Committee shall normally consist of three persons who are appointed by the Moderator of the Coordinating Council at the beginning of the Moderator's term of office. The members shall normally serve one year in office, and shall conclude their term in office when the Moderator of the Coordinating Council is replaced, normally at the end of the year.

8.03.02 RESPONSIBILITIES

- To identify persons to fill vacancies on the Presbytery's Committee on Nominations and Representation
- To identify a person to fill the position of Moderator of the Presbytery's Committee on Nominations and Representation
- To bring these persons' names to the Moderator of the Coordinating Council prior to the Fall meeting of the Coordinating Council,
- To carry out such related duties as the Moderator of the Coordinating Council shall call upon them to do.

8.04 Presbytery Historian:

8.04.01 POSITION:

A person, appointed by and responsible to the Coordinating Council, who shall organize and maintain Presbytery's historical processes and materials.

8.04.02 RESPONSIBILITIES:

- To be familiar with the Presbyterian Historical Society and its services
- To encourage the collection of historical information and the writing of Presbyterian history, especially the history of this Presbytery and its particular churches
- To encourage celebrations of anniversaries and special historic occasions
- To recommend to the Stated Clerk suggestions for the preservation of presbytery records

9. Church Order Committees and Commissions

- 9.01 The Church Order Committees are those committees mandated explicitly by the Administrative Manual, Section 6.04. Nominees for these committees will be identified by the Committee on Nominations and Representation. Candidate names will be brought to the presbytery meeting, nominations will be allowed from the floor, and the person receiving the largest number of votes will be elected to each position. (*Book of Order*, G-3.0111)

They shall determine their own meeting schedule, and will meet at the call of their Moderator. The Moderator shall be responsible for the date, place and agenda for each meeting including the one at which a successor is to be installed. The Moderator shall also be responsible for organizing the committee, electing additional committee officers, orienting new members, and overseeing committee expenditures.

- 9.02 The Committee on Ministry (COM)

9.02.01 Mission Goals

To oversee and support relationships between pastors and congregations.

9.02.02 Purpose:

To exercise compassionate ordering of Teaching Elders, Commissioned Ruling Elders, and churches in ways that support the Presbytery's mission statement and its common life. (*Book of Order*, G-3.0301a,c)

9.02.03 Areas of Responsibilities

- To discharge the ecclesiastical duties dealing with life and health of the congregations, as authorized by Presbytery when Presbytery is not in session. (*Policy Manual*, Chapter 8)
- To act as the intermediary in all actions relating to ministers with the presbytery, including calls for their service to a congregation. They will work with Teaching Elder nominating committees through the entire process from identifying candidates to approving the call to a church
- To visit regularly with each Teaching Elder of the presbytery and to understand the type of work in which each Teaching Elder is engaged.
- To visit each session of the presbytery at least once every three years, discussing with them the mission and ministry of that particular church and encouraging their participation in the life of the presbytery and of the larger church. (*Book of Order*, W-1.4002)
- To maintain policy with regards to Interim and Stated Supply Teaching Elders (*Book of Order*, G-2.0504b)
- To submit a report of its actions and its current recommendations at each stated meeting of Presbytery
- To respond appropriately to the needs among church professionals for continuing education, including helping Presbytery establish minimums for continuing education in all calls and sponsoring conferences, workshops, etc., to facilitate continuing education
- To respond to special requests to grant permission to serve communion

- To provide new clergy orientation
- To appoint Moderators for vacant churches, to provide a moderator for sessions when the installed pastor is unable to preside, and to assist in supplying leadership (*Book of Order*, G-3.0201)
- To maintain the Committee on Ministry Manual
- To provide for continuing education, certification, oversight, mentoring, and assignment of Commissioned Ruling Elders (CREs/CLPs).
- To define and develop written criteria for validated ministry (*Book of Order*, G-2.0305a and G-3.0306), and
- To evaluate and support aid-receiving congregations.

9.02.04 Membership:

Twelve members, equal numbers of Teaching and Ruling Elders to serve three-year terms in rotating classes. Members shall be ineligible to serve more than two consecutive three-year terms or portions thereof. One of the members will be nominated and elected by the Presbytery as Moderator for a one-year term.

9.03 The Committee on Preparation for Ministry (COPM)

9.03.01 Mission Goals

To oversee and support inquirers and candidates as teaching elders.

9.03.02 Purpose:

To challenge people to consider church vocations, and to supervise and support the needs and requirements of inquirers, candidates, and Commissioned Ruling Elders.

9.03.03 Areas of Responsibilities

- To act as liaison with sessions of local churches to challenge youth and adults to consider church vocations
- To enter into covenant relationship with those preparing to become Teaching Elders, dividing the relationship into the two phases of inquiry and candidacy. A General Assembly advisory handbook covering the process and requirements for these phases will be used to establish presbytery procedures. The Committee shall maintain a manual of policy and procedures for the Committee
- To ensure that liaisons chosen by sessions to relate to inquirers and candidates are functioning well and communicating with the persons under care regularly, and to do the same with the liaisons chosen from the Committee itself to relate to inquirers and candidates
- To ensure that an inquirer shall have been a member of the sponsoring congregation for at least six months prior to the inquirer phase; the two phases shall continue for a period of not less than two years, including at least one year as a candidate
- To ensure that the inquiry phase provides adequate opportunity for the

church and those who believe themselves called as Teaching Elders to explore that call together in such a way that the decision regarding the inquirer's suitability to teaching elder will be based on knowledge and experience of one another

- To ensure that the candidacy phase provides full preparation of persons to serve the church as Teaching Elders, accomplished through the guidance and evaluation of candidates.
- To ensure that all those coming under care of the Presbytery of Utah for preparation as Teaching Elders participate in a career counseling center program, approved by the Committee on Preparation for Ministry, as early as practical and prior to advancement to the candidacy phase. The cost of this evaluation will be born equally between the Presbytery, the Session of care and the person under care
- To examine all inquirers/candidates and recommend to Presbytery for reception those approved by the Committee, and to conduct before Presbytery the proper examination for reception, and
- To counsel with and supervise those inquirers/candidates received by the Presbytery as well as those who are called to the ministry of Certified Christian Educator.

9.03.04 Membership: The Committee on Preparation for Ministry consists of three to five elected members to serve three-year terms in rotating classes. One of the members will be nominated and elected by the Presbytery as Moderator for a one-year term. Members shall be ineligible to serve more than two consecutive three-year terms or portions thereof. The Committee will have the option to co-opt members from within Presbytery. Persons co-opted will have voice but not vote on the COPM. COPM will notify the Committee on Nominations and Representation when the COPM desires to change its size based on the number of Inquirers and Candidates or other relevant factors.

9.04 The Committee on Nominations and Representation

9.04.01 Mission Goals

To assure continuing Committees (except the Committee on Nominations and Representation), Coordinating Council, and other bodies are filled with people who represent the distribution within the Presbytery of racial ethnic members, men and women, different age groups, and persons with disabilities.

9.04.02 Purpose: (*Book of Order, G-3.0111*)

To seek fair and effective persons for leadership who are committed to Christ as well as to the Presbyterian Church and whose gifts meet the requirements of the particular ministry that is needed in the position to which they are to be nominated.

9.04.03 Areas of Responsibilities

- To nominate persons to fill all vacancies and positions of the Presbytery except for the Committee on Nominations and Representation and to

nominate Church Order Committee moderators and Coordinating Council at-large members annually. Nominations shall, as much as possible, conform to denominational guidelines concerning diversity, inclusiveness, and racial/ethnic representation. One-half of the members of each Committee of Presbytery, except the Committee on Nominations and Representation, will be Ruling Elders.

- To prepare nominations to higher Councils and for Young Adult Advisory Delegates. Nominations shall, as much as possible, conform to denominational guidelines and those established by the Presbytery, and
- To advise and report to the presbytery annually on the status of the fair and effective representation of the presbytery, as defined in the *Book of Order* (G-3.0103)

9.04.04 Membership:

Minimum membership of six persons, and a maximum membership of 12 persons, to serve three-year terms in rotating classes. Members shall be ineligible to serve more than two consecutive three-year terms or portions thereof. One of the members will be nominated and elected by the Presbytery as Moderator for a one-year term.

The makeup of the Committee on Nominations and Representation shall consist of no more than one-third teaching elders, the remainder being members of congregations, with diversity reflecting the demographics of the presbytery, as much as possible conforming to the denominational guidelines concerning diversity, inclusiveness and racial ethnic representation. (Book of Order, G-3.0103)

9.05 The Permanent Judicial Commission

The Permanent Judicial Commission will have membership composed, and fulfill the duties and responsibilities, as outlined in Section D of the *Book of Order*, Rules of Discipline.

10. Forum Units

10.01 Purpose

Forum units are formed to address specific areas of interest to the churches and the Presbytery of Utah.

10.02 Goals

A forum is a group of people banded together under the authority of the Presbytery of Utah, with a common goal, such as missions, new church development, stewardship, etc. The forum members will develop goals and objectives in their area of interest to support the Mission Statement, and objectives would directly support goals established by the forum.

10.03 Organization

The forum shall be made up of at least three Teaching or Ruling elders from three different Presbytery churches. A forum Moderator will be elected by the forum members, with approval by the Coordinating Council. They will prepare a charter for the forum, defining the purpose of the forum, as well as goals and objectives and initial membership.

10.04 Membership

Membership in forums is open to all members of the Presbytery of Utah and active members of congregations within the Presbytery of Utah. Membership is self selecting, without specific terms of service, and without term limits. There is no maximum membership number. Persons with a wide variety of viewpoints are welcome. When forums are formed around sensitive issues, they are to be a venue for open, faithful and respectful discussion.

10.05 Approval

The charter of the forum will be presented to the Coordinating Council at one of their stated meetings by one of the members of the forum. The Council will consider the forum's charter in light of the Mission Statement of the Presbytery, will request revision of the charter as necessary, and will present the charter to the members of Presbytery at a regular meeting for consideration for Presbytery sponsorship.

10.06 Forum Operation and Reporting

The forum will operate as a standing unit, with a report of their operations sent to the Coordinating Council at least two weeks prior to the Council meeting preceding each of the stated meetings of Presbytery. If required, a representative of the forum may request voice, but not vote, to speak at a Presbytery meeting.

10.07 Example of a Forum

A group of people interested in missions might band together to assist the Presbytery to promote, support and interpret Presbytery mission and programs, including advising the Presbytery on the allotment of Presbytery funds to various mission projects.

11. Ecumenical Partnerships and Other Relationships

11.01 Ecumenical Partnerships

The Presbyterian Church (USA), seeks to initiate, maintain and strengthen relationships with other Presbyterian and Reformed bodies and with other Christian churches, alliances, councils and consortia. The Presbytery of Utah, in consultation with higher Councils, is authorized to work with other Christian denominations. The Coordinating Council will support these activities. (*Book of Order*, G-5.0203)

11.02 Covenant Relationships

Presbytery may from time to time establish covenant relationships with institutions within its bounds which are related to the Presbytery or the Presbyterian Church (USA), and/or which conduct work consistent with the mission goals of the Presbytery. Council shall arrange for periodic review and renewal of such covenants.

11.03 Interfaith Relationships

The church of Jesus Christ today is called to witness in an increasingly multi-cultural community. Like the world into which Jesus came, and to which the New Testament spoke, ours is a plural society in the sense that people of different cultural backgrounds and of different religious streams, as well as people of no professed religion at all, live as neighbors and interact as fellow citizens. We acknowledge that all are created in God's image, and that God loves and wills to save them in Jesus Christ. We honor the sincerity and integrity of the faith of others, affirm their right to their faith, and guard and support their freedom to practice it. As neighbors, we are bound to respect and be sensitive to their religious practices and to seek to understand their faith and religious commitment in order to engage in meaningful relations and to cooperate in the public good. As faithful Christian disciples, we are also impelled to share good news of what God has done uniquely in Christ, doing so with an attitude of respect and humility, not arrogance. (*Book of Order*, G-5.0102)

12. Communications

Presbytery will maintain regular communication with Presbytery congregations through various means, including website and electronic communication. Congregations are encouraged to make good use of modern communication methods. The Presbytery of Utah web site is www.pbyutah.org.

13. Amendments

The Administrative Manual may be amended by a two-thirds majority vote at any stated meeting of Presbytery.

New sections and chapters may be added to this Administrative Manual in the same way.