

MANUAL OF OPERATIONS

Presbytery of Giddings-Lovejoy



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Presbytery of Giddings-Lovejoy, Manual of Operations

Table of Contents

- 1.0 General
 - 1.1 Purpose and Scope of the Manual
 - 1.2 The Great Ends of the Church
 - 1.3 Preface
 - 1.4 Guiding Principles
 - 1.5 Our Beliefs and Theological Identity
 - 1.6 We Articulate our Vision
 - 1.7 Our Vision Statement
 - 1.8 Our Commitment to Dismantling Racism and White Privilege
 - 1.81 Purpose
 - 1.82 Background
 - 1.83 Rationale
 - 1.84 Actions
- 2.0 Ministry Areas
 - 2.1 Networks
- 3.0 Presbytery Gatherings
 - 3.1 Planning for Presbytery Gatherings
 - 3.1a Gathering Planning Team
 - 3.1a1 Purpose
 - 3.1a2 Responsibilities
 - 3.1a3 Members
 - 3.2 Frequency of Presbytery Gatherings
 - 3.3 Quorum
 - 3.4 Agenda and Actions

Presbytery Organizational Structure

- 4.0 Commissions and Committees that relate to the Office of the Stated Clerk
 - 4.1 Commission on Ministry
 - 4.11 Purpose
 - 4.12 Membership
 - 4.13 Meetings
 - 4.14 Function and Authority
 - 4.2 Commission on Preparation for Ministry
 - 4.21 Purpose

- 4.22 Membership
- 4.23 Meetings
- 4.24 Function and Authority

- 4.3 Committee on Nominations
 - 4.31 Purpose
 - 4.32 Membership
 - 4.33 Meetings
 - 4.34 Function and Authority

- 4.4 Permanent Judicial Commission
 - 4.41 Purpose
 - 4.42 Membership
 - 4.43 Meetings

- 4.5 Committee on Representation
 - 4.51 Purpose
 - 4.52 Membership
 - 4.53 Meetings
 - 4.54 Function and Authority

- 4.6 New Worshipping Communities Commission
 - 4.61 Purpose
 - 4.62 Membership
 - 4.63 Meetings
 - 4.64 Function and Authority

- 5.0 Standing Committees of Presbytery
 - 5.1 Vision Team
 - 5.11 Purpose
 - 5.12 Membership
 - 5.13 Moderator
 - 5.14 Secretary
 - 5.15 Quorum
 - 5.16 Minutes
 - 5.17 Function and Authority

 - 5.2 Teams that relate to Vision Team
 - 5.2a Focus Areas and Work Groups
 - 5.2b Standing Work Groups

- 5.2c Membership
- 5.2d Quorum
- 5.2e Meetings

- 5.21 Administration Team
 - 5.21a Purpose
 - 5.21b Membership

- 5.22 Finance Standing Work Group
 - 5.22a Purpose
 - 5.22b Responsibilities
 - 5.22c Membership

- 5.24 Property Standing Work Group
 - 5.24a Purpose
 - 5.24b Membership
 - 5.24c Responsibilities

- 5.25 History Standing Work Group
 - 5.25a Purpose
 - 5.25b Membership

- 5.26 Dismantling Racism and White Privilege
 - 5.26a Purpose
 - 5.26b Membership
 - 5.26c Focus Areas

- 5.27 Dynamic Leaders Team
 - 5.27a Purpose
 - 5.27b Membership
 - 5.27c Focus Areas

- 5.28 Global Partnerships
 - 5.28a Purpose
 - 5.28b Membership
 - 5.28c Focus Areas

- 5.29 Public Witness
 - 5.29a Purpose
 - 5.29b Membership
 - 5.29c Focus Areas

5.29d Responsibilities

- 5.291 Presbyterian Women
 - 5.291a Purpose
 - 5.291b Membership
 - 5.291c Responsibilities

- 5.3 Personnel Team
 - 5.3a Purpose
 - 5.3b Members
 - 5.3c Responsibilities

6.0 Addenda

7.0 Amending the Manual of Operations

8.0 Supplemental

SECTION 1: Anti-Racism

SECTION II: Commission on Ministry Handbook

SECTION III: Personnel Handbook

SECTION IV: Commissioned Pastor Handbook

SECTION V: New Worshipping Communities Commission Handbook

SECTION VI: Administration, Property, and Finance

SECTION VII: Community Partnerships

9.0 Annual Committee and Team Volunteer Roster

GENERAL

1.1 Purpose and Scope

This Manual shall contain all the approved policies and procedures of the Presbytery of Giddings-Lovejoy, except those contained in the *Articles of Incorporation, Bylaws*, and the *Book of Order* of the Presbyterian Church (U.S.A.). This manual is to be reviewed annually by the Vision Team, and make recommendations for changes when appropriate, by 7.0 in this Manual.

1.2 The Great Ends of the Church

As a governing body, the Presbytery of Giddings-Lovejoy is guided by the *Form of Government*, which states:

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 the truth;
- The promotion of social righteousness; and
- The exhibition of the Kingdom of Heaven to the world.

1.3 Preface

The Presbytery of Giddings-Lovejoy is the crossroads of many cultures, peoples, histories, and concerns. Here east meets west, north meets south, rural meets urban, and tradition meets experimental. Christians from European, African, Asian, Hispanic, and Native American backgrounds all share space. Within our Presbytery, we have a wealth of leadership styles, multiple histories, diverse congregations, and different ways of doing things. Memories of our former denominations are still precious to many; varying theological perspectives continue to be passionate; and ministers and laity each seek to express themselves in particular ways. Truly God has given us the blessing of diversity that requires that we recognize and celebrate our differences. However, “to whom much has been given, much will be required...” (Luke 12:48b)

This presbytery is called to see our variety as a blessing and not a curse. For us, the Apostle Paul’s metaphor of the body of Christ gives new hope for a presbytery built upon trust and acceptance of one another’s gifts, abilities, and good will. Just as the human body cannot easily do without any of its members, so too do we the church in this place

depend upon the same variety that requires so much give-and-take. Therefore, the following Vision and Mission Statement are offered as particularly suited to the nature and needs of this presbytery.

1.4 Guiding Principles

The Presbytery values and is instructed by the following statements:

- A. Presbytery's fundamental life is in and through local congregations: affirming and supporting all congregations, wisely using and continuing to discover the varied gifts of the people, and responding to issues as they arise from the local churches.
- B. Instead of trying to be everything to everyone, presbytery will focus on ministries that extend the ministry of local churches, support pastors and leaders of local churches, and provide efficient governance.
- C. The Presbytery as part of the Body of Jesus Christ understands itself as a Christian community seeking a balance of worship, business, education, fellowship, and service.
- D. The Presbytery values the spiritual growth of persons and seeks to nurture spiritual growth in all the work and worship of the church.
- E. The Presbytery cares for persons by building up and training Teaching and Ruling Elders, supporting the ministry of the people, being inclusive of all persons, and in all ways enabling the effective participation of all members of the Presbytery.
- F. The Presbytery values an equal role for women and men, Ruling and Teaching Elders, and persons of every racial and ethnic group in the life and leadership of the church.
- G. The Presbytery values the intentional calling of persons to service. Mission gives focus to our calling and is faithful to Christ's mandates.
- H. The Presbytery values Faith Formation as a means of building up both individual lives and the Body of Christ through leadership development and continuing education of laity and clergy.

- I. The Presbytery is called to be an advocate for issues that impact the whole, and networks together so that mutual ministries may be accomplished beyond our congregations.
- J. The Presbytery values the diversity of congregations – large and small, rural and urban, city and county as viable and necessary centers for worship, education, mission, and fellowship.
- K. The Presbytery values a cooperative spirit that anticipates and prepares in advance for the work of the church and convenes persons to establish consensus and coordination and mutual concerns and responsibilities (i.e., Communication and coordination).
- L. The Presbytery as an employing body values the work of paid staff and volunteers in mission and is committed to providing a work environment that encourages staff growth and development, and policies and procedures that adequately and fairly define positions and compensate staff and are committed to the employment and support of staff who are productive, professional, competent, and compatible.
- M. Believing that the attitudes of person are more important to the efficient functioning of the presbytery than the structure, all presbyters should be guided by “forbearance in love” in whatever they say or do.

1.5 Our Beliefs and Theological Identity

- We are people of the Creator God – being called into creativity, transformation, and authentic relationship among diverse peoples in our midst.
- We are people of the Redeemer God – being led to evangelize by sharing the gospel of Jesus Christ in fresh and innovative ways among fresh and innovative neighbors emerging around us.
- We are people of the Lover God – being sent by the Holy Spirit to feed the spiritually hungry people within our changing communities.
- We are people of the Sovereign God – committing ourselves to discipleship-excellence by participating in what God is doing through justice-action, merciful-example, and shalom-living.

1.6 We Articulate Our Vision

We would be faithful people...

- < acknowledging God’s claim on our lives and our resources,
- < listening for God’s dream for our future,
- < claiming ministries that will embody God’s kingdom in our time and our place.

We would be faithful communities...

- < connected to the needs and aspirations of our neighbors
- < creatively living out the tensions of the faith
- < nurtured by tradition but liberated to the newness of God’s possibilities.

We would be churches...

- < enlivened by the gospel,
- < enriched by the active discipleship of persons of all ages,
- < equipping each person for ministry,
- < engaging in fruitful partnerships with our communities,
- < empowered by the realization of cooperative ministry.

We would be congregations...

- < blessed by our difference, bound by common values rooted in scripture and tradition
- < led by passionate leaders committed to the proclamation, mission, and health
- < renewed in response to the newness and need of the world around us
- < committed as witnesses against the injustices of racism and privilege
dedicated to the health and wholeness of all people, particularly in supporting children and the households that nurture them toward maturity.

1.7 Our Vision Statement

The Presbytery of Giddings-Lovejoy lives to steward a future of God’s possibility.

1.8 Our Commitment to Dismantling Racism and White Privilege

1.81 Purpose

To increase awareness of and work toward the eradication of intentional and unintentional racism and white privilege at critical decision points in the life of the Presbytery of Giddings-Lovejoy without increasing the complexity of reaching timely and informed decisions.

1.82 Background

The 211th General Assembly (1999) adopted the paper "Facing Racism: A Vision of the Beloved Community." The paper states in part:

"We violate God's intention for the human family, to live together and to love one another as God loves us. We violate God's intention for the human family by creating false categories of value and identity, based on identifiable characteristics such as culture, place of origin, and skin color. We use these categories to create a race-based system, which benefits some while oppressing others. Racism is fundamentally a spiritual problem because it denies our true identity as children of God."

The paper declares "that the General Assembly will assume an anti-racism identity." "Anti-racism identity" is an "intentional stance that opposes the sin of racism while affirming the dignity and humanity of those who may hold racist views or benefit from it. It opposes sin, not the sinner." The paper urges "governing bodies and congregations to assume an anti-racism identity."

The Presbytery of Giddings-Lovejoy at its meeting on September 21, 2002, adopted a requirement that the "Personnel and Office Management Committee provide an impact study that will measure the consequences, regarding personnel changes, on fair and equitable employment, diversity of gifts, and inclusiveness which leads to wholeness in our staff design and transition process."

The Presbytery of Giddings-Lovejoy on February 19, 2005, voted to adopt and implement Strategic Directions for 2005 and Beyond, and committed to continue to address racism and privilege amid a growing diversity in our population by:

++Strengthening the unique relationship between African Americans and Caucasians;

++Recognizing the particular relationship between other minorities and Caucasians.

1.83 Rationale

One of the "privileges" of the dominant group, the white male community in the United States, is not having to give thought or consideration to how an action or decision will impact upon or be received by those who are not a part of the dominant group. The dominant group often assumes without thought or reflection that an action or decision will be received and accepted without questions

throughout society. “That is simply how things work” is the assumption of a dominant group.

The Presbytery of Giddings-Lovejoy believes that for the Presbytery to “assume an anti-racism identity” and fulfill “God’s intention for the human family to live together and to love one another as God loves us” members of the dominant group must consciously and intentionally seek to become aware of the unexamined patterns of thought, behavior and decisions that may negatively impact other members of the church and the broader community.

Therefore, for the presbytery to take initial steps to increase its awareness of privilege and to identify and avoid acts of unintended racism and sexism without impending timely actions and decisions, it affirms that the existing requirement that the Personnel and Office Management Committee providing an impact study regarding personnel changes be affirmed and expanded.

1.84 Actions

Policy, Program, or Personnel Decision:

The Vision Team requires the submission of a dismantling racism and white privilege Impact Study prior to the adoption of a major Presbytery policy, program, or personnel decision.

“Major Presbytery policy, program or personnel decision” includes the calling of persons to all presbytery staff positions, the allocation of presbytery resources through the adoption of the Presbytery annual budget, the adoption of presbytery mission goals, new church developments; the redevelopment, merging, closing or relocation of churches, conducting a Presbytery capital fund campaign, and the allocation of Presbytery funds for non-budgeted special mission projects in the amount of \$5000 or more.

Pastoral Calls:

The Commission on Ministry works with the Dismantling Racism and White Privilege Team scheduling anti-racism training for its members and its pastoral transition advisors. In addition, the committee monitors the AA/EEO policy for calling pastors, requiring Pastor Nominating Committees to consider women candidates and persons from all racial and ethnic groups seriously.

Business and Personnel Practices:

The Presbytery takes seriously doing business with racial ethnic and female-controlled firms using resources that include an Impact Study Form [found], Guidelines for Staff and Personnel in Decision Making, and Guidelines for Equity in Business Practices.

2.0 MINISTRY AREAS

2.1 Networks

The Presbytery of Giddings-Lovejoy, through its staff, committees, commissions, teams, and work groups encourages congregations to work together in existing and emerging networks that support the mission and ministries of churches and their leaders and witnesses to our connectionism.

3.0 PRESBYTERY GATHERINGS

3.1 Planning for Presbytery Gatherings

The meetings of the presbytery are occasions for the expression of the corporate life of presbytery. They are times when the people of Presbytery gather for worship building relationships, sharing ideas, learning and decision making. It is the responsibility of the Gathering Planning Team to plan for the most productive use of the valuable time we spend together.

3.1a Gathering Planning Team

3.a1 Purpose:

Coordinate and plan for each presbytery gathering in cooperation with the Vision Team and staff of the presbytery.

3.1a2 Responsibilities:

1. Determine presbytery gathering locations
2. Recommend to presbytery a schedule for each gathering including the worship theme and liturgy as well as preacher and presider at the Table.

3. Receive requests for display space and determine which ones to schedule.
4. Plan decision-making processes for major decisions, implement themes in consultation with the Vision Team, and invite guest speakers

3.1a3 Members:

Presbytery Moderator, Stated Clerk, Presbytery Leader (IPL), Presbytery Vice Moderator (who shall be Moderator of the Team), and a minimum of 2 at-large Team members, including others at the discretion of the Presbytery Vice Moderator

3.2 Frequency of Presbytery Gatherings

Presbytery shall hold four (4) presbytery gatherings a year; plus such special meetings as may be called by the Presbytery Vision Team or as provided for in *The Book of Order*, Section G-3.-3-4. The Stated Clerk in consultation with the Vision Team will recommend to the Presbytery a schedule of dates at mid-year for the following two year's gatherings.

3.3 Quorum

The quorum of any Presbytery Gathering for decision-making shall be 10 percent of the teaching elder members and ruling elder commissioners representing at least 10 percent of the churches. (G-3.0304).

3.4 Agenda & Actions

So that the Presbytery commissioners may be adequately informed prior to each Presbytery Gathering:

- a. The Stated Clerk shall consider all requests for time submitted promptly in formulating a schedule for the Presbytery Gathering.
- b. Time on the schedule:
 1. Shall be requested, in writing through the Stated Clerk, by every individual or group reporting to or proposing an action by Presbytery.

2. Shall be received by the Stated Clerk at a time set by the Vision Team and announced by the date of the previous Presbytery Gathering;
 3. Shall be accompanied by a clearly stated motion, a rationale for the motion, and any supporting papers.
- c. The Stated Clerk, through a communications coordinator, shall send the call and proposed schedule to teaching elder members and ruling elder commissioners, and, supporting papers and reports for information shall be posted to the presbytery website at least two days prior to the Presbytery Gathering.
 - d. Every proposal for Presbytery action, or request for time on the schedule, not meeting the foregoing provisions shall be granted only by majority vote of the Presbytery at the time of the Gathering.

PRESBYTERY ORGANIZATIONAL STRUCTURE

Presbytery shall maintain a Permanent Judicial Commission, Commission on Ministry, Commission on Preparation for Ministry, Committee on Nominations, and Committee on Representation, and such other standing committees as provided for in this *Manual* to enable it to accomplish its mission or as required by the *Book of Order*. The Moderators of Teams/Standing Work Groups/Commissions shall be elected by the Presbytery except for the Moderator of the Permanent Judicial Commission. Resignation from committee/Team/Standing Work Group/Commission membership shall be directed in writing to the Stated Clerk who shall report the resignation to the next presbytery gathering and the Committee on Nominations. Team/Standing Work Group/Commissions may by their action declare a vacancy when a member of the Team/Standing Work Group/Commission has failed to attend without excuse at least three consecutive meetings of the Team/Standing Work Group/Commission. The team/standing workgroup/commission shall notify the member and the Stated Clerk of its action. The Stated Clerk shall report the vacancy to the next presbytery gathering and the Committee on Nominations.

4.0 Commissions and Committees that relate to the Office of the Stated Clerk

Purpose: To connect those Commissions and Committees that operate outside the Teams. The Commissions make decisions and act on the presbytery's behalf between the Presbytery Gatherings and report those actions at the next Gathering.

4.1 Commission on Ministry

4.11 Purpose:

The Commission on Ministry functions to support congregations in calling and working with professional leadership, to act as pastor and counselor to individuals called to leadership in the church, and to facilitate the relations between congregations, pastors, commissioned pastors, Certified Christian Educators, and the presbytery toward a healthy and vital ministry.

G-3.0307 "Pastor, Counselor, and Advisor to its Ministers of the Word and Sacrament and Congregations.

"Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.

"Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to its ministers of the Word and Sacrament, commissioned pastors (also known as commissioned ruling elders), and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, ministers of the Word and Sacrament, commissioned pastors, and certified Christian educators; and to settle difficulties on behalf of the presbytery whenever possible and expedient.

"Each presbytery shall develop and maintain mechanisms and processes to guide, nurture, and oversee the process of preparing to become a minister of the Word and Sacrament.

"To facilitate the presbytery's oversight of inquirers and candidates, reception and oversight of minister of the Word and Sacrament members, approval of calls for pastoral services and invitations for temporary pastoral services, oversight of congregations without pastors, dissolution of relationships, dismissal of members, and its close relationship with both member congregations and ministers of the Word and Sacrament, it may delegate its authority to designate entities within the presbytery. Such entities shall be composed of ruling elders and ministers of the Word and Sacrament in approximately equal numbers, bearing in mind the principles of unity in diversity in F1.0403. All actions carried out as a result of delegated authority must be reported to the presbytery at its next regular meeting."

4.12 Membership:

This commission shall consist of eighteen (18) members in three (3) classes as nearly equal as possible. The Commission shall consist of equal numbers of Ruling Elders and Teaching Elders and shall strive to be representative of the presbytery in terms of gender, race, and geography.

4.13 Meetings:

The commission shall ordinarily meet monthly

4.14 Quorum: A quorum for all committees shall be half the elected members, but no fewer than three, unless otherwise specified.

4.15 Function and Authority:

The function and authority of the commission shall be:

G-3.0301a...*provide that the Word of God may be truly preached and heard.* This responsibility shall include organizing, receiving, merging, dismissing, and dissolving congregations in consultation with their members; overseeing congregations without pastors; establishing pastoral relationships and dissolving them; [guiding the preparation of those preparing to become ministers of the Word and Sacrament, establishing and maintaining those ecumenical relationships that will enlarge the life and mission of the church in its district; providing encouragement, guidance, and resources to congregations in the areas of mission, prophetic witness, leadership development, worship, evangelism, and responsible administration to the end that the church's witness to the love and grace of God may be heard in the world.]

G-3.0301b...*provide that the Sacraments may be rightly administered and received.* This responsibility shall include authorizing the celebration of the Lord's Supper at its meetings at least annually and for fellowship groups, new church developments, and other non-congregational entities meeting within its bounds; authorizing and training specific ruling elders to administer or preside at the Lord's Supper when it deems it necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of the presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments.

G-3.0301c...*nurture the covenant community of disciples of Christ.* This responsibility shall include ordaining, receiving, dismissing, installing, removing, and disciplining its members who are ministers of the Word and Sacrament; commissioning ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the

sources of congregational discord; supporting congregations in developing the graces of generosity, stewardship, and service; assisting congregations in developing mission and participating in the mission of the whole church; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations; warning and bearing witness against error in doctrine and immorality in practice within its bounds; and serving in judicial matters in accordance with the Rules of Discipline.

- a. To coordinate with members of the presbytery staff and make provision for pastoral care of all Teaching Elder members and commissioned pastor members of the presbytery and their families.
- b. To resource congregations and Teaching Elders in the process of calling and installing pastors and in the decision to seek dissolution of a call, as described in 2.0905, G-2.0903, G-2.0902, and G-2.0904 "Dissolution of Pastoral Relations."
- c. To provide for the implementation of affirmative action and equal employment opportunity for Teaching Elders and candidates without regard to race, ethnic origin, sex, age, or marital status.
- d. To act on behalf of the presbytery to find in order calls issued by churches, to approve and present calls for services of Teaching Elders, to approve the examination of Teaching Elders transferring from other presbyteries, to dissolve pastoral relationships in cases where the congregation and pastor concur, to dismiss Teaching Elders to other presbyteries, to grant permission to Teaching Elders to labor within or outside the bounds of the presbytery and to appoint moderators of the session with the provision that all such actions be reported to the Stated Clerk immediately and to the next stated meeting of the presbytery.
- e. In consultation with the Committee Commission on Preparation for Ministry, to develop and implement guidelines to train, place, and support Ruling Elders commissioned to particular pastoral service as provided in G-2.10 of the *Book of Order*.
- f. In consultation with the Dynamic Leaders Team and the Commission on Preparation for Ministry, develop and implement guidelines to encourage and support certification, employment, and active ministry of Certified Christian Educators as outlined in G-2.1103 of the *Book of Order*.

- g. To develop a manual of policies and guidelines congruent with the directives of the *Book of Order* in the areas of responsibility delegated to the Committee on Ministry, which manual shall be attached as an addendum to the Manual of Operations of the presbytery upon approval.
- h. Appoint temporary Moderators of sessions during pastoral transitions;
- i. Establish minimum compensation level annually by presbytery policy (approved by the presbytery in November 2012);
- j. Authorize the honorable retirement of ministers.
- k. Approve changes in pastors' terms of call, and;
- l. Ensure the orderly administration of the Lord's Supper in all our congregations through the services of a teaching elder, or commissioned ruling elder and, when it is unable to do so, authorize and train specific ruling elders to administer or preside at the Lord's Supper temporarily (to be renewed annually).

4.2 Commission on Preparation for Ministry

4.21 Purpose:

The Commission on Preparation for Ministry shall fulfill all Book of Order G-2.06 functions.

"It is important that those who are to be ordained a minister of the Word and Sacrament receive full preparation for their task under the direction of the presbytery. For this purpose, a presbytery shall enter into covenant relationship with those preparing to become ministers of the Word and Sacrament and with their sessions and congregations. This relationship shall be divided into the two phases of inquiry and candidacy."

G-2.0605 Oversight:

"During the phases of inquiry and candidacy, the individual continues to be an active member of his or her congregation and subject to the concern and discipline of the session. In matters relating to preparation for ministry, the individual is subject to the oversight of the presbytery within the context of their covenant relationship."

4.22 Membership:

The Commission shall consist of seven (7) members, as close as possible to three (3) equal classes. The Commission shall consist of equal numbers of Ruling and Teaching Elders and strive to be representative in gender, race, and geography.

4.23 Meetings:

The Commission shall ordinarily meet four (4) times a year before a Gathering of presbytery, and additionally as needed to fulfill its responsibilities.

4.24 Function and Authority:

- a. The function and authority of the ~~Committee~~ Commission shall be to fulfill the functions delegated by G-2.06 "Preparation for Ministry" G-2.07 "Ordination."
- b. To fulfill functions delegated by G-2.1103 "Certified Christian Educator" "Christian Educator" and G-2.10 "Commissioning Ruling Elders to Particular Pastoral Service" in consultation with the Vision Team and Commission on Ministry.
- c. To resource sessions and congregations in their work with church members and educators in discerning a vocation and encouraging preparation for professional leadership.
- d. Provide support and counsel to individuals seeking ordination to the office of Teaching Elder, training for the commissioning of Ruling Elders to particular pastoral service, or certification as a Christian Educator.
- e. To act on behalf of the presbytery to enroll individuals as Inquirers upon recommendation of the session to the Stated Clerk, to examine and enroll individuals as Candidates upon recommendation of the session through the Stated Clerk when circumstances require commission action in lieu of timely examination by the presbytery, and to certify Candidates as ready to be examined for ordination pending a call. Any such action shall be reported to the next stated meeting of the presbytery.

4.3 Committee on Nominations

4.31 Purpose:

The Committee on Nominations shall nominate suitable persons for election by presbytery as officers of the presbytery, moderators and members of commissions and teams, commissioners to higher councils of the church, and representatives of the presbytery in various official capacities.

4.32 Membership:

The membership of the Committee on Nominations shall be broadly representative of the member churches of the Presbytery. There shall be nine (9) members on the Committee who shall be ruling and teaching elders in as equal numbers as possible in three (3) classes each serving for a three (3) year term. Members of the Committee on Nominations shall be elected by the presbytery upon the recommendation of the Vision Team.

4.33 Meetings:

The Committee shall ordinarily meet four (4) times a year prior to a meeting of presbytery, and additionally as needed to fulfill its responsibilities.

4.34 Function and Authority:

- a. Present to presbytery nominations as needed for offices;
- b. Receive for consideration from sessions, presbytery entities, and other sources, suggestions of persons to be nominated for the various offices to be filled;
- c. Present to the presbytery, as needed, nominees for election to presbytery commissions and teams;
- d. Consult with the members of the Commission on Ministry, Commission on Preparation for Ministry, and Committee on Representation and present for presbytery election annually nominees for chairs and moderators of those commissions;
- e. Present to presbytery, at the earliest possible meeting nominees for filling vacancies or the election of additional officers or members.

- f. Present to presbytery nominations for commissioners to the Synod
- g. Present to presbytery nominations for commissioners and a Young Adult Advisory Delegate (YAAD) to the General Assembly and seek persons from this presbytery and recommend to appropriate Synod and General Assembly bodies their nominations to the various organizations of those governing bodies.
- h. Nominations in addition to those presented to the presbytery by the Committee on Nominations may be made from the floor.

4.4 Permanent Judicial Commission

4.41 Purpose:

Within the context of pastoral care and oversight, the Permanent Judicial Commission shall carry out the judicial process under the provisions of the *Rules of Discipline*:

- a. For the prevention and correction of irregularities and delinquencies by governing bodies;
- b. For the presentation and correction of offenses by persons.

4.42 Membership and quorum:

The Commission shall be composed of nine (9) ministers and elders in numbers as nearly equal as possible with not more than one (1) of its elder members from any one of the presbytery's constituent churches. The term of each member shall be six (6) years and those elected shall be in three (3) classes.

Any vacancy may be filled by presbytery at any meeting by the election of a person to fill the unexpired term.

The required quorum for the Commission to meet and conduct business shall be a majority of the members, D-5.0204 "The quorum of a permanent judicial commission shall be a majority of the members, except that the quorum of a presbytery commission for a disciplinary case shall be a majority of the members other than the two members assigned responsibilities under D-

10.0204 or D-10.0303. The quorum of a session for judicial process shall be the moderator of the session and a majority of the ruling elder members.”

4.43 Meetings:

The Commission shall meet at such times and places as directed by the presbytery, or, if no directions are given, at such times and places as the Commission shall determine.

4.5 Committee on Representation

4.51 Purpose:

The Committee on Representation shall fulfill the requirements of the Book of Order, G-3.0103, and F-1.0403.

4.52 Membership:

The Committee on Representation shall be composed of three (3) members divided into three (3) equal classes. The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee.

4.53 Meetings:

The Committee on Representation shall meet quarterly or as required to fulfill its responsibilities.

4.54 Function and Authority:

1. Consult with the nominating committee in order that the presbytery's committees might as nearly as possible fulfill the requirements of the Book of Order (G-3.0103).
2. Serve as an advocate for the representation of all genders, of persons of all ages and racial and ethnic groups, persons from all regions in the presbytery's geographical areas, and of persons with any handicapping or disabling conditions, in this presbytery.

3. Work together annually with the Stated Clerk of this presbytery in the formation of a report that would demonstrate to the presbytery and the synod of the extent to which the membership of the presbytery, and its bodies, are living into our commitments to inclusiveness and participation requirements set forth in the Book of Order (G-3.0103).
4. Recommend to congregations any helpful changes in their commissioners to presbytery gatherings that would help the presbytery membership better comply with the requirements of the Book of Order (G-3.0103).a
5. Advise the teams and committees of the Presbytery of the principles of participation and representation set forth in the Book of Order (F-1.0403) and strategies for more doing so more faithfully.

4.6 New Worshipping Communities Commission

4.61 Purpose:

The commission was authorized with explicit powers on August 23, 2013, by the presbytery. New Worshipping Community Commission's primary goal is to oversee the creation and development of new worshipping communities in the presbytery.

4.62 Membership:

This commission will consist of seven (7) members, that are elected by the presbytery upon nomination by the Committee on Nominations, distributed across three classes as equally as possible.

4.63 Meetings:

The Committee shall ordinarily meet monthly, and additionally as needed to fulfill its responsibilities.

4.64 Function and Authority:

- a. Establish and dissolve new worshipping communities and fellowships and their steering committees:

i. Each New Worshiping Community and Fellowship shall be governed by a Steering Committee authorized by the commission;

ii. The Steering Committee shall have responsibility and authority similar to that of a church session and appropriate to the context as determined by the commission including the calling of a pastoral leader.

b. Examine for membership utilizing the Ordination Standards & Examination Practices policy (approved October 2007), approve terms of call, and dissolve the relationships of pastoral leaders of new worshiping communities and fellowships;

c. Distribute presbytery-allocated resources in support of new worshiping communities and fellowships;

d. Monitor and evaluate the progress of new worshiping communities and fellowships;

e. Authorize the administration of the sacraments in new worshiping communities and fellowships;

f. Communicate regarding new worshiping communities and fellowships and report the commission's actions on behalf of the presbytery;

g. Recommend that the presbytery charter a new worshiping community or fellowship as a particular church.

5.0 Standing Teams of Presbytery

5.1 Vision Team

5.11 Purpose

The purpose of the Vision Team is to lead the Presbytery in implementing the focus, priorities, core values, and action plan of the Presbytery and to exercise any other general and specific powers delegated to it by the Presbytery.

The Vision Team is the custodian of the mission of the presbytery and is accountable to the congregations of the presbytery through ruling elder and teaching elder commissioners.

5.12 Membership

The Vision Team shall include the Presbytery Moderator, Presbytery Vice-Moderator, immediate past Presbytery Moderator who shall be the Moderator of the Vision Team, Stated Clerk, Treasurer of Presbytery, the Associate Presbytery Leader, and the Presbytery Leader. In addition, the Moderators of the following Teams will serve on the Vision Team: **[Personnel]**, Administration, Dynamic Leaders, Global Partnerships, Dismantling Racism & White Privilege, and Public Witness. There will be three (3) at-large members upon recommendation of the Committee on Nominations in consultation with the Committee on Representation.

The at-large members shall be selected for nomination based on the needs of the Vision Team and to reflect the diversity of the Presbytery. The at-large members shall be elected to serve a three-year term and shall be eligible for election to an additional term but shall not serve for more than six (6) years consecutively.

The Vision Team shall be composed of persons elected by the Presbytery through the Committee on Nominations, except that the moderator of the Vision Team shall be the immediate past moderator of the Presbytery. The team moderators shall by nature of the office be members of the Vision Team with voice and vote and shall be responsible for reporting the team's actions and recommendations to the Vision Team. The Team moderator shall call such meetings as may be required to fulfill the purpose of the team.

5.13 Moderator

The immediate past Moderator of the Presbytery shall serve as Moderator and designate a Moderator to serve in their absence.

5.14 Secretary

The Stated Clerk shall serve as Secretary and designate a Secretary to serve in their absence. The Secretary shall take the minutes of the meetings and

report all action taken on behalf of the Presbytery to the next scheduled Presbytery Gathering.

5.15 Quorum and Meetings

A quorum of the Vision Team shall be the Moderator of the Vision Team (or designee), two (2) of the Presbytery officers, and five (5) additional members of the team. The Vision Team shall meet monthly or as needed, virtually or in person.

5.16 Minutes

The Stated Clerk serving as Secretary shall maintain the minutes of the Vision Team meetings and report all actions taken on behalf of the Presbytery to the next scheduled Presbytery Gathering. The minutes of each meeting shall be circulated to all members of the Vision Team.

5.17 Function & Authority

The Vision Team shall:

1. Visioning

- a. Review the work of the presbytery, recommend any changes, and propose policies to guide the day-to-day operations so that the purpose and priorities are realized by the core values of the Presbytery.

2. Coordination

- a. Create a process for communication between the Vision Team and groups in the Presbytery (such as Teams, Work Groups, Standing Work Groups, Presbyterian Women, committees, and commissions) to ensure a coordinated and unified effort to live into the purpose of the Presbytery.
- b. Recommend to the Presbytery at mid-year the dates and yearly themes, in consultation with Gathering Planning Team, for the following years' Presbytery Gatherings.
- c. Recommend to the presbytery nominations for the Committee on Nominations and act on behalf of the Presbytery to approve nominations between Gatherings.

- d. Name an Investigating Committee pool of at least twelve (12) members. From this pool, an Investigating Committee can be appointed by the Moderator of the Presbytery. An Investigating Committee shall have no more than five (5) and no less than three (3) members. The power, duties, and procedures of an Investigating Committee shall be those in Chapter 10 of the Rules of Discipline (D-10.0000 et seq.).
- e. Organize the Vision Team to fulfill its responsibilities in the manner that best utilizes the time and talents of its members.
- f. Appoint such Work Groups as it may require, consistent with the Vision Team's purpose and authority.

3. Fiduciary

- a. Recommend to Presbytery an annual budget, regularly review income and expenditures and adjust the budget as the need arises, based on recommendations from the Administration Team.
- b. Oversee endowment funds and investments recommending to the Presbytery the expenditures of endowment funds and the principal and income of investments in consultation with the Administration Team.
- c. Provide oversight, counsel, and recommendation for action concerning all property of the Presbytery and of any congregation or agency of the Presbytery per G-4.000 *and to act on behalf of the Presbytery between Gatherings on related matters.* [amended to add the *italicized* text above on August 24, 2013.]
- d. Receive and act with due diligence on loan requests of congregations and for any guarantee of such loans in consultation with the Administration Team.
- e. Correspond with councils of Synod and General Assembly and interpret to the presbytery the budget of the mission and benevolent causes and agencies adopted by those bodies and actions approved by those bodies.

4. Personnel

- a. Oversee all matters pertaining to the personnel of the Presbytery and management of the Presbytery Office, including approval of personnel policies, based on recommendations from the Personnel Team.

5. Community Engagement

- a. Provide for the representation of the Presbytery in secular, ecumenical, and interfaith relationships.

5.2 Teams of the Vision Team

The Teams represented on the Vision Team are Administration Team, Dynamic Leaders Team, Global Partnerships Team, Dismantling Racism & White Privilege Team, Public Witness Team, and Personnel.

5.2a Focus Areas and Work Groups:

At the February meeting of each year, each Team shall present their selected focus areas and present their corresponding Work Groups for that year to the Vision Team. With consultation from the Vision Team, Teams can create, dissolve, or renew Work Groups on an annual basis upon Vision Team approval, depending on their discernment of the needs of the witness and the mission of the presbytery.

5.2b Standing Work Groups:

There are some Work Groups whose work is best served by having a sustained presence in our structure and will be Standing Work Groups. These include the Standing Work Groups of:

History Team under the Administration Team, and
Presbyterian Women under Public Witness Team.

5.2c Membership:

Membership of Standing Work Groups will be filled by the Committee on Nominations unless otherwise specified.

While Team moderators (chairs) are to be selected by the Committee on Nominations in consultation with the Committee on Representation, each Team may, in turn, recruit their membership.

Anticipated membership of Work Groups is to be presented for approval during the February meeting of the Vision Team, in consultation with the Committee on Representation. Additional members may be added to Work Groups along the way but shall be reported to the Vision Team.

Members of Work Groups are subject to a three-year term, with a break of one year before returning to the Work Group.

5.2d Quorum:

A quorum for meetings of the five teams shall be half the elected members of the team, but no fewer than three.

5.2e Meetings:

Teams shall meet monthly or as needed, virtually or in person.

5.21 Administration Team

5.21a Purpose:

The purpose of the Administration Team is to serve as stewards of the Presbytery's financial resources, its property that is held in trust by its churches for the Presbyterian Church (U.S.A.), and its history, including the history of the Presbytery of Giddings-Lovejoy, as well as the historical records, artifacts, and narrative histories of individual congregations. The Team's goal is not only to preserve and protect the Presbytery's resources, but to maximize the use of those resources for its ministry to and with its congregations, and thereby promote the proclamation of the gospel of Jesus Christ to our community and the world.

5.21b Membership:

The Administration Team shall consist of nine (9) members, as close as possible to three (3) equal classes. One member shall be the Treasurer of the Presbytery and one shall be a member of the History Team. The Team shall consist of equal numbers of Ruling and Teaching Elders and strive to be representative in gender, race, and geography.

5.22 Purpose: To provide oversight of the stewardship of the financial, property, historical resources of the presbytery.

5.22a Purpose of Finance

Every dollar employed by the Presbytery is a gift, a freely given contribution to the ministry of Christ and His church. The Presbytery enjoys two major streams of income from its member churches, the Per Capita Apportionment, intended to provide for the administrative expenses of the Presbyterian denomination, and General Mission gifts from congregations and individuals. In addition, the Presbytery has investment assets (endowments), the earnings of which are used by the stipulations of the donors. The Presbytery's financial records are audited annually by an outside auditing firm.

5.22b Purpose of Property

To provide oversight and recommendations for action concerning the sale of any property of a particular congregation or agency of the presbytery per G-4.02 (*Book of Order*).

In addition to serving as stewards of the property and equipment of the Presbytery Office, the Administration Team also assists member churches in the stewardship of their properties, which they hold in trust for the Presbyterian Church (U.S.A.). That stewardship means reviewing the purchase of property, approving loans against the property, and approving the dispensation of property. When a church closes, the Team handles the dispensation of its property.

5.22c Purpose of History

In addition to maintaining records of the early history of area Presbyterians as found in two published books, and the history of the

Presbytery of Giddings-Lovejoy, the History Team Work Group also maintains a file on current and past churches in the Presbytery. Significant anniversaries are celebrated with a framed proclamation, and flowers or an outdoor planting. When a church closes, the work group meets with congregational representatives and advises what materials should be sent to the Presbyterian Historical Society or local historical societies and appraises valuable artifacts. This workgroup provides workshops and programs to the congregations of the Presbytery. Proceeds from the annual history bus tour completely fund the History Work Group's ministry.

5.23 Responsibilities of Admin Team:

Finance, Budget, Endowment/Investments. Audit,
and Stewardship

1. Recommend to Vision Team finance policies for action by presbytery
2. Recommend to Vision Team annual budget for action by presbytery
3. Present quarterly financials to Vision Team for presentation to the presbytery
4. Provide monthly oversight of income and expenditures
5. Recommend budget adjustments to Vision Team as needed
6. Oversee endowment funds and investments recommending to Vision Team expenditures of endowment funds and the principal and income of investments
7. Provide for an annual audit of the finances of the presbytery
8. Review requests for loans and loan guarantees from congregations and make recommendations to Vision Team
9. Provide oversight of insurance, policies and procedures related to finance, property, liability, and worker's compensation and make recommendations to the Vision Team
10. Communicate the presbytery's yearly stewardship plan.

Property

11. Make recommendations to the Vision Team to sell the property of presbytery and congregations.
12. Provide for the management of presbytery property.
13. Recommend to Vision Team improvements and repairs of presbytery property that is held in trust but not currently serving an active ministry of the presbytery.]

History

1. Coordinate the celebration, preservation, and special projects of the History Standing Work Group.

5.26 Dismantling Racism and White Privilege Team

5.26a Purpose:

Dismantling Racism and White Privilege Team creates opportunities, programs, and curricula for study and action in confronting systemic racism and white privilege. This team also provides interaction and supports the diversity of faith traditions throughout the presbytery, committing to relating, educating, and advocating for equity and reconciliation in the church and society.

“All this is from God who reconciled us to Godself through Christ and has given us the ministry of reconciliation.” (2 Corinthians 5:18)

5.26b Membership:

The chair is free to recruit members of the work groups based on its annual focus areas. Membership is to be approved by the Vision Team and in consultation with the Committee on Representation.

5.26c Focus Areas:

Annual focus areas will be identified by Dismantling Racism and White Privilege and sent to Vision Team in time for their February meeting each year. Focus areas for

this group will be found in the minutes of the February Vision Team meeting.

5.27 Dynamic Leaders Ministry Team

5.27a Purpose:

Dynamic Leaders Team serves the presbytery through pastoral care of pastoral leaders, honorably retired pastors, and ministers in specialized ministry.

In addition, Dynamic Leaders Team plants cohort learning communities throughout the presbytery. Congregational Stewardship and Youth Education also function through the Dynamic Leaders Team.

5.27b Membership:

The chair is free to recruit members of the work groups based on its annual focus areas. Membership is to be approved by the Vision Team and in consultation with the Committee on Representation

5.27c Focus Areas:

Annual focus areas will be identified by Dynamic Leaders and presented to Vision Team in time for their February meeting each year. Focus areas for this group will be found in the minutes of the February Vision Team meeting.

5.28 Global Partnerships Ministry Team

5.28a Purpose:

The Global Partnerships Team develops strategies to connect Presbytery with current and new global partners, including programs, travel opportunities, communications, and promotion of partnerships.

Global Partnerships Ministry Team is the steward of the Presbytery's commitments to international partnerships which foster long-term, mutually beneficial relationships with mission partners and the people of the country. In a time of the increased connectedness of global issues and increased isolation of countries due to rising nationalism, such partnerships are critical in establishing and supporting efforts to address interrelated national and global concerns, including visions for caring for Earth and all that is in it.

5.28b Membership:

The chair is free to recruit members of the work groups based on its annual focus areas. Membership is to be approved by the Vision Team and in consultation with the Committee on Representation.

5.28c Focus Areas:

Annual focus areas will be identified by Global Partnerships Ministry Team and presented to Vision Team in time for their February meeting each year. Focus areas for this group will be found in the minutes of the February Vision Team meeting.

5.29 Public Witness Team

5.29a Purpose:

The Public Witness Team's purpose and goals come from the Advocacy and Social Committee of the Presbyterian Church (U.S.A.) and the Public Policy Information and Advocacy office of the Presbyterian Church (U.S.A.) in Washington, DC. The Advisory Committee of Social Witness Policy (ACSWP) and the Public Policy Office serve the prophetic calling by providing the General Assembly of the denomination with careful studies of pressing moral challenges, media for discussion and discernment of Christian responsibilities, and policy recommendations for faithful action. The Washington Office encourages Presbyterians to call for action by Congress and the administration on matters of conscience and faith, as well as advocate for the less fortunate.

Public Witness partners with others in our local communities to proclaim God's love in the public square by encouraging all of God's people to participate in fulfilling God's call for justice and equity for all people within the laws of our nation, states, and municipalities. The mission and goals are tied to the Mission Statement of the Presbytery of Giddings-Lovejoy (The Presbytery of Giddings-Lovejoy lives to steward a future of God's possibility.)

5.28b Membership:

The chair is free to recruit members of the work groups based on its annual focus areas. Membership is to be approved by the Vision Team and in

consultation with the Committee on Representation

5.28c Focus Areas:

Annual focus areas will be identified by the Public Witness Team and presented to Vision Team in time for their February meeting each year. Focus areas for this group will be found in the minutes of the February Vision Team meeting.

5.28d Responsibilities:

1. Administer the Summer Program Grants by creating an application, promoting the grants, reviewing forms as they are completed, and choosing the awardees. Seeing that the request for awarding the grants is forwarded to the presbytery office so that the grant checks may be sent.
2. Meeting annually with the Social Witness Action Team 4 of the other presbyteries in the Synod of Mid-America.
3. Work toward equity in voter registration, providing information on how to register to vote, who is eligible, and to share information with the presbytery communities of where polling places are located.
4. Creating a Civic 101 course to help others understand how our government is structured.

5.29.1 Presbyterian Women Standing Work Group

5.29.1a Purpose:

We advocate through Presbyterian Women (PW) as they align their ministry and hearts around a shared purpose:

To nurture their faith through prayer and Bible study.

To support the mission of the church worldwide.

To work for justice and peace.

To build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

5.29.1b Membership: All women members of the presbytery

- 5.29.1c Responsibilities:
- a. Election of Presbytery-wide officers
 - b. Installation of Officers
 - c. Maintain financial responsibility for Presbyterian Women
 - d. Interpret and distribute actions of the denomination, Synod, and Presbytery work
 - e. Hold at least one Gathering per year with optional regional gatherings by cluster.

5.3 Personnel Team

5.3a Purpose:

To provide oversight of all matters pertaining to the personnel of the presbytery and management of the presbytery office.

The Personnel Team ensures that the employed staff of the Presbytery is appropriately compensated, their work evaluated, and their ministry supported. We are their advocates and demonstrate our appreciation for their work among us and with us. We also ensure that personnel policies of the Presbytery are appropriate and regularly reviewed and updated and advise local congregations about personnel matters at their request.

5.3b Members: Consists of the Moderator of the Personnel Team and one or two others, selected by the Committee on Nominations.

5.3c Responsibilities:

1. Recommend to Vision Team personnel policies for action by the presbytery.
2. Recommend to Vision Team position descriptions for action by presbytery.
3. Recommend to Vision Team compensation ranges for staff positions.
4. Provide annual and special reviews of staff, in collaboration with the Head of Staff.

5. Recommend salary increases to Administration Team.
6. Provide counsel to the Head of Staff and provide staff support.
7. Provide annual review of the presbytery personnel policies contained within the stand-alone Personnel Handbook, make recommendations for changes to the Vision Team, and ensure these policies are communicated to staff.

6.0 Addenda

Each section of this Manual may be supplemented with appropriate addenda that brings clarity to the work of the Presbytery. All Addenda shall be reviewed by the body charged with oversight and shall be reported to the Vision Team or the Presbytery for its approval.

7.0 Amending the *Manual of Operations*

This *Manual of Operations* may be amended by a majority of members present and voting at any meeting of the Presbytery of Giddings-Lovejoy, provided notice of the proposed amendment has been included with the agenda. It shall be the responsibility of the Stated Clerk of the Presbytery, in consultation with the Presbytery Leader and with access to full services of the Presbytery Office and office staff, to edit, publish and continually update this manual. The Stated Clerk shall include only items approved by the Presbytery but may reorganize and reword for clarity. Unless the Presbytery shall act to change the wording of or in a particular section, the contents of the *Manual* as determined by the Stated Clerk shall be understood as the action of the Presbytery. Changes in policy or procedure shall be made using appropriate parliamentary processes with the manual simply reflecting changes made.

8.0 Supplemental

This section includes all of the Policies, Guidelines, and Forms of the presbytery in accordance with 1.1 of the Manual of Operations.

TABLE OF CONTENTS

SECTION 1: Anti-Racism

SECTION II: Commission on Ministry Handbook

SECTION III: Personnel Handbook

SECTION IV: Commissioned Pastor Handbook

SECTION V: New Worshipping Communities Commission Handbook

SECTION VI: Administration, Property, and Finance

SECTION VII: Community Partnerships

9.0 Annual Committee and Team Volunteer Roster