

Presbytery of Shenandoah MANUAL



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Any proposed amendment to the Presbytery Manual must be submitted in writing to the Stated Clerk. Any such amendment shall be referred to the Coordinating and Planning Commission (CPC) for review, consideration for revision, and recommendation to the Presbytery. At least 15 days before the presbytery meeting at which it is to be considered, the proposed amendment to be presented by the CPC shall be printed and circulated among the teaching elders, clerks of sessions, and other elected commissioners to the Presbytery with a rationale for the recommendation of the CPC. If the proposed amendment obtains a favorable vote by two-thirds of those present and voting, the amendment is adopted.

THE MANUAL OF THE PRESBYTERY OF SHENANDOAH

CHAPTER I GENERAL INFORMATION

NAME

The name of the governing body is Presbytery of Shenandoah, of the Synod of the Mid-Atlantic of the Presbyterian Church (U.S.A.), and hereinafter known as Presbytery.

MISSION COMMUNITIES

Presbytery may be divided into mission communities based upon geography or purpose, as approved by the Committee on Mission and Outreach.

TERRITORY

The geographic district of the Presbytery of Shenandoah consists of the cities and counties of Augusta, Bath, Buena Vista, Clarke, Frederick, Harrisonburg, Highland, Lexington, Page, Rockbridge (that portion north of Buffalo Creek), Rockingham, Shenandoah, Staunton, Warren, Waynesboro, and Winchester, all in the Commonwealth of Virginia; and the counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton, all in the state of West Virginia. The Warrenton Presbyterian Church in Fauquier County, Virginia, which is in the geographic district of the Presbytery of National Capital, is also a member congregation.

CORPORATION *(This entire section will be moved to a separate chapter or appendix)*

The Shenandoah Presbytery Corporation (hereafter "Corporation") is a nonstock charitable non-profit corporation that receives and holds title to the real estate and investment funds of the Presbytery, its congregations, and related entities.

The Corporation was created in September, 1973, by "Articles of Consolidation of Trustees of Lexington Presbytery, Inc., and Trustees of Winchester Presbytery, Inc." and by "Articles of Incorporation of Shenandoah Presbytery Corporation."

The Corporation and the Presbytery are closely related, but each is separate and distinct from the other. This was necessary because the laws of Virginia and West Virginia did not provide for trustees for presbyteries and synods. Therefore, it was necessary for a legal entity chartered under the laws of the Commonwealth of Virginia to be created for the following purposes: (1) To receive and hold title to real estate. (2) To receive, hold in trust, invest, and manage trusts and other funds turned over to it by living donors, by bequests, by the Presbytery of Shenandoah and its agencies, or by trustees, sessions, or other organizations or individuals of any of the congregations of the Presbytery, or related entities.

The Corporation is governed by a board of fifteen trustees, elected by the members of the Corporation at their annual meeting, to manage its affairs in accordance with the Charter and By-laws of the Corporation.

The members of the Presbytery, both teaching elders and ruling elders, constitute the membership of the Corporation. The annual meeting of the Corporation is held at the fall meeting of

Presbytery immediately following the lunch recess. At this annual meeting of the Corporation, operations for the past year are reviewed and trustees are elected according to the rotation plan set forth in the By-laws of the Corporation. Those teaching elders and ruling elders serving as commissioners to the fall meeting of Presbytery serve as members of the Corporation to act on any items brought forward for action, including the election of trustees for the Corporation.

The Shenandoah Presbytery Corporation offers individuals and churches the opportunity to make a permanent investment in the work of the Kingdom of God through gifts and bequests made in money, land, buildings, stocks, bonds, etc.

The Charter and By-laws of the Corporation are on file in the office of the Presbytery and are available for review by any members of the Corporation.

CHAPTER II MISSION

VISION STATEMENT

PRESBYTERY OF SHENANDOAH A COMMUNITY OF CHRIST FOR WORSHIP, NURTURE, AND MISISON

SHENANDOAH PRESBYTERY IS A COVENANT BODY WHERE:

Congregations are empowered to be centers for mission;
People of God are equipped to be disciples of Christ in a challenging world;
Church leaders and members are nurtured and strengthened for service;
Open communication and information are used constructively and creatively to keep us
connected.

(Adopted 2011)

CHAPTER III PRINCIPLES OF ORGANIZATION

PRINCIPLES OF ORGANIZATION TO ENABLE VISION

- A. The program and structure of Presbytery shall relate directly to the vision statement of the Presbytery.
- B. Presbytery shall provide a variety of opportunities for worship, nurture, and mission throughout the Presbytery.
- C. Presbytery is comprised of the congregations within its bounds and the teaching elders who are members of Presbytery. The congregations of Presbytery are the primary focus of its mission and ministry. Members of congregations and teaching elders serve together on committees of Presbytery in order to encourage and support the mission and ministry of Presbytery.
- D. The structure of Presbytery should be flexible and responsive to the variety of needs, perspectives, and demographics of the individual churches.

CHAPTER IV
ORGANIZATION, STRUCTURE, COMPOSITION, AND DUTIES
OF COMMITTEES AND OTHER AGENCIES

4.1. GENERAL

- 4.1.1. Committees, commissions, and task forces of the Presbytery shall be composed of confirmed members of the Presbyterian Church (U.S.A.) in the Presbytery of Shenandoah including teaching and ruling elders and members of congregations. Equity will reflect diversity as defined in F-1.0403 and G-3.0103.
- 4.1.2. Persons may serve on more than one Presbytery level committee, if asked.
- 4.1.3. Resignation from any of Presbytery's committees shall be made to the appropriate chairperson who will report the resignation to the Committee on Nominations.
- 4.1.4. Commission Authority may be granted by the Presbytery to various committees who may need to act on time-sensitive items between Presbytery meetings. A list of committees who have been granted Commission Authority, along with the date where the permission was granted, may be found in Appendix _____. (NOTE: Appendix number will be assigned when the manual revision is completed.)
- 4.1.5. Task forces/ad hoc committees may be formed only for a designated purpose and defined period of time.
- 4.1.6. The chair of a committee shall be either a teaching elder or a ruling elder and shall be trained before beginning service.
- 4.1.7. Assignments shall be for a term of three years, and members may be asked to serve for an additional term of three years. In any case, no one may serve on the same committee for more than six consecutive years.
- 4.1.8. The Committee on Nominations will nominate to Presbytery individuals to serve on Presbytery committees, adhering to established norms of committee membership and representation including vacancies, chairs and vice-chairs; and to nominate persons to serve on Presbytery's Permanent Judicial Commission (PJC) and as commissioners to Synod and General Assembly meetings.
- 4.1.9. Committees shall have the authority to establish subcommittees without requesting approval of the Coordinating and Planning Commission (CPC) and/or Presbytery. When this occurs, the committee shall have authority to oversee and maintain such subcommittees.
- 4.1.10. Committees shall submit reports electronically to the Coordinating and Planning Commission detailing work accomplished and actions to be approved for implementation by the Presbytery.
- 4.1.11. A quorum of a committee of Presbytery will be a majority of its elected membership.
- 4.1.12. At their first meeting of the year, all committees will set regular meeting dates for the year and publish these dates on the Presbytery calendar. Ordinarily, the committees will meet at the Presbytery office; however, if a meeting location changes, the new location will be published one week prior to the meeting.
- 4.1.13. For conducting urgent or time-sensitive business between meetings, the Presbytery of Shenandoah authorizes its committees and commissions to conduct meetings by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to

hear one another, and such participation shall constitute presence in person at the meeting. The notice of the electronic meeting must be sent a reasonable amount of time prior to the meeting and must provide instructions for *participation in the meeting*.

4.1.14. The Administrative commission appointed by Presbytery for the purpose of ordaining and/or installing a teaching elder (G-3.0109b(2)) shall ordinarily be chaired by the current Moderator of Presbytery. If the current Moderator is unable to perform this duty, the Moderator will appoint a chair at the time of the appointment to the commission. The chair shall be authorized to appoint replacements to the Commission when necessary to reach a quorum for the work of the commission.

4.1.15 All members of Presbytery should disclose any conflicts of interest prior to participation in or vote on any conflicted manner.

4.1.16

Electronic Meetings

A committee, commission or task group of the Presbytery may use electronic communications to conduct its meetings, provided that such meetings provide opportunity for simultaneous aural and oral communication among all participating members equivalent to those of meetings held in one room or area (e.g. conference call). When possible, technology enabling participants to see and hear one another (e.g. Skype, Facetime) may be used. Notice of any such electronic meeting shall include a full description of how to participate (e.g. access number and passcode). The actions taken at any such electronic meeting shall constitute the actions of the committee/commission/task force as if that body had met in person, and all other provisions (e.g. quorum) shall be applicable.

4.2. PRESBYTERY COMMITTEES

4.2.1. **Committee on ~~Congregational Redevelopment (CCR)~~ Church Vitality and Transformation (CCVT)**

Purpose: To provide processes and support for congregations that have an identified need, willingness, and ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within and beyond current membership.

4.2.1.1. Membership:

Chair, Vice-Chair, Ten Members-at-Large

4.2.1.2. Responsibilities:

- A. Define types and degrees of congregational redevelopment that might be offered.
- B. Develop and evaluate annually an instrument to assess congregational ability to engage in redevelopment.
- C. Identify congregations, not in pastoral transition, to approach about possible interest in revitalization and renewal.
- D. Develop, train, and maintain Redevelopment Consultants who will work with congregations from assessment through the implementation of a redevelopment plan.
- E. Consult with congregations, not released from the property clause, who wish to consider buying, selling, or encumbering property and explain what will be required by the Book of Order and the presbytery.
- F. Review and recommend to presbytery action when a particular congregation, not released from the property clause, requests permission to buy, sell, or encumber any real property.
- G. Provide guidelines and procedures for congregations in capital funds campaigns acquiring real property.
- H. Develop and maintain procedures for the use of congregational redevelopment funds.

- I. Develop and administer presbytery-wide conferencing related to congregational redevelopment.

4.2.2. **Committee on Educational Resources (CER)**

Purpose: Provide education and resources in areas of congregational ministry through the use of specialized teams and Presbytery-wide programs and training events.

4.2.2.1. Membership:

Chair, Vice-chair, 7 Members-at-large representing all mission communities of the Presbytery, when possible, who are interested in promoting a wide variety of Christian education programs and resources among Shenandoah Presbytery's congregations. Four (4) members create a quorum for voting.

4.2.2.2. Responsibilities:

- A. Develop and administer Presbytery-wide education opportunities and programs needed in congregational ministries.
- B. Develop, train, and oversee teams which specialize in resourcing and supporting congregations for ministry needs in: Stewardship, Evangelism, Spiritual Direction, Worship Design, Confirmation, Interfaith Dialogue, Polity/Leadership (see Brochure-Attachment A).
- C. Plan, conduct, and/or collaborate with other Presbytery committees to present an educational hour at each Presbytery meeting.
- D. Provide oversight for camping and conference ministry, college ministry (UKirk), youth ministry (SPYCE), and Camp Paddy Run.
- E. Administer camp, college, and conference scholarships (see Policy – College/University, Camp, and Conference Scholarship Grants - Appendices I & II).
- F. Plan and conduct the *Big Event* for Presbytery congregations.
- G. Oversee and administer education-related funds of Presbytery.

4.2.2.3. Accountability:

- A. Report monthly to the Committee on Presbytery Administration (CPC) about ongoing work.
- B. Report quarterly to the Presbytery about ongoing work.
- C. Review CER policies and guidelines annually.

4.2.2.4. Communication:

Serve as a conduit to congregations for educational information and resources from the denomination in the areas of: Stewardship, Evangelism, Spiritual Direction, Worship Design, Confirmation, Interfaith Dialogue, and Polity/Leadership.

1. Communicate with mission communities to describe CER resource offerings
2. Distribute brochure Presbytery wide to promote resource offerings.
3. Serve as a conduit to congregations for educational information and resources from the denomination in the areas: Stewardship, Evangelism, Spiritual Direction, Worship Design, Confirmation, Interfaith Dialogue, and Polity/Leadership.

4.2.3. **Committee on Mission and Outreach (CMO)**

Purpose: Coordinate and oversee local, national, and international mission work through congregations and mission communities. CMO will provide information, resources, encouragement and support.

4.2.3.1. Membership:

Chair, vice-chair and ten members-at-large to include representatives of all mission communities if possible. Includes persons interested in encouraging and supporting local and international mission activity among the presbytery's congregations and mission communities.

4.2.3.2. Responsibilities:

- A. Assist congregations and mission communities to develop local mission, sharing ways to tell and show the Good News of Jesus Christ in host communities.
- B. Encourage focused short-term mission programs at national and international locations, such as the Summerlee and Baja mission trips.
- C. Foster long-term partnerships such as the Ethiopia partnership and Living Waters for the World.
- D. Develop and maintain support for denominational mission co-workers, and ecumenical and advocacy relationships.
- E. Encourage and facilitate the creation of new mission communities around common missional interests.
- F. Maintain an accurate list of all mission activities involving congregations and mission communities.

4.2.3.3. Accountability

Facilitate a process for churches and mission communities to evaluate and report on their mission activities, realizing that both congregations and CMO are accountable to the presbytery.

- A. Oversee and administer the mission-related funds of the presbytery.
- B. Receive and share reports from any local and presbytery-wide mission endeavors.
- C. Set criteria for the use of designated funds such as the Ramsey Fund and the Bernice Hiatt Global Mission Fund (“Foreign Mission”), to support short-term international mission trips and activities by congregations, the Ethiopia Partnership, and Shenandoah Presbytery.
- D. Serve as the conscience of the presbytery by encouraging advocacy efforts on behalf of poverty alleviation, justice and compassion.

4.2.3.4. Communications

Inform, educate and communicate with congregations and mission communities regarding mission opportunities.

- A. Use presbytery forums, workshops, the website, and electronic messages to disseminate information and to educate members about successful mission work.
- B. Identify and promote opportunities for short-term mission in the presbytery and beyond.
- C. Inform and advise congregations and mission communities of denominational mission opportunities.
- D. Conduct mission-oriented workshops and mission fairs regularly to provide training in best practices.
- E. Use mission reports as a way to encourage congregations to engage in similar work in their own context.

4.2.3.5. Support

Provide support for congregations and mission communities who participate in, develop and implement local, national and international mission.

- A. Call for congregations to pray for and encourage each other in their mission work.
- B. Serve as a resource for guest speakers about good mission practice* with local congregations and for presbytery events.
- C. Provide mission resource materials for congregations and mission communities.
- D. Identify models of good mission practice* within the presbytery and connect others who are interested in similar missions.
- E. Maintain a list of and encourage congregations to pray for presbytery-sponsored Young Adult Volunteers and for all mission co-workers.

* See the resource Seven Standards of Excellence in Short-term Mission.

4.2.4. **Committee on New Congregational Development (CNCD)**

Purpose: To formulate and implement a comprehensive plan for location, funding, and development of new congregations and new worshipping communities within the bounds of the presbytery.

4.2.4.1. Membership:

Chair, Vice-Chair, Seven Members-at-Large

4.2.4.2. Responsibilities:

- A. Design and implement a process for determining where and what kinds of congregations or worshipping communities are needed.
- B. Design and implement a process for determining pastoral leadership for new congregations and worshipping communities.
- C. Design a packet of information and steps useful to those who will be organizing new congregations or worshipping communities.
- D. Work with existing congregations and/or individuals who have interest in seeding a new congregation or worshipping community.
- E. Develop and maintain procedures for the use of new congregational development funds.

4.2.5. **Committee on Nominations (CN)**

Purpose: To nominate to Presbytery individuals to serve on presbytery committees, adhering to established norms of committee membership and representation including vacancies, chairs and vice-chairs; and to nominate persons to serve on presbytery's PJC and as commissioners to Synod and General Assembly meetings.

4.2.5.1. Membership:

Chair, Vice Chair, Six Members-at-Large from all geographic areas of the presbytery, One Liaison from the Committee on Representation.

4.2.5.2. Responsibilities:

- A. Maintain fair representation from all parts of the presbytery.
- B. Give consideration to the nomination of equal numbers of ministers and laity, both male and female, whenever possible, and meet other requirements for nominating persons to particular responsibilities, as specified in G-3.0103 and G-3.0111. See Appendix ____ (NOTE: Appendix number will be assigned when the manual revision is completed.)
- C. Develop and maintain a volunteer service form. See Appendix ____ (NOTE: Appendix number will be assigned when the manual revision is completed.)
- D. Develop a file of prospective leadership.
- E. Fill vacancies as they occur during the year.
- F. Contact each person for consent prior to nomination.

4.2.6. **Committee on Pastoral Transition (CPT)**

Purpose: To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and guidance to churches and pastors in the process of moving from one pastor/congregation relationship to another. These responsibilities include work related to dissolving pastoral relationships, working with churches in all processes leading to the next pastor call, and examining teaching elders for readiness and suitability to receive calls.

4.2.6.1. Membership

Fifteen persons with representation from all mission communities of the Presbytery.

4.2.6.2. Responsibilities and Authority of the Committee on Pastoral Transition

- A. Dissolve the pastoral relationship in cases where the congregation and pastor concur, and dismiss teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery.
- B. Conduct and act upon the examinations of those called to pastoral positions in Shenandoah Presbytery approving the calls and welcoming the teaching elders into membership in the Presbytery and present the teaching elders to the presbytery. (G-3.0306) See Appendix ____ (NOTE: Appendix number will be assigned when the manual revision is completed.)
- C. That CPT be granted permission to approve all commissions to ordain and/or install.
- D. Make provision of a moderator for the session of churches in transition (G-3.0104 and G-3.0201).
- E. Assign liaisons for all churches seeking pastors, for those seeking additional pastors, and for all churches whose time of transition includes new models for temporary pastoral services (G-2.0504).
- F. Recommend persons for temporary pastoral relationships.
- G. Review and act upon initial temporary pastoral supply contracts between sessions and temporary pastors. (Contract renewals for any congregation in transition will be reviewed and acted upon by CPT, all others reviewed by CRM.)
- H. Facilitate and support transitional studies (such as CAT or Conversations) in congregations in pastoral transition.
- I. Assist and guide pastor nominating committees in their searches for and call of new teaching elders using the Liaison Manual.
- J. Develop, train, and supervise consultants in conducting transitional studies with congregations in pastoral transition.
- K. Compile, maintain, and make available to each church in transition a list of approved teaching elders, inquirers or candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-2.0606).
- L. Maintain and distribute a manual with required forms for the use of pastor nominating committees of churches in transition.
- M. Consider any requests under the provision of G-2.0504c regarding whether a teaching elder in a temporary pastoral relationship or an associate pastor is eligible to serve as the next installed pastor, co-pastor, or associate pastor.
- N. Conduct and act upon the examination of anyone who is not a member of the presbytery who is filling a pulpit consecutively for more than one month.
- O. Conduct and act upon the examination of anyone from another denomination requesting to be on the Shenandoah Presbytery pulpit supply list.
- P. Maintain a current list of teaching elders who have received training in interim ministry.
- Q. Train authorized/certified ruling elders (ARE's and CRE's)
* Oversight, evaluation, and commissioning of ARE's/CRE's

4.2.7. **Committee on Preparation for Ministry (CPM)**

Purpose: To oversee the care and examination of inquirers and candidates for ministry, inform sessions of the process for inquiry and candidacy, and conduct examinations of candidates seeking calls within the bounds of this presbytery.

4.2.7.1. Membership:
Chair, Vice-Chair, Seven Members-at-Large

4.2.7.2. Responsibilities:

- A. Provide effective means of testing and validating the calls of those seeking to become a teaching elder.
- B. Provide potential teaching elders with nurture, guidance, and oversight.
- C. Bring to active candidacy those with appropriate abilities and gifts.
- D. To review and act on all applications that are a part of the CPM process and to add or remove applicants from the presbytery's roll of inquirers and candidates with the CPM making a full report to presbytery concerning these actions.

- E. To approve or disapprove, in consultation with an applicant, inquirer, or candidate, seminaries not related to the Presbyterian Church (U.S.A.) but accredited by the Association of Theological Schools, that are appropriate for that individual's academic and professional preparation as a teaching elder.
 - F. To approve or disapprove all CPE and/or supervised ministry placements and receive any and all reports, evaluations, etc., associated with these activities.
 - G. To approve or disapprove any and all requests to take an ordination exam or exams by other accommodations.
 - H. Ordain candidates to the ordered ministry of teaching elder following a Presbytery-approved call, if so requested by the calling Presbytery.
 - I. Oversee and administer presbytery funds related to Inquirers and Candidates.
- 4.2.7.3. Process: See Appendix ____ (NOTE: Appendix number will be assigned when the manual revision is completed.).

4.2.8. **Committee on Presbytery Administration (CPA)**

Purpose: To oversee the management of presbytery funds, property, and staff.

4.2.8.1. Membership:

Chair, Vice Chair, Ten Members-at-Large

4.2.8.2. Responsibilities:

- A. Recommend to presbytery a proposed budget. See Appendix ____ (NOTE: Appendix number will be assigned when the manual revision is completed.)
- B. Review and update all sources of income.
- C. Determine per capita apportionments for each congregation annually.
- D. Correspond with congregations regarding per capita apportionment or other matters related to the presbytery budget.
- E. Communicate with presbytery committees regarding budget matters.
- F. Oversee and administer all funds not assigned to other committees.
- G. Manage all real property belonging to the presbytery.
- H. Work with the General Presbyter in overseeing presbytery staff.
- I. Evaluate staff on an annual basis.
- J. Employ non-ordained staff to fill vacancies.
- K. Recommend to presbytery process for calling ordained staff.
- L. Maintain a personnel policy manual.
- M. Recommend to presbytery compensation for staff on an annual basis.

4.2.9. Committee on Relational Ministry (CRM)

Purpose: To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and assistance to churches and teaching elders in their ministry. These responsibilities include all matters related to matriculation of new pastors, periodic visits with sessions and pastors, support for clergy wellness and continuing education.

4.2.9.1. Membership

Fifteen persons with representation from all mission communities of the Presbytery.

4.2.9.2. Responsibilities and Authority of the Committee on Relational Ministry

- A. Visit with each session and pastor of the presbytery periodically using a pre-determined schedule.
- B. Train, oversee, and assign consultants to conduct periodic visits with sessions and pastors.
- C. Counsel teaching elders and churches when conflict or dissension has arisen.
- D. Intentional planning for the use of bi-vocational ministers.
- E. Plan and implement the orientation for teaching elders new to Shenandoah Presbytery.
- F. Appoint a “Colleague in Ministry” for each newly ordained/first-call teaching elder.
- G. Visit regularly and consult with teaching elders in the Presbytery who are not serving congregations.
- H. Fulfill the provisions of G-2.0508 relating to validated ministry. Assist teaching elders and/or their families in retirement and crisis situations to draw on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
- I. Receive requests for a teaching elder and/or certified Christian educator's Honorable Retirement and plan an appropriate recognition at a presbytery meeting.
- J. Recommend initiatives to enhance wellness for teaching elders and Christian educators which include resources and support for sabbaticals, continuing education, and use of career counseling centers.
- K. Oversee, administer, and encourage teaching elders to seek professional development assistance from scholarship funds, the West Virginia Grant Fund, and the Strong Minister's Fund.
- L. Review policies related to teaching elders and/or certified Christian educators (i.e. parental leave, medical leave, family leave, etc.) and submit recommended changes to the presbytery.
- M. Review and recommend approval to Presbytery annually salaries and other benefits being received by teaching elders and directors of Christian education in the Presbytery. Counsel with sessions, congregations, or other responsible entities in cases where presbytery minimum compensation requirements are not met.
- N. In coordination with the Committee on Pastoral Transition, recommend to Presbytery minimum salary standards and changes therein needed for teaching elders.
- O. Review annually sessional records according to G-3.0108 and recommend action to redress whatever a church has done contrary to order.
- P. Sustain the examinations of ministers of other denominations and ordained PCUSA teaching elders who desire to become members of Shenandoah Presbytery and are not seeking to serve congregations in the Presbytery or who are serving in non-called positions such as hospital chaplaincy, camp and conference ministry, and thereby welcoming the teaching elders into membership in the Presbytery.
- Q. Review and recommend to Presbytery action when a particular church requests permission to sell, mortgage, lease, or otherwise encumber any of its real property or to acquire real property subject to encumbrance or condition.

- R. Consult with, provide guidelines and procedures for congregations and sessions undertaking capital fund programs and, where appropriate, recommend to Presbytery actions regarding permission to borrow funds requiring the endorsement of Presbytery.
- S. In coordination with the Committee on Church Vitality and Transformation, guide and approve the formation of larger parishes for cooperative ministry.
- T. In coordination with the Committee on Church Vitality and Transformation, recommend formation and changes in the yoking of churches.
- U. Consider requests for exemptions that ruling elders and deacons be elected for limited terms of active service (G-2.0404).
- V. Receive a report from the Stated Clerk determining the teaching elder members of Presbytery as specified in G-2.0503, reporting to Presbytery before December 31 of each year, and recommending to Presbytery any appropriate actions required by the above provisions and G-3.0307.
- W. Coordinate the annual necrology and written memorials for teaching and ruling elders.
- X. Will approve the renewal of contracts between churches and persons serving in temporary pastoral relationships with the exception of interim pastors.
- Y. Oversee and administer the funds entrusted to CRM.
- Z. Dismiss ministers-at-large to other presbyteries, with the provision that such action be reported to the next stated meeting of the Presbytery.

4.2.10. **Committee on Representation (COR)**

Purpose: To advise the Presbytery with respect to membership of its committees and to the employment of its personnel per Book of Order G-3.0103.

4.2.10.1. Membership:

Chair, Vice-Chair, Two Members-at-Large

4.2.10.2. Responsibilities:

- A. Advise the presbytery with respect to membership of its committees in fulfillment of G-3.0103.
- B. Advise the presbytery with respect to personnel employments in fulfillment of G-3.0103.
- C. Appoint a liaison to work with the Committee on Nominations.
- D. Appoint a liaison to work with the Committee on Administration regarding personnel matters.

4.2.11. **COORDINATING AND PLANNING COMMISSION**

Purpose: The Coordinating and Planning Commission (CPC) provides for strategic planning and coordinating the work of the Presbytery, and to serve as a commission of Presbytery to address matters needing immediate attention between Presbytery meetings.

4.2.11.1. Membership:

The Coordinating and Planning Commission will consist of 13 representatives with voice and vote: chairperson of the CPC, moderator and vice moderator of the Presbytery, committee chairs of Committee on Church Vitality and Transformation, Committee on Educational Resources, Committee on Mission and Outreach, Committee on New Congregational Development, Committee on Nominations, Committee on Pastoral Transition, Committee on Preparation for Ministry, Committee on Presbytery Administration, Committee on Relational Ministry, and Committee on Representation. When the chair of a committee is unable to attend a meeting, the vice-chair shall attend in his/her place bringing reports, actions, and requests from that committee. The vice-chair will have voice and vote in the meeting of CPC. Further, should the chair of a committee be unable to attend a presbytery meeting, the vice-chair is charged to attend and bring the work of the committee in its fullness to the floor of presbytery, with both voice and vote. The following staff is to be present having voice without vote: Administrative

Assistant, General Presbyter/Stated Clerk, Associate General Presbyter, and Treasurer. Other staff may attend when needed.

4.2.11.2. Process:

- A. The CPC will meet a minimum of 6 times a year.
- B. The CPC shall hold committees accountable by receiving progress reports from the committees on appointed tasks and arranging for committees to bring reports to the floor of Presbytery.
- C. The CPC will communicate and respond to progress reports as necessary.
- D. The CPC will report to Presbytery.

4.2.11.3. Duties:

- A. Hear and review reports from all Presbytery committees.
- B. Oversee the planning and docket of Presbytery meetings.
- C. Nominate to Presbytery members of the Committee on Representation and all members of the Committee on Nominations, their chairs and vice-chairs.
- D. Address matters not listed as a responsibility of any committee.
- E. Engage the Presbytery in strategic planning and monitor the alignment of vision and mission in the work of the Presbytery.
- F. Oversee the development and training of leadership of Presbytery committees.
- G. Act as a commission of Presbytery on all matters that are time-sensitive and cannot wait for a Presbytery meeting to address, and report those actions to the Presbytery at the next stated meeting.
- H. Appoint a task force/ad hoc committee as needed.
- I. At the recommendation of the General Presbyter/Stated Clerk, appoint a committee of counsel per D-6.0302a.
- J. At the recommendation of the General Presbyter/Stated Clerk, appoint an investigating committee per D-10.0201b.

CHAPTER V PROCEDURAL RULES

5.1. MEETINGS OF PRESBYTERY

5.1.1 Meetings of Presbytery (G-3.0304)

- A. Number – Presbytery will have a minimum of two stated meetings each year as mandated by the Book of Order (G-3.0304).
- B. Vice-Moderator and Moderator – The Vice- Moderator shall be elected to serve a term of one year and shall preside in the absence of the Moderator. After serving for one year as Vice-Moderator, that person shall serve as Moderator for a term of one year. Should both the Moderator and Vice Moderator be unable to serve, the immediate past moderator shall be asked to serve as moderator. If none of these persons are available, presbytery shall elect a moderator for the meeting.
- C. Elements of Presbytery Meetings – There are four elements of Presbytery meetings:
 - i. Worship – The worship experience at Presbytery meetings is central to our life together. Presbytery will be encouraged to explore and experience a variety of styles of worship during its assembly.
 - ii. Business of the Presbytery – The work of Shenandoah Presbytery shall comply with G-3.0105 and our conduct shall be in accordance with “Seeking to be Faithful Together: Guidelines for Presbyterians in Times of Disagreement.” See Appendix _____. (appendix number will be assigned later)
 - a. Regular Business – The business brought regularly before the Presbytery will deal with actionable items and written reports of the committees of the Presbytery.

- b. Controversial Business – Presbytery shall insure a full and fair presentation, discussion and action on matters of controversy before the Church and the Presbytery.
- iii. Fellowship – Fellowship during Presbytery meetings will generally occur during the morning registration time and during the noon meal/recess.
- iv. Education – At each meeting of Presbytery, education on some aspect of the life, mission or processes of the Presbytery or PC(USA) will be offered as arranged by the Committee on Educational Resources.
- D Place – The meetings of Shenandoah Presbytery shall be held within the geographical bounds of the Presbytery.

5.1.2. Kind of Meetings:

In addition to stated meetings there are adjourned meetings and special meetings.

- A. Adjourned Meetings – Adjourned meetings are held to conclude unfinished business from the proceeding stated meeting. The Presbytery may vote during a stated meeting to call an Adjourned Meeting at another time to complete the unfinished business. New Business may not be placed on the docket of an Adjourned Meeting.
- B. Special Meetings – Special meetings shall be called by the Moderator at the request of, or with the concurrence of, four teaching elders and four ruling elders from different congregations. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If neither is able to act, any four teaching elders, along with four ruling elders from different congregations, may call a special meeting. The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent by electronic means and/or by U.S. Mail not less than fifteen (15) days in advance of the date of the special meeting to each teaching elder and to the session of every congregation. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted (G-3.0304).

5.1.3. Docket Preparation:

Coordinating and Planning Commission shall propose the docket. Time periods for committee reports are arranged in consultation with those committees and groups responsible for reports. Candidates and transferring teaching elders of necessity may require special considerations for their examinations because of such things as travel schedules and seminary schedules.

5.2. **MEMBERSHIP AND ATTENDANCE**

5.2.1. All teaching elders who are continuing members of Presbytery are required to attend stated meetings or present a valid written excuse to the Stated Clerk before the meeting, with the following exceptions:

- A. Retired ministers living outside the bounds of Presbytery.
- B. Overseas personnel.
- C. Retired ministers who are infirm or who have been granted “inactive” status pursuant to Paragraph 5.2.2 C below.
- D. Teaching elders granted an excused absence by the Stated Clerk due to scheduling conflicts.
- E. In case of last-hour emergencies, a phone call to the Stated Clerk at the meeting of Presbytery will be accepted.

5.2.2. When Presbytery meets, each congregation shall be represented by a ruling elder elected as commissioner by the session with the following additional provisions:

- A. Congregations shall be represented as follows:
 - up to 400 members: 1 ruling elder
 - 401-800 members: 2 ruling elders
 - 801-1200 members: 3 ruling elders
 - 1201+ members: 4 ruling elders

- B. Ruling Elders who serve in the following capacities shall be enrolled as members of presbytery for the term of their service:
- moderator or vice moderator of presbytery
 - chair of the Coordinating and Planning Commission
 - member of the Coordinating and Planning Commission
 - chairperson or moderator of a committee or commission
 - exempt employees of the Presbytery (on at least a half-time basis)
 - Commissioned Ruling Elders providing particular pastoral services, as authorized by presbytery
 - Certified Christian Educators who are serving in an educational ministry under the jurisdiction of the presbytery
- Such service does not count towards the number of ruling elders a congregation is entitled to send.
- C. In response to G-3.0301, Presbytery instructs the Stated Clerk before the end of each year to communicate with all resident honorably retired ministers allowing them to voluntarily register in writing as “inactive participants” for the purpose of determining balance of minister/elders for the next year. Such registration will also excuse them from attendance at presbytery meetings for the year.
- D. Should the above not yield parity between ruling elders and teaching elders, each year the Stated Clerk shall recommend to the Presbytery an additional way of balancing representation. The action of the Presbytery may give certain congregations an additional elder representative to Presbytery for that year, drawing from the smaller membership churches on a rotational basis.

5.2.3. All Certified Christian Educators (who are not ruling elders; see 5.2.2 B, above) and other professionals employed by churches within the Presbytery on at least a half-time basis are invited to attend and have speaking privileges but without vote at meetings of Presbytery.

5.3. AD HOC COMMITTEES

Ad Hoc Committees, as needed, shall be appointed by the moderator at each session of the governing body for consideration of matters before the governing body at that session.

5.4. MODERATOR

The Presbytery shall elect a vice-moderator for the coming year at the fall meeting of Presbytery each year. The Vice-Moderator will become the Moderator the second year and Chair of the Coordinating and Planning Commission the third year.

5.5. OPERATING PROCEDURES

- 5.5.1. The Presbytery shall in its proceedings abide by the requirements of the Constitution of the Presbyterian Church (U.S.A.), its Standing Rules or Manual of Operations, and Robert's Rules of Order (newly revised) in this order. A list of procedural rules adopted by Presbytery shall be printed on the inside cover of each handbook.
- 5.5.2. A report of any agency of Presbytery requiring more than 10 minutes of Presbytery time may be made an Order of the Day.
- 5.5.3. Reports having been mailed out in advance, the committee chairperson shall not read the report except to make reference to a few highlights of the report and to recommendations by numbers, moving their adoption.
- A. Any reports not included in the Handbook shall be submitted as part of a Supplemental Report available either electronically or on paper distributed prior to the beginning of the Presbytery meeting at which the report is presented.

- B. Any report not so circulated shall not be received by the Presbytery except by approval of the governing body by a two-thirds vote of those present and voting. If a group wishes to submit such a report, a person shall summarize its content and purpose before the vote is taken.
- 5.5.4. On matters where there may be deep concern, possible controversy or lack of information, the committee making the report shall provide critical background information, so that the governing body may expeditiously make wise and considered decisions.
- 5.5.5. Debate shall be free and open, with equal time being given to proponents and opponents insofar as possible.
- 5.5.6. Any member of the governing body desiring to speak must stand, identify themselves by name and congregation, be recognized by the Moderator, and go to a microphone if available.
- 5.5.7. A member of the presbytery may speak twice on any particular motion, and not for more than a total of five minutes, but the second time may only be granted after all who have not yet spoken have had an opportunity to do so. The maker of the motion is entitled to speak first, if desired
- 5.5.8. Lengthy motions must be written out and presented to the Stated Clerk.
- 5.5.9. References to the following procedures from Robert's Rules of Order may prove useful:
 - A. A committee recommendation does not require a second to be on the floor.
 - B. Other motions require a second prior to discussion or action.
 - C. When there is no apparent disagreement or objection to a motion, the Moderator may declare it is adopted by common or general consent.
- 5.5.10. No flash photography will be allowed during the worship service at meetings of Presbytery.
- 5.5.11. When Presbytery meets in a location where seating is limited, priority shall be given to voting members for seating within the meeting area. If it is necessary to use other rooms for overflow seating, visitors and other non-voting members shall use these areas.
- 5.5.12. QUORUM:
A quorum of the Presbytery shall be any ten teaching elders and ten ruling elders from at least ten different congregations. (G-3.0304).
- 5.5.13. ELECTRONIC MEETINGS
For the purpose of any electronic meetings of the Shenandoah Presbytery conducted before a regular or special meeting may be convened in person to formally adopt rules for future electronic meetings, the Presbytery approves these special rules of order and suspends any standing rules that interfere with them:
 - 5.5.13.a. All business of the meeting will be conducted using Zoom and features of that platform for simultaneous visual and aural communication, seeking recognition, and vote taking.
 - 5.5.13.a.(1) Dialing in by phone alone without using the Zoom client for laptop/desktop computers or the Zoom app for tablets or smartphones is not be permitted because of the limited tools available to interact meaningfully with the other participants in the meeting.
 - 5.5.13.1.(2) Additional technical guidance will be provided separately by the planning team and will offer opportunities to practice using Zoom in advance of any online meeting of the Presbytery.

- 5.5.13.b. The presence of a quorum shall be established by sign-in to Zoom and joining the meeting. The continued presence of a quorum shall be determined by the online list of participating members.
- 5.5.13.c. While every effort will be made to provide stable access to the platform, participants are responsible for their own audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- 5.5.13.d. Greetings, reports, ceremonies, worship services, and other elements ordinarily included in meetings of the Presbytery but unrelated to items of business may be included, altered, or omitted at the discretion of the planning team.
- 5.5.13.e. To be enrolled as participants with voice and/or vote, minister members, commissioners, and corresponding members must use the free Zoom software appropriate for their device.
- 5.5.13.f. All voting participants are required to join the meeting on individual devices (one person, one device). This preserves the right of each voting member to vote individually. (If more than one device is being used in the same room, the microphone and speaker on all but one device must be muted to prevent feedback.)
- 5.5.13.g. Upon entering the meeting, all participants must ensure that the participant's name displayed by Zoom conforms to the following examples so that the moderator and stated clerk can verify the status of each participant with voice and vote or voice only:
- Minister/Teaching Elder member: "Firstname Lastname /TE"
 - Ruling Elder Commissioner from congregations: "Firstname Lastname /REC/ Church Name"
 - Ruling Elder Certified Christian Educator: "Firstname Lastname /RE/CCE"
 - Commissioned Ruling Elder currently serving a church: "Firstname Lastname /CRE/ Church Name"
 - Corresponding Member: Firstname Lastname /CM/Organization"
 - Visitor: Firstname Lastname /Visitor/ Church or Organization"
- 5.5.13.h. Participants will ensure their own microphones remain muted unless recognized by the moderator to speak.
- 5.5.13.i. The "raise hand" feature on the participant list in Zoom will be used both for seeking recognition from the moderator and for voting when directed by the moderator. Participants will be recognized only using the "raise hand" feature, not by waving at the computer or device camera.
- 5.5.13.j. Zoom's "chat" feature in a meeting of the presbytery will be limited to communicating only with the Stated Clerk and electronic hosts of the Zoom meeting, like passing a note to the Stated Clerk during a meeting.
- 5.5.13.k. Any motion other than a procedural one should be entered in writing into the participant "chat" to the appointed person if possible before seeking recognition using the "raise hand" feature. When recognized by the moderator, participants should state that the text of the motion is in the chat, and then make the motion. No motion will be brought before the meeting from chat until after the speaker is recognized by the moderator. Submitting a motion in chat *does not* jump the line waiting to be recognized.
- 5.5.13.l. A vote will normally be taken by using the green (yes) and red (no) buttons on the participants screen, or using the means of a raised hand by phone.
- When the moderator seeks unanimous consent, only those who object to unanimous consent will be asked to indicate that by a raised hand (🙋) by phone

or a red “x”(☒) on the participants list; to avoid confusion, no one who consents should take any action to indicate consent.

5.6. SUSPENSION AND AMENDMENT

- 5.6.1. Any provision of this Manual may be suspended at any meeting of the Presbytery by two-thirds vote of those present and voting.
- 5.6.2. Any proposed amendment to this Manual must be submitted in writing to the Stated Clerk. Any such amendment shall be referred to the Coordinating and Planning Commission for review and recommendation to the Presbytery. Prior to the meeting at which it is to be considered, it shall be printed and circulated among the teaching elders, clerks of sessions, and other elected commissioners to the Presbytery. If it obtains a favorable vote by two-thirds of those present and voting, the amendment is adopted.
- 5.6.3 Changes related to spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.

5.7. PRIVILEGE

Persons serving Presbytery in any capacity who are not teaching elders or ruling elder commissioners to the governing body shall have the privilege of the floor without vote when reports affecting such service are under consideration.

5.8. AGENDA AND REPORTS

- 5.8.1. Two weeks prior to each Presbytery meeting, the Stated Clerk shall transmit electronically or by mail copies of proposed agenda and committee reports to all teaching elders and clerks of sessions, except for those exempted under 5.2.1 A-C above.
- 5.8.2. Copies of the docket shall be made available for visitors at Presbytery meetings.
- 5.8.3. Copies of the Minutes of Presbytery shall be made available to the members of Presbytery and such other persons or agencies as necessary for historical and/or judicial value, electronically if possible.
- 5.8.4. Upon request of individuals for particular information, the exact language of that specific action of Presbytery shall be duplicated and forwarded.

5.9. APPROVAL OF MINUTES

The Minutes of Presbytery, after being reviewed and corrected by the Stated Clerk and the Moderator, shall be printed and distributed. The official copies of the Minutes will be corrected and approved at the following meeting of the Presbytery.

APPENDICES FORTHCOMING