

Manual of Administrative Operations



Leadership Council (Wilson Gunn)

September 23, 2008

January 16, 2010

September 17, 2011

November 12, 2013

November 18, 2014

May 24, 2016

1 Approved by National Capital Presbytery
2 amended by Presbytery

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3 4 5 6 7 8 **MANUAL OF ADMINISTRATIVE OPERATIONS**

9 10 **NATIONAL CAPITAL PRESBYTERY**

11 12 **INTRODUCTION**

13 “Strengthening and transforming our congregations to be Missional, Pastoral, and Prophetic.”
14 This is the vision – the mission – of National Capital Presbytery. It is the intent of this Manual of
15 Administrative Operations to help the Presbytery fulfill its mission, live into its vision.

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17 *The Book of Confessions*, Part I of the Constitution of the Presbyterian Church (U.S.A.), states
18 that “all the Reformed confessions emphasize God’s sovereign claim on both personal and
19 corporate life, and thankful human obedience to it.” The structure and operations of the
20 Presbytery, as described in this Manual of Administrative Operations, are firmly grounded in
21 Reformed faith and polity and the purpose of the manual is to help the Presbytery more
22 effectively emphasize God’s claim on our corporate life.

23
24 Early in *The Book of Order*, Part II of the Constitution of the Presbyterian Church (U.S.A.), we
25 find a discussion of The Historic Principles of Church Order (F-3.01) and The Historic Principles
26 of Church Government (F-3.02). This manual firmly subscribes to those historic principles.

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28 In developing this manual, we recognize and affirm that “God alone is Lord of the conscience.”
29 As is true of Reformed polity in general, there is recognition that persons chosen to lead this
30 Presbytery are governed, not by those whom they may represent, but by the Holy Spirit working
31 within them and are guided by the Holy Scriptures as “the only rule of faith and manners”. We
32 recognize and affirm the principle that a larger part of the church shall govern a smaller and that
33 matters shall be finally decided by the “collected wisdom and united voice of the whole Church.”
34 We have ensured that this principle is the foundation of operations for this Presbytery – that all
35 decisions may ultimately be subject to the “collected wisdom and united voice” of the Presbytery
36 – understanding that when the people of God are gathered together to listen to the Holy Spirit
37 their collective voice is more likely to reflect the will of God.

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39 *The Book of Order* in G-3.0106 Principles of Administration gives the guidance by which this
40 Manual of Administrative Operations has been developed.

41
42 Recognizing that we are “reformed and always being reformed by the Holy Spirit” there are
43 provisions for reforming both the Manual of Administrative Operations and the structure of the
44 Presbytery should that be necessary and or desired. As is our church, this is a work in progress

45 that should and will always be guided by the Constitution of the Presbyterian Church (U.S.A.)
46 and, most importantly, by the will of God as we discern it when we listen together to the Holy
47 Spirit working in our midst.

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49 **AUTHORITY**

50 A Manual of Administrative Operations for the Presbytery is called for in the *Book of*
51 *Order*. (G-3.0106) The provisions of this Manual of Administrative Operations are
52 subordinate to the *Book of Order*. National Capital Presbytery, Inc. is a not-for-profit
53 corporation formed under the District of Columbia Nonprofit Corporation Act.

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55 **PURPOSE**

56 This Manual of Administrative Operations establishes the rules for the interrelationships
57 of the Presbytery’s various officers and agencies and for its internal operating procedures.

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59 **METHOD OF AMENDMENT**

60 The Leadership Council may recommend amendments to this Manual for approval by a two-
61 thirds vote of the Presbytery at any stated meeting. Any amendments proposed by other parties
62 will be submitted to the Leadership Council for the Leadership Council’s review and approval
63 preceding presentation to the Presbytery. Any proposed revision of the manual disapproved by
64 the Leadership Council can be presented to the Presbytery for action by way of a minority report
65 upon the vote of at least one-fourth of the Leadership Council or by any individual commissioner
66 to a Presbytery meeting who can present the manual revision as new business at a Presbytery
67 meeting to be considered at the next stated meeting of the Presbytery. This rule, that a
68 commissioner resolution be considered at the next stated Presbytery meeting, can be overridden
69 by the Presbytery by a $\frac{3}{4}$ vote.

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72 **THE PRESBYTERY**

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74 **ORGANIZATION**

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76 **Structure**

77 The focal points for the decision making of the National Capital Presbytery are its
78 regularly scheduled meetings throughout the year. The Leadership Council serves
79 as the leadership team, monitoring/adjusting/challenging/leading the total mission
80 and program of the Presbytery. It functions in three modes – generative, strategic
81 and fiduciary.

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83 In order to function more effectively and efficiently, the Leadership Council
84 utilizes committees, teams and task forces. Each is composed of appointed or
85 elected members with responsibility for fulfilling a broad mandate or specific
86 task. In addition, there are various “Ministry Units,” which are defined as any
87 group doing ministry under the authority of the Presbytery.

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Officers

The National Capital Presbytery, Inc. shall elect the corporate officers required by the Bylaws in the manner and at the time set forth in those Bylaws current at the time when such elections are to take place. The terms of office shall be those set out in the Presbytery Bylaws. Other Officers shall be elected by the National Capital Presbytery as indicated in this Operations Manual. Annually the Presbytery shall elect a Moderator and a Vice-Moderator (who is Moderator Elect) of the Presbytery. Members of the Leadership Council also serve as directors for the National Capital Presbytery, Inc.

Committees

The Committees, along with their purposes or functions, shall be those called for in the Presbytery’s Manual of Administrative Operations. Adding, changing, or discontinuing Committees requires an amendment to the Manual of Administrative Operations.

Each Committee called for in the Presbytery’s Manual of Administrative Operations shall be elected in the manner and at the time set forth therein. Each Committee shall write and maintain its own Manual of Operations. This Manual will ordinarily describe the functions, organizational structure, membership, quorum requirements and meeting schedules, and will establish the number, qualification and designation of the members of the applicable Committee. Each Committee shall report any changes to its own Manual to the next stated meeting of the Leadership Council. The Committees are responsible for ensuring that their Manuals are consistent with the Presbytery Manual of Administrative Operations and National Capital Presbytery, Inc. Bylaws, as well as the *Book of Order*. Each Committee will submit a written report to the Leadership Council concerning its work and the work of its Teams and Task Forces annually.

Teams

The Leadership Council, Committees, or, when authorized by the Leadership Council or the Presbytery itself, the Moderator of the Presbytery may, from time-to-time, appoint Teams to attend to a particular aspect of the Presbytery’s, the Leadership Council’s, or Committee’s work that may or may not be comprised of members of the Leadership Council, or Committee. The Leadership Council will be informed of the nature, membership, and term of all Teams formed by the Committees. The Leadership Council will also be informed when a Committee-formed Team is dissolved.

Task Groups

The Leadership Council, Committees, or the Moderator of the Presbytery may, from time-to-time, appoint a Task Group to accomplish a particular task. Ordinarily a particular Task Group will serve for no more than one year or until the assigned task is completed, whichever comes first. The Leadership Council will be informed of the nature, membership, and term of all Task Groups formed by the Committees. The Leadership Council will also be informed when a Task Group is dissolved.

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Ministry Unit

A “Ministry Unit” is any group doing ministry under the authority of the Presbytery. Leadership Council, Committees, Teams, Task Group and Associated Ministry Groups (for example: Black Presbyterians United, Presbyterian Women, Korean Ministry Caucus, etc.) reporting to the Presbytery are referred to in this document as “Ministry Units”. Each Ministry Unit shall submit report of its work annually to the Leadership Council.

OPERATIONS

Budgeting

The budget for each Ministry Unit of the Presbytery requesting funds shall originate with the responsible Committee. The budget year runs from January 1 through December 31 in any given year. For each budget year, it will be the responsibility of the Budget and Finance Committee to recommend an income projection to the Leadership Council no later than the April Stated Meeting of the Leadership Council. The Leadership Council will provide the Committees with general guidance on anticipated available funds. The Committees will prepare budget requests based on (a) this guidance, (b) the stated mission and vision of the Presbytery, and (c) and the priorities they establish in the context of their functions. It is then the responsibility of the Committees to make the final request to the Budget and Finance Committee for presentation to the Leadership Council. The Leadership Council will review and approve the budget prior to recommendation to the Presbytery for approval. Ordinarily the Operating Fund budget and the Mission Fund budget for each year will be presented to the Presbytery at the September meeting of the prior year.

Financial Management

Overall fiscal oversight is the responsibility of the Leadership Council which serves as the Board of Directors of National Capital Presbytery, Inc. The Budget and Finance Committee, working with the Finance Director and Treasurer, has overall responsibility for monitoring the annual Presbytery budget. Where budget adjustments become necessary, the Budget and Finance Committee will advise the Leadership Council which is authorized to approve such adjustments. Particular Committees have the latitude to exceed a particular line item, provided that the sum of all line items administered by the Committee does not exceed the total allocated.

It is the responsibility of each Committee to manage its own budget. All Committee expenditures which will exceed a budgetary line item of a Committee shall be approved beforehand by the Committee’s membership. All expenditures from designated funds shall be approved by the Committee’s membership and, in some cases, may require additional approvals as determined by the Presbytery. All disbursements shall be made with the written approval of a member

180 authorized by the Committee in the form established by the Budget and Finance
181 Committee.

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183 **Relationships**

184 The work of the ministry units are related to each other through the mission and
185 vision of the Presbytery. The Leadership Council and the Committees are
186 encouraged to form joint Teams or Task Groups, where appropriate, to take
187 advantage of the expertise of their memberships in evaluating opportunities and
188 needs for accomplishing their work. Such joint efforts may be initiated by the
189 Committees or at the suggestion of the Leadership Council.

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191 The staff of the Presbytery will be one of the resources for the Committees. While
192 the work of the Committees is to be done primarily by the members, each
193 Committee will have an assigned Presbytery staff person whose role is to advise,
194 provide professional guidance, and assist in the execution of Committee
195 responsibilities. The General Presbyter, in consultation with the Leadership
196 Council, and the Committee chairs, will assign the various Presbytery staff
197 members as resources to the Committees.

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LEADERSHIP COUNCIL

PURPOSE:

The Leadership Council shall serve as the leadership team of the Presbytery, monitoring/adjusting/challenging/leading the total mission and program of the Presbytery. The Leadership Council shall function in (a) a generative mode, providing Biblically and spiritually-grounded, missionally-oriented conversations that may, in fact, challenge the current strategic direction of the Presbytery, (b) a strategic mode, in partnership with the Committees, as they together work to establish and accomplish the goals of the Presbytery and (c) a fiduciary mode as required by law in the Leadership Council's role as Board of Directors of National Capital Presbytery, Inc. The Presbytery itself elects its

- Committee membership,
- Committee Chairs,
- Permanent Judicial Commission,
- General Assembly and Synod Commissioners,
- Stated Clerk,
- Treasurer,
- General Presbyter,
- Associate General Presbyters,
- the Leadership Council,
- Presbytery Moderator and Vice-Moderator.

The Presbytery acts on

- The creation or elimination of committees,
- motions sent to it by committees,
- any proposed property sale,
- property acquisition,
- the annual budget for all board-designated, temporarily-restricted funds,
- direct indebtedness assumed by the Presbytery,
- any contingent liabilities exceeding \$5,000,000,
- any change in the designations for board-designated, temporarily-restricted funds,
- amendments to policies which have not been delegated to other committees or commissions,
- amendments to the Constitution proposed by the General Assembly,
- overtures received from sessions,
- any decisions required by the *Book of Order*,
- constituting, dismissing or dissolving congregations,
- any changes in the Mission/Vision/Emphases Statement of the Presbytery,
- changes in the Manual of Administrative Operations.

All other matters not listed above are delegated to the Leadership Council to decide. Any proposed action disapproved by the Leadership Council or not approved as originally proposed can be presented to the Presbytery for action by way of a minority report upon the vote of at least one-fourth of the Leadership Council or by any individual commissioner to a Presbytery meeting

243 who can present the proposed action as new business at a Presbytery meeting to be considered at
244 the next stated meeting of the Presbytery unless 3/4ths of the commissioners present at the
245 meeting vote to consider it at the immediate meeting.

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247 **FUNCTIONS:** The Leadership Council shall

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249 **Leadership**

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- Serve as Presbytery’s visioning team,
- Approve all budgets related to all board-designated, temporarily-restricted funds under the control of the Presbytery before forwarding the proposed budgets to the Presbytery for approval,
- In reference to the Vision Statement, plan Presbytery meetings and worship assigning whatever aspects it wishes to teams it may form,
- Approve or disapprove the recommendations for action brought to it by the Committees of the Presbytery and when indicated forward those proposed actions to the Presbytery,
- Review and evaluate Presbytery’s mission and structure in the light of adopted priorities every three years,
- Present to Presbytery an annual budget,
- Approve changes to the staff design of the Presbytery,
- Serve as the Board of Directors of National Capital Presbytery, Inc.,
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

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267 **Coordination**

- Coordinate the mission and program of the whole Presbytery,
- Direct the communication systems of the Presbytery,
- Review and guide the internal functioning of Presbytery,
- Recommend to the Presbytery the creation or elimination of Committees,
- Receive and consider matters referred to it by the Presbytery.

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274 **Fiduciary**

- Upon recommendation by the Budget and Finance Committee secure the services of a suitable firm for an annual financial audit,
- Review the audit annually and make changes in financial practices in response to the findings of the audit,
- Annually oversee a “Conflict of Interest” assessment and address any concerns in that regard,
- If the Presbytery is considering any direct liability to the Presbytery of \$1,000,000 or more, the Leadership Council shall engage the services of professionals chosen by the Leadership Council to assess the risk of the transaction to the Presbytery and its congregations.
- Approve any contingent liability which falls outside the parameters defined in the policies of the Administrative Commission on Congregational Property,

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- Approve any contingent liability which exceeds \$5,000,000 before forwarding to the
- 288 Presbytery for approval,
- Approve all policies and changes in policies proposed by the Investment Committee, the
- 289 Administrative Commission on Congregational Property, and the Budget and Finance
- 290 Committee.
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293 **Ecumenical and Interfaith Cooperation**

- Oversee ecumenical and interfaith affairs,
- Maintain relationships with Synod and General Assembly.

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297 **Administrative**

- Approve Personnel Policies upon the recommendation of the Personnel Committee,
- Approve specific staff salary changes upon the recommendation of the Personnel Committee,
- Annually prepare and propose a budget for the Leadership Council related expenses,
- Administer the Leadership Council budget,
- Record minutes of all meetings and maintain accurate record of the work of the Leadership Council, which shall be filed in the Presbytery office,
- As the Board of Directors of National Capital Presbytery, Inc., fulfill the corporate requirements specified in the Bylaws and the Articles of Incorporation,
- Recommend members and the chair of the Nominating Committee to the Presbytery which elects the Nominating Committee and its chair. (Note: The Presbyterian Women, the Black Presbyterians United and the Korean Ministry Caucus each recommend a representative to the Presbytery for election to the Nominating Committee to serve staggered three year terms.)

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313 **OTHER PRACTICES**

- The Stated Clerk of the Presbytery will maintain an accurate record of the work of the Leadership Council, which shall be available in the Presbytery Office.
- Every five years the Moderator, Vice-Moderator, the most recent former Moderator who continues to be a teaching elder or ruling elder within National Capital Presbytery, and two members of the Nominating Committee shall, after discussion, either re-nominate or not re-nominate the Stated Clerk. A re-nomination shall be presented to the Leadership Council for approval and the Presbytery for action. If the current Stated Clerk is not re-nominated, then search procedures shall be initiated.
- Every three years, the Moderator, Vice-Moderator, the most recent former Moderator who continues to be a teaching elder or ruling elder within National Capital Presbytery, and two members of the Nominating Committee shall, after discussion, either re-nominate or not re-nominate the Treasurer. A re-nomination shall be presented to the Leadership Council for approval and the Presbytery for action. If the office becomes vacant, a new Treasurer shall be nominated by the Moderator, Vice-Moderator, the most recent former Moderator who continues to be a teaching elder or a ruling elder within National Capital Presbytery, and two members of the Nominating Committee. Such a nomination shall be presented to the Leadership Council for approval and the Presbytery for action.

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- When there is a vacancy for General Presbyter, Stated Clerk or for an Associate General Presbyter, the Leadership Council shall propose to the Presbytery a slate of teaching and ruling elders to be elected to serve as a Search Committee.

MEMBERSHIP:

The Leadership Council shall be composed of twelve elected members in addition to the Moderator of the Presbytery, the Vice-Moderator of the Presbytery and the immediate past Moderator of the Presbytery, the General Presbyter, the Treasurer, the Stated Clerk and Associate General Presbyters who shall serve ex-officio with voice but without vote. It is essential that the Leadership Council be representative. Racial, cultural, theological, gender, lay/clergy, and generational factors need to be balanced. The Leadership Council shall be representative of the diversity of the Presbytery as a whole.

The twelve elected members shall be divided into three (3) equal classes, one of which is elected each year by the Presbytery. Term of service will be three (3) years with an individual eligible to serve up to two (2) consecutive terms. The Leadership Council shall elect from its members the Leadership Council Chair and Leadership Council Vice-Chair.

The Presbytery Moderator, Presbytery Vice-Moderator, and immediate past Moderator are also members of the Leadership Council with vote. These three are included in the fifteen members.

The Chair of the Leadership Council shall ordinarily be the President of the Board of Directors of National Capital Presbytery, Inc. and the Vice-Chair of the Leadership Council shall ordinarily be the Secretary of the Board of Directors of the National Capital Presbytery, Inc. upon election by the Board of Directors. If either of these officers cannot serve in these capacities, the Leadership Council/Board of Directors shall elect other Board members to serve as necessary.

MEETINGS:

The Leadership Council shall ordinarily meet monthly. Special meetings may be called by the Chair. The meetings of the Leadership Council are open for others to attend except when the Leadership Council votes to meet in executive session. The Leadership Council shall post its minutes on the Presbytery website.

The Leadership Council shall also convene as the Board of Directors of National Capital Presbytery, Inc. as required by the Bylaws and the Articles of Incorporation.

STAFF:

The General Presbyter, Treasurer, Stated Clerk and Associate General Presbyters will serve on the Leadership Council ex-officio with voice but without vote. Others of the Presbytery Staff may attend when directed by the General Presbyter.

LINKAGES:

The Leadership Council shall report directly to the Presbytery. It is linked to the Committees through their Chairs and Presbytery staff. It is linked to the Nominating Committee whose

376 representatives will meet annually with the Leadership Council representatives to discuss the
377 desired gifts for the work of the Committees.

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379 **POLICIES:**

380 See the policies of the Leadership Council in the Appendix.

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382 **Associated Ministry Groups**

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384 **BLACK PRESBYTERIAN UNITED**
385 **KOREAN MINISTRY CAUCUS**
386 **PRESBYTERIAN WOMEN**
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388 (the purpose and functions for each Associated Ministry Unit is included in the appendix)

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390 **LINKAGES:**

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392 These Associated Ministry Groups report annually to the Leadership Council. The Leadership
393 Council welcomes the input from these groups regarding ways the Presbytery can best partner
394 with these groups to strengthen and transform the congregations of this Presbytery to be
395 Missional, Pastoral and Prophetic.

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- 397 • Each Associated Ministry Group shall submit a written report at the year end to the
398 Leadership Council.
 - 399 • Any budgetary requests shall come directly to the Leadership Council for consideration.
 - 400 • Additional groups may apply for recognition in this category by applying to the Leadership
401 Council who will consider and make recommendation to the Presbytery which will vote to
402 include these groups as self-governing extensions of the Presbytery's Mission.
 - 403 • The Associated Ministry Groups can initiate interaction with Leadership Council, or any
404 Committee to explore common interests and to implement ministry jointly. They may send
405 representatives to attend Leadership Council meetings in person.
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NOMINATING COMMITTEE

FUNCTIONS:

- Encourage participation in the ministry, mission and work of the Presbytery by qualified persons from throughout the Presbytery.
- Secure from the ministers, educators and members of the churches in the Presbytery names of persons who are qualified to serve on the various Ministry Units. The consent of any person nominated to serve, if elected, shall be secured before presenting his/her name in nomination to the Presbytery
- Nominate persons to all elected positions according to the conditions set forth in the *Book of Order* with regard to fair representation.
- Nominate persons to serve in compliance with this Manual and the Policies of National Capital Presbytery in the following positions:
 - Moderator and Vice-Moderator of Presbytery,
 - Twelve of the fifteen members of the Leadership Council (the Moderator and Vice-Moderator and Immediate past Moderator are already selected and serve on the Leadership Council ex-officio with vote),
 - Members of Presbytery Committees which are presented to the Presbytery for election,
 - The chairs of all the Committees of the Presbytery after consultation with the Committees which are approved by the Leadership Council before presentation to the Presbytery for election,
 - Commissioners, Alternates and Advisory Delegates to General Assembly and Synod meetings,
 - any representatives serving on other Boards specified to be elected or appointed by National Capital Presbytery.
- Fill vacancies when there is a resignation or death,
- Instruct the Chair of any Committee to notify the Stated Clerk of the Presbytery of any persons failing to serve responsibly on the Committee. The Stated Clerk, thus notified shall declare such person's place vacant and shall set into motion the process to fill the unexpired term.
- Consult at least annually with representatives of the Committee on Representation,
- Consult at least annually with representatives of the Leadership Council.

MEMBERSHIP:

The Nominating Committee shall be elected by the Presbytery in conformity with the *Book of Order* G-3.0111. Nine members of the Committee will be nominated by the Leadership Council. The Presbyterian Women, the Black Presbyterians United and the Korean Ministry Caucus will each recommend to the Presbytery a representative for election by the Presbytery to a three year term (or the balance of an unexpired term). The terms for these three representatives shall be staggered.

453 The Nominating Committee is composed of twelve (12) members divided into three equal
454 classes. The Presbytery elects one class each year plus persons to fill any unexpired terms.

455
456 Each member shall be elected to a three-year term unless he/she is filling an unexpired term.
457 Members shall be able to serve up to a maximum of six continuous years.

458
459 The Chair of the Leadership Council recommends the Chair of the Nominating Committee to the
460 Leadership Council which then recommends him/her for election by the Presbytery. The
461 Committee shall elect its own Vice-Chair and Recording Clerk.

462

463 **QUORUM:**

464 A majority of the elected members of the Committee shall constitute a quorum.

465

466 **MEETINGS:**

467 The Nominating Committee shall ordinarily meet monthly or as often as necessary to complete
468 their work.

469

470 **STAFF:**

471 The work of the Nominating Committee shall be supported by a Presbytery staff person assigned
472 by the General Presbyter.

473

474 **LINKAGES:**

475 The Nominating Committee reports directly to the Presbytery. Nominating Committee appointed
476 representatives will meet at least annually with representatives of the Committee on
477 Representation and the Leadership Council. The Nominating Committee will communicate with
478 the various Ministry Units of the Presbytery for which it has a responsibility to nominate persons
479 for membership.

480

481 **POLICIES:**

482 See the policies of the Nominating Committee in the Appendix.

483 **COMMITTEE ON REPRESENTATION**

484
485 **PURPOSE:** To ensure fair representation on the Leadership Council, Committees and
486 Commissions elected by the Presbytery. (see F-1.0403 and G-3.0103)

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488 **FUNCTIONS:**

- 489 • Keep records pertaining to individuals serving in the structure of the
- 490 Presbytery pertinent to *Book of Order* mandates,
- 491 • Report annually to the Presbytery as required by the *Book of Order*,
- 492 • Recommend individuals from under-represented groups for consideration by
- 493 the Nominating Committee,
- 494 • Submit a written report annually to the Leadership Council,
- 495 • Develop, promote and encourage a sense of unity and community within the
- 496 National Capital Presbytery,

497
498 **MEMBERSHIP:**

499 The Committee on Representation shall be composed of six (6) members divided into
500 three (3) equal classes, one of which is elected each year by the Presbytery. Term of
501 service is three (3) years with an individual eligible to serve up to six (6) consecutive
502 years.

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504 The Chair shall be elected from within the membership by the Presbytery upon the
505 recommendation of the Nominating Committee after consultation with the Committee on
506 Representation and the approval of the Leadership Council for a term of one (1) year,
507 with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
508 be elected by the Committee itself annually.

509
510 **MEETINGS:**

511 Ordinarily the committee shall meet quarterly or as often as necessary to accomplish the
512 work.

513
514 **STAFF:**

515 The work of the Committee shall be supported by Presbytery staff as may be assigned by
516 the General Presbyter.

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518 **LINKAGES:**

519 The Committee reports directly to the Presbytery.

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521 **POLICIES:**

522 See the policies of the Committee in the Appendix.

525 **PERMANENT JUDICIAL COMMISSION**

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527 **PURPOSE:** To adjudicate disciplinary and remedial cases which may come to it.

528

529 **FUNCTIONS:**

530 • Those specified in the *Book of Order* and the *Rules of Discipline*.

531

532 **MEMBERSHIP:**

533 The Permanent Judicial Commission shall be composed of nine (9) members serving six
534 year terms as described in Chapter 5 of the *Rules of Discipline*, and divided into three (3)
535 equal classes, one of which is elected every other year by the Presbytery.

536

537 **MEETINGS:**

538 as called pursuant to Chapter Five of the *Rules of Discipline*.

539

540 **STAFF:**

541 The work of the Commission shall be supported by the Stated Clerk of the Presbytery

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543 **LINKAGES:**

544 The Commission reports directly to the Presbytery.

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548 **BILLS AND OVERTURES COMMITTEE**

549
550 **PURPOSE:** To advise the Presbytery pertaining to any Bills and/or Overtures that come
551 to it.

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553 **FUNCTIONS:**

- 554 • Recommend to the Presbytery approval or disapproval of all motions and
- 555 overtures from sessions for General Assembly or Presbytery action,
- 556 • Recommend to the Presbytery approval or disapproval of Constitutional
- 557 amendments recommended by the General Assembly,
- 558 • Provide for the training of commissioners and alternates to
- 559 General Assembly and Synod,
- 560 • Submit a written report annually to the Leadership Council,
- 561 • Develop, promote and encourage a sense of unity and community within the
- 562 National Capital Presbytery.

563
564 **MEMBERSHIP:**

565 The Committee shall be composed of three (3) members divided into three (3) equal
566 classes, one of which is elected each year by the Presbytery. Term of service is three (3)
567 years with an individual eligible to serve up to two (2) consecutive terms. Additionally
568 the Commissioners from the most recently held General Assembly also serve as members
569 of the Committee.

570
571 The Chair shall be elected from within the membership by the Presbytery upon the
572 recommendation of the Nominating Committee after consultation with the Committee
573 and the approval of the Leadership Council for a term of one (1) year, with the individual
574 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the
575 Committee itself annually.

576
577 **MEETINGS:**

578 as necessary to accomplish the work.

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580 **STAFF:**

581 The work of the Committee shall be supported by the Stated Clerk of the Presbytery.

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583 **LINKAGES:**

584 The Committee reports directly to the Presbytery.

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586 **POLICIES:**

587 See the policies of the Committee in the Appendix.

591 **COMMISSION ON PREPARATION FOR MINISTRY**

592
593 **PURPOSE:** As defined by the *Book of Order G-2.06*.

594
595 **FUNCTIONS:**

- 596 • As defined by the *Book of Order G-2.06*.
- 597 • Approve all matters related to the enrollment of Inquirers, advancement of
598 Inquirers to candidacy, and “certification of readiness to be examined for
599 ordination pending a call” shall be approved by the Commission on
600 Preparation for Ministry (CPM) in plenary session upon recommendation of
601 the Commission’s liaison groups and examining subcommittees, with the
602 following provision: Actions related to any individual that involves a
603 “scruple” that is judged to be a departure from essentials of the Reformed
604 Tradition shall be referred to the Presbytery in session for disposition. Actions
605 related to individuals that receive majority approval of less than 80% of the
606 CPM likewise shall be referred to the Presbytery in session.
- 607 • Actions related to individuals who are deemed to have met the requirements
608 for ordination by “extraordinary” means under G-2.0610 shall be referred to
609 the Presbytery in session where, in accord with that provision, approval shall
610 require a three-fourths vote of the members of Presbytery present.
- 611 • The CPM shall report its actions to the Leadership Council and the Presbytery.
- 612 • Annually prepare and propose a budget for the Commission on Preparation for
613 Ministry expenses.
- 614 • Administer the Commission on Preparation for Ministry budget.
- 615 • Record minutes of all meetings and maintain accurate record of the work of
616 the Commission for Preparation for Ministry, which shall be filed in the
617 Presbytery office.
- 618 • Submit a written report annually to the Leadership Council.
- 619 • Develop, promote and encourage a sense of unity and community within the
620 National Capital Presbytery.

621
622 **MEMBERSHIP:**

623 The Commission shall be composed of thirty-six (36) ruling and teaching elders divided
624 into three (3) equal classes, one of which is elected each year by the Presbytery. Term of
625 service is three (3) years with an individual eligible to serve up to six (6) consecutive
626 years.

627
628 The Chair shall be elected from within the membership by the Presbytery upon the
629 recommendation of the Nominating Committee after consultation with the Commission
630 and the approval of the Leadership Council for a term of one (1) year, with the individual
631 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the
632 Commission itself annually.

633
634 **MEETINGS:**

635 Ordinarily the Commission shall meet monthly or as often as necessary to accomplish the
636 work.

637

638 **STAFF:**

639 The work of the Commission shall be supported by Presbytery staff as may be assigned
640 by the General Presbyter.

641

642 **LINKAGES:**

643 The Commission of Preparation for Ministry reports directly to Presbytery on matters
644 pertaining to Inquirers and Candidates. The Commission communicates directly with the
645 Budget and Finance Committee regarding budgetary matters.

646

647 **POLICIES:**

648 See the policies of the Commission in the Appendix.

649

650

651

652 **SESSION RECORDS REVIEW COMMITTEE**

653

654 **FUNCTIONS:**

- 655 • Review session minutes,
- 656 • Annually prepare and propose a budget for the work of the Committee,
- 657 • Administer the Committee budget,
- 658 • Record minutes of all meetings and maintain accurate record of the work of
- 659 the Session Records Review Committee, which shall be available in the
- 660 Presbytery office,
- 661 • Submit a written report annually to the Leadership Council,
- 662 • Develop, promote and encourage a sense of unity and community within the
- 663 National Capital Presbytery.

664

665 **MEMBERSHIP:**

666 The Session Records Review Committee shall be composed of six (6) members divided
667 into three (3) equal classes, one of which is elected each year by the Presbytery. Term of
668 service is three (3) years with an individual eligible to serve up to six (6) consecutive
669 years.

670

671 The Chair shall be elected from within the membership by the Presbytery upon the
672 recommendation of the Nominating Committee after consultation with the Committee
673 and the approval of the Leadership Council for a term of one (1) year, with the individual
674 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the
675 Committee itself annually.

676

677 **MEETINGS:**

678 Ordinarily the committee shall meet quarterly or as often as necessary to accomplish the
679 work.

680

681 **STAFF:**

682 The work of the Committee shall ordinarily be supported by the Stated Clerk and by such
683 other Presbytery staff as may be assigned by the General Presbyter.

684

685 **LINKAGES:**

686 The Session Records Review Committee reports directly to the Presbytery.

687

688 **POLICIES:**

689 See the policies of the Committee in the Appendix.

690

691

692
693 **COMMITTEE ON MINISTRY**
694

695 **PURPOSE:** That specified by the *Book of Order* G-3.0306, G-3.0307 and G-3.0303 d.
696

697 **FUNCTIONS:**

- 698 • The Committee on Ministry (COM) Coordinating Commission shall be
699 constituted as an administrative commission authorized by the Presbytery to
700 approve all matters specified in the *Book of Order* G-3.0306, G-3.0307 and G-
701 3.0303 d. not addressed by the Congregational Transitions Commission, other
702 than matters related to candidates and inquirers, and reports those actions to the
703 Presbytery. The COM Coordinating Commission can assign authority to exercise
704 G-3.0303 d. matters to teams and task forces it appoints.
- 705 • The Committee on Ministry (COM) Congregational Transitions Commission shall
706 be constituted as an administrative commission authorized by the Presbytery to
707 approve all matters specified in the *Book of Order* G-3.0306 and G-3.0307,
708 related to the approval of teaching elders of all pastoral categories serving the
709 congregations of the Presbytery and reports those actions to the Presbytery. Any
710 policy changes made by the COM Congregational Transitions Commission shall
711 require the additional approval of the COM Coordinating Commission. Any
712 exceptions to policy shall require the additional approval of the COM
713 Coordinating Commission. A decision of the COM Congregational Transitions
714 Commission can be appealed to the COM Coordinating Commission which is
715 empowered to overturn any decision of the COM Congregational Transitions
716 Commission. Any further appeal can be presented at a meeting of the Presbytery
717 as determined by the Leadership Council which sets Presbytery meeting agendas.
- 718 • All matters related to the examination of Teaching Elders shall be approved by the
719 COM Coordinating Commission or the COM Congregational Transitions
720 Commission upon the recommendation of the COM Examination Teams, with the
721 following provision: Actions related to any individual that involve a “scruple” that
722 is judged to be a departure from essentials of the Reformed Tradition shall be
723 referred to the Presbytery in session for disposition. The COM Coordinating
724 Commission is empowered to determine whether or not a declared scruple
725 constitutes a departure. Actions related to individuals that receive majority
726 approval of less than 80% of the COM Coordinating Commission or the COM
727 Congregational Transitions Commission likewise shall be referred to the
728 Presbytery in session.
- 729 • Annually prepare and propose a budget for the Committee on Ministry expenses.
730 • Administer the Committee on Ministry budget.
731 • Record minutes of all meetings and maintain accurate record of the work of the
732 Committee on Ministry, which shall be filed in the Presbytery office.
733 • Submit a written report annually to the Leadership Council.
734 • Develop, promote and encourage a sense of unity and community within the
735 National Capital Presbytery.
736

737

738 **MEMBERSHIP:**

739 The Committee shall be composed of thirty-six (36) members divided into three (3) equal
740 classes, one of which is elected each year by the Presbytery. Term of service is three (3)
741 years with an individual eligible to serve up to six (6) consecutive years. Those members
742 of the COM on the Coordinating Commission and the Transitions Commission shall be
743 ruling and teaching elders and be designated by Presbytery action to serve on those
744 administrative commissions. The Coordinating Commission shall annually recommend
745 the names of COM members to be on the Coordinating Commission and the
746 Congregational Transitions Commission for election by the Presbytery.

747

748 The Chair shall be elected from within the membership by the Presbytery upon the
749 recommendation of the Nominating Committee after consultation with the Committee
750 and the approval of the Leadership Council for a term of one (1) year, with the individual
751 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the
752 Committee itself annually.

753

754 **MEETINGS:**

755 as necessary to accomplish the work.

756

757 **STAFF:**

758 The work of the Committee and Commissions shall be supported by Presbytery staff as
759 may be assigned by the General Presbyter.

760

761 **LINKAGES:**

762 The Committee on Ministry reports to and is accountable to the Leadership Council on
763 matters related to budget. The Committee brings proposed action to the Leadership
764 Council for approval before that action can be considered on the floor of the Presbytery.
765 The Committee on Ministry reports directly to the Presbytery on matters related to its
766 Teams or when the Committee on Ministry commissions have acted as empowered by the
767 Presbytery.

768

769 **POLICIES:**

770 See the policies of the Committee in the Appendix.

771

772 **CHURCH DEVELOPMENT COMMITTEE/COMMISSION**

773
774 **PURPOSE:** (as a committee) to develop and execute strategies which lead to the
775 strengthening and transformation of the congregations of the Presbytery to be missional,
776 pastoral and prophetic.

777
778 **PURPOSE:** (as a commission) to exercise oversight and authority over immigrant
779 congregations, new worshipping communities and new church developments.

780
781 **FUNCTIONS: (As a Committee)**

- 782 • Develop and execute New Church Development/New Worshipping Communities
783 strategy,
- 784 • Develop and execute Congregational Transformation strategy,
- 785 • Develop and execute Immigrant Church Development strategy,
- 786 • Develop and execute Equipping Congregations strategy,
- 787 • Execute the presbytery’s processes for dissolving, dismissing or constituting a
788 new (merged) congregation and request through Leadership Council actions to be
789 taken by presbytery.
- 790 • Regularly receive reports from each ministry team within its oversight and
791 evaluate their progress toward agreed upon goals.
- 792 • Annually prepare and propose a budget for the Church Development Committee
793 expenses,
- 794 • Administer the Church Development Committee budget,
- 795 • Annually assess and recommend to the Leadership Council matters related to a
796 comprehensive Church Development strategy, including lists of:
 - 797 • all immigrant fellowships with updated status of development and
798 leadership, with particular attention given to pastoral leadership immigration
799 status;
 - 800 • all immigrant new church developments with timeline of development and
801 goals to be accomplished;
 - 802 • all new worshipping communities and status of development and leadership
803 of each;
 - 804 • all churches participating in transformation with a status report on
805 development and leadership;
 - 806 • all church mergers, church closures, the constitution and organization of new
807 congregations under discussion and proposed timelines for relocating a
808 ministry to a new site or building.
- 809 • Record minutes of all meetings and maintain accurate record of the work of the
810 Church Development Committee, which shall be filed in the Presbytery office.
- 811 • Submit a written report annually to the Leadership Council.
- 812 • Develop, promote and encourage a sense of unity and community within the
813 National Capital Presbytery.

814
815 **FUNCTIONS: (As a Commission)**

- 816 • Exercise the powers and assume the responsibilities of a session with jurisdiction
817 over new worshipping communities, fellowships and new church developments
818 as defined by the Church Development Commission.
- 819 • Assign or withdraw particular Book of Order defined powers and responsibilities
820 of a Session to the local leadership group recognized by the Church Development
821 Commission.
- 822 • Serve as the calling agency which will work in concert with the COM in the
823 calling of teaching elders to serve these ministries. Recommend the formation of
824 separate Administrative Commissions to oversee a particular New Church
825 Development through the process of becoming a chartered congregation of the
826 Presbyterian Church (U.S.A.).
- 827 • Forward all actions to the Stated Clerk of Presbytery to be reported at the next
828 meeting of Presbytery.
- 829 • Develop, promote and encourage a sense of unity and community within the
830 National Capital Presbytery.

831

832 **MEMBERSHIP:**

833 The Committee/Commission shall be composed of fifteen (15) members divided into
834 three (3) equal classes, one of which is elected each year by the Presbytery. Term of
835 service is three (3) years with an individual eligible to serve up to six (6) consecutive
836 years.

837

838 The Chair shall be elected from within the membership by the Presbytery upon the
839 recommendation of the Nominating Committee after consultation with the
840 Committee/Commission and the approval of the Leadership Council for a term of one (1)
841 year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk
842 shall be elected by the Committee/Commission itself annually.

843

844 **MEETINGS:**

845 Quarterly and as necessary to accomplish the work.

846

847 **STAFF:**

848 The work of the Committee/Commission shall be supported by the Associate General
849 Presbyter for Church Development and Mission and others as may be assigned by the
850 General Presbyter.

851

852 **MISSION COORDINATION COMMITTEE**

853

854 **PURPOSE:** To coordinate, develop and execute strategies in concert with the mission
855 and community outreach commitments of the congregations of the Presbytery.

856

857 **FUNCTIONS:**

- 858 • Provide the means by which the mission endeavors of the congregations of the
859 Presbytery can communicate, network and combine energy in creative
860 relationships which further the mission goals of the congregations.
- 861 • Develop criteria, assess applications and award grants to congregations or
862 clusters of congregations to augment their mission goals.
- 863 • Provide program support for ministries in concert with one or more
864 congregations in the Presbytery.
- 865 • Annually prepare and propose a budget for the Mission Coordination
866 Committee expenses.
- 867 • Administer the Mission Coordination Committee budget.
- 868 • Record minutes of all meetings and maintain accurate record of the work of
869 the Mission Coordination Committee, which shall be filed in the Presbytery
870 office.
- 871 • Submit a written report annually to the Leadership Council.
- 872 • Develop, promote and encourage a sense of unity and community within the
873 National Capital Presbytery.

874

875 **MEMBERSHIP:**

876 The Committee shall be composed of fifteen (15) members divided into three (3) equal
877 classes, one of which is elected each year by the Presbytery. Term of service is three (3)
878 years with an individual eligible to serve up to six (6) consecutive years.

879

880 The Chair shall be elected from within the membership by the Presbytery upon the
881 recommendation of the Nominating Committee after consultation with the Committee
882 and the approval of the Leadership Council for a term of one (1) year, with the individual
883 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the
884 Committee itself annually.

885

886 **MEETINGS:**

887 Ordinarily the committee shall meet monthly or as often as necessary to accomplish the
888 work.

889

890 **STAFF:**

891 The work of the Committee shall be supported by the Associate General Presbyter for
892 Church Development and Mission and others as may be assigned by the General
893 Presbyter.

894

895 **LINKAGES:**

896 The Mission Coordination Committee reports to the Leadership Council on matters of
897 budget. The Committee brings proposed action to the Leadership Council for approval
898 before it can be considered on the floor of the Presbytery.

899

900 **POLICIES:**

901 See the policies of the Committee in the Appendix.

902

STEWARDSHIP COMMITTEE

903

904

905

PURPOSE:

906

The Stewardship Committee shall serve as the agency of the Presbytery which will interpret the mission of the Presbytery to its congregations and members, and request their financial support of the mission of the Presbytery.

909

910

FUNCTIONS:

911

- Seek financial support for the Presbytery's mission from congregations, members and other funding sources.

912

913

- Develop Stewardship interpretation resources and deliver them to the congregations and members of the Presbytery.

914

915

- Annually propose a stewardship budget to the Budget and Finance Committee

916

- Administer the Stewardship budget.

917

- Record minutes of all meetings and maintains accurate records of the work of the Stewardship Committee, which shall be available in the Presbytery Office.

918

919

- Periodically review and make recommendations about the effectiveness of all Presbytery stewardship vehicles.

920

921

- Submit a written report annually to the Leadership Council.

922

- Work to develop, promote, and encourage a sense of unity and community within the National Capital Presbytery.

923

924

925

The Stewardship Committee shall be composed of nine (9) members divided into three (3) equal classes, one of which is elected each year by the Presbytery. Terms of service will be three (3) years with an individual eligible to serve up to six (6) consecutive years.

928

929

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the Committee itself annually.

934

935

MEETINGS:

936

The Committee meets monthly or as often as necessary to accomplish the work.

937

STAFF:

938

The work of the Committee shall be supported by the Presbytery staff as may be assigned by the General Presbyter.

939

940

LINKAGES:

941

The Stewardship Committee reports to the Leadership Council. The Committee brings proposed action to the Leadership Council for approval before that action can be considered on the floor of the Presbytery.

942

943

944 The Stewardship Committee shall have a close working relationship with all the ministry
945 units of the Presbytery and the congregations of the Presbytery.

946

947 **POLICIES:**

948 See the policies of the Committee in the Appendix.

949

950

BUDGET and FINANCE COMMITTEE

951

952

953 **FUNCTIONS:**

954

- Make quarterly reports on financial condition of the Presbytery to the Leadership Council.

955

956

- Plan and conduct annual budget making processes.

957

- Keep the ministry units informed regarding financial standing.

958

- Allocate benevolence funds to the Synod of the Mid-Atlantic and the mission program of the General Assembly that are approved by the Presbytery

959

960

- Allocate funds to pay the *per capita* assessment of the Synod and the General Assembly.

961

962

- Monitor the budget adopted by Presbytery.

963

- Recommend a suitable firm to conduct an annual financial audit to the Leadership Council Record minutes of all meetings and maintain accurate record of the work of the Budget and Finance Committee, which shall be available in the Presbytery office.

964

965

966

- Submit a written report annually to the Leadership Council.

967

968

- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

969

970

971 **MEMBERSHIP:**

972

The Budget and Finance Committee shall be composed of six (6) members divided into three (3) equal classes, one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to six (6) consecutive years.

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977

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the Committee itself annually.

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982

983

The Managing Director, the Treasurer and the Finance Director shall serve as ex-officio members of the Committee without vote.

984

985

986 **MEETINGS:**

987

The committee ordinarily meets monthly or as often as necessary to accomplish the work.

988

989

STAFF:

990

The work of the Committee shall ordinarily be supported by the Associate General Presbyter for Administration and Business Affairs, the Treasurer, the Finance Director and by such other Presbytery staff as may be assigned by the General Presbyter.

991

992

993

994

LINKAGES:

995 The Budget and Finance Committee reports to the Leadership Council. The Committee
996 brings proposed action to the Leadership Council for approval before that action can be
997 considered on the floor of the Presbytery (unless specified otherwise in other sections of
998 this manual).

999

1000 It shall be in close working relationship with the other committees and with all
1001 congregations of the Presbytery.

1002

1003 **POLICIES:**

1004 See the policies of the Committee in the Appendix.

1005

INVESTMENT COMMITTEE

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FUNCTIONS:

- Oversee the investments of the Presbytery.
- Recommend investment philosophy and policy to the Leadership Council.
- Monitor debt service and financial assets of the Presbytery.
- Annually prepare and propose a budget for the work of the Committee.
- Record minutes of all meetings and maintain accurate record of the work of the Investment Committee, which shall be available in the Presbytery office
- Submit a written report annually to the Leadership Council.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

MEMBERSHIP:

The Investment Committee shall be composed of three (3) members divided into three (3) equal classes, one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to six (6) consecutive years.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the Committee itself annually.

MEETINGS:

Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the work.

STAFF:

The work of the Committee shall ordinarily be supported by the Managing Director and by such other Presbytery staff as may be assigned by the General Presbyter.

LINKAGES:

The Investment Committee reports to the Leadership Council. The Committee brings proposed action to the Leadership Council for approval before that action can be considered on the floor of the Presbytery.

The Investment Committee shall have a close working relationship with the other Committees.

POLICIES:

See the policies of the Committee in the Appendix.

1048 **ADMINSTRATIVE COMMISSION ON CONGREGATIONAL PROPERTY**

1049

1050

FUNCTIONS:

1051

- Consider requests submitted by congregations to lease, encumber or sell real property as specified in G-4.0206 in the *Book of Order* and act on those requests as an Administrative Commission of the Presbytery. (see G-3.0109) Any contingent liability or loan approval in excess of \$5,000,000 requires the additional approval of the Leadership Council and the Presbytery. Any contingent liability or loan approval which falls outside the parameters indicated in the ACCP's policy requires the additional approval of the Leadership Council.
- Communicate the Commission's actions and the requirements of G-4.0206 to the Leadership Council and the Presbytery at every stated meeting of the Presbytery.
- Recommend to the Leadership Council any changes in policy which the Council will then forward to the Presbytery for approval.
- In regard to the real property under the direct jurisdiction of the Presbytery.
 - Manage the real property under the direct jurisdiction of the Presbytery.
 - Recommend to the Leadership Council the sale, purchase or leasing of real property under the Presbytery's jurisdiction.
 - Be responsible for repairs, maintenance, renovations, etc. to the real property of the Presbytery.
 - Annually prepare and propose a budget for the management of the real property of the Presbytery
 - Secure adequate insurance coverage for the real property of the Presbytery
 - Record minutes of all meetings and maintain accurate record of the work of the Committee, which shall be available in the Presbytery office; and
- Submit a written report annually to the Leadership Council.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

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MEMBERSHIP:

1078

The Commission shall be composed of nine (9) members divided into three (3) classes, one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to six (6) consecutive years.

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1080

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1082

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Commission and the approval of the Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the Commission itself annually.

1083

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1088

MEETINGS:

1089

Ordinarily the Commission shall meet monthly or as often as necessary to accomplish the work.

1090

1091

1092

STAFF:

1093 The work of the Commission shall ordinarily be supported by the Managing Director, and
1094 the General Presbyter. Other Presbytery staff as may be assigned by the General
1095 Presbyter.

1096

1097 **LINKAGES:**

1098 The Commission shall be in regular communication with the Leadership Council
1099 regarding the vitality of a particular congregation seeking action. The Commission
1100 reports its actions at each Stated Presbytery meeting.

1101

1102 **POLICIES:**

1103 See the policies of the Commission in the Appendix.

1104

1105 **PERSONNEL COMMITTEE**

1106

1107 **FUNCTIONS:**

- 1108 • Define the process and review the annual evaluations of Presbytery staff.
- 1109 • Define the process and review reports of the five-year reviews of pertinent
- 1110 staff.
- 1111 • Conduct the reviews of the General Presbyter.
- 1112 • Make recommendations for action to the Leadership Council concerning
- 1113 compensation of Presbytery staff.
- 1114 • Enforce the policies in the Presbytery’s Personnel Manual.
- 1115 • Recommend changes in the Personnel Manual for action by the Leadership
- 1116 Council.
- 1117 • Annually prepare and propose a budget for the Personnel related expenses
- 1118 • Administer the Personnel Committee budget.
- 1119 • Record minutes of all meetings and maintain accurate record of the work of
- 1120 the Personnel Committee, which shall be filed in the Presbytery office.
- 1121 • Monitor the Presbytery office budget.
- 1122 • Submit a written report annually to the Leadership Council.
- 1123 • Develop, promote and encourage a sense of unity and community within the
- 1124 National Capital Presbytery.

1125

1126 **MEMBERSHIP:**

1127 The Personnel Committee shall be composed of nine (9) members divided into three (3)

1128 equal classes, one of which is elected each year by the Presbytery. Term of service is

1129 three (3) years with an individual eligible to serve up to six (6) consecutive years.

1130

1131 The Chair shall be elected from within the membership by the Presbytery upon the

1132 recommendation of the Nominating Committee after consultation with the Committee

1133 and the approval of the Leadership Council for a term of one (1) year, with the individual

1134 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the

1135 Committee itself annually.

1136

1137 **MEETINGS:**

1138 Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the

1139 work.

1140

1141 **STAFF:**

1142 The work of the Committee shall ordinarily be supported by the General Presbyter and by

1143 such Presbytery staff as may be assigned by the General Presbyter.

1144

1145 **LINKAGES:**

1146 The Personnel Committee reports to the Leadership Council. The Committee brings

1147 proposed action to the Leadership Council for approval before that action can be

1148 considered on the floor of the Presbytery.

1149

1150 It shall be in close working relationship with the other Committees. It may consult
1151 directly with the Leadership Council in regard to staff design matters that are under the
1152 jurisdiction of the Leadership Council.

1153

1154 **POLICIES:**

1155 See the policies of the Committee in the Appendix.

1156

1157

1158

1159 Appendix

1160

1161

- Policies

1162

- Standing Rules

1163

- Associated Ministry Units Manuals

1164

- Manual of Operations for Particular Committees (These manuals are the purview and control of the Committee, or Leadership Council itself regarding the means by which it will accomplish the functions assigned to it by the Presbytery in the Presbytery Manual of Administrative Operations.)

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Note: These documents are changed by the various ministry units themselves and those changes are recorded on the Presbytery website. See the Presbytery website for the most up to date versions of these documents. These documents themselves state whether or not it is a Committee approved policy or a Presbytery approved policy.

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