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2 amended by Presbytery

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7 **MANUAL OF ADMINISTRATIVE OPERATIONS**

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9 **NATIONAL CAPITAL PRESBYTERY**

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11 **INTRODUCTION**

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

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

22
23 Early in *The Book of Order*, Part II of the Constitution of the Presbyterian Church (U.S.A.), we
24 find a discussion of The Historic Principles of Church Order (F-3.01) and The Historic
25 Principles of Church Government (F-3.02). This manual firmly subscribes to those historic
26 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.

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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
58 procedures.

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

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73 **THE PRESBYTERY**

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75 **ORGANIZATION**

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

83
84 In order to function more effectively and efficiently, the Leadership Council
85 utilizes committees, teams and task forces. Each is composed of appointed or
86 elected members with responsibility for fulfilling a broad mandate or specific
87 task. In addition, there are various “Ministry Units,” which are defined as any
88 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.

137 **Ministry Unit**

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

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147 **Budgeting**

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

165 Overall fiscal oversight is the responsibility of the Leadership Council which
166 serves as the Board of Directors of National Capital Presbytery, Inc. The Budget
167 and Finance Committee, working with the Finance Director and Treasurer, has
168 overall responsibility for monitoring the annual Presbytery budget. Where budget
169 adjustments become necessary, the Budget and Finance Committee will advise
170 the Leadership Council which is authorized to approve such adjustments.
171 Particular Committees have the latitude to exceed a particular line item, provided
172 that the sum of all line items administered by the Committee does not exceed the
173 total allocated.
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175 It is the responsibility of each Committee to manage its own budget. All
176 Committee expenditures which will exceed a budgetary line item of a Committee
177 shall be approved beforehand by the Committee’s membership. All expenditures
178 from designated funds shall be approved by the Committee’s membership and, in
179 some cases, may require additional approvals as determined by the Presbytery.
180 All disbursements shall be made with the written approval of a member
181 authorized by the Committee in the form established by the Budget and Finance
182 Committee.

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Relationships

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

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

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 it's

- 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

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

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248 **FUNCTIONS:** The Leadership Council shall

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250 **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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268 **Coordination**

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- 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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275 **Fiduciary**

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- 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 Presbytery for approval,
- Approve all policies and changes in policies proposed by the Investment Committee, the Administrative Commission on Congregational Property, and the Budget and Finance Committee.

Ecumenical and Interfaith Cooperation

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

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.)

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.

- 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

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

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381 **POLICIES:**

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

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384 **Associated Ministry Groups**

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

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392 **LINKAGES:**

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

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- 399 • Each Associated Ministry Group shall submit a written report at the year end to the
400 Leadership Council.
 - 401 • Any budgetary requests shall come directly to the Leadership Council for consideration.
 - 402 • Additional groups may apply for recognition in this category by applying to the Leadership
403 Council who will consider and make recommendation to the Presbytery which will vote to
404 include these groups as self-governing extensions of the Presbytery's Mission.
 - 405 • The Associated Ministry Groups can initiate interaction with Leadership Council, or any
406 Committee to explore common interests and to implement ministry jointly. They may send
407 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.

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

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

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

464
465 **QUORUM:**

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

467
468 **MEETINGS:**

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

471
472 **STAFF:**

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

475
476 **LINKAGES:**

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

482
483 **POLICIES:**

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

485 **COMMITTEE ON REPRESENTATION**

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

489
490 **FUNCTIONS:**

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

499
500 **MEMBERSHIP:**

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

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

511
512 **MEETINGS:**

513 Ordinarily the committee shall meet quarterly or as often as necessary to accomplish the
514 work.

515
516 **STAFF:**

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

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520 **LINKAGES:**

521 The Committee reports directly to the Presbytery.

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523 **POLICIES:**

524 See the policies of the Committee in the Appendix.

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527 **PERMANENT JUDICIAL COMMISSION**

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

530

531 **FUNCTIONS:**

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

533

534 **MEMBERSHIP:**

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

538

539 **MEETINGS:**

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

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542 **STAFF:**

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

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545 **LINKAGES:**

546 The Commission reports directly to the Presbytery.

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550 **BILLS AND OVERTURES COMMITTEE**

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

554
555 **FUNCTIONS:**

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

565
566 **MEMBERSHIP:**

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

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

578
579 **MEETINGS:**

580 as necessary to accomplish the work.

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582 **STAFF:**

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

584
585 **LINKAGES:**

586 The Committee reports directly to the Presbytery.

587
588 **POLICIES:**

589 See the policies of the Committee in the Appendix.

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COMMISSION ON PREPARATION FOR MINISTRY

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

FUNCTIONS:

- As defined by the *Book of Order G-2.06*.
- Approve all matters related to the enrollment of Inquirers, advancement of Inquirers to candidacy, and “certification of readiness to be examined for ordination pending a call” shall be approved by the Commission on Preparation for Ministry (CPM) in plenary session upon recommendation of the Commission’s liaison groups and examining subcommittees, with the following provision: Actions related to any individual that involves a “scruple” that is judged to be a departure from essentials of the Reformed Tradition shall be referred to the Presbytery in session for disposition. Actions related to individuals that receive majority approval of less than 80% of the CPM likewise shall be referred to the Presbytery in session.
- Actions related to individuals who are deemed to have met the requirements for ordination by “extraordinary” means under G-2.0610 shall be referred to the Presbytery in session where, in accord with that provision, approval shall require a three-fourths vote of the members of Presbytery present.
- The CPM shall report its actions to the Leadership Council and the Presbytery.
- Annually prepare and propose a budget for the Commission on Preparation for Ministry expenses.
- Administer the Commission on Preparation for Ministry budget.
- Record minutes of all meetings and maintain accurate record of the work of the Commission for Preparation for Ministry, which shall be filed 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 Commission shall be composed of thirty-six (36) ruling and teaching elders 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 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.

MEETINGS:

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

640

641 **STAFF:**

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

644

645 **LINKAGES:**

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

649

650 **POLICIES:**

651 See the policies of the Commission in the Appendix.

652

653

654

655 **SESSION RECORDS REVIEW COMMITTEE**

656
657 **FUNCTIONS:**

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

667
668 **MEMBERSHIP:**

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

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

679
680 **MEETINGS:**

681 Ordinarily the committee shall meet quarterly or as often as necessary to accomplish the
682 work.

683
684 **STAFF:**

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

687
688 **LINKAGES:**

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

690
691 **POLICIES:**

692 See the policies of the Committee in the Appendix.

693
694

COMMITTEE ON MINISTRY

PURPOSE: That specified by the *Book of Order* G-3.0306 and G-3.0307

FUNCTIONS:

- The Committee on Ministry (COM) Coordinating Commission shall be constituted as an administrative commission authorized by the Presbytery to approve all matters specified in the *Book of Order* G-3.0306 and G-3.0307 not addressed by the Transitions Commission, other than matters related to candidates and inquirers, and reports those actions to the Presbytery.
- The Committee on Ministry Transitions Commission shall be constituted as an administrative commission authorized by the Presbytery to approve all matters specified in the *Book of Order* G-3.0306 and G-3.0307, related to the approval of teaching elders of all pastoral categories serving the congregations of the Presbytery and reports those actions to the Presbytery.
- All matters related to the examination of Teaching Elders shall be approved by the COM Coordinating Commission or the COM Transitions Commission upon the recommendation of the COM Examination Teams, with the following provision: Actions related to any individual that involve a “scruple” that is judged to be a departure from essentials of the Reformed Tradition shall be referred to the Presbytery in session for disposition. Actions related to individuals that receive majority approval of less than 80% of the COM Coordinating Commission or the COM Transitions Commission likewise shall be referred to the Presbytery in session.
- Annually prepare and propose a budget for the Committee on Ministry expenses.
- Administer the Committee on Ministry budget.
- Record minutes of all meetings and maintain accurate record of the work of the Committee on Ministry, which shall be filed 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 Committee shall be composed of thirty-six (36) 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. Those members of the COM on the Coordinating Team Commission and the Transitions Commission shall be ruling and teaching elders and be designated by Presbytery action to serve on those administrative commissions.

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.

740

741 **MEETINGS:**

742 as necessary to accomplish the work.

743

744 **STAFF:**

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

747

748 **LINKAGES:**

749 The Committee on Ministry reports to and is accountable to the Leadership Council on
750 matters related to budget. The Committee brings proposed action to the Leadership
751 Council for approval before that action can be considered on the floor of the Presbytery.

752 The Committee on Ministry reports directly to the Presbytery on matters related to its
753 Teams or when the Committee on Ministry commissions have acted as empowered by the
754 Presbytery.

755

756 **POLICIES:**

757 See the policies of the Committee in the Appendix.

758

759 **CHURCH DEVELOPMENT COMMITTEE/COMMISSION**

760
761 **PURPOSE:** (as a committee) to develop and execute strategies which lead to the
762 strengthening and transformation of the congregations of the Presbytery to be missional,
763 pastoral and prophetic.

764
765 **PURPOSE:** (as a commission) to exercise oversight and authority over immigrant
766 congregations, new worshipping communities and new church developments.

767
768 **FUNCTIONS: (As a Committee)**

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

801
802 **FUNCTIONS: (As a Commission)**

- 803 • Exercise the powers and assume the responsibilities of a session with jurisdiction
804 over new worshipping communities, fellowships and new church developments
805 as defined by the Church Development Commission.
- 806 • Assign or withdraw particular Book of Order defined powers and responsibilities
807 of a Session to the local leadership group recognized by the Church
808 Development Commission.
- 809 • Serve as the calling agency which will work in concert with the COM in the
810 calling of teaching elders to serve these ministries. Recommend the formation of
811 separate Administrative Commissions to oversee a particular New Church
812 Development through the process of becoming a chartered congregation of the
813 Presbyterian Church (U.S.A.).
- 814 • Forward all actions to the Stated Clerk of Presbytery to be reported at the next
815 meeting of Presbytery.
- 816 • Develop, promote and encourage a sense of unity and community within the
817 National Capital Presbytery.

818

819 **MEMBERSHIP:**

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

824

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

830

831 **MEETINGS:**

832 Quarterly and as necessary to accomplish the work.

833

834 **STAFF:**

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

838

839 **MISSION COORDINATION COMMITTEE**

840
841 **PURPOSE:** To coordinate, develop and execute strategies in concert with the mission
842 and community outreach commitments of the congregations of the Presbytery.

843
844 **FUNCTIONS:**

- 845 • Provide the means by which the mission endeavors of the congregations of the
846 Presbytery can communicate, network and combine energy in creative
847 relationships which further the mission goals of the congregations.
- 848 • Develop criteria, assess applications and award grants to congregations or
849 clusters of congregations to augment their mission goals.
- 850 • Provide program support for ministries in concert with one or more
851 congregations in the Presbytery.
- 852 • Annually prepare and propose a budget for the Mission Coordination
853 Committee expenses.
- 854 • Administer the Mission Coordination Committee budget.
- 855 • Record minutes of all meetings and maintain accurate record of the work of
856 the Mission Coordination Committee, which shall be filed in the Presbytery
857 office.
- 858 • Submit a written report annually to the Leadership Council.
- 859 • Develop, promote and encourage a sense of unity and community within the
860 National Capital Presbytery.

861
862 **MEMBERSHIP:**

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

866
867 The Chair shall be elected from within the membership by the Presbytery upon the
868 recommendation of the Nominating Committee after consultation with the Committee
869 and the approval of the Leadership Council for a term of one (1) year, with the
870 individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be
871 elected by the Committee itself annually.

872
873 **MEETINGS:**

874 Ordinarily the committee shall meet monthly or as often as necessary to accomplish the
875 work.

876
877 **STAFF:**

878 The work of the Committee shall be supported by the Associate General Presbyter for
879 Church Development and Mission and others as may be assigned by the General
880 Presbyter.

881
882 **LINKAGES:**

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

886

887 **POLICIES:**

888 See the policies of the Committee in the Appendix.

889

STEWARDSHIP COMMITTEE

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891

892 **PURPOSE:**

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

896

897 **FUNCTIONS:**

- 898 • Seek financial support for the Presbytery's mission from congregations, members
899 and other funding sources.
- 900 • Develop Stewardship interpretation resources and deliver them to the
901 congregations and members of the Presbytery.
- 902 • Annually propose a stewardship budget to the Budget and Finance Committee
- 903 • Administer the Stewardship budget.
- 904 • Record minutes of all meetings and maintains accurate records of the work of the
905 Stewardship Committee, which shall be available in the Presbytery Office.
- 906 • Periodically review and make recommendations about the effectiveness of all
907 Presbytery stewardship vehicles.
- 908 • Submit a written report annually to the Leadership Council.
- 909 • Work to develop, promote, and encourage a sense of unity and community within
910 the National Capital Presbytery.

911

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

915

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

921

922 **MEETINGS:**

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

924 **STAFF:**

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

927 **LINKAGES:**

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

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

933

934 **POLICIES:**

935 See the policies of the Committee in the Appendix.

936

937

BUDGET and FINANCE COMMITTEE

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FUNCTIONS:

- Make quarterly reports on financial condition of the Presbytery to the Leadership Council.
- Plan and conduct annual budget making processes.
- Keep the ministry units informed regarding financial standing.
- Allocate benevolence funds to the Synod of the Mid-Atlantic and the mission program of the General Assembly that are approved by the Presbytery
- Allocate funds to pay the *per capita* assessment of the Synod and the General Assembly.
- Monitor the budget adopted by Presbytery.
- 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.
- 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 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.

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.

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

MEETINGS:

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

STAFF:

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.

LINKAGES:

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

986

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

989

990 **POLICIES:**

991 See the policies of the Committee in the Appendix.

992

993 **INVESTMENT COMMITTEE**

994

995 **FUNCTIONS:**

- 996 • Oversee the investments of the Presbytery.
- 997 • Recommend investment philosophy and policy to the Leadership Council.
- 998 • Monitor debt service and financial assets of the Presbytery.
- 999 • Annually prepare and propose a budget for the work of the Committee.
- 1000 • Record minutes of all meetings and maintain accurate record of the work of
- 1001 the Investment Committee, which shall be available in the Presbytery office
- 1002 • Submit a written report annually to the Leadership Council.
- 1003 • Develop, promote and encourage a sense of unity and community within the
- 1004 National Capital Presbytery.

1005

1006 **MEMBERSHIP:**

1007 The Investment Committee shall be composed of three (3) members divided into three (3)

1008 equal classes, one of which is elected each year by the Presbytery. Term of service is

1009 three (3) years with an individual eligible to serve up to six (6) consecutive years.

1010

1011 The Chair shall be elected from within the membership by the Presbytery upon the

1012 recommendation of the Nominating Committee after consultation with the Committee

1013 and the approval of the Leadership Council for a term of one (1) year, with the individual

1014 eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the

1015 Committee itself annually.

1016

1017 **MEETINGS:**

1018 Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the

1019 work.

1020

1021 **STAFF:**

1022 The work of the Committee shall ordinarily be supported by the Managing Director and

1023 by such other Presbytery staff as may be assigned by the General Presbyter.

1024

1025 **LINKAGES:**

1026 The Investment Committee reports to the Leadership Council. The Committee brings

1027 proposed action to the Leadership Council for approval before that action can be

1028 considered on the floor of the Presbytery.

1029

1030 The Investment Committee shall have a close working relationship with the other

1031 Committees.

1032

1033 **POLICIES:**

1034 See the policies of the Committee in the Appendix.

1035 **ADMINSTRATIVE COMMISSION ON CONGREGATIONAL PROPERTY**

1036

1037

FUNCTIONS:

1038

- 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.

1047

- 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:

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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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.

1070

1071

MEETINGS:

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

1076

1077

1078

STAFF:

1079

1080 The work of the Commission shall ordinarily be supported by the Managing Director,
1081 and the General Presbyter. Other Presbytery staff as may be assigned by the General
1082 Presbyter.

1083

1084 **LINKAGES:**

1085 The Commission shall be in regular communication with the Leadership Council
1086 regarding the vitality of a particular congregation seeking action. The Commission
1087 reports its actions at each Stated Presbytery meeting.

1088

1089 **POLICIES:**

1090 See the policies of the Commission in the Appendix.

1091

PERSONNEL COMMITTEE

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FUNCTIONS:

- Define the process and review the annual evaluations of Presbytery staff.
- Define the process and review reports of the five-year reviews of pertinent staff.
- Conduct the reviews of the General Presbyter.
- Make recommendations for action to the Leadership Council concerning compensation of Presbytery staff.
- Enforce the policies in the Presbytery’s Personnel Manual.
- Recommend changes in the Personnel Manual for action by the Leadership Council.
- Annually prepare and propose a budget for the Personnel related expenses
- Administer the Personnel Committee budget.
- Record minutes of all meetings and maintain accurate record of the work of the Personnel Committee, which shall be filed in the Presbytery office.
- Monitor the Presbytery office budget.
- 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 Personnel Committee shall be composed of nine (9) 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 General Presbyter and by such Presbytery staff as may be assigned by the General Presbyter.

LINKAGES:

The Personnel 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.

1137 It shall be in close working relationship with the other Committees. It may consult
1138 directly with the Leadership Council in regard to staff design matters that are under the
1139 jurisdiction of the Leadership Council.

1140

1141 **POLICIES:**

1142 See the policies of the Committee in the Appendix.

1143

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1145

1146 Appendix

1147

1148

- Policies

1149

- Standing Rules

1150

- Associated Ministry Units Manuals

1151

- 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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