



# Pittsburgh Presbytery Manual



The PITTSBURGH Presbytery

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# The Manual of the Pittsburgh Presbytery

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**As of October 18, 2012**

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## **Article 1: Pittsburgh Presbytery**

### **1. Name**

The name of this Presbytery is Pittsburgh Presbytery, a constituent presbytery of the Presbyterian Church (U.S.A.).

### **2. Boundaries**

The boundaries of Pittsburgh Presbytery are those of the County of Allegheny of the Commonwealth of Pennsylvania, except by special authorization of the Synod of the Trinity and the General Assembly.

### **3. Branches**

Presbytery is constituted by four (4) branches, the boundaries of which are as follows:

**North Branch:** All churches north of the Allegheny River, east of US-19 and east of Interstate 279 North after it crosses US-19;

**East Branch:** All churches between the Allegheny and Monongahela Rivers, from North Versailles northward;

**South Branch:** All churches south of the Monongahela River, and east of the Monongahela from White Oak southward, and east of US-19 (Truck);

**West Branch:** All churches west of US-19 (US-19 Truck in the South Hills) and west of Interstate 279 North after it crosses US-19.

Congregations may request from the Executive Committee a waiver to be part of a branch different from the one in whose boundaries they are situated.

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#### **4. Membership of Presbytery**

The Membership of the Presbytery consists of:

All teaching elders on the active and temporary roll of Presbytery engaged in a ministry validated by the Presbytery, all members-at-large, and all honorably retired teaching elders.

All ruling elders commissioned by the churches of Presbytery in accordance with a plan of the Presbytery;

The officers of Presbytery who are ruling elders commissioned as members of Presbytery for their terms of office; and

Ruling elders commissioned annually by Presbytery according to a plan of its choice.

#### **5. Purpose, Mission, Ministry, Powers and Duties**

Presbytery is a regional council of the Presbyterian Church (U.S.A.) whose purpose is to carry out the mission, ministry, and government of the Presbyterian Church (U.S.A.) within its boundaries to achieve the great ends of the Church;

Pittsburgh Presbytery is a covenant community formed by the triune God, called to share together in the ongoing life and ministry of Jesus Christ, proclaiming and demonstrating the Gospel publicly in word and deed in the power of the Holy Spirit.

The ministry of Presbytery is to promote the worship, fellowship, nurture and outreach of its members and congregations.

The powers and duties of Presbytery shall be in accordance with the Book of Order of the Presbyterian Church (U.S.A.).

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## 6. Meetings of Presbytery

**Stated Meetings:** Presbytery shall hold at least four (4) stated meetings annually, including a February meeting especially focused on celebrating the gifts of African American churches and promoting racial reconciliation and justice, a Spring meeting (May/June), a Fall meeting (September/October), and a December meeting.

The Executive Committee of Presbytery shall recommend the date, time, place, and docket of each meeting. Invitations for places of meeting shall be made to the Executive Committee through the Stated Clerk.

No meeting shall be held during the regular meeting(s) of the General Assembly or the Synod of the Trinity.

There shall be a Memorial Communion Service for deceased teaching elders and ruling elders held each year, ordinarily at the Fall meeting..

There shall be a worship service at each stated meeting of presbytery. Each such worship service, except for the annual Memorial Communion Service, shall ordinarily be docketed for forty-five (45) minutes.

**Special Meetings:** Special meetings may be called in accordance with the Book of Order, or by the Executive Committee. The Executive Committee may authorize a fee to cover the cost of such meetings.

**Quorum:** the quorum for a meeting of Presbytery shall be thirty (30) teaching elders and thirty (30) ruling elders, provided that fifteen (15) churches are represented.

**Branch Meetings:** Presbytery branches shall each meet at least four times a year for fellowship, learning, nurturing ministry, and sharing in mission. Branch meetings shall have no power to make decisions or take actions on behalf of presbytery, except as specifically granted by vote of the whole presbytery.

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## **Article 2: Officers of the Presbytery**

### **1. Elected Officers**

The elected officers of Presbytery shall be: A Moderator, four (4) Vice Moderators, a Stated Clerk, an Associate Stated Clerk, and up to three (3) Assistant Clerks.

### **2. Moderator and Senior Vice Moderator**

#### **Terms of Service**

The Moderator and the Senior Vice Moderator shall serve for a term of one (1) year, beginning on the first day of the month following election. The Senior Vice Moderator, who without further election the next year shall succeed to the office of Moderator, shall be elected at the December meeting of Presbytery.

#### **Mode of Election**

Both teaching and ruling elders shall be eligible for election as Moderator/Senior Vice Moderator. The Standing Committee on Nominations shall nominate a candidate for the office of Senior Vice Moderator. The nomination shall be made at the Fall meeting, at which time nominations from the floor shall be in order. The nominator, including the Standing Committee on Nominations, shall affirm that the nominee has been asked in advance and has consented to serve if elected. Self nominations shall not be permitted. There shall be no additional nominations at the December meeting. The Senior Vice Moderator shall be elected by majority vote at the December meeting. If a Senior Vice Moderator is not elected on the first ballot, no candidate shall be dropped from subsequent ballots except at his or her own request. At the end of his or her term, the Senior Vice Moderator shall become the Moderator for the next year. If a Senior Vice Moderator decides, prior to the end of his or her term, that he or she does not wish to serve as Moderator for the next year or if he or she is unable to serve for any reason, a Moderator shall be elected in the manner set forth above.

Candidates for the office of Senior Vice Moderator (or Moderator should it be necessary to elect one) shall provide his or her biography to the Stated Clerk who shall mail it to all teaching elder members and to all churches with the call for the December meeting. Failure to provide a biography to the Stated Clerk by the deadline for printing the call for the December meeting shall be construed as an indication that the nominee has withdrawn his or her candidacy. The December docket shall provide for a five (5) minute nominating speech for each nominee.

If there are nominees from the floor, the December docket shall provide, as an order of the day prior to the election of the Senior Vice Moderator, time for each nominee for Senior Vice Moderator to address Presbytery by answering questions from the floor. All candidates shall answer all questions in rotation. Answers shall be limited to two (2) minutes. The total time allotted to the question period shall not exceed fifteen (15) minutes per candidate or one (1) hour, whichever is less.

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### **3. Moderator's Duties**

#### **The Moderator shall...**

...perform the duties set forth in the Book of Order and this Manual.

... in consultation with the General Minister, be available to interpret the mission and actions of Presbytery to the congregations and people within Presbytery.

... ,or the Moderator's designee, preside at all ordinations, installations, and services of reception under care.

... sign the annual review of all session minutes and registers.

... be elected as a commissioner of Presbytery to General Assembly.

...serve on the Executive Committee during his/her moderatorial year, and during the following year, without vote.

#### **Investigating Committees/Committees of Counsel**

The Moderator, when informed by the Stated Clerk either that an accusation against an individual has been filed or a complaint has been filed, shall nominate to Presbytery the members of Investigating Committees and Committees of Counsel. In the event that Presbytery is not scheduled to meet within ten (10) days of the date of receipt of the accusation or complaint, the Moderator shall appoint the Investigating Committee or the Committee of Counsel with full power to act upon appointment. The Moderator shall announce the appointments at the next stated meeting of Presbytery for the information of Presbytery.

#### **Administrative Commission**

The Moderator, when informed by the Stated Clerk that an Administrative Commission is needed, shall nominate to Presbytery the members of such an Administrative Commission. In the event that Presbytery is not scheduled to meet within ten (10) days of the date of a request for an Administrative Commission, the Moderator shall appoint the Commission with full power to act upon appointment. The Moderator shall announce the appointments at the next stated meeting of Presbytery for the information of Presbytery.

#### **Special Review Committees**

The Moderator shall appoint special review committees as required in this Manual.

#### **Moderator Expenses**

A sum for the Moderator's expenses shall be allotted in the budget of Presbytery.

### **4. Vice Moderators**

#### **Mode of Election**

The Moderator, following the election of the Senior Vice Moderator at the December meeting, shall nominate for election by Presbytery three (3) Vice Moderators. Such Vice Moderators shall serve for a term of one (1) year concurrent with the Moderator's term.

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Each of the Vice Moderators elected by Presbytery, including the Senior Vice Moderator, shall be from a different Branch of Presbytery. At least one (1) Vice Moderator shall hold an ordered office different from that of the Moderator.

**Duties**

The Vice Moderators shall preside at meetings of Presbytery in the absence of the Moderator and shall preside at ordinations, installations, and receptions at the request of the Moderator.

The Vice Moderators shall perform such other duties in connection with their branches as may be determined from time to time by Presbytery.

The Senior Vice Moderator shall serve on the Executive Committee, without vote.

The Senior Vice Moderator shall be elected as a commissioner of Presbytery to General Assembly.

**Vice Moderator Expenses**

A sum for the Vice Moderators' expenses shall be allotted in the budget of Presbytery.

**5. Clerks of the Presbytery**

The office of Stated Clerk shall be filled by election. The term of the Stated Clerk shall be five (5) years, beginning on July 1 of the year of election. The Clerk shall be eligible for re-election without limitation. Both teaching and ruling elders are eligible for the position. The Associate Stated Clerk and up to three (3) Assistant Stated Clerks shall be appointed annually by the Stated Clerk.

**6. Stated Clerk**

The Stated Clerk shall be nominated by a Special Committee of Presbytery appointed by the Moderator at the December Presbytery meeting preceding the expiration of his/her term. The Special Committee shall be constituted so as to comply with principles of full participation and representation.

The Executive Committee, at the December meeting preceding the expiration of the term of the Stated Clerk, shall recommend for Presbytery's approval, any amendments to the position description for the Stated Clerk. The Special Committee shall review the work of the incumbent as a first step in making the nomination.

The Special Committee shall announce the name of the person whom it intends to nominate for the office of Stated Clerk at the February meeting of Presbytery for election at the May/June meeting. Nominations from the floor shall be in order at the May/June meeting, provided the nominees have consented to serve. The Stated Clerk shall be installed at the first stated meeting of Presbytery following his/her initial election.

The Executive Committee, immediately following election of the Stated Clerk at the May/June meeting, shall recommend, for Presbytery's approval, a contract with the newly-elected Stated Clerk, which shall contain the terms of employment. That

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contract shall have been negotiated among the Special Committee, the Personnel Committee, and the nominee prior to the nomination.

A vacancy in the Stated Clerks' office shall be filled by nomination and election to the unexpired term as expeditiously as possible. Nominations to fill the vacancy shall be made by a Special Committee of Presbytery appointed by the Moderator in accordance with the manner set forth in this section.

## **7. Associate and Assistant Stated Clerks**

The Stated Clerk, immediately upon his/her election, shall appoint an Associate Stated Clerk and up to three (3) Assistant Stated Clerks, who shall be responsible to the Stated Clerk and shall serve for one year. The Associate and Assistant Stated Clerks shall be eligible for re-appointment without limitation. The Associate and Assistant Stated Clerks, who can be removed from office by the Stated Clerk, shall be accorded the rights and privileges set forth in the Personnel Policies of Presbytery.

## **8. Clerks' Duties**

### ***Stated Clerk's Duties***

The Stated Clerk shall be the continuing ecclesiastical officer of Presbytery and shall perform all of the duties set forth in the position description adopted by Presbytery, as well as all duties which may be assigned from time to time by Presbytery and the Book of Order.

### ***Annual Review of Stated Clerk***

Presbytery shall conduct an annual review of the work and of the compensation of the Stated Clerk. The membership of the appraisal team shall be the Chair of the Executive Committee, the Chair of the Personnel Committee, and the Chairs of the Standing Committees/Commissions of Presbytery. In the final year of the term of the Stated Clerk, both the annual review and the end-of-term review shall be conducted by a Special Committee appointed by the Moderator.

### ***Associate Stated Clerk's Duties***

The Associate Stated Clerk shall perform all of the duties assigned from time to time by the Stated Clerk, and in the absence or disability of the Stated Clerk shall perform the duties of the Stated Clerk.

### ***Assistant Stated Clerk's Duties***

The Assistant Stated Clerk(s) shall serve as a Presbytery committee on enrollment and leave of absence, and shall perform such other administrative duties as may be assigned to from time to time by the Stated Clerk.

### ***Salary and Expenses of Stated Clerks***

A sum for the services of the Stated Clerk, the Associate Stated Clerk, and Assistant Stated Clerk(s) shall be allotted in the budget of Presbytery.

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## **Article 3: Administrative, Leadership and Support Staff**

### **1. Presbytery Staff**

The Administrative Staff of Pittsburgh Presbytery shall be composed of a General Minister (traditionally called Executive Presbyter) and such Associate Presbytery Ministers as Presbytery may from time to time deem necessary.

### **2. General Minister**

#### **Mode of Calling and Election**

When a vacancy occurs in the office of the General Minister, the Executive Committee shall nominate to Presbytery the names of at least nine (9) presbyters to a special nominating committee, which shall be so constituted so as to comply with the principles of participation and representation. When elected, the Special Nominating Committee shall be convened by the Moderator for the purpose of electing a chair from among its own membership.

The Special Nominating Committee shall begin its work by consulting the Committee on Representation for both the Synod and the Presbytery. Both teaching and ruling elders are eligible for the position. No restriction shall be placed based on gender, race, ethnic origin, disability, or marital status. The Special Nominating Committee shall conduct its work in compliance with the church-wide plan for equal opportunity.

The candidate nominated by the Special Nominating Committee shall be the only nominee. Presbytery shall vote by secret ballot. A majority vote shall elect. If the person elected accepts the call, the Stated Clerk shall so advise Synod and shall make provision for the service of installation at a stated meeting of Presbytery.

#### **Accountability**

The General Minister shall be called and elected by Presbytery without term to the position commencing with his/her installation. The General Minister is employed by Presbytery and is accountable to Presbytery through the Executive Committee for the implementation of Presbytery's decisions. The General Minister is accountable to Synod, under the supervision of the Synod Executive, for the implementation of Synod decisions.

#### **Responsibilities**

The General Minister shall...

...serve as head of the Administrative and Support staffs and coordinate the total ministry and mission of Presbytery.

...serve as an ex-officio member without vote on all standing and special committees/commissions of Presbytery with the exception of the Response Team and the Permanent Judicial Commission.

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...represent and interpret the decisions and programs of Presbytery to sessions.

...represent and interpret the interests and programs of Presbytery and PC (USA) to the public, especially the media, other denominations, and various ecumenical bodies.

...coordinate the work of any Synod and General Assembly agency staff working in Presbytery, in accordance with the arrangements and policies established by Synod or the General Assembly entity.

...serve as primary staff to the Executive Committee's Standing Committee on Personnel; and

...perform such other duties as Presbytery or its Executive Committee may from time to time require.

#### **Annual Review**

Presbytery, in consultation with Synod, shall conduct an annual review of the work and compensation of the General Minister. An appraisal team consisting of the Chair of the Executive Committee and the Chairs of the Committees of the Executive Committee will complete the review. The annual review shall be based on agreed-to goals and priorities set at the beginning of the review period.

#### **Termination**

The Call and employment of the General Minister may be terminated by his/her resignation or retirement. Presbytery shall vote by secret ballot to concur. A majority vote is required.

The Call and employment of the General Minister may also be terminated upon recommendation by the Executive Committee at one stated meeting of Presbytery, for action at the next stated meeting.

A motion from the floor to terminate the employment shall be referred to the Executive Committee for review and advice to be acted upon at a stated meeting of Presbytery when the Executive Committee is ready to report. In either of these latter two cases, a secret ballot and a majority vote shall be required to terminate the Call and employment.

### **3. Associate Presbytery Ministers**

#### **Mode of Calling and Election**

The position descriptions for the Associate Presbytery Ministers and the jobs for those positions shall be approved by Presbytery, upon the recommendation of the Executive Committee, through its Personnel Committee.

Nominations to the positions of Associate Presbytery Ministers shall be made to Presbytery by a special nominating committee elected and functioning in the manner set forth above for the Pastor to the Presbytery. The special nominating committee shall consult with the Committee on Representation prior to making any nomination to Presbytery regarding the Associate Presbytery Minister. The special nominating

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committee shall also consult with the Synod before making its recommendation to Presbytery about the proposed nominee and the terms of employment. The candidate nominated by the special nominating committee shall be the only nominee before Presbytery.

The Associate Presbytery Ministers shall be called and elected without term by a majority vote by secret ballot.

#### **Duties**

The Associate Presbytery Ministers shall work as a team and perform such duties as are set forth in their job descriptions and such other duties as are assigned to them from time to time by the General Minister in consultation with the Personnel Committee.

#### **Review**

The Executive Committee, through its Personnel Committee, shall make provision for an annual review of the work and compensation of the Associate Presbytery Ministers.

#### **Termination**

The procedures for termination of the Associate Presbytery Ministers shall be the same as those for the General Minister.

### **4. Leadership and Support Team**

The Leadership and Support Staff of Presbytery shall include both exempt and non-exempt staff members as determined by the Personnel Committee and shall consist of program coordinators, camp directors, administrative assistants, resource coordinators, accounting clerks, receptionists, and others. The members of the Leadership and Support Staff shall be in such numbers as shall be deemed necessary from time-to-time by the General Minister with the concurrence of the Executive Committee.

The Leadership and Support Staff of Presbytery shall be employed by the General Minister, in accordance with the Personnel Policies of Presbytery.

All members of the Leadership and Support Staff shall be accountable to the General Minister, and shall be accorded the rights and privileges set forth in the Personnel Policies of Presbytery.

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## **Article 4. Operational Structure**

### **1. Organizational Entities**

#### **Standing Commissions/Committees of Presbytery**

The standing commissions/committees of Presbytery shall be...

... the Commission on Ministry

... the Commission on Preparation for Ministry

... the Permanent Judicial Commission

... the Nominating Committee

... the Committee on Representation, and

... the Response Team.

#### **Accountability**

The standing commissions/committees of Presbytery shall be directly accountable to Presbytery, through the Stated Clerk, and shall report directly to Presbytery.

#### **Powers and Responsibilities**

The powers and responsibilities of the standing commissions/committees of Presbytery shall be limited by the provisions of the Book of Order and by those expressly granted by Presbytery, provided such powers and responsibilities are not in conflict with the Book of Order.

#### **Extraordinary Means of Deliberative Voting**

At the discretion of its respective Chair and for its specific business needs, the Executive Committee or a committee of the Executive Committee, or a committee or commission of the Presbytery, may conduct a vote on an item of business by telephone conference call, e-mail, video conference or such other electronic communications method, provided that adequate means have been extended to the council/commission/committee members to assure a deliberative process is extended on such item of business prior to the electronic communications vote being taken.

### **2. Executive Committee**

There shall be a Presbytery Executive Committee, which shall be directly accountable to Presbytery. It shall make a full report to Presbytery of its meetings and its recommendations shall require action by Presbytery for implementation. Presbytery may, from time to time, delegate stated and specific responsibilities to Executive Committee, provided Executive Committee makes a full report of its actions to Presbytery at its next stated meeting.

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Executive Committee is hereby authorized to act on behalf of Presbytery during those times when Presbytery is not in session and there are more than forty-five (45) days intervening between stated meetings of Presbytery or when time is of the essence. Executive Committee shall make a full report of its actions to Presbytery at its next stated meeting.

The power and responsibilities of Executive Committee shall be limited to those powers and responsibilities assigned by this Manual or by Presbytery and shall be within its approved budget.

### **3. Ministry Teams**

In consultation with the General Minister, the Executive Committee shall establish, direct, and dissolve ministry teams as the mission of the presbytery warrants. It may, if it chooses, determine an ending date for a ministry team when such team is created, and may, if it chooses, limit or determine parameters for the respective terms of ministry team members.

Members of ministry teams shall be teaching or ruling elders, deacons, or members, of the constituent congregations of the Pittsburgh Presbytery.

All ministry teams shall be reportable and responsible to the Executive Committee. The Executive Committee, through the General Minister, shall from time to time take note of what ministry teams exist, and their respective disciplines and missions.

The ministry teams shall prepare their own mission statements, setting forth the scope of their mission and work, the boundaries within which each ministry team may operate and the minimum number of members who will serve on the team. Such mission statements, and any revisions to them, shall be submitted to the Executive Committee for approval. The boundaries within which each ministry team may operate shall include at least the following: Scripture, the Constitution of the Presbyterian Church (U.S.A.), this Manual, the mission statement of Presbytery, the current Presbytery budget, and the fact that the General Minister speaks for Presbytery.

Ministry teams are responsible to the Executive Committee through the General Minister. Whenever a ministry team wishes to take any action outside the boundaries established for it, the ministry team shall take the proposed action to the Executive Committee for approval. If a ministry team needs to take a proposed action to Presbytery for approval, it shall first submit the proposed action to the Executive Committee, through the General Minister, for information and advice before taking its proposal to Presbytery.

### **4. Committees of the Executive Committee**

The Executive Committee shall have the following standing committees...

...Ecclesiastical,

...Finance,

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...Personnel, and

...Property.

The membership of each of these committees shall be divided into three (3) classes, but the total membership, including the Chair, shall not exceed nine (9). The Chairs of the standing committees of the Executive Committee shall be members of the Executive Committee who shall be nominated annually by the Chair of the Executive Committee and elected by the full Executive Committee. The Vice Chair of each standing committee of the Executive Committee shall be elected by the committee from among its membership.

The members of standing committees of The Executive Committee shall be nominated by the Chair of the standing committee and elected by the Executive Committee. Each member of a standing committee of the Executive Committee shall be elected to a three (3) year term and shall be eligible for re-election, provided that no person shall serve on a standing committee of the Executive Committee for more than six (6) consecutive years and shall not thereafter be eligible for re-election until one (1) year shall have passed.

All members of the Executive Committee, the standing committees of Presbytery, and any special committees that may be appointed shall be active members of the churches of Pittsburgh Presbytery or teaching elders on the active roll of Presbytery. The members of the Executive Committee and the standing commissions and committees of Presbytery shall be teaching elders and ruling elders. The members of the Ministry Teams and of the committees of the Executive Committee shall be teaching or ruling elders, deacons, or members of the constituent congregations of the Pittsburgh Presbytery

## **5. Nomination and Election of Commission and Committee Members**

The membership of the Executive Committee and the standing commissions and committees of Presbytery, with the exception of the Nominating Committee, shall be nominated by the Nominating Committee in accordance with the Form of Government and the requirements of this Manual, and elected by a majority vote of Presbytery.

The members of the Nominating Committee shall be nominated by the Ecclesiastical Committee, through the Executive Committee, and elected by Presbytery.

The membership of the Ministry Teams shall be nominated by the Chairs of those teams and elected by a majority vote of the Executive Committee.

## **6. Terms**

The members of the Executive Committee and the standing commissions and committees of Presbytery, with the exception of the Permanent Judicial Commission, shall be divided into three (3) equal classes and shall be elected to a term of three (3) years. They shall be eligible to serve a second term provided they shall not serve for more than six (6) consecutive years, at which time they are ineligible for re-election

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until one (1) year has passed. A person, having served six (6) consecutive years on the Executive Committee or a standing commission or committee of Presbytery, is immediately eligible to be elected to another standing commission or committee of Presbytery.

Ordinarily no person may serve in more than one elected position at a time, except that persons who are serving in elected positions in Presbytery shall be eligible to be elected from time-to-time to serve on special committees or as commissioners to Synod and General Assembly and to committees, units, and agencies of Synod and General Assembly.

The terms of members of the Permanent Judicial Commission are governed by the Rules of Discipline.

All people who comprise the membership of the respective committees and commissions of the Presbytery and the Executive Committee as of the date that this Manual of the Presbytery is revised, shall continue in their respective terms even though the commission/committee membership may not as yet be fully in compliance with this Manual provision.

## **7. Absence/Resignation**

### **Absence**

After absence without excuse from two (2) consecutive regular meetings of the Executive Committee or of a Standing Committee or Commission of Presbytery, a member thereof shall be notified by the body of membership that, after the third consecutive unexcused absence, the member will automatically forfeit the right of membership and that the vacancy will be filled by Presbytery upon nomination by the Nominating Committee.

### **Resignation**

All resignations shall be submitted to the Stated Clerk, who shall report the resignation to Presbytery and refer the resulting vacancy to the appropriate standing committee/commission.

## **8. Conflicts of Interest**

Anyone who has a personal interest in a matter before Presbytery, the Executive Committee or a standing commission, committee or Ministry Team of Presbytery, including any person who has an affiliation with a congregation or community organization which is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance, will be regarded as having a conflict of interest. Anyone with a close family member (i.e., spouse, parent, sibling or child) who has such a personal interest or affiliation shall also be considered to have a conflict of interest. "Affiliation" shall be construed to mean membership in a congregation, a community organization, or a congregation which is connected to a community organization, or a salaried or unsalaried staff person of any such entity.

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Such persons shall be bound by the following...

...At any meeting of the Executive Committee, or a standing or special commission or committee, or a Ministry Team of Presbytery, no person may speak about or advocate for matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the Executive Committee, commission, committee or Ministry Team the existence of the conflict of interest. Furthermore, a person having a conflict of interest in any such matters shall always abstain from voting on such matters.

...At any meeting of Presbytery no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest.

...No person may preside as Moderator of Presbytery or as Chair of the Executive Committee, a commission, a committee of the Executive Committee, or a standing or special commission or committee of Presbytery, or a Ministry Team at any meeting during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on.

#### **9. Officers of Commissions/Committees/Executive Committee**

The officers of the Executive Committee, committees of the Executive Committee, and the standing commissions and committees of Presbytery, shall be a Chair and a Vice Chair or Co-chairs, as the Executive Committee and the commissions or committees may determine. Each such officer shall be a teaching or ruling elder, and if a ruling elder shall be designated as a commissioner to Presbytery for his/her term of office. The officers shall be members of Executive Committee or their respective commission/committee, and shall be included in the number of members set forth in this Manual.

##### **Mode of Election**

The Chair and Vice Chair of the Executive Committee shall be elected annually by such Executive Committee from among its elected membership, following nomination by a task force of three (3) members of the Executive Committee appointed by the General Minister and the Stated Clerk, both of whom shall be members of the task force ex-officio without vote. The Chair and Vice Chair of the Executive Committee shall be elected at the last Executive Committee meeting of the year to serve the following year. Both the Chair and the Vice Chair shall be eligible for re-election.

The Chair and the Vice Chair of the standing commissions and committees of Presbytery shall be elected annually from among the membership of the standing commissions/committees, at its first stated meeting following the December meeting of Presbytery. All Chairs and Vice Chairs will be reported to Presbytery at the February stated meeting of Presbytery.

The Chair and Vice Chair of the Standing Committee on Nominations shall be nominated to Presbytery by the Ecclesiastical Committee through Presbytery's Executive Committee.

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The Chair and Vice Chair of all standing commissions and committees of Presbytery shall be eligible for re-election.

#### **10. Quorums for Commissions/Committees/Executive Committee**

Except as otherwise set forth herein, the quorum for the Executive Committee, the commissions and committees of the Executive Committee, and the standing commissions and committees, and any special committees, of Presbytery, shall be one-third (1/3) of the voting membership.

Provided, however, that the quorum for the Commission on Ministry, the Commission on Preparation for Ministry, and the Permanent Judicial Commission shall have a quorum equal to a majority of their members.

#### **11. Regular Reviews**

##### **Internal Review**

The Executive Committee, each standing commission and committee of Presbytery, and each Ministry Team, shall conduct an annual internal review of the minutes and records and program of its standing commissions, committees and task forces. Each special committee shall be responsible for submitting an annual written report concerning its work to the Executive Committee which, in turn, shall report to Presbytery.

##### **Program Review**

The Executive Committee and each standing commission and committee of Presbytery, if not otherwise regularly reporting, shall present through the Executive Committee a brief written summary of its work to Presbytery at the December meeting.

The Executive Committee and its standing committees/commissions shall be reviewed in each even year in which there is not a review of the total structure of Presbytery. The review shall be made by a special committee appointed by the Moderator at the December meeting prior to the review. The results of this review shall be reported to Presbytery no later than the May/June meeting of Presbytery.

Presbytery structure and the work of all standing commissions, committees, and ministry teams of Presbytery shall be reviewed every fourth (4th) year by the Executive Committee, through a special committee appointed by the Chair of the Executive Committee at the Executive Committee meeting immediately preceding the December meeting of Presbytery prior to the review.

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## **Article 5. Permanent Judicial Commission**

### **1. Membership**

The Permanent Judicial Commission of Presbytery shall be created in accordance with the Rules of Discipline of the Book of Order. There shall be nine (9) Permanent Judicial Commission members, nominated by the Nominating Committee and elected by Presbytery. The Commission shall elect its own officers.

They shall be elected in compliance with the principles of inclusiveness, participation, and representation.

### **2. Duties**

The Permanent Judicial Commission shall act only upon reference by the Stated Clerk or an investigating committee, in accordance with the Rules of Discipline. Its decisions, unless appealed, are final and shall be reported to Presbytery and entered in the Minutes.

### **3. Accountability**

The Permanent Judicial Commission shall be accountable to the Permanent Judicial Commission of the Synod through the appeal process, and shall be resourced by the Stated Clerk of Presbytery.

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## **Article 6. Nominating Committee**

### **1. Membership**

The Nominating Committee shall be composed of twelve (12) elected members, with a good mix of both men and women, one-half (1/2) of whom shall be teaching elders and one-half (1/2) ruling elders. The members of the Nominating Committee shall be nominated by the Ecclesiastical Committee through the Executive Committee and elected by Presbytery. They shall be nominated and elected in compliance with the principles of inclusiveness, participation, and representation. In so far as possible, they shall equally represent presbytery's four branches.

*Those persons who comprise the Nominating Committee as of the date that this Manual of the Presbytery is revised, shall finish in their respective terms even though the committee membership thus may not as yet be in compliance with this Manual provision.*

### **2. Accountability**

The Nominating Committee shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

### **3. Consultation**

The Nominating Committee shall consult with the Executive Committee and each standing commission and committee of the Presbytery to which it nominates persons, concerning a description of positions to be filled prior to making nominations. It shall from time to time be informed and advised by the Committee on Representation.

### **4. Duties**

The Nominating Committee shall...

... maintain lists of qualified teaching and ruling elders, deacons, and lay persons from the particular churches, who are recognized for their commitment to Jesus Christ and who may available for service at Presbytery, Synod, and General Assembly;

... communicate with councils of congregations and nominating committees of the particular churches for the purpose of maintaining the lists and seeking new persons available for nomination for service to Presbytery, Synod and General Assembly,

... Nominate the members of the Executive Committee and the members of standing commissions and committees of Presbytery (except the Standing Committee on Nominations and the Committee on Representation), in accordance with the principles of inclusiveness, participation and representation

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... Nominate commissioners, alternate commissioners, and youth advisory delegates to Synod and General Assembly in accordance with the requirements of those governing bodies and the guidelines adopted by Presbytery. At least one teaching elder or ruling elder commissioner in any given delegation to Synod and General Assembly from Presbytery shall be a racial/ethnic minority person. In the event no racial/ethnic minority representation shall emerge from the normal process, the Executive Committee shall select such a representative from among the racial/ethnic members of Presbytery's congregations. Such an appointment shall fulfill standard meeting attendance requirements.

... Nominate qualified representatives who are active members of the churches of Presbytery to organizations with which Presbytery is affiliated, including but not limited to the Pittsburgh Presbyterian Foundation and other such organizations.

...make such other nominations as called upon from time to time by Presbytery.

#### **5. Nomination and Election of Commission and Committee Persons**

With the exception of the Nominating Committee and the Committee on Representation, the Nominating Committee shall announce at least one month in advance its intention to announce nominations at the Fall meeting of Presbytery, and shall invite suggestions from the members of Presbytery.

Nominations to each position in the new class shall be announced at the Fall meeting of Presbytery and made at the December meeting. Nominations may be made from the floor, provided that the persons nominated have consented to serve.

Nominations to vacancies on commissions and committees shall be made at the stated meeting following the announcement of a vacancy by the Stated Clerk. Nominations may be made from the floor, provided that the persons nominated have consented to serve.

Election by the Presbytery shall be by voice vote except when there are two (2) or more nominees for the same position, in which case election shall be by ballot. A majority vote shall be required to elect.

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## **Article 7. Committee on Representation**

### **1. Membership**

There shall be a Committee on Representation within the Presbytery consisting of five (5) persons, male and female, including teaching and ruling elders, deacons, and members of the constituent congregations of the Pittsburgh Presbytery. They shall be elected in compliance with the principles of inclusiveness, participation, and representation.

### **2. Nominations**

The members of the Committee on Representation shall be nominated to Presbytery by the Ecclesiastical Committee, through the Executive Committee.

### **3. Functions**

It shall be the function of the Committee on Representation to...

...advise the Executive Committee regarding the implementation of principles of unity and diversity

...advocate for diversity in leadership, and

...consult with the Executive Committee on the employment of personnel

all in accordance with the principals of unity and diversity set forth within the Book of Order.

### **4. Accountability**

The Committee on Representation shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

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## **Article 8: The Response Team**

### **1. Membership**

The Response Team shall be composed of the Chair and six (6) other elected members. The membership shall include at least one (1) licensed psychological counselor and one (1) attorney-at-law. They shall be elected in compliance with the principles of inclusiveness, participation, and representation.

### **2. Accountability**

The Response Team shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

### **3. Duties**

The Response Team shall receive and respond promptly and objectively to reports of sexual misconduct by persons covered by Presbytery's policy on sexual misconduct (hereinafter "the policy"). In responding to such reports, the Response team shall...

...seek to provide support for the accuser/victim (as defined under the policy) as he/she decides how to resolve the problem;

...show concern for the accused (as defined under the policy);

...be available to work with the accuser, the victim, the accused, the families involved, the congregation, co-workers of the parties involved, and Presbytery, seeking to address their respective needs through counseling and pastoral care;

...advise the accused of the process available under the Rules of Discipline;

...not offer legal advice as to either church or secular law; and

...neither initiate church disciplinary proceedings nor be available to testify in such proceedings.

The Response Team shall review, from time to time, the policy to determine whether it is working effectively, and propose such revisions to the policy as may be necessary to improve its effectiveness and to keep it in compliance with current law. In making such review, the Response Team shall consult with the Executive Committee and the Permanent Judicial Commission and all commissions/committees and ministry teams of Presbytery.

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## **Article 9. Commission on Ministry**

### **1. Membership**

The Commission on Ministry shall have thirty-two (32) members, of whom sixteen (16) shall be teaching elders and sixteen (16) shall be ruling elders. The quorum of the Commission on Ministry shall be a majority of its membership.

They shall be elected in compliance with the principles of inclusiveness, participation, and representation, with equal representation from each of the presbytery branches.

### **2. Powers and Accountability**

The Commission on Ministry shall be directly accountable to, and shall report directly to, Presbytery.

The Commission on Ministry shall hold stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Commission.

### **3. Duties**

The commission shall serve the Presbytery in the following ways. It shall ...

... visit regularly and consult with each teaching elder of the Presbytery. It shall report to the Presbytery annually the type of work in which each teaching elder of the Presbytery is engaged.

... make recommendations to Presbytery regarding calls for the services of its teaching elders.

... visit with each session of the Presbytery, discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of Presbytery and of the larger church

...counsel with churches regarding calls for permanent pastoral relations.

...counsel with sessions regarding temporary pastoral services when a church is without a teaching elder, and it shall provide lists of teaching elders and ruling elders who have been trained by the Presbytery to supply vacant pulpits

...provide for the implementation of equal opportunity employment for teaching elders and candidates without regard to race, ethnic origin, sex, age, marital status, or disability.

...serve as an instrument of Presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between teaching elders

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and churches. Its purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the particular church may be strengthened, that the unity of the body of Christ may be made manifest.

#### **4. Authority to Act**

The Commission on Ministry is hereby granted authority to find in order calls issued by churches, to approve and present calls for services of teaching elders, to approve the examination of teaching elders transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and the teaching elder concur, to grant permission to labor within or outside the bounds of Presbytery, and to dismiss teaching elders to other presbyteries, provided that the Commission on Ministry shall make a full report of its actions to Presbytery at its next stated meeting. Presbytery shall welcome teaching elders who have received calls as soon as possible at a presbytery meeting and at a branch meeting, offering them opportunity to express their faith and sense of call.

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## **Article 10: Commission on Preparation for Ministry**

### **1. Membership**

The Commission on Preparation for Ministry shall have thirty-six (36) members, of whom eighteen (18) shall be teaching elders and eighteen (18) shall be ruling elders. The quorum of the Commission on Preparation for Ministry shall be a majority of its membership.

They shall be elected in compliance with the principles of inclusiveness, participation, and representation, with equal representation from the presbytery branches.

### **2. Powers and Accountability**

The Commission on Preparation for Ministry shall be directly accountable to, and shall report directly to, Presbytery.

The Commission on Preparation for Ministry shall hold stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Commission.

### **3. Duties**

The Commission on Preparation for Ministry shall...

... assist Presbytery in fulfilling the functions of Presbytery regarding the preparation of persons for the ordered ministry of teaching elder.

... administer scholarship funds according to the policies and directives of Presbytery.

... counsel with pastors and sessions regarding Inquirers and Candidates from particular churches.

### **4. Authority to Act**

The Commission on Preparation for Ministry is hereby granted authority to dismiss candidates, enroll inquirers, and certify candidates as ready for examination for ordination, provided that the Commission on Preparation for Ministry shall make a full report of its actions to Presbytery at its next stated meeting.

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## **Article 11: The Presbytery Executive Committee**

### **1. Membership**

The Presbytery Executive Committee shall consist of twenty-four (24) members with vote in three (3) classes. In so far as possible, elected members shall equally represent all four branches. Overall composition of the Executive Committee shall conform to principles of inclusiveness, representation, and participation for race and gender, and shall include equal numbers of ruling and teaching elders. Of the teaching elders on the Executive Committee, at least two-thirds (2/3) shall be teaching elders currently serving in churches within Presbytery. The Executive Committee shall also include the following ex-officio members without vote: the Moderator, the Senior Vice Moderator, the immediate Past Moderator, the General Minister, the Associate Presbytery Ministers, and the Stated Clerk. The Stated Clerk shall be the secretary of the Executive Committee.

The members of the Executive Committee shall be teaching elders and ruling elders.

### **2. Purpose**

The Executive Committee shall work with and support the congregations of Presbytery, set goals and do strategic planning for Presbytery, monitor the performance of the General Minister, and have general oversight of the ministry teams and of the ecclesiastical responsibilities of Presbytery as a governing body.

The Executive Committee shall be the Board of Trustees/Board of Directors of the Corporation of Pittsburgh Presbytery. The Chair and Vice Chair of the Executive Committee shall be the President and the Vice President respectively of the Corporation and the Board of Trustees. The Stated Clerk shall be the secretary of the Corporation and the Board of Trustees. The Treasurer of the Corporation shall be elected annually by the Executive Committee from among its membership. The Trustees/Directors, except as otherwise provided in this Article, shall exercise all powers granted to a board of directors under the Nonprofit Corporation Law of Pennsylvania, including without limitation the power to acquire, own, encumber, lease, and dispose of property; to borrow or lend money, to enter into obligations appropriate for the transaction of the affairs of Presbytery; to invest and reinvest the funds of Presbytery; to engage auditors to conduct an annual audit of the books and accounts of Presbytery; to engage legal counsel; and to manage and build up the permanent endowment funds of Presbytery.

### **3. Standing Committees of the Executive Committee**

In order to fulfill its purpose, the Executive Committee shall have the following committees shown below. The Chairs of such committees shall be members of the Executive Committee and appointed by the Chair of the Executive Committee with the consent of the full Executive Committee.

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## **ECCLESIASTICAL COMMITTEE**

### **Membership**

The Ecclesiastical Committee shall consist of no fewer than three (3) and no more than nine (9) members, including the Chair, who are teaching elders and ruling elders. The members of the committee shall be nominated by the Chair of the Committee and elected by the Executive Committee.

### **Duties**

The Ecclesiastical Committee shall...

...recommend the place, time, date, and docket of all stated and special meetings of Presbytery including an annual Memorial Communion service.

...recommend the dates of the Executive Committee's regular meetings.

...assist in providing annual orientation and leadership training for officers in churches within Presbytery.

...assist in conducting regular administrative reviews of the standing committees of Presbytery, of the ministry teams, and of the particular churches within Presbytery.

...provide for the training of clerks of session.

...provide for the preservation of church records and history.

...review the Manual of Presbytery regularly for consistency with Presbytery policy; review all amendments to the Manual, making recommendations, through the Executive Committee, concerning such amendments; and publish and distribute revisions of the Manual when amendments are adopted by Presbytery.

...nominate to Presbytery members of the Standing Committee on Nominations and the Committee on Representation.

## **FINANCE COMMITTEE**

### **Membership**

The Finance Committee shall consist of no fewer than three (3) and no more than nine (9) members, including the Chair, who are teaching elders and ruling elders. The members of the committee shall be nominated by the Chair of the Committee and elected by the Executive Committee.

### **Duties**

The Finance Committee shall...

...review and recommend approval of requests from particular churches for permission to encumber their property, and

...oversee Presbytery's investments, trusts, and all other financial matters.

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...consult and negotiate with the particular churches of Presbytery concerning per capita payments.

## **PERSONNEL COMMITTEE**

### **Membership**

The Personnel Committee shall consist of no fewer than three and no more than nine (9) members, including the Chair, who are teaching elders and ruling elders. The members of the committee shall be nominated by the Chair of the committee and elected by the Executive Committee.

### **Duties**

The Personnel Committee shall...

...review and recommend amendments to Presbytery's Personnel Policies;

...support the administration of Presbytery in accordance with Presbytery's Personnel Policies;

...approve recommended person and job descriptions as provided by the General Minister;

...review and recommend to the Executive Committee an annual salary budget as prepared by the General Minister;

...serve as resource for developing appraisal procedures for reviewing the work of the Stated Clerk and all staff positions;

...ensure that the performance reviews and compensation recommendations for the General Minister and the Stated Clerk are in accordance with the Personnel Policies of Presbytery; and

...respond to Human Resources activity requests from the Executive Committee, committees, commissions, ministry teams and congregations as needed.

## **PROPERTY COMMITTEE**

### **Membership**

The Property Committee shall consist of no fewer than three (3) and no more than nine (9) members, including the Chair, who are teaching elders and ruling elders. The members of the committee shall be nominated by the Chair and elected by the Executive Committee.

### **Duties**

The Property Committee shall...

...review and recommend approval of all Presbytery and congregational property sales.

...make recommendations concerning the utilization of all properties owned by

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Presbytery and all properties coming to Presbytery from dissolved congregations.

...review and recommend approval of all Presbytery and congregational leases, acquisitions of properties, and expansions of real estate projects.

#### **4. Special Meetings**

Special meetings of the Executive Committee may be called by the Chair or by any two (2) members with vote. Notice of a special meeting shall be sent to each member not less than five (5) days in advance of such meeting.

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## **Article 12: Ministry Teams**

### **1. Establishment Upon Recommendation of Executive Committee**

Presbytery may, upon the recommendation of the Executive Committee, from time to time by majority vote establish various ministry teams to carry out the work and mission of Presbytery.

### **2. Membership**

The Chairs of Ministry Teams shall be elected by Presbytery, upon nomination by the Executive Committee. The members of Ministry Teams shall be nominated by the Chairs of the Ministry Teams and elected by the Executive Committee to three (3) year terms. When nominating and electing members of Ministry Teams the Chairs and the Executive Committee shall act in accordance with the requirements for full participation set forth in the Book of Order. Each Ministry Team shall have three (3) classes. In the first year, one class shall be elected for one (1) year, another class for two (2) years, and a final class for three (3) years. Members are eligible for election to a second term. Because no one may serve more than six (6) consecutive years, a member may not be elected to a third term until after a year has passed.

They shall be elected in compliance with the principles of inclusiveness, participation, and representation.

The General Minister shall maintain a current roster of the members and officers of all Ministry Teams.

### **3. Authorities and Duties**

#### ***Responsible***

Ministry teams are responsible to the Executive Committee, through the General Minister.

#### ***Mission Statement and Boundaries***

Each ministry team will write its own mission statement, setting forth the scope of its work and the boundaries within which it must operate. The mission statements and any amendments to them shall be approved by the Executive Committee. All ministry teams shall be subject to the following boundaries:

- ...Scripture
- ...The Constitution of the Presbyterian Church (U.S.A.)
- ...The Presbytery Manual
  
- ...Presbytery's Mission Statement
- ...The current Presbytery budget

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...The fact that the General Minister speaks for Presbytery.

When a ministry team wishes to act outside these boundaries and those established by its mission statement it shall submit its proposal to the Executive Committee, through the General Minister, for approval before acting. When a ministry team needs to take a proposed action to Presbytery for approval, even though it may be within the ministry team's boundaries, it shall submit the proposed action to the Executive Committee, through the General Minister, for information and advice before taking it to Presbytery.

#### **4. Duration**

Presbytery may set a termination date for the work of any ministry team that it establishes. If no termination date is set, the Executive Committee may terminate a ministry team at any time that it determines that the need for such ministry team or its useful life has ended.

#### **5. Records and Rosters**

The General Minister shall maintain a record of all Presbytery ministry teams, including their mission statements and rosters of their membership, and officers. All such information shall be published to Presbytery from time to time by the Executive Committee.

#### **6. Task Forces**

The Executive Committee and the ministry teams may from time to time set up task forces to assist them in their work. Such task forces shall perform such duties and shall exist for such length of time as shall be determined by the Executive Committee or the ministry teams when they set up the task forces.

Task forces shall be accountable to the body which established them.

Ministry teams will determine the membership and organization of task forces when the ministry teams establish such task forces. Ministry teams shall appoint the members and officers of the task forces. It shall be the responsibility of the Chair of a ministry team establishing a task force to maintain a roster of members of the task force and to report that information to the Executive Committee upon request.

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## **Article 13: Standing Rules of the Presbytery**

### **1. Standing Rules Relating to the Particular Church**

#### ***Pastoral Calls and Contracts***

All calls to teaching elders and contracts with teaching elders of Presbytery, and all changes in terms of call shall be approved by Presbytery in accordance with the minimum salary guidelines established by Presbytery. Congregations shall annually report to the Presbytery their teaching elder(s) terms of call.

#### ***Teaching Elder Permanent Disability***

When a teaching elder receives permanent disability benefits from the Board of Pensions, the contract among the teaching elder, the particular church, and Presbytery is to be considered automatically terminated.

#### ***Dissolution of Teaching Elder Relationship***

The dissolution of a pastoral relationship by Presbytery shall not become effective until the terms of the contract among the particular church, the teaching elder, and the Presbytery have been met in full by the particular church.

#### ***Congregations and Per Capita***

Each of the particular churches of Presbytery shall consider payment of its *per capita* apportionment to be a first claim upon its congregational contributions. However, Presbytery is obligated to pay its full *per capita* assessment to the General Assembly and the Synod whether or not it collects the full amount from the particular churches. In no case shall the authority of the session to direct its benevolences be compromised.

#### ***Annual Reading of Minutes, Rolls and Registers***

The sessions of the particular churches of Presbytery shall submit their minutes, rolls and registers annually for administrative review. The minutes and records shall be placed in a post binder and be on paper of at least twenty-five per cent (25%) rag content. The minutes shall be printed on both sides of consecutively numbered pages. The Annual Report to General Assembly, or a photocopy thereof, shall be entered in the minutes, and the minutes and registers shall show adherence to the requirements of the Form of Government.

### **2. Standing Rules Relating to Presbytery as a Council**

#### ***Commissioners to Presbytery***

Each congregation of the presbytery shall be entitled to send one ruling elder commissioned by its session (local council) from the congregation to each meeting of the presbytery. Congregations with active membership over 500 members shall be represented as follows:

501-1,000	-- 2 ruling elders
1,001-1,500	-- 3 ruling elders
1,501-2,000	-- 4 ruling elders

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2,001-3000 -- 5 ruling elders  
3,000 + -- 6 ruling elders

***Annually Addressing an Imbalance of Teaching Elders and Ruling Elders***

Pursuant to the provisions of the Book of Order, the Presbytery shall annually address the parity of teaching elders and ruling elders for purposes of attendance at meetings of the Presbytery by (1) subtracting teaching elders who do not live within a reasonable meeting-commuting range, (2) calculating the number of ruling elder commissioners which participating congregations by size are permitted to send to Presbytery meetings, (3) enrolling ruling elders actively serving on commissions and committees of the Presbytery, (4) enrolling Presbytery ruling elder officers, staff, commissioned ruling elders and past moderators, and (5) inviting congregations on the basis of an annual rotation to send an additional ruling elder to Presbytery meetings.

***Posting Business Papers for Meetings of the Presbytery***

There will be two communications for meetings of Presbytery -- one for the notice and docket for each meeting, and one that shall include reports of the Stated Clerk, the Commission on Ministry, the Commission on Preparation for Ministry, the Executive Committee, the Nominating Committee, and any other items requiring a vote by Presbytery.

The notice and docket of each meeting shall be mailed no later than the tenth working day before each meeting. The notice and docket will be mailed to each commuter teaching elder member of Presbytery and to each ruling elder commissioner to each meeting (the notice and docket for the ruling elder commissioners shall be mailed to the clerk of session of each particular church).

The business items for the meeting (i.e., the reports mentioned in paragraph 1 above) will be posted on the Presbytery website no later than five business days before each meeting. It will be the responsibility of each teaching elder and each ruling elder commissioner to obtain the items from the website and to bring them to each meeting. Copies of the business items will be mailed to those teaching elders and particular churches that do not have access to the Presbytery website.

Any last minute material which would be generated by the committees, commissions, or ministry teams, will be distributed in printed version at each meeting and will be available at a documents table.

A very limited number of sets of the business items for each meeting will be made available at the Stated Clerk's table for the convenience of guests and visitors.

Packets of informational material may be available for commissioners, guests, and visitors at the time of each meeting and will be placed at a documents table.

***Attendance of Teaching and Ruling Elders at Meetings of the Presbytery***

Teaching elders and ruling elders shall be recorded as having attended any given meeting of presbytery so long as they are personally present at such meeting for not less than one-half (1/2) of the business portion of such meeting.

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***Robert's Rules of Order***

All meetings of Presbytery, its standing commissions, committees, special committees, and Executive Committee shall be governed by the most recent edition of Robert's Rules of Order, except when the Constitution of the Presbyterian Church (U.S.A.) provides otherwise or Presbytery has adopted special rules where it is permitted to do so.

***Meeting Practices***

All matters coming to a stated meeting of Presbytery for presentation or consideration shall be limited to twenty (20) minutes per item of meeting business, unless provided otherwise in the Docket.

Debate on any matter before Presbytery shall be limited to three (3) minutes per speaker unless otherwise determined by Presbytery on a motion to limit or extend the limits of debate.

Printed reports distributed to the members shall not be read unless one third (1/3) of the members present so request. Full opportunity shall be given for any member present to ask questions on any part of the reports prior to action by Presbytery on the recommendation of the report.

Members of standing and special commissions and committees of Presbytery, the Executive Committee, and ministry teams, whether teaching or ruling elders, or laypersons, shall have the privilege of the floor on matters relating to duties, activities, or recommendations originating with their group.

A motion to "rescind," in order to be approved by a simple majority vote, shall require notice that can be published with the call of the meeting at which the motion is to be introduced. The person who intends to make such a motion shall provide the Stated Clerk with a copy of the notice, which shall include the exact wording of the proposed motion, so that it may be distributed with the call of the meeting.

A defeated motion or a motion adopted by Presbytery on which no action has been taken as a result of the vote, may again be considered as new business after two (2) stated meetings have passed.

Black History Month shall be celebrated annually at the stated meeting of Presbytery in February. The Amos 5:24 ministry team shall participate in the responsibility for planning such celebration annually. The planning of the celebration shall be coordinated with the Ecclesiastical Committee of the Executive Committee as to timing and placement on the Docket of Presbytery.

***Controversial Issues at Meetings of Presbytery***

When any commission, committee or ministry team of Presbytery desires to present a matter that in the opinion of the Executive Committee is likely to produce a considerable division of opinion, such a matter shall be presented one (1) stated

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meeting prior to the time that action is to be requested, unless time is of the essence. When considered, the matter shall be considered as a special order of the day. A majority vote of the members of Presbytery, present and voting, shall be required to determine whether time is of the essence with respect to any such matter.

#### ***Introduction of New Business***

There shall be a special order of the day early in the docket of each Presbytery meeting for the announcement of the intention to introduce new business. Written copies of the new business shall be distributed through the Stated Clerk to the members of Presbytery at that time. New business which is not introduced in that manner shall not be considered. This rule shall not apply to the Executive Committee, standing commissions or committees, or ministry teams of Presbytery, so long as the new business to be considered is incorporated in their written reports.

Unless time is of the essence with respect to new business thus introduced, such new business shall be referred automatically to the Executive Committee or the appropriate standing commission, committee or ministry team of Presbytery for study and recommendation, with instructions that the Executive Committee or such standing commission, committee or ministry team report to Presbytery not later than the second stated meeting following the meeting at which such new business was introduced.

A majority vote of those members of Presbytery present and voting shall be required to determine whether time is of the essence with respect to such new business. There shall be included in the docket of each meeting of Presbytery, as a special order of the day after unfinished business, the consideration of new business to be taken up in the event that it is determined that time is of the essence.

### **3. Funding and Policy Changes**

Any proposal which creates or alters Presbytery policy (and any resulting recommendation or procedure) may not be acted upon at the same Presbytery meeting at which it has been introduced unless it has been considered and approved by the Executive Committee prior to such meeting of introduction.

All Presbytery financial resources, whether benevolence or endowment interest, are to be used solely for the support of the ecclesiastical and administrative expenses and the ministry and mission of the Presbyterian Church (U.S.A.) as defined by the Scriptures, the Confessions, or the actions of the General Assembly or its judicial process, except as may be set forth in the next following paragraph.

Any use of Presbytery funds for purposes lying outside of the ecclesiastical and administrative expenses or the validated ministry and mission of the Presbyterian Church (U.S.A.), as it is defined by the Scriptures, the Confessions, or the actions of the General Assembly or its judicial process, shall require a vote of Presbytery prior to the conclusion of contractual agreements or the allocation of funds.

Any budgeted monies not spent during the budget year shall not carry over from one year to a subsequent year. Presbytery may, upon recommendation of the Executive Committee, reallocate any such unspent or surplus monies for expenditures within the

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mission of Presbytery.

If during any budget year there is a need for the Executive Committee, a standing commission or committee, or ministry team to spend in excess of five hundred dollars (\$500) outside the descriptions, or above the budget, of any of its line items, but within its total budget, such expenditure shall be made only with the approval of the General Minister, which approval shall be reported to Presbytery.

Any proposal by any member of Presbytery or by the Executive Committee or any standing commission or committee or ministry teams of Presbytery involving the expenditure of Presbytery funds in any amount beyond the approved Presbytery budget shall be referred to the General Minister, who shall report his or her findings and recommendations, including the identification of funding sources, to Presbytery for final action.

All motions involving the appropriation of funds shall be voted upon by ballot when requested by one-third (1/3) of the members of Presbytery present and voting.

#### **4. Overtures and Petitions**

Any session, presbyter, standing commission or committee, or ministry team may petition Presbytery to forward an overture to the General Assembly. Petitions from sessions and presbyters shall be filed with the Stated Clerk no later than three (3) weeks before the Presbytery meeting at which it is to be presented and shall be referred to the appropriate standing commission, committee or ministry team for study and recommendation. The petition shall be mailed with the docket for the meeting at which it is to be presented.

All petitions to amend the Book of Order shall be acted upon no later than the February meeting of Presbytery in the year of the General Assembly. All petitions urging programmatic action shall be acted upon in time to forward the petition as an overture to the General Assembly sixty (60) days before the convening of the General Assembly.

Proposals to amend the Book of Order sent to the presbyteries for vote shall be referred by the Stated Clerk to an appropriate Presbytery standing commission, committee or ministry team, or to a special review committee established by the Stated Clerk, which entity shall review the proposed amendments and make recommendations to Presbytery regarding each proposed amendment referred. A special amendment review committee, if established, shall during its review consult with appropriate standing commissions and committees of the Presbytery. A vote on all such proposed amendments shall be taken by ballot at regular or special meetings of Presbytery called in sufficient time to report the Presbytery vote thereon to the General Assembly by the vote-reporting deadline established by the General Assembly. Books containing the text of the proposed amendments shall be sent to each resident teaching elder of Presbytery and to the clerk of session of each particular church for distribution in turn to each ruling elder commissioner of that church.

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## 5. Special Administrative Review

### ***Determination to Implement Administrative Review***

If the Stated Clerk is advised in writing of any irregularity or delinquency by a lower governing body, the Moderator, the Stated Clerk, the General Minister, and the chair of the Executive Committee jointly shall determine whether special administrative review will be implemented in accordance with the Book of Order and this Manual.

If it is determined that administrative review shall be implemented, those officers of Presbytery will nominate a committee to conduct the special administrative review, such committee to be elected by Presbytery at its next stated meeting. The committee shall consist of no fewer than three (3) nor more than five (5) teaching elders and ruling elders in equal or nearly equal numbers. Presbytery shall determine the time when the committee shall report its findings.

In the event that the next stated meeting of Presbytery will not be held for more than thirty (30) days after it is determined that administrative review should be implemented and it is believed that time is of the essence, the officers making the determination to implement administrative review are hereby empowered to appoint the review committee and to have it begin its work. In that event, the Stated Clerk shall report to the next stated meeting of Presbytery that it has been determined that administrative review must be implemented and that a committee has been appointed to begin the review.

### ***Work of the Review Committee***

The review committee shall conduct its work in accordance with the Book of Order and this Manual. The review committee shall review records and make such other investigation as it deems appropriate to determine whether the lower governing body has committed an irregularity or delinquency.

The review committee shall be directed by Presbytery or the appointing group as to the time when it shall complete its work and report its findings and recommendations to Presbytery. If the review committee cannot complete its work in the time directed, it shall apply to Presbytery for an extension. In no event shall the review committee complete its work later than one (1) year from the date on which the committee was formed. The committee will have been formed on the date on which it is elected by Presbytery or on the date of its first meeting if appointed by the officers of Presbytery, whichever shall occur first.

If the review committee finds that the lower governing body is not cooperative in providing records and in responding to inquiries, the committee shall report the lack of cooperation to Presbytery and seek further direction.

Upon completion of its work, the review committee shall report to Presbytery its determination as to whether there has been an irregularity or a delinquency by the lower governing body and its recommendation as to the appropriate action to be taken by Presbytery in response to any irregularity or delinquency.

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When Presbytery has received the report of the review committee, it shall make a determination in disposition of the matter, which may include approval, disapproval, or some form of correction of any irregularity or delinquency that may be reported.

If Presbytery issues a direction for correction and it appears that the lower governing body is not moving to comply with that direction, Presbytery may appoint an administrative commission to oversee compliance or, if it deems the non-compliance to be sufficiently serious, Presbytery may assume original jurisdiction of the lower governing body.

## **6. General Assembly Election Procedures**

Commissioners, Alternates, and Young Adult Advisory Delegates to General Assembly are elected at the stated meeting of Presbytery in December prior to the year in which the General Assembly meets. The number of Commissioner Delegates will be in accordance with the Book of Order.

Each General Assembly year the Executive Committee nominates two (2) teaching and two (2) ruling elders as Commissioners and two (2) of each as alternates. One of those Executive Committee nominees shall be the Moderator and another the Senior Vice Moderator of Presbytery for the year in which the General Assembly meets. The other nominees are to be members of the Executive Committee or persons who are otherwise active in the work of the Presbytery. No teaching elder, other than the Moderator of Presbytery or Senior Vice Moderator, may be nominated by the Executive Committee if that minister has attended General Assembly as a result of nomination by the Executive Committee within the previous ten (10) years.

The other Commissioners and Alternates are chosen by a rotation system. To be eligible for election as commissioners' teaching elders must have been members of Pittsburgh Presbytery for at least two years prior to their nomination. The rotation for eligible teaching elders is based on their date of ordination. If two teaching elders have the same date of ordination, the rotation is then based on date of entry into the presbytery. Once a teaching elder has attended General Assembly as a commissioner, whether from Pittsburgh Presbytery or another presbytery, that date of attendance becomes the operative date for rotation. If a teaching elder has attended General Assembly, he or she will be passed over for a teaching elder who has never attended, even though his or her attendance date might place them ahead of some other teaching elder's ordination date. Teaching elders may also be dropped down on the list if they inform the Stated Clerk's office that they do not wish to attend General Assembly or they have an "invalid excuse." If a teaching elder attends General Assembly as a result of nomination by the Executive Committee, that attendance will drop him or her down on the list.

Churches are on an alphabetical rotation system and are invited to nominate ruling elders from their congregation as commissioners. Once a ruling elder from a particular church attends General Assembly, that church's name is dropped down on the rotation list. If a ruling elder attends General Assembly as the result of nomination by the Executive Committee, that attendance does not affect the rotation of that ruling elder's

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congregation.

In addition to rotation, there are presbytery attendance requirements to make one eligible for becoming a commissioner to General Assembly. Before a teaching elder can be elected as a Commissioner or Alternate to General Assembly he or she must have attended one half (1/2) of the meetings of Presbytery in the year *preceding* the year in which the teaching elder is nominated to attend the meeting of General Assembly. The requirement is for actual attendance, not absences with excuses.

To be eligible to nominate a ruling elder Commissioner or Alternate, a church must have been represented by an elder commissioner at one half (1/2) of the meetings of Presbytery in the year *preceding* the year in which the church is eligible to nominate a ruling elder for General Assembly. In addition, the ruling elder commissioner who is nominated by a church must have attended at least one (1) meeting of Presbytery in the year prior to the year of the General Assembly. That could include the December meeting at which the Commissioners are elected.

Each delegation of commissioners must include at least one racial ethnic minority person. If no racial ethnic minority person is selected as a result of the rotation system, a racial ethnic minority teaching elder or ruling elder must be nominated by the Executive Committee or be selected to replace one of those who have been selected by rotation by advancing a teaching elder or a congregation in the rotation system.

Each delegation of commissioners must also include one female teaching elder. As a result, female teaching elders may be advanced more rapidly in the rotation system or may be nominated by the Executive Committee.

Presbytery has the right to send one Young Adult Advisory Delegate (YAAD) to General Assembly and to Synod. A particular church can nominate as many such young adult persons between the ages of 17 and 23 as it wishes. Each person nominated is invited to be interviewed by members of the Standing Committee on Nominations. Out of all of those who present themselves for interview, the Committee will nominate one YAAD and one alternate for the General Assembly and one of each for Synod. There is no requirement for rotation among the churches nominating such young adult persons.