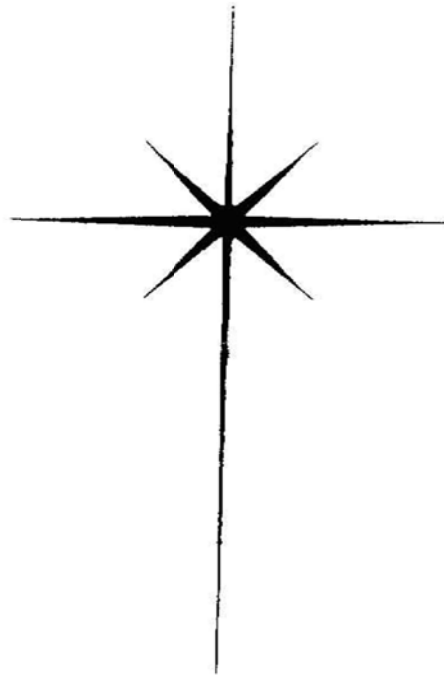


# **THE PRESBYTERY OF NORTHUMBERLAND**

## **MANUAL OF ADMINISTRATIVE OPERATIONS**



# MANUAL OF ADMINISTRATIVE OPERATIONS

## TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	<b>3</b>
<b>INTRODUCTION, NAME, MEETING DATES</b>	<b>4-5</b>
<b>OFFICERS AND PERSONNEL</b>	
MODERATOR	<b>5</b>
VICE-MODERATOR	<b>5</b>
STATED CLERK	<b>5-7</b>
RECORDING CLERK	<b>7</b>
PRESBYTERY TREASURER	<b>7-9</b>
EXECUTIVE PRESBYTER	<b>9</b>
ADMINISTRATIVE ASSISTANT/BOOKKEEPER	<b>9</b>
<b>MEMBERSHIP OF PRESBYTERY</b>	<b>10</b>
<b>COLLEGIAL GATHERINGS</b>	<b>10-11</b>
<b>NORTHUMBERLAND PRESBYTERY GENERAL COMMISSION</b>	<b>11-12</b>
<b>NORTHUMBERLAND PRESBYTERY INCORPORATION</b>	<b>12</b>
<b>PRESBYTERY STANDING COMMITTEES AND COMMISSIONS</b>	<b>12-14</b>
COMMISSION ON MINISTRY	<b>14-16</b>
COMMITTEE ON SHARED GIFTS	<b>16-18</b>
WORSHIP AND NURTURE	<b>18</b>
COMMITTEE ON SERVICE	<b>19</b>
PRESBYTERIAN WOMEN	<b>19</b>
PERMANENT JUDICIAL COMMISSION	<b>19</b>
<b>STANDING RULES OF PRESBYTERY</b>	<b>20-21</b>
<b>THE ORDER OF BUSINESS FOR A STATED MEETING</b>	<b>21</b>
<b>ATTENDANCE AT PRESBYTERY</b>	<b>22</b>
<b>ELECTION OF COMMISSIONERS TO GENERAL ASSEMBLY AND SYNOD</b>	<b>23</b>
<b>COMPENSATION FOR PULPIT SUPPLIES AND MODERATORS OF PASTORLESS CHURCHES</b>	<b>24</b>
<b>NECESSARY CARE FOR FAMILY MEMBERS</b>	<b>24</b>
<b>PROCEDURES FOR AMENDMENTS TO THIS MANUAL</b>	<b>24</b>
<b>APPENDIXES</b>	<b>25</b>
<b>DIAGRAM OF PRESBYTERY COMMISSION/COMMITTEE STRUCTURE</b>	<b>26</b>

# **THE PRESBYTERY OF NORTHUMBERLAND**

## **MISSION STATEMENT**

**We, as the Presbytery of Northumberland, a part of The Presbyterian Church (USA), exist to give encouragement, leadership, administrative support, and financial management for the following mission:**

**To proclaim that Jesus Christ is Lord and that we are both created and called to be the Body of Christ in suffering and in service to all whom God calls us to help and aid individually and corporately;**

**To create within this part of the Body of Christ a sense of vision and motivation which enhances our growth and develops our spiritual gifts in a distinctly Christian ministry characterized by mercy and grace;**

**To remain open in all ways to God's call to serve in patterns familiar and new;**

**To show God's reconciling love in justice which includes caring for all humanity as we struggle with both personal and social captivities;**

**To honor the Creator by calling the world through our example and our deeds to a more perfect trusteeship of God's creation.**

**To this end the Presbytery, in our unity and in our diversity, calls all churches and persons to repentance, under the assurance of God's forgiveness, and to the promises of the gospel of Jesus Christ.**



# THE MANUAL OF ADMINISTRATIVE OPERATIONS FOR THE PRESBYTERY OF NORTHUMBERLAND

## INTRODUCTION

As early as 1807 there was a proposal to establish a new Presbytery from the northern portion of the Presbytery of Huntington “on account of their locative situation, rendering a general attendance at meetings impracticable.” Four years later by resolution of the Synod of Philadelphia on May 6, 1811, five Ministers of the Word and twelve churches were set off from the Presbytery of Huntington to become The Presbytery of Northumberland.

According to the instructions of the Synod, the Presbytery organized on October, 1811, in the Northumberland Church, with approximate membership of 884 persons. The original churches included Sunbury, Northumberland, Buffalo and Washington, Chillisquaque, Warrior Run, Mahoning, Derry, Lycoming, Great Island, Muncy, Briar Creek and Pine Creek.

The first attempt to incorporate Presbytery occurred about 1885; in 1886 a committee advised deferring action “until circumstances call for it.” In 1907 Elders John G. Reading and J.T. Fredericks of Williamsport, PA affected incorporation in Lycoming County to permit the deed for the Berwick Italian Chapel to be recorded in Charter Book No. 1, starting on page 251.

The original Manual of Presbytery was adopted in October 1880. Revisions have been made and adopted in October 1892, April 1900, September 1911, September 1918, April 1927, April 1934, September 1944, September 1948, January 1970, January 1977, and January 2003. Major changes resulting from almost two years of study and discussion incorporating a revision of Committee structure were approved and adopted in September 1960 to go into effect at the October 1961 Stated Meeting of Presbytery. Editorial revisions were made in January 1982. A revision following Presbyterian reunion, took effect on March 1, 1987. In September 2000 Presbytery adopted recommendations presented by the Special Committee on the Future. These necessitated revision of this manual to reflect extensive changes in organization and operations. In 2013, a New Form of Government was approved by a majority of presbyteries, and a complete revision of the manual was done in 2015 to reflect these changes, along with a change in the committee and staff structure of the Presbytery. The Manual has been entered into the computer at the Presbytery Office, 430 Broad Street, Montoursville, PA and will be available on the Presbytery website.

## NAME

The name of this governing body shall be The Presbytery of Northumberland of the Synod of the Trinity of The Presbyterian Church (USA). It is incorporated in Lycoming County under the laws of the Commonwealth of Pennsylvania. Date of incorporation March 4, 1907.

## MEETINGS

1. The Stated Meetings shall ordinarily be held at 9:00 AM on the third Saturdays of January, March, September, and November. (G-3.0304)
2. The moderator shall call special meetings of Presbytery-at the request, or with the concurrence, of two teaching elders and two ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three teaching elders and three ruling elders, being of different churches, may call a special meeting. The synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each teaching elder and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.
3. **THE QUORUM** for all meetings of Northumberland Presbytery shall be any three teaching elder members and ruling elders present, provided that at least three churches are represented by ruling elders.
4. At each Stated Meeting there shall be Christian worship and the celebration of the Sacrament of the Lord's Supper. In the January meeting there will be a Necrology Report of Ruling Elders and Teaching Elders by the Stated Clerk followed by prayer. An offering will be taken at each meeting designated by the General Council in the docket.

## OFFICERS AND PERSONNEL

The officers of the Presbytery shall be a Moderator, a Vice-Moderator, a Stated Clerk, a Recording Clerk, and a Presbytery Treasurer. They shall be elected by the Presbytery at the September Stated Meeting to take office at the beginning of the January Stated Meeting. Presbytery shall also call an Executive Presbyter.

**THE MODERATOR** shall be elected for a term of one year; the Moderator shall:

1. Determine, with the Stated Clerk, the place of the Presbytery meeting in case of emergency
2. Ordinarily preside at ordinations of teaching elders and installations of Pastors-elect in the Presbytery.
3. Moderate General Commission.

**THE VICE-MODERATOR** shall be elected for a term of one year concurrent with the Moderator and ordinarily shall be nominated to succeed the Moderator. He/she shall preside at all Presbytery meetings in the absence of the Moderator, or at the Moderator's request, and shall perform such other duties as pertain to his/her office.

**THE STATED CLERK** shall be elected for a term of one year and may be re-elected for additional terms. In the absence or incapacity of the Stated Clerk, the Moderator shall appoint a Ruling Elder or Teaching Elder to be "Temporary Stated Clerk" to carry out the duties of the Stated Clerk until the beginning of the next Stated Meeting of Presbytery or for

such shorter term as he/she may be needed. At the beginning of that Stated Meeting the appointment of the Moderator shall be confirmed and if necessary the body may extend the term of the Temporary Stated Clerk until the beginning of its next Stated Meeting or for such shorter terms as he/she is needed. The hours and the compensation of the Stated Clerk's position will be recommended by the General Commission and approved by the vote of the Presbytery. The Stated Clerk shall:

1. Be knowledgeable in the general principles of parliamentary law as found in Robert's Rules of Order, Newly Revised, serve as an active guide to the Moderator in the matter of motions, and be knowledgeable in the Constitution of the PCUSA.
2. When requested, the Stated Clerk will render in writing rulings upon the meaning and application of the Book of Order to specific questions arising within the Presbytery or larger church as they impact the Presbytery.
3. Be responsible for knowing and following procedures in taking cases from the lower councils to the Synod and General Assembly; including the transmission of proper records to higher councils in complaints, references and appeals;
4. Keep accurate minutes of all proceedings of meetings of Presbytery, and distribute them within thirty days after each Stated Meeting of Presbytery. Minutes to be distributed to the Clerk of Session in all particular churches, and to teaching elders and ruling elder members of General Commission only upon request to the Stated Clerk. The Clerk shall also be responsible for preservation of minutes, official records and remedial and disciplinary cases tried by the Permanent Judicial Commission of Presbytery.
5. The Stated Clerk will be responsible for training of new clerks of session and will yearly gather the clerks for the reading and approving of session minutes and registers.
6. Official correspondent in relation to correspondence and records; granting extracts from the record when properly required, and complete reports as needed for Synod and General Assembly concerning teaching elders and churches of Presbytery, together with ordinations, installations, dissolutions of pastoral relationships, removals, deaths, etc.
7. Issue calls for special presbytery meetings in the absence or inability of the Moderator, designate the hour and place of General Commission Meetings for the coming year at the September Stated Presbytery Meeting, provide for and announce the date, time and place of all Stated Meetings for two years in advance at the September Stated Meeting of Presbytery, seek and accept invitations from particular churches to host the Stated Meetings.
8. Responsible for general correspondence of Presbytery, including notification to those elected as Presbytery Officers and as Synod and General Assembly Commissioners and Young Adult Advisory Delegates.
9. Convey to the General Commission any communication addressed to Presbytery where a question of a proper referral may arise, refer directly (without General Commission's review) any correspondence where the appropriate committee, commission, or group is clear, and distribute the docket for Stated Meetings of Presbytery to Clerks of Sessions, teaching elders, and members of the General Commission ten days prior to each Stated Meeting.

10. Take appropriate action regarding the ecclesiastical standing of teaching elders-and candidates and inquirers.
11. Transmit directly to the Commission on Ministry, the applications of those desiring to be enrolled under the care of Presbytery.
12. Consultant to Presbytery's committees and commissions, ready to counsel and advise, and attend the meetings of the Commission on Ministry as an ex-officio member with voice but without vote.
13. Perform such duties as Presbytery and other councils may assign within the limits of proper responsibilities for the office of the Stated Clerk.
14. Create an annual meeting schedule of Committees and Organizations of Presbytery, including date and place, by the General Commission meeting prior to the November Stated Meeting of Presbytery.
15. Record and file all amendments and policies to the Presbytery Manual of Administrative Operations and give notice and copies of such amendments,-to the teaching elders, officers, committee and commission chairpersons, and clerks of session of Presbytery.
16. Issue annual statements of per capita apportionment due from each particular church, through the clerk of session, in adequate time for payment by February 15, May 15, August 15 and November 15.
17. In cooperation with the Executive Presbyter, have the authority to form an Investigative Committee when necessary, without approval of Northumberland Presbytery. However, when this happens it shall be reported to the Presbytery at its next Stated Meeting.
18. Attend PC (USA) stated clerk training as required.

**THE RECORDING CLERK** shall be elected for a term of three years and may **be** re-elected for additional terms. In the absence or incapacity of the Recording Clerk, the Moderator shall fill the vacancy in a similar manner as is prescribed for the Stated Clerk.

Included in the Recording Clerk's duties shall be:

1. To make readable, accurate minutes of the proceedings of the Presbytery and the General Commission at each meeting.
2. To file all papers presented to Presbytery, sequentially endorsed, in the order in which they have been acted upon.
3. To deliver the first draft of the full minutes to the Stated Clerk within five working days after the Stated Meeting of Presbytery and the General Commission.
4. To make all changes recommended by the Stated Clerk on the first draft and deliver the second draft to the Stated Clerk within five working days ready for duplication and distribution according to the Manual.
5. To print the full minutes into the permanent book of minutes of the Presbytery of Northumberland following their approval by the General Commission.
6. To keep a record of attendance at Presbytery meetings.

**THE PRESBYTERY TREASURER** shall be elected for a term of three years and may be re-elected for additional terms; he/she shall be bonded in a sufficient sum to be determined by

Presbytery. An alternate person shall be designated by Presbytery to sign payment orders or checks in case of an emergency. The duties of the Treasurer shall be:

1. To receive and disburse the administrative (per capita) and mission funds of the Presbytery as directed by the annual administrative and mission budgets or by other action of the Presbytery.
2. To receive and disburse funds for the Revolving Loan Fund.
3. To maintain a general ledger Income and Expense account, an accounting of the general assets of the Presbytery (directed and un-directed), an accounting of the Mission Fund, Revolving Loan Fund and other such separate accounts as Presbytery may direct. Transfers between these accounts shall be by specific action of the Presbytery.
4. To pay all salaries for the Presbytery including the Executive Presbyter, the administrative Assistant, the Stated Clerk and the other part time Presbytery Officers and staff as established in the Administrative budget, without further Presbytery action.
5. To withhold and make regular payments to the qualified taxing authorities for the Presbytery payroll.
6. To prepare and submit quarterly and annual income and corporate tax reports required of the Presbytery.
7. To issue, as necessary, quarterly reminders of per capita apportionment due from particular churches through the Church Treasurer. After December 31, notify particular churches, which have not paid their per capita apportionment in full of their delinquency, through the Clerk of Session, and report the names of such churches to Presbytery at the January Stated Meeting.
8. To issue updated reports on the income and expenses (per budget) of the Presbytery, to each meeting of the Presbytery and the General Commission. (These reports are to be maintained separately for the administrative and mission budgets.)
9. To render a final report of the finances of the Presbytery by the March Presbytery stated meeting.
10. To supervise the duties of the bookkeeper and provide general support.
11. To submit all ledgers, papers, cancelled checks, deposit slips, vouchers and other payment orders annually to the Auditing Committee for the annual audit.
12. To serve as a voting member of the General Commission.
13. To act as the staff support for the annual budget committee of the General Commission, the Committee on Worship and Nurture and the Committee on Service,
14. To make payments from the accounts of the Presbytery as follows: payments shall be made by checks serially numbered or from Petty Cash, based on properly authorized payment orders, by authority of the administrative or mission budgets, by action of the Presbytery, or by authority of the Stated Clerk.
15. To invest excess cash at their disposal in legal investments as more specifically outlined in the Trust Act of Pennsylvania.
16. To gather, administer, and disburse the funds under their control in such manner as required and authorized in order to preserve the assets in a prudent manner, i.e., safety of principal, maximization of earnings, and reasonable liquidity of such funds shall be paramount.



17. To report to the March Stated Meeting of Presbytery, through the Treasurer, the status of all accounts under their control as of December 31 of the previous year.
18. To report at least quarterly, through the Treasurer, to Presbytery General Commission and the Stated Clerk those funds, which are available for Presbytery programming.

**THE EXECUTIVE PRESBYTER** shall be elected by Presbytery in accordance with the Book of Order (G-3.0110). The duties of the Executive Presbyter shall include the following with the understanding that the Presbytery can modify them for a part time position:

1. Act as chief administrator of the Presbytery of Northumberland, responsible for overseeing the implementation of the goals and mission of the Presbytery;
2. Develop, supervise, motivate, and coordinate the staff team to provide the ministries needed to carry out the mission of the Presbytery.
3. Serve as related staff to the Committee of Worship and Nurture, the Committee on Service, the Commission on Ministry, the Committee on Shared Gifts. The EP is not expected to attend every meeting.
4. Participate in the life and/or worship of congregations and support and sustain congregational, connectional relationships with the Presbytery;
5. Affirm and support the creative ministry of pastors and sessions and promote the ministry of the people of God in the world;
6. Interpret the ministry of the Presbytery to the Synod of the Trinity and General Assembly and the ministries of the Synod of the Trinity and General Assembly to the Presbytery.
7. Interpret the Presbytery and the Work of the Presbyterian Church (USA) to those outside the denomination, included but not limited to being a visible and local contact person and serving as Presbytery's liaison with other denominations;
8. Work with the General Commission in implementing the plan of the Presbyterian Church (USA) regarding equal employment opportunity and the Presbytery's affirmative action program.
9. The Executive Presbyter shall be nominated by a special committee of Presbytery with consultation as required with the Synod of the Trinity. He/she shall be called for an indefinite term. The terms of call shall be reviewed annually by the Personnel Committee and presented for action to Presbytery as part of the Administrative Budget.
10. There shall be yearly reviews of the performance of the Executive Presbyter conducted by the Personnel Committee with a report to the Presbytery.
11. Presbytery may request consideration of terminating the employment relationship in accordance with personnel policy of the Presbytery.

**THE ADMINISTRATIVE ASSISTANT/BOOKKEEPER** shall be hired by the Presbytery based on a recommendation from the Personnel Committee of the Presbytery. A job description for this position shall be developed by the Personnel Committee and **reviewed annually by the Personnel Committee and reported as information to the General Commission.**

## MEMBERSHIP OF PRESBYTERY

1. The members of the Presbytery of Northumberland shall be all the enrolled teaching elders ruling elder commissioners designated by the sessions of particular churches, ruling elders who are Presbytery Committee/Commission chairpersons, Presbytery officers, and members of the General Commission.
2. The session of each member church of the Presbytery designates a ruling elder commissioner as provided by the Book of Order (G-3.0301). Any imbalance between the number of resident teaching elders and ruling elder commissioners not redressed by seating the ruling elder Moderators, officers or members of the General Commission shall be redressed by seating one additional ruling elder from particular churches of Presbytery which shall be invited by Presbytery to designate an additional ruling elder commissioner, as provided by the Book of Order (G-3.0301). When choosing which particular churches shall be entitled to send additional ruling elder commissioners, Presbytery shall have before it the record of attendance at Presbytery Stated Meetings during the last year by ruling elder commissioners from the particular churches from whom additional commissioners are proposed.
3. Presbytery may invite presbyters, teaching and ruling elders in good standing in other councils) of this Church or in any other Christian Church who are present to sit as corresponding members with voice but without vote.
4. Ministers of other denominations serving a Northumberland Presbytery Church as temporary supply pastors will be seated as members of presbytery with voice and vote for their term of service to that church (G-2.0506).

## COLLEGIAL GATHERINGS

1. The Presbytery shall establish and encourage three collegial gatherings grouped geographically in the Northern, Central and Southern Tiers of Presbytery. The pastoral leadership of all particular congregations and all other clergy are urged to participate regularly in one of these collegial gatherings, but are welcome to visit any and all Tier gatherings.
2. The purpose of these collegial gatherings includes such activities as mutual prayer support, caring and sharing, establishing partnership, sharing of resources, *Bible* and book study, joint congregational program planning, fellowship and mutual service. Members should welcome each other, look out for each other, voice the concerns of particular congregations and pastors to the General Commission and apprise the General Commission and its officers of particular local needs.
3. Each gathering shall select a convener for a two-year term, beginning in January. The convener serves as the shepherd of these gatherings and shall represent his/ her colleagues on Presbytery Council.
4. The members of each collegial gathering should work to foster a collegial sense of ministry among the congregations within their Tier. Congregations without full-time pastoral leadership should be able to look to the pastors of neighboring

congregations for care, guidance, leadership and support. The collegial gatherings in each Tier can build a collegial sense of ministry among the congregations by including ruling elders and lay members in Tier-wide workshops, planning sessions, mission trips and creative partnerships in ministry.

## **PRESBYTERY GENERAL COMMISSION**

1. The voting members of the General Commission shall include the Presbytery Moderator, the Vice-Moderator, the Executive Presbyter, the Stated Clerk, the Recording Clerk, the Treasurer, the Immediate Past Moderator, and Members-at-Large to eliminate any imbalance.
2. The Members-at-Large, if any are required, shall serve yearly with no more than two consecutive years.
3. The chairpersons of the following committees/commissions or organizations shall also be members of the General Commission with vote: Commission on Ministry, Presbyterian Women, Worship and Nurture, Committee on Service, Committee on Shared Gifts, Central, Northern and Southern Tier Conveners. The following will have voice but no vote: Krislund Camp and Conference Director Administrative Assistant and Bookkeeper, commissioners to the Synod of the Trinity assembly and the Seminary Support representative, and observers from other presbyteries and denominations. If any of the above has multiple responsibilities, no additional person shall be elected to the General Commission to represent those areas of responsibility. No one shall be elected as a Member-at-Large of the General Commission if already serving on the General Commission.
4. The General Commission shall have six Stated Meetings. The date and place of meetings for the coming year shall be determined in advance by the General Commission and reported to the March Stated Meeting of Presbytery. Special Meetings of the General Commission may be called by the Moderator.
5. The Executive Board of the General Commission shall be the Moderator, Vice-Moderator, Stated Clerk, Executive Presbyter and the immediate past Moderator of Presbytery.
6. The General Commission all be granted the following powers by the presbytery:
  - A. Carry out the mission of the Presbytery and develop a long range calendar
  - B. Help congregations and clergy succeed in their work along the front lines of the Christian ministry through worship, love, nurture, order, and service
  - C. Oversee, monitor and evaluate work of commissions, committees and staff
  - D. Review and recommend the docket for presbytery meetings
  - E. Approve Presbytery and the-General Commission minutes
  - F. Deal with personnel matters (via Executive Board as needed)
  - G. Process requests from congregations and approve church loans in excess of 25% of their annual budget as recommended by the Presbytery Trustees
  - H. Communicate with General Assembly, Synod, and other Presbyteries through the Stated Clerk
  - I. Develop ecumenical partnerships
  - J. Serve as liaison with other councils

- K. Recommend the budget and have direct oversight of accounts
- L. Establish as needed task forces, and ad hoc groups which will report their actions to the General Commission.
- M. Nominate persons to serve on the Committee on Shared Gifts
- N. Appoint members of Presbytery General Commission to serve as Trustees (three persons)
- O. Select a financial review committee to review the financial records of the presbytery treasurer.
- P. Recommend to Presbytery overtures and amendments to the Book of Order and refer to the General Assembly

## **THE INCORPORATED PRESBYTERY**

The Trustees of the Incorporated Presbytery shall consist of three members of the General Commission appointed to serve for three years, one member in each class. They shall organize themselves with a President and Secretary. The duties of the Trustees, with the guidance of the General Commission shall be:

1. To have and to hold in fee simple or in any less estate lands, tenements, and hereditaments, and to hold and own personal property in trust for the purpose and uses specified by The Presbytery of Northumberland, and by the will or gift of the donors with the power to convey the same free and discharged of all trusts when so directed by the Presbytery.
2. Review and recommend to the General Commission all requests from sessions to sell or borrow monies for church expansion or renovations that are in excess of 25% of the annual budgets.

## **PRESBYTERY COMMISSIONS AND COMMITTEES**

1. The Program Commissions and Committees of Presbytery are the Commission on Ministry, the Committees of Worship and Nurture and Service. No teaching or ruling elder, or layperson may serve on more than one program commission or committee at the same time.
2. The Special Commissions and Committees of Presbytery are Committee on Shared Gifts, Presbyterian Women, and Permanent Judicial Commission.
3. Commission and Committee members shall be elected at the September Stated Meeting of Presbytery to begin their duties January 1, of the following year.
4. Commission and Committee membership shall be as noted in this Manual. The number of members of particular Commissions and Committees may be adjusted from time to time by action of the General Commission, unless the Book of Order makes other provisions.
5. Commission and Committee members shall be elected in three classes, one class to be elected each year for terms of three years. After a member has served two complete consecutive terms on a Committee, one year must elapse before he/she is again eligible for membership on that Committee, unless the Book of Order makes other provisions.

6. Deacons and Laypersons who are members of particular churches of Presbytery may serve in place of ruling elders on program committees except for the Commission on Ministry. Of these program committees the Chairperson shall be a teaching or ruling elder of Presbytery and the majority of lay members shall be ruling elders of the Presbytery.
7. Chairpersons or Vice-Chairs of commissions and committees shall be elected by Presbytery with the exception of self-organizing committees. Each committee shall elect a secretary who shall keep an accurate record of the proceedings of each meeting. Chairpersons may assign committee members to various areas of responsibility. Chairpersons' duties are:
  - A. To be responsible and expect commission and committee members to act responsibly
  - B. To be clear about the purpose of the commission or committee
  - C. To make necessary data and information available to the commission or committee prior to any decision-making
  - D. To make specific assignments for study and action between meetings
  - E. To conduct meetings in an orderly way, providing for open and fair discussion and careful consideration of all points of view
  - F. To keep discussion to the point and guard against useless, irrelevant argument
  - G. To open and close meetings with prayer
  - H. To plan commission and committee meeting dates in consultation with commission and committee members and the Presbytery calendar
  - I. To be concerned about working relationships among commission and committee members
  - J. To arrange for prompt distribution of minutes to commission and committee members and to the Presbytery Office
  - K. To arrange for prompt distribution of meeting notices and agendas to commission and committee members
  - L. To voucher appropriate commission and committee expenses through the Stated Clerk
  - M. To monitor commission and committee expenses in light of approved budget limits noting that expenditures beyond budget must be approved by the General Commission before payment is made
  - N. To inform new commission and committee members of their election.
8. A quorum for each committee shall be one-third of its voting membership, except for the Commission on Ministry, which shall be a majority.
9. A schedule of meetings of each commission and committee, including time and place, shall be filed with the General Commission through the Stated Clerk following the commission and committee's first meeting of the program year.
10. Any report of a commission or committee which includes recommendations requiring action of Presbytery (with the exception of those from the Commission on Ministry which deal with personnel) shall be included in the docket.
11. All recommendations shall be made available to Commissioners in writing before Presbytery acts upon them.

12. Expenses of commissions and committees shall be met by the funds of Presbytery up to the limit established in the annual Administrative Budget. Chairpersons of commissions and committees are expected to monitor expenses in light of approved budget limits, and expenditures beyond budget must be approved by Presbytery before payment is made. Each commission and committee shall indicate to the General Commission-or its designee the amount of funds needed for the following budget year.
13. Each Committee may co-opt additional Presbyterian members with vote to augment its work, for one-year terms up to a maximum of six consecutive years. The number of co-opted members shall not exceed one-third the numbers of elected members. Each Committee is directed to consider the importance of youth representation.
14. Officers of Presbytery may be invited to sit with commissions and committees for advice and counsel. The Moderator and the Executive Presbyter shall be members of all committees ex-officio and without vote.
15. Any Committee member absenting him/herself without excuse for three consecutive meetings or activities (or for an entire year) shall be replaced by the General Commission-upon notification by the commission or committee through its chairperson.
16. Any commission or committee that has not met between September 1 of one calendar year and August 31 of the next calendar year shall submit the reasons it has not met in writing, through its chairperson, to the September Stated Meeting of Presbytery.

## THE COMMISSION ON MINISTRY

The Commission on Ministry as empowered by the Presbytery has a threefold area of responsibility for the Presbytery as outlined in G-3.03. The Commission will also be a Pastor, Counselor and Advisor to the Teaching and Ruling Elders commissioned to pastoral service and facilitate the relations between the presbytery and its congregations, teaching and ruling elders, and settle difficulties on behalf of the presbytery where possible and expedient: G-3.0301 and G-3.037

**G-3.03 THE PRESBYTERY**—*The presbytery has responsibility and power to:*

- a. provide that the Word of God may be truly preached and heard. This responsibility shall include organizing, receiving, merging, dismissing, and dissolving congregations in consultation with their members; overseeing congregations without pastors; establishing pastoral relationships and dissolving them; guiding the preparation of those preparing to become teaching elders; establishing and maintaining those ecumenical relationships that will enlarge the life and mission of the church in its district; providing encouragement, guidance, and resources to congregations in the areas of mission, prophetic witness, leadership development, worship, evangelism, and responsible administration to the end that the church's witness to the love and grace of God may be heard in the world.*
- b. provide that the Sacraments may be rightly administered and received. This responsibility shall include authorizing the celebration of the Lord's Supper at its meetings at least annually and for fellowship groups, new church developments, and other non-congregational entities meeting within its bounds; authorizing and training*

*specific ruling elders to administer or preside at the Lord's Supper when it deems it necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments.*

**c. nurture the covenant community of disciples of Christ.** *This responsibility shall include ordaining, receiving, dismissing, installing, removing, and disciplining its members who are teaching elders; commissioning ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the sources of congregational discord; supporting congregations in developing the graces of generosity, stewardship, and service; assisting congregations in developing mission and participating in the mission of the whole church; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations; warning and bearing witness against error in doctrine and immorality in practice within its bounds; and serving in judicial matters in accordance with the Rules of Discipline.*

**The Presbytery of Northumberland grants the following powers to the Commission on Ministry: The Commission will have the power to dismiss, transfer, and remove teaching elders from the roll of the presbytery and to dissolve pastoral relationships. The Commission will also have the power to appoint moderators as needed, and to approve Temporary Pastoral Relations and Commissioned Ruling Elder contracts. The Commission is granted the power to implement the responsibilities as outlined in G-3.03 except for receiving new members onto the rolls of the Presbytery.**

#### **THE COMPOSITION AND DUTIES OF THE COMMISSION ON MINISTRY:**

**Composition:** The Commission shall consist of eight Teaching Elders and eight Ruling Elders; the quorum shall be a majority of the members. The Presbytery nominating committee will nominate the members of the commission.

The Commission will be guided by the Advisory Handbook for the Commission on Ministry as provided by the Office of General Assembly of the PCUSA, and the Northumberland Presbytery Ministry Manual.

The Commission on Ministry is "To serve as pastor, counselor, and advisor to the Teaching and Ruling Elders of the presbytery, to facilitate the relations between congregations, pastors, and the presbytery, and to settle difficulties on behalf of presbytery when possible and expedient." "The Commission shall be open to communication at all times with the Teaching and Ruling Elders who are members of sessions, sessions of the presbytery, and Certified Christian Educators."

#### **Duties shall include:**

1. To review annually the terms of call of Presbytery Pastors and to report its recommendations on the status and adequacy of terms of call to Presbytery.
2. To recommend annually the minimum terms of call for installed pastors;
3. To appoint moderators for Sessions of pastor less churches;
4. To recommend the minimum compensation for pulpit supply;

5. The Chair of COM will determine the uses of the Clergy Emergency Fund and voucher expenditures from that Fund to the Presbytery Treasurer through the Stated Clerk;
6. To designate a Board of Pension Liaison who will correspond to the Board of Pensions regarding specific concerns members might have with the Board.
7. To keep before Presbytery the responsibility of ministering to those men and women of each particular church who are serving in the armed forces; to maintain contact with Chaplains, both active and reserve, who are members of the Presbytery and to present the opportunity of service in the military chaplaincy to seminary students who are members of Presbytery;
8. To advise and encourage a congregation that is in conflict and to act as agents of reconciliation wherever possible.
9. To represent Presbytery in the care and oversight of candidates for the Ministry of the Word and Sacrament (Teaching Elders), in accordance with the duties set forth the Advisory Handbook recommended by the Office of General Assembly, including participation in the reading of examinations conducted by the General Assembly.

**Commission on Ministry Waiver Policy for Northumberland Presbytery:**

The following is the policy adopted by Northumberland Presbytery in 1998, and approved by the Synod of the Trinity.

1. The Commission on Ministry will meet with the candidate to explore reasons for the continued failure to pass a particular exam or exams. The Commission on Ministry and the candidate will work out a specific plan to remedy the situation, in a manner acceptable to both.
2. The Commission for Ministry will monitor the candidate’s progress in implementing the remedial plan.
3. When the remedial process has been completed to the satisfaction of Commission for Ministry, the Commission for Ministry will recommend a waiver to the presbytery, including a summary of the remedial process and a rationale for the waiver recommendation. Approved November 15, 2014

<h2 style="margin: 0;">THE COMMITTEE ON SHARED GIFTS</h2>
---

**(Nominations and Representation)**

***G-3.0111 Nominating Process***

*All councils higher than the session shall have a process for nominating persons to serve in positions requiring election by the council. The process shall ensure that nominations are made by an entity broadly representative of the constituency of the council, and in conformity with the church’s commitment to unity in diversity (F-1.0403).*

The presbytery shall elect a nominating committee broadly representative of the member churches with a membership of one-third Teaching Elders, and one-third laywomen, and one-third laymen. The Nominating and Representation Committee shall be called the **Committee on Shared Gifts**. The combined committee will consist of three classes, each serving for a three-year term except where initial classes of one- and two-year terms are necessary to establish regular rotation. The Committee shall consist of nine members



elected by Presbytery on nomination by Presbytery Council. The Committee shall be self-organizing. Ex-officio members without vote shall be the Stated Clerk, Past Moderator, and Executive Presbyter.

The Committee on Shared Gifts shall advise the Presbytery with respect to the membership of their commissions and committees implementing the principles of full participation and inclusiveness to ensure fair and effective representation in the decision making of the church as directed by the Book of Order.

*F-1.0403 Unity in Diversity*

There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.

The Committee on Shared Gifts shall serve both as an advocate for the representation of racial ethnic members, women, different age groups, and persons with disabilities, and as a continuing resource to the particular council in these areas.

**THE DUTIES OF THE COMMITTEE ON SHARED GIFTS SHALL BE:**

1. To present nominations at the September Stated Meeting of Presbytery for Commission and Committee members, Chairpersons and Vice chairpersons who are willing to be prepared to ordinarily move up to the chair, (in consultation with each commission and committee), Permanent Judicial Commission, Officers of Presbytery, and members-at-large of Presbytery Council.
2. To present nominations for vacancies at any Stated Meeting of Presbytery, with those elected to assume office immediately.
3. To present nominations at the appropriate Stated Meeting of Presbytery for General Assembly and Synod Commissioners and Alternates, General Assembly Young Adult Advisory Delegates and Synod Young Adult Delegates and Alternates.
4. To encourage and enable women, minorities, and persons with special needs to assume leadership responsibilities in church and society.

**THE COMMITTEE ON SHARED GIFTS WILL ADHERE TO THE FOLLOWING GUIDELINES:**

1. The Program Commissions and Committees of the Presbytery are the Commission on Ministry, and the Committees of Worship and Nurture and Service. **No Teaching or Ruling Elder, or layperson may serve on more than one Program Commission/Committee at the same time.**
2. The Special Commissions and Committees of Presbytery are Shared Gifts and the Permanent Judicial Commission.
3. Commissioners and Committee members shall be elected at the September Stated Meeting of Presbytery to begin their duties January 1 for the following year. The number of members of particular Commission or Committee may be adjusted by a vote of the Presbytery.
4. Commissioners and Committee members shall be elected in three classes, one class to be elected each year for terms of three years. After a member has served two

complete consecutive terms on a Committee, one year must elapse before he/she is again eligible for membership on that commission or committee, unless the Book of Order makes other provisions.

5. Deacons and Laypersons who are members of particular churches of Presbytery may serve in place of Ruling Elders on program committees except for the Commission on Ministry. All program Commissions and Committees must be chaired by a Teaching or Ruling Elder of the Presbytery.
6. Each Committee may co-opt additional Presbyterian members with vote to augment its work, for one-year terms up to a maximum of six consecutive years. The number of co-opted members shall not exceed one-third the numbers of elected members. Each Committee is directed to consider the importance of youth representation.
7. The Committee of Shared Gifts is to advise the Presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403. Approved November 15, 2014

## **WORSHIP AND NURTURE COMMITTEE**

1. Stated Presbytery Meetings
  - a. Model a variety of innovative and traditional worship experiences.
  - b. Schedule worship leaders, experts in a wide range of styles.
  - c. Provide workshops led by notable experts in religious issues.
2. Information Sharing
  - a. Develop print and electronic media to enable communication among congregations and between higher governing bodies and congregations.
  - b. Publicize programs, media resources, and conferences available to church Leaders and members.
  - c. Develop directories of experts within the presbytery available for consulting.
  - d. Encourage information and program sharing among churches.
3. Nurture and Prayer
  - a. Organize prayer for churches and members within the presbytery who face crises.
  - b. Support campus ministries at colleges and universities with the boundary of presbytery.
  - c. Organize and promote training and enrichment courses for pastors and ordained leaders.
  - d. Encourage inclusion of all age groups, but especially youth, minorities, and persons with special needs, in presbytery events.
  - e. Emphasize prayer for national and international mission.

## COMMITTEE ON SERVICE

The Committee on Service assists the Presbytery of Northumberland in being a witness to Christ's Kingdom. Relying on God's guidance, the Committee seeks to lead the Presbytery in doing justice, assist the poor and needy, equip the saints for ministry, develop effective evangelism, challenge congregations to faithful worship, facilitate ministry partnerships, and work ecumenically.

The duties of the Committee shall be:

1. To evaluate the mission spending of Presbytery by making recommendations regarding annual giving budgets.
2. To assist teaching and ruling elders, deacons and trustees for their work by offering an annual training event for new church officers.
3. To provide education regarding sexual conduct policy of the presbytery.
4. To collect a "Cents-ability hunger offering at each Presbytery Meeting and arrange for the annual collection of those offerings from congregations.
5. To promote denominational mission work and publications.
6. To promote media resource and on-line service/mission resources to congregations.
7. Promote and support member churches and their mission efforts.

### Krislund Camp and Conference Center

1. Maintain liaison with the administrators and governing board
2. Encourage financial support and regular use of facilities by congregations.
3. Suggest programmatic additions.

## PRESBYTERIAN WOMEN

Presbyterian Women shall be self-organizing and shall operate in accordance with its own by-laws to pursue its mission objectives, within the purpose of Presbyterian Women of the Presbyterian Church (USA). Presbytery has added these duties:

1. To study reports and recommendations of the General Assembly and Synod regarding Women in Church and Society and make recommendations to Presbytery for implementing these reports and recommendations as appropriate to this Presbytery.
2. To educate, support and counsel persons and Presbytery regarding new or changing roles of Women in Church and Society.
3. To encourage and enable women to assume leadership responsibilities in Church and Society.

## PERMANENT JUDICIAL COMMISSION

1. Presbytery shall elect a Permanent Judicial Commission, on nomination by the Committee on Shared Gifts in accordance with the provisions of the Book of Order (D-5.0000).
2. The Commission shall meet after the January Stated Meeting of Presbytery to elect a chairperson and a clerk, and shall report the names of these officers to the March Stated Meeting of Presbytery. Additional information regarding the Permanent

Judicial Commission is found in the Book of Order under the section Rules of Discipline.

## **STANDING RULES OF PRESBYTERY**

1. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Newly Revised, except where the Constitution of the Presbyterian Church (USA) provides otherwise.
2. Necessary expenses of Presbytery and its Committees as established by Presbytery shall be paid by the Presbytery Treasurer on proper vouchering through the Stated Clerk. Mileage expense shall be paid at the rate established by Presbytery at the time of the adoption of the Budgets.
3. The expenses of all Pastors and Elder Commissioners attending Stated and Special Meetings of Presbytery shall be paid by the particular churches which they serve. The expenses of all other voting members of Presbytery who reside within the bounds of Presbytery shall be paid by the Presbytery.
4. Unreimbursed necessary expenses of Commissioners and Young Adult Advisory Delegates to Synod and General Assembly Meetings shall be paid by Presbytery on proper vouchering through the Stated Clerk. The advocacy of overtures to General Assembly shall be the responsibility of either one of the elected commissioners or the Executive Presbyter, whichever is designated by the General Commission. Should a Session of a particular church which originated an overture subsequently approved by Presbytery seek to present its own advocate, it shall pay all necessary expenses for that advocacy.
5. The expenses of ordination and/or installation services for teaching elders shall be paid by the particular church/churches, whose Moderator shall arrange for payment of the expenses of persons participating in the service at the current mileage rate set by Presbytery. An offering shall be received for the Clergy Emergency Fund and remitted to the Presbytery Treasurer.
6. Payments from the Clergy Emergency Fund may be authorized by either the chairperson of the Commission on Ministry or the Executive Presbyter.
7. The Moderator, Stated Clerk, Recording Clerk, shall each be paid an annual stipend as established in the Administrative Budget and such additional expense as may be necessary on approval by Presbytery. All except the Moderator shall be covered by Worker's Compensation Insurance based on their annual stipend.
8. The minimum terms of call for ordained, installed fulltime pastors shall be established by Presbytery annually on recommendation from the Commission on Ministry and shall be operative in all new calls immediately upon Presbytery's action. Existing calls shall be adjusted by churches to new minimum levels by the following January 1 or an exception requested through the Commission-on Ministry.
9. All terms of call for ordained, installed fulltime Pastors shall include the statement that "The terms of our Pastor's compensation shall not fall below the minimum set by Presbytery". If any terms of such calls lapse for longer than one month the Pastor shall notify the Commission on Ministry immediately through its Moderator.

8. Compensation for Pulpit Supplies and Moderators of pastorless churches shall be set by Presbytery on recommendation from the Commission on Ministry. Copies of the current pulpit supply list are available from the Stated Clerk with recommendations for compensation.
9. **ELECTRONIC VOTING:** If the Moderator, Stated Clerk, Treasurer and Executive Presbyter of Northumberland Presbytery determine that a matter is so important it cannot wait for a Stated Meeting or a Called Meeting would be impractical, the members of Northumberland Presbytery and elected commissioners may be asked to vote on the matter through electronic voting, the vote will be for only one issue. All votes will be collected and verified by two individuals, one lay person and one clergy person, appointed by the current moderator. A third individual will be assigned to record and report votes. The result will be immediately posted by e-mail and a complete report given at the next Stated Meeting of Northumberland Presbytery. Adopted November 21, 2009.

## **THE ORDER OF BUSINESS FOR A STATED MEETING OF NORTHUMBERLAND PRESBYTERY**

1. At each Stated Meeting of Presbytery the following items of business shall appear on the Docket, to which shall be added Orders designated for that Stated Meeting. The Docket shall be made up by the Stated Clerk and Moderator in consultation with Presbytery General Commission and may be amended by action of Presbytery. The work or business of the presbytery will be presented in a worshipful format as planned by the Worship and Nurture Committee.
2. The items of business shall be designed around Christian Worship. These items of business will include: constituting Presbytery, enrollment of Teaching and Ruling Elders and visitors, reception of corresponding members, introduction of new Ruling Elder Commissioners, report of the committee on arrangements, adoption of Worshipful Work Docket with Orders of the Day, consent agenda, report of the Stated Clerk, including report on reading of minutes, report of Presbytery General Commission report of the Executive Presbyter, announcement of new business before the noon meal. Reports of other committees and/or commissions, old and new business, adjournment and closing prayer.
3. Orders of the Day for each Stated Meeting shall be designated by the Presbytery General Commission. Requests for Orders of the Day shall include beginning time, duration, content and method of presentation.
4. Reports by Presbytery Commissions and Committees shall be for action only. The order of reports will be determined by the Stated Clerk and reviewed by the General Commission prior to the Presbytery meeting. Informational reports should be written and included in the docket.

## **ATTENDANCE AT PRESBYTERY**

### **THE PRESBYTERY - WHO ARE ITS MEMBERS?**

“Presbytery is a corporate expression of the church consisting of all churches and teaching elders within a certain district. When presbytery meets, each church shall be represented by a ruling elder commissioned by the Session...G-3.0301.”

1. When the membership of a particular church is over 500 it is entitled to additional commissioner(s).
2. When Presbytery invites particular churches for the purpose of redressing the balance between ruling elders and teaching elders they are entitled to send an additional commissioner.
3. A ruling elder elected Moderator shall be enrolled as member of Presbytery for the term of office. The Book of Order also permits Presbyteries to enroll and commission ruling elders elected to other offices, commission and committee chairs and General Commission members for the term of their office.

### **WHO IS EXPECTED AT PRESBYTERY MEETINGS?**

*As it is, there are many parts, yet one body. The eye cannot say to the hand, “I have no need for you,” nor again the head to the feet, “I have no need of you.”... If one member suffers, all suffer together; if one member is honored, all rejoice together. Now you are the body of Christ, and individually members of it. (I Corinthians 12: 20-21, 26-27).*

1. **ACTIVE CONTINUING MEMBERS** of Presbytery resident within the bounds of Presbytery and currently engaged in a validated ministry are expected to attend each Stated Meeting of Presbytery or to present a request for an excused absence from that meeting. Those Honorably Retired and all other continuing members of Presbytery are encouraged to attend as frequently as possible.
2. **RULING ELDER COMMISSIONERS** unable to carry out the commission of their Session (or of Presbytery in the case of those commissioned by virtue of their office) should also present a request for an excused absence, as should Sessions (through Moderator or Clerk) unable to provide the Commissioner(s) to which they are entitled.
3. **CONTINUING MEMBERS OR COMMISSIONERS** able to be present for only part of the Presbytery meeting should request excused absences for that portion which must be missed.
4. **REQUESTS FOR EXCUSED ABSENCES** may be communicated prior to the meeting to the Stated Clerk. Requests presented on the day of Presbytery should be in writing and should be given to either the Stated Clerk or the Recording Clerk.

## **ELECTION OF COMMISSIONERS TO GENERAL ASSEMBLY AND SYNOD**

Commissioners and Young Adult Youth Advisory Delegates ages 17-23 (YAADs) to General Assembly shall be nominated by the Committee on Shared Gifts and elected by Presbytery at the appropriate Stated Meeting in accordance with these provisions:

1. One teaching elder (Minister of the Word and Sacrament) shall be nominated for Commissioner to General Assembly and one as alternate, with preference given to those who are active in service to the councils governing bodies of the Presbyterian Church (USA). As a basis for the Committee on Shared Gifts to seek nominees, the Stated Clerk shall prepare a roll of teaching elders Ministers of the Word and Sacrament, members of Presbytery who are active in the councils governing bodies of the church ranked according to the last time they represented any Presbytery at General Assembly. In case of ties, seniority in this Presbytery shall also be considered, or the date of ordination of those who have never served at General Assembly.
2. One ruling elder shall be nominated for Commissioner to General Assembly and one as alternate, with preference given to ruling elders from churches which have been longest without a ruling elder representing the Presbytery at General Assembly. As the basis for the Committee on Shared Gifts Nominating Committee to seek nominees, the Stated Clerk shall prepare a roll of the Churches of Presbytery ranked according to the last time one of their Elders represented Presbytery at General Assembly.
3. One person shall be nominated for Young Adult Advisory Delegate to General Assembly and one as alternate, in accordance with the requirements that are established from time to time by the General Assembly ages 17-23.
4. The Stated Clerk Nominating Committee shall provide basic biographical information about the nominees for principal and alternate commissioner in written form, including service in the church and its councils governing bodies and the nominee's own statement of the gifts they bring to the task they seek.
5. The General Assembly Commissioner and YAAD are expected to attend a pre-Assembly briefing at Presbytery expense and to report in person to Presbytery at the Stated Meeting immediately following the General Assembly meeting.
6. The Commissioners and Young Adult Advisory Delegate (YAAD) to the Synod of the Trinity shall be nominated and elected by the Presbytery in accordance with the present structure of the Synod. One primary Commissioner and one alternate Commissioner shall be nominated and elected for each Commissioner position; one primary YAAD and one alternate YAAD shall also be nominated and elected

## **CURRENT COMPENSATION FOR PULPIT SUPPLIES AND MODERATORS OF PASTORLESS CHURCHES**

1. The remuneration for pulpit supplies and moderators of pastorless churches shall be recommended by the Commission on Ministry at the September meetings of Presbytery for presbytery approval.
2. Moderators of pastorless churches shall be reimbursed by the particular church for necessary expenses, including mileage at the rate set by Presbytery. No other remuneration need be paid.

## **NECESSARY CARE FOR FAMILY MEMBERS**

1. The Presbytery recognizes that those who serve as officers and on committees sometimes have responsibility for care of children or other family members. This should not prevent qualified persons from taking Presbytery responsibilities nor should expenses for this rest solely on the individuals involved. We encourage particular congregations to assist their ministers and members in providing needed care as a way of enabling the work of Presbytery. If satisfactory arrangements cannot be made, Presbytery will regard the expenses of providing necessary care for family during commission and committee meetings and other regularly scheduled Presbytery events as reimbursable ones, up to \$8.00 per hour per person from General Fund balances. This policy was adopted by Presbytery in November 1989 and revised March 18, 2006. Reimbursement for child care should be vouchered through the Stated Clerk.
2. When a congregation in the Presbytery provides child-care for a presbytery meeting, there shall be at least one child-care provider per three (3) infants, and one child-care provider per five (5) children. There shall be a minimum of (2) child-care providers present. At least one (1) of these should be an adult. Child-care should be provided in an appropriate child-friendly room with appropriate toys and activities. If the hosting church/organization is unable to meet these guidelines it is encouraged to publish well in advance that child-care will not be provided. All adult childcare volunteers must have the three clearances as required by the State of Pennsylvania.

## **PROCEDURES FOR AMENDMENTS TO THIS MANUAL**

1. This Manual may be amended at a Stated Meeting of Presbytery by a two-thirds vote of the Commissioners present, provided:
  - A. that notice of the proposed amendment shall be read at the last preceding Stated Meeting of Presbytery (first reading);
  - B. that a written or electronic copy of the proposed amendment shall be filed with the Stated Clerk;
  - C. that the proposed amendment shall be considered at the Stated Meeting where it is voted (second reading); and
  - D. that the proposed amendment shall not conflict with the Book of Order.



2. Any requirements of this Manual may be temporarily suspended by a two-thirds vote of the Commissioners present at any Stated Meeting, unless such suspension is in conflict with the Book of Order. Such suspension shall be effective only for that Stated Meeting.

## **APPENDICES—TABLE OF CONTENTS**

<b>APPENDIX A</b>	*Advisory Handbook for COM/CPM
<b>APPENDIX B</b>	*Bylaws of Northumberland Presbytery approved 1/16/16
<b>APPENDIX C</b>	*Clerk of Session Handbook—REVISED 2015
<b>APPENDIX D</b>	*Ethical Standards for Officers and Members of the PCUSA
<b>APPENDIX E</b>	*Interim (Transitional Pastor Manual)—
<b>APPENDIX F</b>	*Ministry Manual—adopted 2015 by COM
<b>APPENDIX H</b>	Moderator Handbook-- Revised 2015
<b>APPENDIX I</b>	*Pastor Nominating Handbook—Revised 2015
<b>APPENDIX J</b>	Presbytery Articles of Incorporation—March 4, 1907
<b>APPENDIX K</b>	*Presbytery Personnel Manual—Adopted June 19, 2004
<b>APPENDIX L</b>	Presbytery Staff & Officer Succession Plan—Adopted Sept 18, 2010
<b>APPENDIX M</b>	*Policy on Decorum for Presbytery Meetings—adopted January 2005
<b>APPENDIX N</b>	*Policy to Dissolve a Church—Adopted November 21, 2009
<b>APPENDIX O</b>	*Policy for Gracious Separation Adopted May 8, 2013
<b>APPENDIX P</b>	*Policy to Merge Churches—Adopted November 21, 2009
<b>APPENDIX Q</b>	Policy for Ordination & Installation Standards-adopted July 16, 2011
<b>APPENDIX R</b>	Policy for Per Capita Withholding—adopted July 16, 2011
<b>APPENDIX S</b>	*Policy on Sexual Conduct adopted February 3, 1996 /June 19, 2004
<b>APPENDIX T</b>	*Release of Conscience Application for Members of Presbytery who are in opposition to the Benefits Plan of the Board of Pensions making payments for abortions.

\* can be found on the presbytery web site under documents or policies