

MANUAL OF ADMINISTRATIVE OPERATIONS

NORTH ALABAMA PRESBYTERY

Adopted July 17, 2012; Amended October 15, 2013

Revised October 18, 2016, October 24, 2017, and October 18, 2018

Revised February 22, 2020

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1.0000 ARTICLE I. IDENTITY AND RELATIONSHIPS

1.0001 This part of the Body of Christ shall be named North Alabama Presbytery, a council where relationships reflect partnership in ministry after the example of Christ.

1.0002 This partnership is with the congregations and sessions of its member churches, and as a constituent member of the Synod of Living Waters and the General Assembly (PCUSA).

1.0003 This Presbytery is subject to the provisions of and has the duties and powers granted to presbyteries by the *Book of Order* of the Presbyterian Church (U.S.A.)

1.0004 Any provision of the Manual of Administrative Operations of the North Alabama Presbytery, except those prescribed by the *Book of Order*, may be temporarily suspended on a one-time basis by two-thirds vote of those present and voting at any Stated Meeting.

1.0005 This Manual of Administrative Operations may be amended by a majority vote of those present and voting at any Stated Meeting. Notice of proposed amendments to the Manual of Administrative Operations of the Presbytery shall be presented to the Presbytery in the form of a first reading at a meeting prior to the meeting at which such proposed amendments are to be considered for adoption. The process to amend the Manual of Administrative Operations may not be changed or suspended.

2.0000 ARTICLE II. THE PRESBYTERY'S COMMON LIFE

2.1000 Discerning the Will of Christ and Developing Ministries

2.1001 In keeping with Presbytery's commitment to partnership with Sessions in ministry, Sessional input in identifying and prioritizing Presbytery's ministries shall be considered primary. Ministry proposals from General Assembly and Synod are also important elements of Presbytery's participation in the larger ministries of the Presbyterian Church (USA).

2.2000 The Nature of Presbytery Meetings

2.2001 The Presbytery seeks to be an active, responsive, and connectional unit of the Presbyterian Church (U.S.A). Our meetings shall reflect our partnership in ministry, our common faith, and discovery of God's purposes for us. These priorities shall be reflected by Presbytery joining in worship, prayer, learning, and reflection, as it engages in its common work.

2.3000 Meetings

2.3001 Presbytery shall have three stated meetings a year on the fourth Saturday in February, the second Tuesday in June, and the third Tuesday in October. The Presbytery should ordinarily

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determine the place and time of meetings one year in advance, upon recommendation of the Stated Clerk. The specific hour and day of the stated meeting may be changed at any preceding stated meeting. The places of meeting should be in different parts of the Presbytery and in facilities adequate for Presbytery's business, members, guests, and visitors.

- 2.3002 The Executive Commission shall propose through the Stated Clerk a docket for each Presbytery meeting, together with appropriate procedures for handling all known business coming before Presbytery.
- 2.3003 All business coming before a stated meeting of Presbytery should be submitted to the Stated Clerk fourteen days before Presbytery meets. It shall be the responsibility of the Stated Clerk to mail (electronically, or US mail by special request) the proposed docket, printed reports and all action items proposed by Presbytery units to come before each meeting, to all Presbytery teaching elders and all known ruling elder commissioners, no later than ten days prior to the meeting. Any reports or action items not submitted to the Stated Clerk in sufficient time to be included in the information packet shall not be considered at that meeting unless a two-thirds majority of teaching elders and ruling elder commissioners approve its late inclusion at the time at which the meeting docket is adopted.
- 2.3004 The Moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the 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, the ruling elders being of different churches, may call a special meeting. The Synod may also direct the Presbytery to convene a special meeting for the transaction of designated business.
- 2.3005 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. No business other than that stated in the notice shall be transacted.
- 2.3006 The quorum for all meetings of the Presbytery shall be three teaching elder members and three ruling elder commissioners from three different congregations.
- 2.3007 The Presbytery shall be governed in its meetings by the following in order of precedence: The Constitution of the Presbyterian Church (U.S.A.) and Robert's Rules of Order Newly Revised in its most recent edition.
- 2.3008 Expenses of members to attend Presbytery shall be defrayed by the session or agency they represent or serve.

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2.3009 Worship is integral to any meeting of Presbytery. Presbytery may celebrate the Sacrament of the Lord's Supper at any meeting, but shall do so at least once each calendar year. Gluten-free elements shall be provided in addition to traditional elements at the Lord's Supper.

The Executive Commission shall determine the recipient of offerings received at stated Presbytery meetings, at its planning meeting prior to the stated Presbytery meeting.

2.3010 Visitors are always welcome to meetings of Presbytery unless closed by action of the body for executive session. Visitors shall sign in and register upon arrival at the meeting and wear a name tag identifying them by name as a visitor.

2.3011 Business will ordinarily come before the Presbytery in the form of reports from Presbytery units, administrative reports, directives from higher councils, and overtures from sessions of constituent churches. Reports requiring Presbytery action should be in written form. Omnibus motions may be utilized to pass collections of routine business without debate.

2.3012 Overtures requesting specific action by Presbytery, if found in order by the Stated Clerk, shall be referred to the Committee on Bills and Overtures no later than 30 days prior to the stated meeting of the Presbytery. The Committee shall consider the overture and bring a recommendation for action to Presbytery that should be communicated to the Stated Clerk no later than 14 days prior to the Presbytery meeting. That recommendation may take one of four forms: to adopt the request as received, to adopt the request as amended by the Committee, to refer to items to Sessions and congregations for study and defer vote to the next meeting, or to deny the requested action. In reaching its recommendation, the Committee shall provide an opportunity to be addressed by an advocate designated by the party or parties submitting the overture and shall provide an opportunity to be addressed by a teaching elder member or ruling elder commissioner opposed to the action proposed by the overture.

Overtures requesting specific action by Presbytery for consideration at the next General Assembly, should be submitted to the Stated Clerk of the Presbytery no later than 45 days prior to the fall stated meeting of Presbytery prior to the next General Assembly.

The Committee on Bills and Overtures shall review all overtures submitted by other Presbyteries for consideration at the General Assembly prior to the Fall meeting of the Presbytery, and shall make a recommendation to the Presbytery as to concurrence on specific overtures. That recommendation should ordinarily be communicated to the Stated Clerk no later than 14 days prior to the Presbytery meeting. The Committee shall consult with the Stated Clerk in reviewing overtures from other Presbyteries and making a recommendation for concurrence.

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The Committee on Bills and Overtures shall be nominated by the Nominating Committee for a two-year term, to be elected at the first stated meeting of Presbytery in odd numbered years. This committee shall be comprised of five (5) individuals (including at least 2, but no more than 3 Teaching Elders.)

- 2.3013 The Presbytery and any of its commissions, committees, or other entities is authorized to conduct up to fifty percent of its meetings by electronic means such as the internet or telephone at the discretion of the moderator of the particular entity, provided the following conditions are met:
1. The technology employed provides the opportunity for simultaneous participation by all members.
 2. The meeting notice includes adequate instructions for participating in the meeting (telephone numbers and codes to be dialed, links to meeting rooms, etc.).
 3. Arrangements satisfactory to the member can be made for the participation of any member who lacks the necessary equipment without incurring personal expense.
 4. All members are able to participate fully, and can be recognized when they wish to speak.
 5. Any member has the right to demand a roll call at any time if they doubt the presence of a quorum, unless the technology employed has the ability to determine the number present in another way (such as through an electronic poll).
- 2.4000 **Calendar for Programming, Reporting, and Elections**
- 2.4001 At the first stated meeting of the year Presbytery should ordinarily:
1. Act on constitutional amendments (in years following a General Assembly).
 2. Adopt a working budget for the year.
- 2.4002 At its summer stated meeting Presbytery should ordinarily:
1. Receive a report from the Executive Commission nominating the at-large member of the Nom-Nom Committee.
 2. Receive the annual report from the Committee on Representation, a copy of which shall be provided to the Nominating Committee for consideration as it develops a slate of candidates for election at the fall stated meeting.
- 2.4003 At the last stated meeting of the year Presbytery should ordinarily:
1. Elect members and moderators of the Presbytery units, including identifying those who will serve on the Executive Commission, with all elected persons taking office at the first meeting of the succeeding year.
 2. Elect commissioners and delegates to Synod and General Assembly.
 3. Receive annual reports from all units.
- 2.4004 At the first stated meeting following a meeting of Synod or General Assembly, Presbytery should ordinarily hear a report from the commissioners to those bodies.

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2.4005 The Stated Clerk shall cause to be published in the minutes of the first Presbytery meeting of the year the names of teaching elder members of the Presbytery and ruling elders of churches in the Presbytery who died during the preceding year.

2.5000 **Membership**

2.5001 The voting membership of Presbytery consists of its teaching elder members, ruling elder commissioners from its churches, any ruling elder elected Presbytery Moderator, Moderator-Elect, or Stated Clerk, all ruling elder members of the Executive Commission, Certified Christian Educators who are ruling elders while engaged in an educational ministry under Presbytery jurisdiction, and all ruling elders commissioned to particular pastoral service during the term of that service.

2.5002 Sessions shall elect ruling elder commissioners to Presbytery and their alternates, the number of which shall depend on the church's membership as follows:

- 500 or less—1 ruling elder
- 501 to 1000—2 ruling elders
- more than 1000—3 ruling elders

When the number of teaching elders is larger than the number of ruling elder commissioners in Presbytery, the Stated Clerk shall redress the imbalance in the following manner:

1. Determine the number of active teaching elders (i.e., those who attended at least one Presbytery meeting during the preceding year).
2. Determine the number of additional ruling elder commissioners required for parity by subtracting from the number of active teaching elders the sum of
 - a. the total ruling elder commissioners as allocated by church size, and
 - b. the number of ruling elders granted voting membership by virtue of Presbytery office (cf. 2.5101).
3. Allocate the additional ruling elders as follows:
 - a. Contact the clerk of session for each church in the Presbytery as soon as possible after January 1 each year to determine whether that church would provide an additional commissioner if offered the opportunity, such information to be provided by January 31.
 - b. Beginning with Albertville First in year one and proceeding alphabetically through the roster of churches, assign one additional commissioner to each church responding positively in the preceding step until the requisite number of additional commissioners is assigned.
 - c. Report those assignments to the Presbytery at its winter stated meeting to be effective on the following day through the next winter stated meeting.
 - d. In subsequent years, begin step (b) with the church immediately following the last one awarded an additional commissioner in the preceding year.

2.5003 Sessions may elect ruling elder commissioners to individual meetings or for one year terms. Each Session shall determine whether it will elect commissioner(s) to special meetings of the

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Presbytery or designate its commissioner(s) to a stated meeting to serve in that capacity at any special meeting called before the next stated meeting.

- 2.5004 All active and at-large teaching elders and ruling elder commissioners are expected to attend meetings of Presbytery in their entirety. Requests to be excused from a Presbytery meeting, or any portion thereof, together with the reasons for the request, shall be submitted to the Stated Clerk prior to the meeting.
- 2.5005 Sessions are encouraged to elect youth advisory participants to winter Presbytery meetings as an educational and networking opportunity.
- 2.5006 Teaching elders and ruling elders representing other presbyteries and church entities shall be seated as corresponding members.
- 2.5007 Corresponding members, youth advisory participants, non-ordained Certified Christian educators who serve churches within the Presbytery, moderators of Presbytery units who are not Executive Commission members, and Presbytery staff shall have voice without vote.
- 2.6000 **Officers**
- 2.6001 The Officers of the Presbytery shall be the Moderator, Moderator-Elect, Recording Treasurer, and Stated Clerk.
- 2.6100 **Moderator and Moderator-Elect**
- 2.6101 At the last stated meeting of the year Presbytery shall elect a Moderator and Moderator-Elect who shall be installed into office by the retiring Moderator at the first stated meeting of the year and shall serve for one year without succession, but with eligibility for the Moderator-Elect to be elected as Moderator. At the time of his/her election, the Moderator must be a continuing member of, or commissioner to, the Presbytery. If the retiring Moderator is unable to officiate at the installation of those officers, the General/Executive Presbyter or Stated Clerk may do so.
- 2.6102 The offices of Moderator and Moderator-Elect should ordinarily be filled alternately by ruling elders and teaching elders.
- 2.6103 The Moderator shall preside over all Presbytery meetings, serve as Moderator of the Executive Commission, and perform such other duties as authorized or assigned by Presbytery.
- 2.6104 The Moderator--Elect shall serve as a member of the Executive Commission and as a member of the Nom-Nom Committee.

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- 2.6105 Should the Moderator become unable to serve, the Moderator-Elect shall immediately assume the powers and duties of Moderator. Should the Moderator-Elect become unable to serve, the Presbytery shall elect a person to fill that unexpired term at its next stated meeting.
- 2.6106 The Moderator, in consultation with the Stated Clerk, shall:
1. Appoint an Investigating Committee when a disciplinary case is initiated by receipt of a statement of an alleged offense.
 2. Appoint a Committee of Counsel when the Presbytery becomes a respondent in a remedial case. Such action shall be reported to the Presbytery at its next meeting.
- 2.6200 **Stated Clerk**
- 2.6201 Presbytery shall elect a Stated Clerk who must be a ruling elder or teaching elder. The Stated Clerk shall be nominated by the Executive Commission upon recommendation by the Nominating Committee. The Stated Clerk shall serve for three years and be eligible for re-election.
- 2.6202 The Stated Clerk shall oversee the Office of the Stated Clerk and fulfill those responsibilities assigned by the Book of Order, the Presbytery, and this Manual (cf. 2.7000).
- 2.6300 **Treasurers**
- 2.6301 Presbytery shall elect a Recording Treasurer and a separate Disbursing Treasurer (or Disbursing Treasurers), upon the recommendation of the Business Affairs Team, who shall each serve for three years and shall be eligible for re-election.
- 2.6302 The Recording Treasurer shall:
1. Assist the Business Affairs Team in the preparation of an annual budget;
 2. Receive all benevolence (general mission) and per capita apportionments in accord with Presbytery's instructions or, if designated, in accord with the donor's instructions;
 3. Coordinate with the Office Manager to keep an accurate account of all receipts and disbursements;
 4. Report at each stated meeting to the Presbytery; and
 5. Meet monthly with the Business Affairs Team to review the Presbytery Budget, Cash Flow, and Balance Sheet, and to prepare financial reports to the Presbytery.
- 2.6303 The Disbursing Treasurer(s) shall authorize all disbursements by reviewing and signing payments prepared by the Office Manager.
- 2.6304 Both the Recording Treasurer and the Disbursing Treasurer(s) shall be bonded at the expense of the Presbytery and the amount of the bond is to be determined by Business Affairs Team.

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2.7000 **The Office of the Stated Clerk**

2.7001 The Office of the Stated Clerk shall be directed by the Stated Clerk to fulfill the responsibilities assigned by the Book of Order and the Presbytery.

2.7002 The Office of the Stated Clerk shall be responsible for the administrative review of session minutes and reporting the results of the reviews to the Presbytery in a timely manner through the work of the Session Minutes Review Committee (cf. 3.1550).

2.7003 The Stated Clerk shall:

1. Give notice at least ten days in advance of the time and place of each Presbytery meeting; in consultation with the General/Executive Presbyter and the Executive Commission, prepare the docket for each meeting; and distribute a packet containing that docket and all known business coming before the Presbytery to each teaching elder, commissioner, advisory participant, session clerk, and Executive Commission member prior to the meeting.
2. Enroll Presbytery members prior to the opening of each meeting and certify the presence of a quorum to the Moderator.
3. Keep accurate minutes of each Presbytery meeting; post the minutes online in a timely manner after each meeting; submit the minutes annually for review by the Synod; and preserve the Presbytery's records including minutes, the roll of teaching elders, current candidates/inquirers, and church actions.
4. Receive and refer all correspondence; interpret actions of the General Assembly and Synod of Living Waters as related to polity and other constitutional matters; and advise the Presbytery concerning rules governing its operation.
5. Provide support to Clerks of Session to facilitate timely submission of the annual Church Record (statistical report) and the Clerk's Annual Questionnaire.
6. Maintain a register of teaching elders and ruling elders (with name of home church) who have served as commissioners to General Assembly or Synod in the preceding fifteen years as information for the Nominating Committee, identifying those currently members of the Presbytery or its constituent churches.
7. Serve as *ex officio* member of the Executive Commission and the Commission on Ministry without vote.

2.7004 The Stated Clerk may appoint such persons as necessary in order to fulfill the requirements of the office as assigned in the Book of Order and/or by the Presbytery.

2.7005 The Stated Clerk shall provide for and supervise:

1. **Recording Clerk** to take the minutes of each Presbytery meeting, submit them to the Stated Clerk for distribution, and perform other duties as assigned by the Stated Clerk.
2. **Parliamentarian** to assist the Stated Clerk, the Moderator and the Presbytery in the conduct of its business.

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3.0000 ARTICLE III. PRESBYTERY'S STRUCTURE FOR MISSION

3.0001 The Presbytery shall organize itself so as to be responsive to the changing ministry and mission opportunities of its geographic area and its member congregations.

3.0002 The Presbytery shall seek to implement its ministry and mission opportunities through the following units:

Administrative Units

Business Affairs and Personnel Team (BAT)

Ministry Units

Commission on Ministry (COM)

Ministry Resource Team (MRT)

Church Development Foundation Board (CDFB)

Presbyterian Women (PW)

Presbyterian Men (PM)

Peacemaking Committee

Presbyterian Home Boards (PHB)

Maranatha Ministry Team (MMT)

Governance Units

Committee on Representation and Nominating (CORN)

Nom-Nom Committee

Permanent Judicial Commission (PJC)

Session Minutes Review Committee (SMRC)

3.0003 For purposes of coordination for Presbytery and among its units, an Executive Commission shall be established which may, with Presbytery's authorization take on those responsibilities assigned to other entities in the Book of Order. The Executive Commission shall report to the Presbytery all actions on behalf of the Presbytery.

3.1000 General Rules of Operation

3.1001 Except where required by the Book of Order or otherwise in this manual each unit shall be responsible for its own organization and structure.

3.1002 Each unit may recruit any person/persons it believes may help it fulfill its responsibilities. These co-opted persons are not voting members of the team, but possess whatever authority the team vests them with including acting for the team, and are not subject to term limits.

3.1003 Units are encouraged to partner and coordinate with other teams, sessions, recognized constituencies of the Presbytery and its churches and/or ecumenical partners in fulfilling their responsibilities.

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- 3.1004 All unit members shall be elected by the Presbytery upon recommendation by the Nominating Committee. In making such recommendations, the Nominating Committee, with guidance from the Committee on Representation, shall endeavor to fulfill the principles of participation and representation expressed in the Book of Order.
- 3.1005 Moderators for units (except the Nominating Committee and the Permanent Judicial Commission) shall be elected by Presbytery from the membership of the team or committee upon recommendation by the Nominating Committee. The Nominating Committee and the Permanent Judicial Commission shall elect their own Moderators, respectively.
- 3.1006 All persons elected to serve on Presbytery units shall be elected to serve three year terms or portions of a term to fill a vacancy. Persons are eligible to serve two full or partial terms not to exceed six years aggregate before that person must take at least one year off from that entity. Persons having served their term are eligible to be co-opted by an entity. Unit members shall be elected into three year, staggered classes.
- 3.1007 Any and all gatherings, services, and activities, involving or sponsored by North Alabama Presbytery shall follow the Sexual Misconduct and Child Protection Policies of the Presbyterian Church (USA) and North Alabama Presbytery.
- 3.2000 **Membership and Responsibilities**
- 3.2100 **The Executive Commission**
- 3.2101 The Presbytery Executive Commission is responsible for the work, mission, spiritual health, and financial well-being of the Presbytery between meetings of the Presbytery. It serves as Presbytery's principal visioning, strategic planning, and coordinating body in carrying out the mission priorities of Presbytery. The Executive Commission shall act as a standing commission to conduct essential business between meetings of the Presbytery, with a full accounting of its actions reported to the next stated meeting of Presbytery.
- 3.2102 Its purpose is to coordinate all mission programs and projects according to Presbytery's mission priorities and goals. It shall:
1. Review the work of the committees and commissions, to ensure their work is in accord with the mission goals of Presbytery or their approved charge;
 2. Regularly review the mission statement and the Mission and Operations Manual and recommend revisions as needed;
 3. Establish the annual calendar of Presbytery events;
 4. Ensure that Presbytery policies and actions are fully implemented;
 5. Plan all Presbytery meetings in coordination with the Stated Clerk;
 6. Coordinate Synod, General Assembly, and ecumenical concerns for which the Presbytery is responsible.

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- 3.2103 The Presbytery Executive Commission shall consist of the Moderator, Moderator-Elect, and immediate Past Moderator of Presbytery, as well as moderators of major units of the Presbytery.
1. The Executive Commission shall consist of ruling elders and teaching elders, none of whom shall represent the same congregation, in numbers as nearly equal as possible, and with particular attention given to geographic representation.
 2. Persons nominated for service on the Executive Commission must have previously served on a Presbytery committee or commission.
 3. Ruling elders serving as members of the Executive Commission shall have voice and vote at all Presbytery meetings during their term of service.
 4. The Presbytery through its Nominating Committee will provide a seat for the Maranatha Camp and Conference Center liaison in accordance with the Covenant Agreement (February 20, 2016). This member will have voice without vote.
 5. The Executive Commission shall meet at least four times per year.
 6. A quorum of the Executive Commission shall be a majority of its voting members.
 7. The Moderator of the Presbytery shall be moderator of this commission. The General/Executive Presbyter and Stated Clerk shall be ex-officio without vote. The Stated Clerk shall serve as secretary to the body.
- 3.2200 **Administrative Units**
- 3.2210 **Business Affairs and Personnel Team (BAT)**
- 3.2211 The Business Affairs and Personnel Team shall consist of six persons with one teaching elder in each class.
- 3.2212 The responsibilities of the Business Affairs and Personnel Team are asset and office management, budget development and management, personnel management, and, following the provisions of the Book of Order, the Team shall constitute the Board of Trustees of the corporation.
- 3.2213 **Asset and Office Management:**
1. Business Affairs shall oversee Presbytery's real and financial assets, managing investments for the best interest of the Presbytery and to maximize potential income.
 2. Business Affairs shall authorize the Treasurer(s) to release the funds from unrestricted funds, restricted funds, or any other funds as the need arises.
 3. Business Affairs shall keep an inventory of all of Presbytery's assets which shall be reported to Presbytery at the first Stated Meeting of the year or upon request by the Presbytery.
 4. Business Affairs shall be responsible for the acquisition, maintenance, and updating of such office equipment as may be necessary for the efficient functioning of Presbytery's office and the staff taking advantage of technology as much as possible.

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- 3.2214 Budget Development and Management:
1. Business Affairs is responsible for the development of Presbytery's annual budget.
 2. Business Affairs is responsible for receiving budget requests from the work units of Presbytery, combining them into a single request budget, and presenting that budget to Presbytery.
 3. In consultation with the Presbytery Treasurer, it is to receive pledges from sessions and anticipate other income so as to estimate Presbytery's income for the following year, and it is to prepare and present an actual operating budget for Presbytery approval at the first Presbytery meeting of the year.
 4. Business Affairs will be responsible for managing the budget approved by Presbytery reporting regularly to the Presbytery the status of the budget and recommending any adjustments or changes over 5 percent for approval by the Presbytery.
 5. Business Affairs shall, in consultation with the Ministry Resource Team, recommend to Presbytery the allocation of benevolence to the General Assembly, Synod, institutions, social service agencies, and other ministries to be supported by Presbytery.
- 3.2215 Personnel management:
1. Implement the employment and termination of resource and support staff (cf. 4.0004).
 2. Develop and maintain up to date Personnel Policies
 3. Develop and maintain up to date position descriptions for each position.
 4. Develop and recommend to Presbytery positive and supportive terms of employment which include salaries, vacation, and benefits.
 5. Conduct regular job reviews and periodic comprehensive performance evaluations for each Presbytery employee.
 6. Serve as a body to receive employee grievances and mediate differences.
- 3.2216 Trustees:
1. The buying, selling, and mortgaging of all real and personal property for the corporation, the acquiring and conveying of title to the said property, the holding and defending title to the said property, provided that in buying, selling, and mortgaging real property, such Trustees shall act solely under authority of the corporation granted in a duly constituted meeting of the corporation as required by the laws of the State of Alabama. The Trustees may authorize the purchase and/or mortgaging of real property by member churches of the Presbytery on behalf of the Presbytery, provided the total secured amount of all loans does not exceed 25% of the value of the total property. Such authorization shall be reported to the Presbytery at the next stated meeting. The Trustees may also authorize the sale of real property on behalf of the Presbytery; however, that authorization shall always be reported to the Presbytery prior to the conclusion of the sale so that the Presbytery may have the opportunity to rescind or amend that action. The provisions in this clause do not supersede the exceptions provided for in G-4.0208 in the Book of Order.
 2. Manage any permanent special funds or assets entrusted to the corporation or its Trustees, whether by gift, devise, bequest, contribution, or otherwise, for the furtherance of the purposes of the Presbytery.

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3. Manage all such other assets which may belong to the Presbytery, which require handling or negotiation by a corporate entity, but not such funds as are otherwise collected for the support and expense of the Presbytery; which shall be controlled and disbursed by the ecclesiastical officers.
4. To hold and provide for the safe-keeping of all deeds to church property, made to the Trustees of Presbytery, after they are duly recorded in the counties where the property is situated.
5. The Chairperson of the Trustees shall furnish the Presbytery an annual inventory of all properties held by the Presbytery, and a statement showing the outstanding balances and due dates for payment of all debts other than current accounts payable, owed by the Presbytery. Such inventory and statement of debts shall be prepared as of December 31 and shall include all properties and debts of the Presbytery and of all divisions of the Presbytery, whether separately incorporated or not.
6. Trustees of all separately incorporated divisions of the Presbytery shall be required to furnish the Chairperson of the Trustees of the Presbytery with all information necessary for the Chairperson to complete such inventory and statement of debts.

3.2217 The Presbytery shall provide for the Trustees to be bonded against errors and omissions.

3.2300 **Ministry Units**

3.2310 **Commission on Ministry (COM)**

3.2311 The COM shall consist of fifteen persons divided as equally as possible among teaching elders and ruling elders. Its quorum shall be nine members. The General/Executive Presbyter and Stated Clerk shall be *ex officio* members without vote.

3.2312 The responsibilities of the Commission shall be those stated in the Book of Order. It shall be empowered to act on behalf of the Presbytery as follows:

1. To authorize sessions to call congregational meetings for the purpose of electing a pastor/co-pastor/associate pastor nominating committee and to oversee the search process for that position.
2. To name a moderator for session and congregational meetings.
3. To negotiate severance packages between congregations and pastors.
4. To authorize teaching elders engaged in non-parish validated ministries to administer the Sacraments at specific times and places.
5. To elect administrative commissions for the purpose of ordaining and/or installing teaching elders in pastoral positions.
6. To approve Terms of Call for installed pastors and all other pastoral contracts.
7. To provide for oversight of inquirers and candidates.

3.2313 The Commission shall maintain a handbook stating its policies and procedures with respect to reception and oversight of teaching elder members, approval of calls for installed pastoral services and invitations for temporary pastoral services, oversight of congregations without

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pastors, dissolution of pastoral relationships, dismissal of teaching elder members, and relationships with congregations and teaching elders. The Commission shall also maintain a separate handbook stating its policies and procedures with respect to oversight of inquirers and candidates.

3.2320 Ministry Resource Team (MRT)

3.2321 The MRT shall consist of twelve persons with at least one teaching elder per class.

3.2322 The responsibilities of MRT are to:

1. Assess opportunities for church development and new worshipping communities and make recommendations to the Presbytery, including:
 - a. The establishment of new congregations after study of potential locations, along with methods of financing, and supervise the funding of their pre-chartering phase.
 - b. Methods and means of supporting congregations in their transformation endeavors.
 - c. Recommend the allocation of capital funds to support new worshipping communities, new congregations, and congregational revitalization in cooperation with the Presbytery's Church Development Foundation.
2. Identify development and transformation opportunities for the Presbytery and its congregations, track demographic, ethnographic, and sociographic trends bringing this information to the attention of Presbytery and sessions.
3. Maintain oversight, review evaluations and support for new and transforming congregations.
4. Identify ministry and mission opportunities for the Presbytery and its congregations, and the resources needed to respond to those opportunities.
5. Promote, communicate and coordinate the mission priorities set by the Presbytery including:
 - d. Presbyterian Women and Presbyterian Men, or their successors.
 - e. Peacemaking Committee
 - f. Presbyterian Home Boards
 - g. Youth and young adult ministry
6. Encourage and promote evangelism within all congregations of the Presbytery, providing training in community outreach and evangelism for church sessions.

3.2330 Maranatha Ministry Team (MMT)

3.2331 The MMT shall consist of six persons with at least one teaching elder in each class.

3.2332 The Moderator shall have the responsibility for administration of the Committee functions. The Moderator shall be a member of the board of the Maranatha Camp and Conference Center, Inc. (MCCCI), as allowed for in the MCCCI bylaws.

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- 3.2333 The Maranatha Ministry Team shall:
1. Promote the use of Maranatha in a manner most beneficial to the Presbytery to promote Christian nurture and growth for children, youth, and adults;
 2. Support MCCI by planning at least one significant Presbytery-wide fundraiser per year for Maranatha;
 3. Demonstrate Presbytery support of Maranatha by planning and implementing a “Muscles in Mission” work camp and/or work days, and encouraging the use of volunteers for grounds maintenance, etc.;
 4. Serve as a ministry support to MCCI in other issues or projects that arise; and
 5. Hold the covenant agreement approved by the Presbytery with MCCI as both an obligation and a privilege to be mission partners together in making Maranatha’s ministry viable and vibrant for years to come.
- 3.2400 **Governance Units**
- 3.2410 **Committee on Representation and Nominating (CORN)**
- 3.2411 The Committee on Representation and Nominating shall consist six members with at least three teaching elders.
- 3.2412 The responsibilities of the Committee on Representation and Nominating are to recommend, consistent with the Book of Order provisions for inclusiveness and representation, to the Presbytery at the last stated meeting of the year, persons who have agreed to serve:
1. On Presbytery units, commissions, and ministry teams;
 2. As Moderators for each of Presbytery’s commissions, committees, and ministry teams;
 3. As Moderator and Moderator-Elect of the Presbytery for the coming year;
 4. As General Assembly and Synod commissioners, the General Assembly Young Adult Advisory Delegate, and their alternates.
- 3.2413 The Committee shall also report at the summer meeting of Presbytery regarding the inclusiveness and representation of persons serving on Presbytery units and efforts made toward that end.
- 3.2420 **Nom-Nom Committee**
- 3.2421 At the mid-year Stated Meeting, Presbytery shall elect a special committee, consisting of three members, to recommend persons for the Nominating Committee. One member will be the immediate past Moderator of Presbytery (serve as Chair), one member will be the present Moderator-Elect of Presbytery, and one member of Presbytery with experience on the Nominating Committee, who is not presently a member of the of the Nominating Committee. The member at large shall be nominated by the Executive Commission.

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- 3.2422 The Committee to recommend the Nominating Committee will report at the last stated meeting of the year of Presbytery, recommending persons who have agreed to serve, to the new class of the Nominating Committee and to fill any vacancies that might then exist. The Committee to recommend the Nominating Committee may not recommend any of its own members.
- 3.2430 **Permanent Judicial Commission (PJC)**
- 3.2431 The PJC shall consist of seven persons elected for six-year terms according to the *Book of Order*. Elections shall be held in even years.
- 3.2432 The Commission shall order itself, electing from among its members a moderator, vice moderator, and clerk.
- 3.2433 Its limitations, meetings, quorum, responsibilities, and powers shall be those set forth in the Book of Order.
- 3.2440 **Session Minutes Review Team (SMRT)**
- 3.2441 The Session Minutes Review Team shall consist of five moderators of geographical clusters, in three classes (of three year terms). The clusters are as follows:
Central—FPC Athens, Copeland Athens, FPC Cullman, FPC Decatur, FPC Hartselle, St. Andrew Decatur, Westminster Decatur;
Eastern—FPC Albertville, FPC Ft. Payne, FPC Guntersville, Trinity Gadsden;
North Huntsville—Fellowship, Grace Madison, Madison Cross Roads, New Market, Trinity Huntsville, Sa Rang Huntsville;
South Huntsville—Big Cove, Covenant, Faith, FPC Huntsville, Hope;
Western—FPC Florence, FPC Sheffield, Mountain Home, Old Brick, Rock Springs-Mitchell Memorial, Westminster Florence, Williams Chapel.
- Moderators shall be nominated by the Presbytery Nominating Committee and elected by Presbytery. It is preferred, but not required, that nominees would be currently serving or would have served as a clerk of session or Teaching Elder. Moderators will be responsible for gathering the clerks of session (and their respective congregation's minutes from the previous calendar year) at their discretion to review the minutes, and return reviewed minutes' summaries to the Stated Clerk no later than October 1.
- 3.2442 Once gathered by the Moderator, the clerks will review the minutes of a congregation other than their own, under the guidance and direction of the Moderator. The Moderator will sign off on each set of minutes completed under their direction.
- 3.2443 Any Clerk of Session who fails to present his or her Session minutes at the agreed upon meeting shall arrange with the Moderator to get their minutes reviewed at another agreed upon time.

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3.2444 The Moderators shall submit the results of each review session to the Stated Clerk who shall (a) enter a record of the minutes reviewed into the minutes of that Presbytery meeting and (b) report the review results to the respective clerks of session.

4.0000 ARTICLE IV. STAFF OF PRESBYTERY

4.0001 The Staff of Presbytery shall consist of a Presbytery Office Manager, and, if circumstances make it possible, a General/Executive Presbyter (title to be determined), and such other staff as Presbytery may authorize. The position of General/Executive Presbyter should not be combined with the office of Stated Clerk.

4.0002 All administrative and support staff for the Presbytery shall be employed by the Business Affairs and Personnel Team, upon the recommendation of the Stated Clerk in accordance with approved position descriptions and salary packages.

4.0003 All staff shall be accountable to the Presbytery through the Business Affairs and Personnel Team in accord with the Book of Order and Presbytery's Personnel Handbook. An annual review shall be rendered of all staff and a comprehensive review and evaluation of executive staff shall be conducted at least every three years by the Business Affairs and Personnel Team, using data obtained from questionnaires sent to all installed pastors and leaders of Presbytery committees and commissions.

4.0004 Presbytery's Personnel Handbook details all other matters relating to the employment, review, evaluation and retention of the staff of Presbytery.

4.1000 General/Executive Presbyter, and Stated Clerk

4.1001 The chief responsibility of a General/Executive Presbyter is to be a pastor, especially, to Installed Pastors of churches, and other Teaching Elder members of Presbytery. The General/Executive Presbyter will work closely with the Executive Commission and be available to churches of the Presbytery as a resource person, with such other responsibilities as identified in his/her job description.

4.1002 The Stated Clerk will be the chief clerical officer of the Presbytery, fulfilling all responsibilities identified in the Book of Order, along with any other responsibilities agreed upon in a job description. The Stated Clerk will be afforded space at the Presbytery office site, along with administrative assistance there.

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4.2000 **Presbytery Office Manager**

4.2001 The Presbytery Office Manager shall be responsible for managing the administrative and financial affairs of the Presbytery and shall work initially under the supervision of the Stated Clerk until such time as a General/Executive Presbyter may be called and installed.

5.0000 ARTICLE V. COMMISSIONERS AND ADVISORY DELEGATES TO OTHER GOVERNING BODIES

5.0001 Commissioners and Young Adult Advisory Delegates to the General Assembly of the Presbyterian Church (U.S.A.), and alternates for each, shall be elected in the numbers provided in the *Book of Order* at the last Stated Meeting of each year preceding a General Assembly. Ordinarily Ruling Elder Commissioners are nominated by alphabetical order of churches within North Alabama Presbytery. Ordinarily, Teaching Elder Commissioners are elected in order of seniority in North Alabama Presbytery. Young Adult Advisory Delegates are nominated by the Presbytery's Nominating Committee.

5.0002 Commissioners to the Synod of Living Waters, and alternates for each, shall be elected according to the provisions of the Synod's Standing Rules. These commissioners are nominated by the Presbytery's Nominating Committee.