

**NORTH ALABAMA PRESBYTERY
MANUAL OF ADMINSTRATIVE OPERATIONS**

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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.).
- In keeping with the provisions of the *Book of Order*, the Presbytery will strive to accomplish numerical parity between ruling and teaching elders within the membership of its committees, commissions, teams, and task forces.
- 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 suspended on a one-time basis by two-thirds vote of those present and voting at any Stated or Called Meeting.
- 1.0005 This Manual of Administrative Operations may be amended by a majority vote of those present and voting at any Stated or Called 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 (U.S.A.).
- 2.2000 The Nature of Presbytery Meetings**
- 2.2001 The Presbytery seeks to be an active, responsive, and connectional part of the Presbyterian Church (U.S.A). Presbytery meetings shall reflect partnership in ministry, common faith, and discovery of God's purposes for the Presbytery. These priorities shall be reflected in worship, prayer, learning, and reflection, as the Presbytery engages in its common work.
- 2.3000 Meetings**
- 2.3001 Presbytery shall have three stated meetings a year: the fourth Saturday in February, the second Tuesday in June, and the third Tuesday in October. The Presbytery shall ordinarily determine the place and time of meetings one year in advance, upon recommendation of the Executive Commission. 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 Stated Clerk shall propose an agenda for each Presbytery meeting to the Executive Commission, together with appropriate procedures for handling all known business coming before Presbytery.
- 2.3003 All business coming before a 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 agenda, reports, and all action items proposed by Presbytery units to come before each meeting, to all Presbytery teaching elders, all known ruling elder commissioners, and clerks of sessions, no later than five days prior to the meeting. Any reports or action items not submitted to the Stated Clerk in sufficient time to be included in the 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 agenda 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 15 commissioners (at least three teaching elder members of the Presbytery and three ruling elders), with representation from at least 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 presbyters to attend Presbytery shall be the responsibility of the session or entity they represent or serve.
- 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.
- The Executive Commission shall determine the recipient of offerings received at stated Presbytery meetings.
- 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.

- 2.3011 Business will ordinarily come before the Presbytery in the form of reports from Presbytery units, committees, commissions, staff, 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 efficiently handle routine business.
- 2.3012 Stated and Called Meetings of the Presbytery may be held electronically upon approval of the Executive Commission. Other Presbytery commissions, committees, or entities may also meet electronically at the discretion of the Moderator. All electronic meetings must satisfy the conditions outlined below:
1. The technology employed provides the opportunity for simultaneous participation by all members.
 2. The meeting notice includes adequate instructions for participation (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 (such as through an electronic poll).
- 2.4000 Calendar for Programming, Reporting, and Elections**
- 2.4001 At the February stated meeting of the year Presbytery shall ordinarily:
1. Act on constitutional amendments (in years following a General Assembly).
 2. Adopt a working budget for the year.
- 2.4002 At its June stated meeting Presbytery shall ordinarily:
1. Receive a report from the Executive Commission nominating the at-large member of the Nominating Appointment Committee.
 2. Receive the annual report of the Committee on Representation and Nominating, which will be used to develop a slate of candidates for election at the October stated meeting.
- 2.4003 At the October stated meeting Presbytery shall ordinarily:
1. Elect members of the Presbytery units, including identifying those who will serve on the Executive Commission, with all elected persons taking office at the end of the February 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 shall ordinarily hear a report from the commissioners and delegates to those bodies.
- 2.4005 The Stated Clerk shall report to all meetings of Presbytery. At the February Presbytery meeting the Stated Clerk shall report 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, Vice-Moderator, Immediate Past Moderator, 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, the Moderator of Presbyterian Women if a ruling elder, 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 - one ruling elder
- 501 to 1000 - two ruling elders
- more than 1000 - three 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.
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 February Stated Meeting to be effective on the following day through the February Stated Meeting of the succeeding year.

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.

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 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, Vice-Moderator, Treasurer, and Stated Clerk, all of whom are elected by the Presbytery. A description of their respective responsibilities is listed below.
- 2.6100 Moderator and Vice-Moderator**
- 2.6101 At the October Stated Meeting the Presbytery shall elect a Moderator and Vice-Moderator who shall be installed into office by the retiring Moderator at the February stated meeting and shall serve for one year without succession, but with eligibility for the Vice-Moderator to be installed as Moderator. At the time of his/her election, the Moderator must be a continuing member of, or commissioner to, the Presbytery. The Executive Presbyter and/or Stated Clerk may assist in the installation.
- 2.6102 The offices of Moderator and Vice-Moderator shall ordinarily alternate between ruling and teaching elders.
- 2.6103 The Moderator shall preside over all Presbytery meetings, serve as a member of the Executive Commission, and perform such other duties as authorized or assigned by Presbytery. The Moderator of the Presbytery (or her or his designee) is ordinarily the moderator of all commissions to ordain, install, or ordain and install ministers of the Word and Sacrament. It is the duty of the Moderator to preside and propound the constitutional questions to the Minister.
- 2.6104 The Immediate Past Moderator shall serve as Moderator of the Executive Commission and a member of the Nominating Appointment Committee.
- 2.6105 Should the Moderator become unable to serve, the Vice-Moderator shall immediately assume the powers and duties of Moderator. Should the Vice-Moderator 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(s) shall be reported to the Presbytery at its next meeting.

2.6200

Stated Clerk

2.6201

Presbytery shall elect a Stated Clerk who shall be a ruling or teaching elder. The Stated Clerk shall be nominated by the Executive Commission upon recommendation by the Committee on Representation and Nominating. The Stated Clerk shall serve for three years and be eligible for re-election.

2.6202

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 Executive Presbyter and the Executive Commission; draft the agenda for each Presbytery meeting; and direct the distribution of a packet containing the agenda and all known business coming before the Presbytery to each teaching elder, ruling 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; prepare the minutes 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 any other Presbytery actions.
4. Be responsible for the administrative review of session minutes and reporting the results of the reviews to the Presbytery in a timely manner.
5. 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.
6. Provide support to Clerks of Session to facilitate timely submission of the annual session statistical report.
7. Prepare and submit annual reports requested by the Office of the General Assembly.
8. 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 Committee on Representation and Nominating, identifying those currently members of the Presbytery or its constituent churches.
9. Serve as ex officio member of the Executive Commission and the Commission on Ministry without vote and serve as a resource to the Permanent Judicial Commission.

2.6203

Additional responsibilities of the Stated Clerk are detailed in the position description.

2.6204

The Stated Clerk shall oversee the Office of the Stated Clerk and fulfill those responsibilities assigned by the *Book of Order* and the Presbytery, as described below.

2.6300

The Office of the Stated Clerk

2.6301

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.

- 2.6302 The Stated Clerk may appoint such persons as necessary to fulfill the requirements of the office as assigned in the *Book of Order* and / or the Presbytery.
- 2.6303 The Stated Clerk may 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 assigned by the Stated Clerk.
 2. Parliamentarian to assist the Stated Clerk, the Moderator, and the Presbytery in the conduct of its business.
- 2.6400 Treasurers**
- 2.6401 Presbytery shall elect a Treasurer, upon the recommendation of the Business Affairs and Personnel Team, who shall each serve for three years and shall be eligible for re-election.
- 2.6402 The Treasurer shall:
1. Assist the Business Affairs and Personnel Team in the preparation of an annual budget.
 2. Oversee all benevolences, designated gifts, and per capita apportionments.
 3. Coordinate with the Administrative Assistant to keep an accurate account of all receipts and disbursements.
 4. Authorize all disbursements prepared by the Administrative Assistant in consultation with the Executive Presbyter.
 5. Report at each stated meeting to the Presbytery.
 6. Meet with the Business Affairs and Personnel Team to review the Presbytery budget, cash flow, and balance sheet, and to prepare financial reports to the Presbytery.
- 2.7000 Elected Officials**
- 2.7001 Executive Presbyter**
- 2.7002 The Presbytery may call a teaching or ruling elder to serve as its Executive Presbyter for a designated or undesignated term upon recommendation by the Executive Commission.
- 2.7003 The Executive Presbyter serves as the Presbytery's chief executive officer and head of staff for the Presbytery. The Executive Presbyter shall serve according to the provisions of the Presbytery's Manual of Administrative Operations. The Executive Presbyter will consult on the agenda and worship for Presbytery meetings, present a report at each meeting of the Presbytery, and lead the Presbytery in sharing concerns and celebrations.
- 2.7004 The Executive Presbyter serves as pastor to the Presbytery, supporting its pastors as well as serving as a resource for its congregations.
- 2.7005 The Executive Presbyter will promote the vision of the Presbytery and work closely with the Executive Commission and the Commission on Ministry. The Executive Presbyter will resource the units of the Presbytery.
- 2.7006 Additional responsibilities of the Executive Presbyter are detailed in the position description.

3.0000 ARTICLE III. PRESBYTERY'S STRUCTURE FOR MISSION

- 3.0001 The Presbytery shall organize itself to be responsive to the changing ministry and mission opportunities of its geographic area and its member congregations.
- 3.0002 For purposes of coordination for Presbytery and among its units, an Executive Commission shall be established which shall conduct essential business between meetings of Presbytery. The Executive Commission shall report all actions taken to the Presbytery.
- 3.0003 The Presbytery shall seek to implement its ministry and mission opportunities through the following structure:
 Business Affairs and Personnel Team (BAT)
 Commission on Ministry (COM) [which includes the Committee on Preparation for Ministry (CPM)]
 Committee on Representation and Nominating (CORN)
 Nominating Appointment Committee (NAC)
 Permanent Judicial Commission (PJC)
 Church Development Foundation
 Peacemaking Committee (PC)
 Presbyterian Home Boards (PHB)
 Presbyterian Men (PM)
 Presbyterian Women (PW)
 Youth & Young Adult Ministry Team (YYAMT)
- 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(s) to help it fulfill its responsibilities. These persons are not voting members of the team, but possess whatever authority the team vests in them, and they are subject to term limits.
- 3.1003 Units are encouraged to partner and coordinate with other teams, sessions, entities of the Presbytery and its churches, and/or ecumenical partners in fulfilling their responsibilities.
- 3.1004 All unit members shall be elected by the Presbytery upon recommendation of the Committee on Representation and Nominating. In making such recommendations, the Committee shall endeavor to fulfill the principle of participation and representation as expressed in the *Book of Order*.

- 3.1005 Moderators for units shall be elected by the units. The Immediate Past Moderator serves as Moderator of the Executive Commission.
- 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, with the exception of the Permanent Judicial Commission, whose members serve one six-year term. 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 unit. Unit members shall be elected to 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 North Alabama Presbytery and the Presbyterian Church (U.S.A).
- 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 Presbytery.
- In response to specific mission and ministry needs, the Executive Commission may appoint Teams or Task Forces to oversee and implement particular mission endeavors or ministries within the Presbytery. The work of such Teams and Task Forces will be under the direction of and report to the Presbytery through the Executive Commission.
- 3.2102 The Executive Commission shall coordinate all mission programs and projects according to Presbytery's mission priorities and goals. It shall:
1. Commit to pray for the Presbytery, its churches, and the church universal.
 2. Review the work of the committees and commissions, to ensure concurrence with the Presbytery's mission goals or their approved charge;
 3. Regularly review the mission statement and the Manual of Administrative Operations and recommend revisions as needed;
 4. Establish the annual calendar of Presbytery events;
 5. Ensure that Presbytery policies and actions are fully implemented;
 6. Plan all Presbytery meetings;
 7. Appoint three to five teaching and ruling elders, in numbers as nearly equal as possible, to serve as the Bills & Overtures Committee, as needed;
 8. Coordinate Synod, General Assembly, and ecumenical concerns for which the Presbytery is responsible.
- 3.2103 The Executive Commission shall consist of the Moderator, Vice Moderator, and Immediate Past Moderator (who shall serve as the moderator of the Commission), as well as moderators of the Business Affairs and Personnel Team, the Commission on Ministry, and the Committee on Representation and Nominating. Additional at-

large members shall be elected for parity.

1. Ruling elders serving as members of the Executive Commission shall have voice and vote at all Presbytery meetings during their term of service.
2. The Presbytery will provide a seat for the Maranatha Camp and Conference Center liaison in accordance with the Covenant Agreement (approved October 18, 2022). This liaison will have voice without vote.
3. The Executive Commission shall meet at least quarterly.
4. A quorum of the Executive Commission shall be a majority of its voting members.
5. The Immediate Past Moderator of the Presbytery shall be moderator of the Executive Commission. The Executive Presbyter and Stated Clerk shall be *ex-officio* without vote. The Stated Clerk shall serve as clerk of the commission.

3.2200 Presbytery Structure

3.2210 Business Affairs and Personnel Team (BAT)

3.2211 The Business Affairs and Personnel Team shall consist of six persons, teaching elders and members of congregations, in equal numbers.

3.2212 The responsibilities of the Business Affairs and Personnel Team are asset and office management, budget development and management, and personnel management. The Team shall serve as the Board of Trustees of the corporation, according to the provisions of the *Book of Order*. The Stated Clerk shall serve as secretary 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.

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 compiling budget requests from the units of Presbytery.
3. In consultation with the Presbytery Treasurer, Business Affairs is responsible for compiling pledges from sessions and any other anticipated income to estimate Presbytery's income for the following year, and to prepare and present an operating budget for Presbytery approval at the February Stated Meeting.
4. Business Affairs shall be responsible for managing the budget approved by Presbytery, reporting regularly to the Executive Commission, units, and the Presbytery, and recommending any adjustments or changes to the budget for approval by the Presbytery.

5. Business Affairs shall recommend to Presbytery the allocation of benevolences to the General Assembly, Synod, and any other ministries supported by Presbytery.

3.2215

Personnel Management

1. Business Affairs shall implement the employment and termination of resource and support staff, in consultation with the Executive Presbyter.
2. Business Affairs shall develop and maintain up to date Personnel Policies.
3. Business Affairs shall develop and maintain up to date position descriptions for each position.
4. Business Affairs shall develop and recommend to Presbytery positive and supportive terms of employment which include salary, vacation, and benefits.
5. Business Affairs shall conduct regular job reviews and periodic comprehensive performance evaluations for each Presbytery employee.
6. Business Affairs shall receive employee grievances and mediate differences.

3.2216

Business Affairs shall serve as Trustees of the Presbytery:

1. Business Affairs shall be responsible for 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, and with approval by the Presbytery. The Trustees, in consultation with the Executive Commission, may recommend the purchase and/or mortgaging of real property by member churches of the Presbytery on behalf of the Presbytery, with approval by the Executive Commission, 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 provisions in this clause do not supersede the exceptions provided for in G-4.0208 in the *Book of Order*.
2. Business Affairs shall manage any permanent special funds or assets entrusted to the corporation or its Trustees, whether by gift, bequest, contribution, or otherwise, for the furtherance of the purposes of the Presbytery.
3. Business Affairs shall 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. Business Affairs shall 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.

3.2217

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

3.2300 Commission on Ministry (COM)

3.2310 The Commission on Ministry shall consist of twelve persons, divided equally between teaching elders and ruling elders. Its quorum shall be seven members. The Executive Presbyter and Stated Clerk shall be *ex officio* members without vote.

- 3.2311 The Commission on Ministry shall be empowered to act on behalf of the Presbytery to:
1. Authorize sessions to call congregational meetings for the election of a pastor/co-pastor/associate pastor nominating committee and to guide the search process for that position.
 2. Appoint a moderator for session and congregational meetings.
 3. Negotiate severance packages between congregations and pastors, if necessary or requested.
 4. Authorize teaching elders engaged in non-parish validated ministries to administer the Sacraments at specific times and places.
 5. Approve administrative commissions to ordain and / or install teaching elders in pastoral positions.
 6. Approve Terms of Call for pastors and all pastoral contracts.
 7. Dissolve installed pastoral relationships when the parties are in agreement.
 8. Dismiss teaching elders to other presbyteries upon request.
 9. Change the status of a teaching elder to member-at-large or Honorably Retired, upon request of the teaching elder.
 10. Provide for oversight of inquirers and candidates under care of the Presbytery.

3.2312 The Commission shall maintain a handbook stating its policies and procedures with respect to reception and oversight of teaching elder members of the Presbytery, approval of calls for installed pastoral relationships and temporary pastoral services, oversight of congregations without pastors, dissolution of pastoral relationships, dismissal of teaching elder members, and relationships with congregations and teaching elders. The Commission shall also maintain policies and procedures with respect to oversight of inquirers and candidates.

3.2400 Committee on Representation and Nominating (CORN)

3.2410 The Committee on Representation and Nominating shall consist of six persons divided equally between teaching elders and members of congregations.

- 3.2411 At the October Stated Meeting, the Committee on Representation and Nominating shall recommend for election, consistent with the *Book of Order* provisions for inclusiveness and representation, persons who have agreed to serve:
1. On Presbytery commissions, committees, and teams;
 2. As Moderator and Vice-Moderator of the Presbytery for the coming year; and
 3. As General Assembly and Synod commissioners, General Assembly Young Adult Advisory Delegate, and their alternates.

.2412 The Committee shall report at the June Stated Meeting of Presbytery regarding the inclusiveness and representation of persons serving on Presbytery units and efforts made toward that end.

3.2500**Nominating Appointment Committee (NAC)**

3.2510

At the June Stated Meeting, Presbytery shall elect a special committee, the Nominating Appointment Committee, consisting of three members, to recommend persons for the Committee on Representation and Nominating. One member will be the Immediate Past Moderator of Presbytery, one member will be the current Vice-Moderator (who shall serve as Chair), and one at-large member with experience on the Committee on Representation and Nominating, who is not presently a member of the Committee on Representation and Nominating. The member-at-large shall be nominated by the Executive Commission.

3.2511

The Nominating Appointment Committee will report at the October Stated Meeting, recommending persons who have agreed to serve to the new class of the Committee on Representation and Nominating, and to fill any vacancies that might then exist on the Committee on Representation and Nominating. The Nominating Appointment Committee may not recommend any of its own members.

3.2600**Permanent Judicial Commission (PJC)**

3.2610

The Permanent Judicial Commission shall consist of seven ruling and teaching elders, in numbers as nearly equal as possible, elected for one, six-year term according to the *Book of Order*. Elections shall be held in even years.

3.2611

The Permanent Judicial Commission shall order itself, electing from among its members a moderator, vice-moderator, and clerk.

3.2612

The responsibilities, meetings, and quorum shall be those set forth in the *Book of Order*.

4.0000**ARTICLE IV. STAFF OF PRESBYTERY**

4.0001

The Staff of Presbytery shall consist of an Executive Presbyter (should the Presbytery chose to call one), and any such other staff as Presbytery may authorize.

4.0002

All administrative and support staff for the Presbytery shall be employed by the Business Affairs and Personnel Team in accordance with approved position descriptions and compensation packages. Consultation with the Executive Presbyter and Stated Clerk is advised when filling support staff positions.

4.0003

All staff shall be accountable to the Presbytery through the Business Affairs and Personnel Team in accord with Presbytery's Personnel Handbook. An annual review of all staff shall be conducted, 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 pastors and leaders of Presbytery teams, committees, and commissions.

4.0004

Presbytery's Personnel Handbook shall detail matters relating to the employment, review, evaluation, and retention of the staff of Presbytery.

4.1000 Executive Presbyter

4.1001 The chief responsibility of an Executive Presbyter is to be a pastor, especially to Pastors of churches, and other Teaching Elder members of Presbytery. The 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.

4.2000 Stated Clerk

4.2001 The Stated Clerk and the Moderator of Presbytery are the chief ecclesial officers of the Presbytery, fulfilling all responsibilities as stated in the *Book of Order*, along with any other responsibilities agreed upon in a job description.

4.2000 Administrative Staff

4.2001 Administrative Staff shall work under the supervision of the Executive Presbyter. If there is a vacancy in the office of the Executive Presbyter, the moderator of the Business Affairs and Personnel Team shall serve as supervisor to any Administrative Staff.

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

5.0001 Commissioners and the Young Adult Advisory Delegate 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 October 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. A Young Adult Advisory Delegate is nominated by the Presbytery's Committee on Representation and Nominating.

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 Committee on Representation and Nominating, at the October Stated Meeting.

6.0000 ARTICLE VI. POLICIES

The Presbytery of North Alabama maintains the following policies, in compliance with the *Book of Order*: Sexual Misconduct Policy, and a Child Protection Policy. The Presbytery also maintains a Personnel Policy. Each policy shall be included in this Manual.

*Approved by North Alabama Presbytery
October 18, 2022*