

MISSION PRESBYTERY

MANUAL OF OPERATIONS

1. MEETINGS OF MISSION PRESBYTERY

- 1.1. Ordinarily meetings begin at 12:45 pm on Friday and continue until 12:00 noon on Saturday.
- 1.2. The place of meeting shall be determined by Presbytery upon recommendation of the General Council. Meetings will be held at locations chosen to accommodate geographical realities and to suit the particular agenda or program needs of the meetings. The Stated Clerk and the Presbytery's Administrative Staff will coordinate meeting logistical requirements with each host church or organization.
- 1.3. An agenda and program for each meeting shall be presented for adoption at the opening of each meeting.
- 1.4. A quorum is as specified in the Book of Order.
- 1.5. Requests for display space at stated meetings shall be submitted in writing to any meeting of General Council preceding the Presbytery meeting. Display space availability is not guaranteed for every meeting.
- 1.6. All votes requiring more than a simple majority shall be cast by paper ballot.

2. OFFICERS

- 2.1. Officers of Mission Presbytery are elected for terms specified in the By-Laws of Mission Presbytery, Inc.
- 2.2. Nominations from the floor are always in order, providing the permission of the nominee has been granted to the nominator.

3. MEMBERSHIP

- 3.1. Ministers of Word and Sacrament, as defined by the Book of Order, are members of Presbytery.
- 3.2. Congregations are represented by Ruling Elder commissioners at meetings of Presbytery.
 - 3.2.1. The following membership formula stipulates the number of eligible Ruling Elders for each congregation:

<u>If the Congregation's Membership is:</u>	<u>The number of Ruling Elder Commissioners is:</u>
1-75	1
76-150	2
151-500	4
501-800	5
801-1000	6

(Congregations with greater than 1001 members, add one (1) additional Ruling Elder for each 200 members or fraction thereof.)

- 3.2.2. The Stated Clerk annually will recommend any adjustments in Ruling Elder commissioner representation as required in the Book of Order.
- 3.2.3. By action of Presbytery, June 28-29, 2002, the Presbytery authorized each official New Church Development (NCD) to send one Ruling Elder commissioner to Presbytery meetings. The Ruling Elder so designated will normally be a member of the NCD Steering Committee and will be a member of the sponsoring congregation.
- 3.3. Guests in good standing in other governing bodies of this church or in any other Christian church may be seated by the action of Presbytery, with voice without vote.
- 3.4. Members of Presbytery agencies (hereafter defined according to Article 4 of the By-Laws) who attend a meeting of Presbytery but not representing their respective Sessions may be granted voice while matters pertaining to their agency are being considered.
- 3.5. A Ruling Elder elected Moderator or Moderator-Elect of Presbytery, or a Ruling Elder who is Chair of any Presbytery agency, or who is a member of General Council shall hold membership during his or her term of office.
- 3.6. Commissioned Pastors have voice and vote at Presbytery meetings.
- 3.7. Certified Christian educators at all meetings have voice. Certified Christian educators who also are Ruling Elders have voice and vote.
- 3.8. Youth Delegates have voice without vote.
- 3.9. The General Presbyter shall hold membership during their terms of service.

4. GENERAL COUNCIL

- 4.1. The General Council of Mission Presbytery shall be the servant of the entire Presbytery by doing strategic planning, supervising and coordinating all the work of Presbytery, interpreting and educating on the Presbytery's vision and mission priorities, implementing Presbytery's decisions, partnering with congregations, and shaping the form of Presbytery meetings.
- 4.2. The General Council serves the Presbytery as an Administrative Commission between stated meetings of Mission Presbytery to act upon matters not meriting a called meeting and those matters with a deadline falling before the next stated meeting of Presbytery.
- 4.3. Sub-Committees of General Council
 - 4.3.1. Personnel Committee: Develops personnel policies, procedures, and job descriptions for employed staff of Mission Presbytery, and annually evaluates all staff of presbytery for submission to the General Council for review and action as necessary.

- 4.3.2. Stewardship and Fiscal Oversight Committee: Promotes biblical stewardship, serves as liaison between the Presbytery and congregations on financial matters, develops the annual budget, monitors sources and use of funds, and guides the General Council on financial matters in support of the vision and mission of the Presbytery.
- 4.4. The General Council shall consist of twenty-one persons: one elected from each of the six geographic regions in rotation of classes, for two-year terms, service not to exceed four years, the Chair or Vice-Chair of Committee on Ministry (COM), Committee on Preparation for Ministry (CPM), Committee on Participation and Representation (CORP), Church Development and Evangelism Committee (CDE), Education and Congregational Nurture Committee (ECN), Mission Outreach and Justice Committee (MOJC), Pastoral Care Committee (PC), Personnel Committee (PER), Moderator of Presbyterian Women (PW) Stewardship and Fiscal Oversight Committee (SFOC), Trustees of Presbytery, and Youth Connection Committee (YCC), the Moderator, Moderator-Elect, and Chair of General Council. The General Presbyter, Director of Youth and Young Adults, Director of John Knox Ranch, and the Stated Clerk serve as resource staff with voice without vote. The Stated Clerk serves as the Recorder.
- 4.5. The Executive Committee of the General Council shall consist of the Chair of General Council, the Moderator, the Moderator-Elect, the Chair of the Trustees of the Presbytery, and the Chair of Committee on Ministry. The General Presbyter and Stated Clerk serve as resource staff with voice without vote.
- 4.6. The General Council Handbook is located at Appendix A.

5. PRESBYTERY REGIONS

- 5.1. The Presbytery is formed into six (6) Regions to enrich congregational connectional life for fellowship, spiritual development, nurture, and equipping leaders in furthering Presbytery's vision and mission: (1) Hill Country, (2) Rio Grande Valley, (3) Corpus Christi, (4) San Antonio, (5) Austin, and (6) Victoria.
- 5.2. The Presbytery Regions Handbook is located at Appendix B.

6. COMMITTEE ON MINISTRY

- 6.1. The Committee on Ministry (COM) serves as pastor and counselor to Ministers of Word and Sacrament; facilitates relationships between congregations, Teaching Elders, and Presbytery; mediates difficulties on behalf of Presbytery; and serves as an Administrative Commission of Presbytery for the purpose of: (1) ordaining and installing Ministers of Word and Sacrament and Commissioned Pastors to particular pastoral service, (2) approving terms of calls and contracts; and, (3) examining and receiving Ministers of Word and Sacrament by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Mission Presbytery.
- 6.2. The Committee on Ministry Handbook is located at Appendix C.

7. COMMITTEE ON THE PREPARATION OF MINISTRY

- 7.1. The Committee on Preparation for Ministry (CPM) is responsible for the care and supervision of candidates for Ministry of the Word per the Book of Order, and serves as an Administrative Commission of Presbytery for the purpose of: 1) transferring candidates for the ministry to

other presbyteries, and 2) receiving candidates by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Mission Presbytery.

7.2. The Committee on the Preparation of Ministry Handbook is located at Appendix D.

8. COMMITTEE ON REPRESENTATION AND PARTICIPATION

8.1 The Committee on Representation and Participation (CORP) assesses the composition and selection of leadership for the agencies of Mission Presbytery to assure reflection of the rich diversity of this membership as per the Book of Order; develops a pattern for nomination which assures representations of the constituency of Mission Presbytery in the leadership of the Presbytery, the Synod of the Sun and the General Assembly, and places before the Presbytery persons whose interests, skills and experience qualify them for the leadership to which they are being nominated.

8.2 The Committee on Representation and Participation Handbook is located at Appendix E.

9. PERMANENT JUDICIAL COMMISSION

9.1 The Permanent Judicial Commission (PJC) is responsible for deciding cases transmitted to it as per the Book of Order.

9.2 The Permanent Judicial Commission Handbook is located at Appendix F.

10. TRUSTEES OF HENRIETTA M. KING MEMORIAL FUND

10.1 The Trustees of the Henrietta M. King Memorial Fund are an elected Administrative Commission of Mission Presbytery with the power to grant loans primarily for capital improvements and monitor the repayment of such loans.

10.2 The Trustees of the Henrietta M. King Memorial Fund Handbook is located at Appendix G.

11. TRUSTEES OF MISSION PRESBYTERY

11.1 The Trustees of Mission Presbytery, acting as an Administrative Commission and duly elected officers of the corporation, have authority in civil affairs and in the buying, selling, and encumbering of real property; facilitate the management of the civil affairs of Presbytery; are empowered to act in routine requests for permission to sell, mortgage, or otherwise encumber the real property of churches; and monitor and oversee the financial condition of loans co-signed by the Presbytery.

11.2 The Trustees of Mission Presbytery Handbook is located at Appendix H.

12. STEWARDSHIP AND FISCAL OVERSIGHT COMMITTEE

12.1 The Stewardship and Fiscal Oversight Committee provides oversight to the business operations of Mission Presbytery, invites generous donations from congregations to the ministries of the larger church, and encourages Biblical stewardship with each member congregation.

12.2 The Stewardship and Fiscal Oversight Committee Handbook is located at Appendix I.

13. PRESBYTERIAN WOMEN'S COORDINATING TEAM (PWCT)

13.1 The Presbyterian Women's Coordinating Team (PWCT) provides stimulation, coordination, and support for mission, evangelism, social justice, and ecumenical partnerships among women of Presbytery and brings the resources of women's programs into the life and mission of Presbytery.

13.2 The Presbyterian Women's Coordinating Team Handbook is located at Appendix J.

14. CHURCH DEVELOPMENT AND EVANGELISM COMMITTEE

14.1 The Church Development and Evangelism Committee (CDE) promotes and coordinates the establishment of new communities of faith, affirming existing congregations, and the transformation of churches seeking revitalization; supports programs that emphasize evangelism through strengthening congregation discipleship, commitment of faith, proclamation, and witness.

14.2 The Church Development and Evangelism Committee Handbook is located at Appendix K.

15. EDUCATION AND CHURCH NURTURE COMMITTEE

15.1 The Education and Congregational Nurture Committee (ECN) works collaboratively with Regions and General Council to further the vision and mission of Presbytery by distributing information on curriculum resources, by providing education in worship, witness, service, and mission, and by encouraging individual and congregational spiritual growth through participation in workshops, retreats, and conferences.

15.2 The Education and Congregational Nurture Committee Handbook is located at Appendix L.

16. MISSION OUTREACH AND JUSTICE COMMITTEE

16.1 The Mission Outreach and Justice Committee (MOJ) encourages, supports, networks with connectional mission and ministry partnerships among congregations, regions, ecumenical and interfaith organizations to participate in the witness of the church of God's activity of Jesus Christ in the world through its life for others, and to, promote and enable ministries of social, racial, and general justice, peacemaking, and self-empowerment throughout the congregations of Mission Presbytery.

16.2 The Mission Outreach and Justice Committee Handbook is located at Appendix M.

17. PASTORAL CARE COMMITTEE

- 17.1 Demonstrating God's overflowing love for Mission Presbytery, the Pastoral Care Committee provides care, nurture, and advocacy for Ministers of Word and Sacrament, Commissioned Pastors, Christian Educators and their families.
- 17.2 The Pastoral Care Committee Handbook is located at Appendix N.

18. YOUTH CONNECTION COMMITTEE

- 18.3 The Youth Connection Committee (YCC) is responsible to provide opportunities for young people to grow in their faith and leadership abilities, to promote and support youth ministry guided by the vision and mission of the Presbytery, and to educate and model the "Five Intentions of Youth Ministry" to congregations.
- 18.2 The Youth Connection Committee Handbook is located at Appendix O.

19. PRESBYTERY STAFF

- 19.1 The Administrative Staff of Mission Presbytery consists of the General Presbyter, any Associate Presbyter(s), the Stated Clerk, who are all elected staff, and additional hired Support Staff.
- 19.2 The Staff has responsibilities in administrative, ecclesiastical, pastoral, programmatic, and financial areas.
- 19.3 The duties of the General Presbyter and the Stated Clerk shall be those provided for in the Book of Order and others as the Presbytery determines.
- 19.4 The duties of additional staff members are determined by Presbytery upon recommendation of the Personnel Committee and General Council in consultation with other councils (governing bodies), as appropriate.