

1 **MANUAL OF ADMINISTRATIVE OPERATIONS**
2 **FOR**
3 **CHARLESTON ATLANTIC PRESBYTERY**
4

5 **M-1.0100 CHAPTER I. THE COUNCIL**
6

7 This **Council** shall be known as **Charleston Atlantic Presbytery** of the **Presbyterian Church (U.S.A.)**. It
8 shall consist of all of the **teaching elders (also called ministers of Word and Sacrament)** who have been
9 received in membership and the churches in Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun,
10 Charleston, Colleton, Dorchester, Hampton, Jasper, and Orangeburg Counties, South Carolina. It is
11 established by authority of the General Assembly, the Presbyterian Church (U.S.A.), and the Synod of
12 South Atlantic and has those duties, authorities, powers, and responsibilities specified by the Book of
13 Order.
14

15 **M-2.0100 CHAPTER II. AUTHORITY, AMENDMENTS AND SUSPENSION**
16

17 **M-2.0101** This **Manual of Administrative Operations** establishes the basic organization of Charleston Atlantic
18 Presbytery and provides for its functioning both during and between meetings of the **presbytery**. **This**
19 **Manual is required by G-3.0106 of the Book of Order and is subordinate to the Constitution of the**
20 **Presbyterian Church (U.S.A.)**.
21

22 **M-2.0102** This **Manual of Administrative Operations** may be amended as follows: A proposed amendment shall be
23 presented in writing to the Executive Committee, which shall present the proposal via **the Coordinating**
24 **Committee** to the next Stated Meeting of the presbytery with its recommendations. To become effective,
25 an amendment must be approved by a 2/3 vote of the members present.
26

27 **M-2.0103** This **Manual of Administrative Operations**, including paragraph M-2.0102, may be suspended by a two-
28 thirds vote of members present at any meeting of the presbytery.
29

30 **M-2.0104** The **Coordinating Committee** shall make editorial changes to this Manual and report such changes to the
31 Presbytery. Any substantive changes must go through the regular amendment process.
32

33 **M-3.0100 CHAPTER III. MEETINGS, MEMBERSHIP AND ORGANIZATION**
34

35 **M-3.0101** The presbytery shall meet in Stated Session the third Saturday in February, the third Saturday in May, and
36 the first Saturday in October each year. For the convenience of commissioners and organizational
37 planning, the date, time and place of the next Stated Meeting shall be established at the conclusion of each
38 Stated Meeting. Ordinarily, the meeting place shall be rotated among the churches of the presbytery; but,
39 on occasion, the presbytery may elect some other meeting place in or outside the bounds of the presbytery.
40

41 **M-3.0102** **The moderator shall call a special meeting at the request, or with the concurrence, of two teaching**
42 **elders and two ruling elders, the ruling elders being of different churches. Should the moderator be**
43 **unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and**
44 **stated clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders**
45 **being of different churches, may call a special meeting. The synod may direct the presbytery to**
46 **convene a special meeting for the transaction of designated business. Notice of a special meeting shall**
47 **be sent not less than ten days in advance to each teaching elder and to the session of every church.**
48 **The notice shall set out the purpose of the meeting, and no other business than that listed in the**
49 **notice shall be transacted.**
50

51 **M-3.0103** **A quorum shall consist of three teaching elders and three ruling elders, the ruling elders representing**
52 **at least three different congregations.**
53

54 **M-3.0104** The presbytery shall be governed in its meeting and in the action of all of its agencies by the Constitution
55 of the Presbyterian Church (U.S.A.), the Manual of Administrative Operations of Charleston Atlantic
56 Presbytery, and where neither of these applies, by Robert's Rules of Order, Newly Revised.
57

- 1 **M-3.0105** When the presbytery meets, each church shall be represented by a ruling elder elected and
2 commissioned by the session for a term of service as determined by the session with the following
3 additional provisions:
4
- 5 **Churches with membership over 500 shall be represented as follows:**
6 **501-1000—2 ruling elders**
7 **1001-1500—3 ruling elders**
8 **1501-2000—4 ruling elders**
9 **2001-3000—5 ruling elders**
- 10 **From 3,001 members there shall be an additional ruling elder commissioner for each 1,000 additional**
11 **active members or major fraction thereof.**
12 Sessions are encouraged to elect commissioners for a full year term.
13
- 14 **Presbyters (teaching and ruling elders) in good standing in other councils of this church or in any**
15 **other Christian church, who are present at any meeting of the presbytery, may be invited to sit as**
16 **corresponding members, with voice but without vote. The presbytery may invite teaching elders of**
17 **other presbyteries who are laboring within its bounds to sit as corresponding members with voice but**
18 **without vote for the period of their service.**
19
- 20 **M-3.0106** Clerks of Session shall forward to the Stated Clerk of the presbytery the full names and addresses of the
21 duly elected Commissioners in order that Handbooks may be sent to them in preparation for the meeting.
22
- 23 **M-3.0107** The Stated Clerk of presbytery shall also be authorized to enroll as members of presbytery, in accord with
24 Book of Order, **G-3.0301**, any ruling elder of Charleston Atlantic Presbytery serving as **an officer of**
25 **presbytery, Chair of the Coordinating Committee, Chairs of Ministry Units, Chair of the Committee on**
26 **Ministry, Chair of the Committee on Preparation for Ministry, Chair of the Finance Committee,**
27 **Chair of the Nominating Committee, Chair of the Committee on Representation, and Moderator of the**
28 **Permanent Judicial Commission. Persons so enrolled shall be entitled to both voice and vote.**
29
- 30 **The Stated Clerk of presbytery shall also enroll as members of presbytery with voice and vote at all**
31 **meetings all ruling elders commissioned to a particular pastoral service as well as all certified**
32 **Christian Educators actively serving a congregation or the presbytery who are also ruling elders.**
33
- 34 **M-3.0108** Should a question arise concerning the commission of any person, the presbytery may resolve the matter
35 upon recommendation of its Standing Committee on Bills and Overtures.
36
- 37 **M-3.0109** The format for any meeting of the presbytery, including the Docket and time, shall be prepared by the
38 **Coordinating Committee** and recommended to the opening session of the presbytery meeting. The Stated
39 Clerk shall make certain that all constitutional requirements are met. Provision shall be made for reports
40 from all of the agencies, committees, and **ministry** units responsible to the presbytery.
41
- 42 **M-3.0110** Provision may be made for Ad Hoc Committees as needed by action of the presbytery. Ad Hoc
43 Committees shall normally terminate with the next Stated Meeting of the presbytery unless instructed to
44 continue by action of the presbytery until a further specified time.
45
- 46 **M-3.0111** Provision shall be made for Standing Committees (existing only during the meeting of the presbytery) as
47 may be required for the following purposes:
48
- 49 a. **RESOLUTIONS** - to prepare and present to the **presbytery** appropriate resolutions of appreciation.
50
- 51 b. **ATTENDANCE** - to receive and consider requests to be excused from all or any part of the meeting, to
52 certify alternate Commissioners, and to recommend appropriate action regarding non-attendance and
53 neglect of duty.
54
- 55 c. **BILLS AND OVERTURES** - to receive and consider requests for overtures which have not been
56 received in time for evaluation and assignment by the **Coordinating Committee**, to resolve any matters
57 regarding the seating of Commissioners from sessions, and to recommend action to the presbytery.
58

1 d. OTHERS AS MAY BE REQUIRED.
2

3 **M-3.0112** Membership on Standing Committees shall be elected by the presbytery upon nomination by the
4 Moderator. The floor shall always be open for further nominations.
5

6 **M-3.0113** Business may be brought to the stated meetings of the presbytery:
7

8 a. By Sessions.

9 b. By the **ministry** units, committees, commissions, and other agencies of the presbytery.

10 c. By **ruling** elder commissioners and **teaching elder** members of presbytery.
11

12 Sessions shall place such business in the hands of the Stated Clerk of presbytery at least ten (10) days prior
13 to the stated meeting of **the Coordinating Committee** prior to the stated meeting of the presbytery at
14 which it is to be considered. Such business received after that date shall be considered at the second stated
15 meeting of the **Coordinating Committee** following its receipt by the Stated Clerk.
16

17 The **ministry** units, committees, commissions, and other agencies of presbytery shall normally place such
18 business in the hands of the stated clerk of presbytery in a timely manner so that it may be published in the
19 Commissioners Handbook. Otherwise, such business shall be printed in the Supplement to the meeting.
20

21 New business to be presented by **ruling** elder commissioners and **teaching elder** members of the
22 presbytery at a stated meeting must be furnished in writing to the stated clerk of presbytery and be
23 introduced prior to the approval of the docket at each stated meeting. Those **ruling elder** commissioners or
24 **teaching elders** presenting such business shall furnish sufficient paper copies for all present and provide
25 for electronic display of such business.
26

27 **M-3.0114** Overtures/resolutions to Synod or the General Assembly shall be in the hands of the Stated Clerk of
28 presbytery no less than sixty (60) days before the stated meeting at which the overture is to be considered.
29 The Stated Clerk shall immediately place the **items** in the hands of the Executive Committee for study and
30 recommendation via the **Coordinating Committee** to the next stated meeting of **the presbytery**, including
31 recommendation of the process for consideration and debate if necessary.
32

33 Any overture/resolution to the Synod or the General Assembly received by the Stated Clerk less than sixty
34 (60) before a stated meeting of the presbytery shall be referred to the Executive Committee and
35 recommendation via the **Coordinating Committee** to a later stated meeting, normally the second stated
36 meeting of the presbytery following receipt by the stated clerk. Due to time limitations imposed by the
37 General Assembly, any overtures or resolutions to the General Assembly must be acted on no later than the
38 February stated meeting of the presbytery in the year in which the General Assembly meets.
39

40 **M-3.0115** Unless other rules of debate are agreed to by **presbytery**, the debate on each main motion at any meeting of
41 the presbytery shall be limited to thirty (30) minutes, alternating between the affirmative and negative
42 sides. Motions to amend this rule or to close or extend debate, in accordance with Roberts Rules of Order,
43 shall be in order.
44

45 **M-3.0116** The vote on any motion to overture the General Assembly **or any business from the General Assembly**
46 shall be done by secret ballot. This may be set aside only by unanimous consent of those present and
47 voting.
48

49 **M-3.0117** All requests for speakers or special orders at a presbytery meeting should be sent to the Stated Clerk no
50 later than thirty (30) days prior to the meeting and must be cleared through the **Coordinating Committee**.
51 Normally there shall be a maximum of two (2) speakers or special orders (excluding setting the time for
52 lunch or to adjourn) per presbytery meeting.
53

54 **M-3.0118** No written report distributed prior to the meeting of presbytery shall be read at the meeting of the
55 **presbytery**.
56

57 **M-3.0119** Attendance is required of **teaching elders** and the **ruling** elder commissioners elected by member churches
58 according to the rules of the Book of Order. Excuses for absence **from stated meetings shall be submitted**

1 **to the Stated Clerk in writing and** shall be referred to the Standing Committee on Attendance, which
2 shall report to each presbytery meeting with appropriate recommendations.
3

4 **M-4.0100 CHAPTER IV. OFFICERS**

5
6 **M-4.0101 MODERATOR**

- 7
8 a. At the Fall Stated Meeting the Nominating Committee shall present a person to be elected as Moderator
9 of presbytery for the following calendar year.
10 b. At the same meeting the Nominating Committee shall present a person to be elected as Vice Moderator
11 for the following year.
12 c. After the Vice Moderator completes the year of service as Vice Moderator, if the way be clear, the
13 Nominating Committee **shall ordinarily** nominate the retiring Vice Moderator to serve as Moderator of
14 presbytery for the following calendar year.
15 d. The Moderator and Vice Moderator will serve as ex officio members of **Coordinating Committee**, with
16 voice and vote.
17 e. The Vice Moderator shall fulfill the duties of Moderator in the event the Moderator is unable to serve.
18 **Should neither the Moderator or Vice Moderator be present at a meeting of the presbytery, the**
19 **former moderator most recently to have served in that position shall moderate the meeting.**
20

21 **M-4.0102 STATED CLERK**

- 22
23 a. The presbytery shall elect the Stated Clerk to serve a term of three years, and he/she shall be eligible for re-
24 election. The Stated Clerk shall serve according to the provisions of the BOOK OF ORDER and the
25 MANUAL OF ADMINISTRATIVE OPERATIONS. The Stated Clerk shall serve as Parliamentarian and
26 shall be available to assist individuals and groups with advice regarding presentation of matters to the
27 **presbytery**. Ordinarily, a member of the presbytery staff shall be nominated to the Office of Stated Clerk.
28
29 b. The Stated Clerk shall be supervised by the Executive Presbyter and shall perform those duties required
30 by the Book of Order and shall be governed by Chapter IV of this Manual of Administrative Operations.
31 **In addition the stated clerk shall be responsible for**
32
33 **1. Preparation of dockets, commissioner's handbook, supplements and minutes for all stated and**
34 **special meetings of presbytery, procure adequate facilities for each meeting of presbytery one year in**
35 **advance, and serve as parliamentarian at all presbytery meetings.**
36
37 **2. Serve on Executive Committee and Council, attend Staff Meetings, and work in consultation with**
38 **the Executive Presbyter, Moderator, and Chair of Council.**
39
40 **3. Staff the Presbytery Permanent Judicial Commission; facilitate all matters related to judicial**
41 **process, and resource the Committee on Preparation for Ministry and the Committee on Ministry.**
42
43 **4. Receive and process all reports and official correspondence with other governing bodies (sessions,**
44 **Synods, and GA requiring action by the Presbytery), and respond to inquiries for interpretation of**
45 **the Book of Order.**
46
47 **5. Maintain Membership Rolls for ministers, Candidates and Certified Christian Educators;**
48 **preserve all official records of Presbytery, giving extracts when requested to do so.**
49
50 **6. Keep a roll of the Committees or Presbytery, Churches, Clerks of Session and active Elders of each**
51 **church, and Commissioners to Synod and General Assembly.**
52
53 **7. Perform other duties as requested or assigned by the Executive Presbyter or the Coordinating**
54 **Committee.**
55
56 **8. Maintain active membership and participation in the Association of Stated Clerks.**
57
58

1 c. The presbytery shall elect an Associate Stated Clerk who will serve a term of three years, and he/she
2 shall be eligible for re-election. The Associate Stated Clerk shall serve according to the provisions of the
3 Book of Order and the Manual of Administrative Operations. The Associate Stated Clerk
4 shall function as the Stated Clerk when the Stated Clerk is absent or unable to function. Ordinarily, a
5 member of the presbytery staff shall be nominated to the office of Associate Stated Clerk.
6

7 d. The presbytery shall elect a Recording Clerk to serve a term of three years, and he/she shall be eligible
8 for re-election. The Recording Clerk shall perform duties subject to the direction of the Stated Clerk.
9

10 e. The **Coordinating Committee** shall determine an annual stipend for persons serving in the above offices
11 if they are not serving on the presbytery staff.
12

13 f. The presbytery may elect a Temporary Clerk or clerks to serve during the meeting to assist the Stated
14 Clerk. They shall be nominated by the Stated Clerk and shall perform duties subject to the direction of the
15 Stated Clerk and the Recording Clerk.
16

17 **M-4.0103** The Treasurer shall be supervised by the Executive Presbyter. Upon the recommendation of the Executive
18 Presbyter, the Treasurer shall be elected by the **Coordinating Committee** for **three year** term and is
19 **eligible for re-election an unlimited number of times**. Funds shall be received and disbursed for the
20 **presbytery** according to the policies enacted by the presbytery.
21

22
23 **M-5.0100** **CHAPTER V. STAFF**
24

25 **M-5.0101** The role of the presbytery Staff shall be to facilitate and enable the entire work of the **presbytery**. The
26 Staff is expected to serve in ways which shall enable the component parts of the interdependent system to
27 work together. Staff shall advise and assist the agencies of the presbytery but is neither authorized nor
28 expected to do the work assigned to the members of the **presbytery**.
29

30 **M-5.0102** The presbytery staff shall consist of the Executive Presbyter and other such professional and office staff as
31 is authorized by action of the presbytery or the **Coordinating Committee**.
32

33 **M-5.0103** a. The Executive Presbyter shall provide pastoral, spiritual, and administrative leadership to the presbytery
34 of Charleston Atlantic. He/She should oversee and coordinate the mission of the presbytery through the
35 agencies of the presbytery in a manner consistent with the Mission Statement and Mission Priorities of the
36 presbytery, and with the Constitution of the Presbyterian Church (USA).
37

38 The Executive Presbyter shall supervise and evaluate presbytery's staff. With the Moderator, he/she shall
39 represent the presbytery in relation to other **councils**, churches, ecumenical agencies and groups. The
40 Executive Presbyter shall serve as a resource person to the agencies of the presbytery. The Executive
41 Presbyter is accountable to the **Coordinating Committee** of presbytery, which shall provide an annual
42 evaluation of the Executive Presbyter's work.
43

44 The Executive Presbyter shall be responsible for:
45

46 1. Serving as head of staff. In this capacity he/she shall be responsible for recommending program staff for
47 employment, for the supervision and evaluation of program staff in cooperation with the **Coordinating**
48 **Committee** of presbytery.
49

50 2. Employing, supervising, evaluating and terminating the employment of administrative staff in
51 accordance with personnel policies of the presbytery.
52

53 3. Executive staff support for all agencies of the presbytery.
54

55 4. Participating with the **Coordinating Committee** in planning and decision making as it seeks to
56 implement the mission of Charleston Atlantic Presbytery.
57

58 5. Interpreting the policies, programs, and decisions of the General Assembly and synod to the presbytery.

6. Interpreting the policies, programs, and decisions of the presbytery to the sessions and congregations of the presbytery, and to the general public.
7. Administering the budget of presbytery, overseeing the work of the Presbytery Treasurer.
8. Facilitating the delivery of services authorized by the presbytery.
9. Serving as a voting member of the presbytery **Coordinating Committee**.
10. Serving as an advisory member of the Committee on Ministry.
11. Serving as an advisory member of the Committee on Nominations.
12. Advising the Committee on Nominations and other structures of presbytery, as they seek broad participation by people representative of the presbytery's diversity, as mandated by the Book of Order G-3.0101), and in offering equal employment opportunity as required in the Book of Order.
13. Visiting on a systematic basis the churches of Charleston Atlantic Presbytery.
14. Visiting the church professionals of the presbytery on a systematic basis, offering support to them and their families.
15. Fulfilling other duties as may become necessary or as may be assigned by the **Coordinating Committee** of presbytery.

b. When a vacancy occurs in the office of the Executive Presbyter, it shall be the responsibility of the **Coordinating Committee** to nominate to the presbytery a Search Committee for the purpose of seeking a new Executive. The person nominated by the Search Committee shall be nominated to the presbytery for election after consultation with the **Coordinating Committee**.

M-5.0104 Other professional staff, as authorized by the presbytery from time to time, shall be employed by the **Coordinating Committee** in accord with M-5.0101 and M-5.0102.

M-5.0105 All staff, both office and professional, shall be under the supervision of the **Coordinating Committee** through the Executive Presbyter in accord with M-5.0103a.2.

M-6.0100 **CHAPTER VI. THE AGENCIES OF THE PRESBYTERY**

The agencies of the presbytery shall be all committees, commissions, ministry units, task forces, and other work groups set up to accomplish the work of the presbytery. Regular attendance of members of any of the above-named work groups is necessary and expected for the effective work of the presbytery. When a person has unexcused absences from three consecutive meetings of any work group, this constitutes an automatic resignation of the member. The chairperson of the work group, thus having a vacancy, shall notify the chairperson of the **Coordinating Committee** and the Nominating Committee in order to proceed with replacement.

The term of office for persons elected to serve on all ministry units, committees, commissions, task forces, and other work groups shall be three years with the exception of presbytery trustees who shall serve five-year terms. No person shall serve a total of more than six consecutive years on a particular ministry unit, committee, commission, task force, or other work group (except presbytery trustees).

The presbytery shall elect five trustees who will be responsible for holding, leasing, selling or acquiring real property at the direction of presbytery. Nominations for trustees shall be conducted in accordance with the provisions of M-6.0500. A trustee may serve an unlimited number of consecutive five-year terms. The execution of documents may be accomplished by any three trustees.

1 **When establishing an administrative commission to act on behalf of the presbytery it shall be**
2 **composed of not fewer than five members, with not more than one of its ruling elder members from**
3 **any one of its constituent churches.**

4
5 **M-6.0101 THE COORDINATING COMMITTEE**

6
7 **The purpose of the Coordinating Committee is to direct, coordinate, and promote the work of the**
8 **presbytery, its entities and staff; to address on behalf of the presbytery such matters as may arise**
9 **between meetings of the presbytery and require immediate attention; and to discharge any other**
10 **responsibilities assigned to it by the presbytery. It is accountable to the presbytery in the discharge of**
11 **all its responsibilities and actions.** In order to accomplish this task, the **Coordinating Committee** is
12 empowered to create such committees, task forces, and other groups as are necessary to accomplish its task.
13 The creation of new ministry units and agencies is to be done by action of the presbytery upon
14 recommendation of the **Coordinating Committee**.

15
16 **M-6.0102 The Coordinating Committee shall determine policy and assign responsibility relating to the work of any**
17 **of its agencies. Within the guidelines established, agencies shall be expected to and are authorized to**
18 **function in the way they deem best to accomplish their assigned work. Their actions are always subject to**
19 **review and control by the Coordinating Committee. Matters which require policy decisions shall be**
20 **referred by the agencies to the Coordinating Committee with recommendations for appropriate action.**
21 **The Coordinating Committee, at its discretion, may assume the duties of its agencies. Its purpose and**
22 **duty shall be:**

- 23
24 a. To serve as the executive body of the presbytery.
25
26 b. To receive all ordinary presentments to the presbytery and to provide avenues for their access to the
27 **presbytery**, if found in order, together with recommendations for their disposition as each may require.
28
29 c. To implement all action decisions of the presbytery through the professional staff and agencies.
30
31 d. To plan the agenda for each meeting of the presbytery and produce a handbook for distribution to
32 teaching elders and **ruling** elder commissioners ten days prior to each Stated Meeting.
33
34 e. To require reports from all agencies under its jurisdiction.
35
36 f. To provide for outside auditing of the books of the presbytery and to provide for the audit of any agencies
37 responsible to the presbytery.
38
39 g. To coordinate all ecumenical concerns for which the presbytery has responsibility.
40
41 h. To coordinate denominational programs through correspondence, cooperation, and consultation with the
42 General Assembly and the Synod of South Atlantic and their agencies.
43
44 i. To oversee the work of the Executive Presbyter.

45
46
47 **M-6.0103 The Coordinating Committee shall organize itself into ministry units, task forces, and committees as are**
48 **necessary to accomplish its work.**

49
50 **M-6.0104 The voting membership of the Coordinating Committee shall be as follows:**

- 51
52 a. A chairperson nominated by the Nominating Committee or nominated on the floor of the presbytery and
53 elected by the presbytery.
54
55 b. The chairperson of each ministry unit of the presbytery **along with the chairs of the Committee on**
56 **Ministry, Committee on Preparation for Ministry, Finance Committee, and the Nominating**
57 **Committee.**
58

1 c. **Six teaching or ruling elders** at-large shall be elected by the presbytery. The persons shall be
2 nominated by the Nominating Committee or from the floor. **The at-large members shall be elected to**
3 **staggered, three year terms, and service in consecutive terms, either full or partial, shall be limited to**
4 **six years. A ruling or teaching elder having served a total of six years shall be ineligible for**
5 **reelection to the Coordinating Committee for a period of at least one year. Each class shall consist of**
6 **one ruling and one teaching elder.**

7
8 d. The Moderators of the Presbyterian Women **and the Presbyterian Men.**

9 e. The Moderator and Vice Moderator of the presbytery.

10 f. The Presbytery Executive.

11 **g. The Stated Clerk**

12
13 **M-6.0105** All staff associates of presbytery shall be advisory members of the **Coordinating Committee.**

14
15 **M-6.0106** The **Coordinating Committee** shall meet at least three times a year in preparation for the Stated Meetings
16 of the presbytery and on call of the chairperson at other times as needed.

17
18 **M-6.0107** A quorum shall consist of one-third of the voting membership.

19
20 **M-6.0108** The **Coordinating Committee** shall evaluate the effectiveness of the organizational structure of the
21 presbytery and make recommendations for its modification. This shall normally be done every five years.
22 This responsibility may be discharged by the **Coordinating Committee**, by a special committee selected
23 by the **Coordinating Committee** and confirmed by the presbytery, and or an independent consultant
24 employed for that purpose.

25
26 **M-6.0200** **THE EXECUTIVE COMMITTEE**

27
28 **M-6.0201** The Executive Committee shall consist of the chairperson of the **Coordinating Committee** who will serve
29 as its chairperson, the chairpersons of each of the Ministry Units, the chair of the Committee on Ministry,
30 **the chair of the Committee on Preparation for Ministry**, the chair of the Finance Committee, the
31 Executive Presbyter, and the Stated Clerk. **All shall have voice and vote.** The Executive Committee shall
32 plan for **Coordinating Committee** meetings and meet on call of the chairperson. It shall carry out
33 approved **Coordinating Committee** programs and policies between the meetings of **Coordinating**
34 **Committee**. It may conduct business by electronic means but those actions must be reported to the
35 **Coordinating Committee** at its next meeting.

36
37 **M-6.0202** The Executive Committee shall function as a Presbytery Office Committee to advise the Executive
38 Presbyter regarding the operation of the presbytery office, its location, its physical facilities, and its
39 operational policies.

40
41 **M-6.0203** The Executive Committee sitting as the Personnel Committee shall be responsible for the evaluation of the
42 Executive Presbyter and shall recommend modification to her or his job description to the **Coordinating**
43 **Committee**. The Personnel Committee shall provide assistance to the Executive in the development of job
44 descriptions, conducting performance reviews, and evaluations of all professional staff. Review and
45 evaluation of support staff shall be the responsibility of the Executive Presbyter. The Executive Presbyter
46 shall have full voice and vote except in those matters which pertain to his/her performance review,
47 compensation, and job description, in which case he/she shall have no vote.

48
49 **M-6.0204** The Executive Committee shall be responsible for appointing **Committees of Council** and Investigating
50 Committees (IC) as needed for disciplinary cases in accord with the Book of Order, D-10.0201b.

51
52 a. Upon receipt of a complaint or allegation, the stated clerk shall immediately inform the executive
53 committee that an allegation/complaint has been received (D-10.0103 and D-10.0104).

54
55 b. If charges are filed in any case, the IC shall designate **two** or more of its members to serve as the
56 Committee of Council, Prosecuting Committee or as is appropriate to the case in accord with D-10.0202i-j.

- 1 **M-6.0205** The following institutions which are partially owned and governed by the presbytery shall, through their
2 trustees, report to the presbytery through **Coordinating Committee**:
3 a. Presbyterian Communities of South Carolina
4 b. The South Carolina Home, Montreat, North Carolina
5 c. **Bethelwoods**
6
7
- 8 **M-6.03400 THE NOMINATING COMMITTEE**
9
- 10 **M-6.03401** The Nominating Committee shall be responsible for nominating to the presbytery qualified persons to serve
11 in all elected positions provided in the various agencies associated with the presbytery. This shall be
12 accomplished by nominating persons for those vacancies when they occur by reason of rotation, death,
13 resignation, or removal from office.
14
- 15 **M-6.03402** The Nominating Committee shall be elected and function in conformity with the BOOK OF ORDER G-
16 **3.0112**. The term of office is for three years, without eligibility for reelection. **The Nominating**
17 **Committee shall nominate three persons for election by the presbytery each year at its fall stated**
18 **meeting to serve on the Nominating Committee with nominations from the floor being in order. The**
19 **chair of the Nominating Committee shall be elected by the presbytery.**
20
- 21 **M-6.03403** The Committee shall solicit and consider recommendations from the churches and **teaching elder** of the
22 presbytery, from the Moderator, from the **Coordinating Committee**, from the Ministry Units affected and
23 shall consult with the presbytery staff. The Committee shall give careful attention to the balanced
24 representation called for in the Book of Order **G-3.0103**.
25
- 26 **M-6.03404** The Nominating Committee shall present its major report at the Fall Meeting each year. Those persons
27 elected at that meeting shall be notified by the Stated Clerk and take office January 1. The Committee may
28 report at any meeting of the presbytery and recommend persons to fill vacancies. When such elections
29 occur, the Nominating Committee should specify when the person elected is to begin service.
30
- 31 **M-6.03405** Ordinarily, no person shall be elected to, or serve on, more than one commission, ministry unit, or
32 committee at a time except as provided for and/or required in this Manual of Administrative Operations.
33
- 34 **M-6.03406** The Nominating Committee shall meet immediately following the Winter Meeting of the presbytery each
35 year and as often thereafter as its work shall require.
36
- 37 **M-6.03407** Commissioners **and the Youth Advisory Delegate** to the General Assembly are to be elected at the **Fall**
38 Meeting in years in which the General Assembly meets. The Nominating Committee is to use the
39 following guidelines:
40
41 a. A record of effective participation in the life and the work of the presbytery and its churches should be
42 considered. In addition, strong consideration should be given to the ability of the individual to work
43 effectively in General Assembly committees and the plenary sessions.
44
45 b. The ability to understand and communicate objectively the work of the General Assembly to the
46 presbytery and, in turn, to understand and communicate objectively the work of the presbytery to the
47 Assembly should be considered.
48
49 c. The Nominating Committee shall nominate to the **Fall** Stated Meeting of presbytery every other year,
50 coinciding with the meeting of General Assembly, four (4) **ruling** elders and four (4) **teaching elders** for
51 election as commissioners to General Assembly, with three (3) in each category being elected as the
52 principal commissioners and the fourth in each category as the alternate commissioner for that year. **The**
53 **Nominating Committee shall nominate two persons as the Youth Advisory Delegate, with one being**
54 **elected as the delegate and the other serving as the alternate delegate.**
55
- 56 **M-6.03408** Commissioners to the Synod of South Atlantic are to be elected according to its Manual.
57

1 a. **Teaching elders** shall ordinarily be nominated on a rotating basis. The Nominating Committee shall
2 keep a cumulative list of the **teaching elders** who have attended synod in order to give equitable
3 consideration to all of the **teaching elders** in the presbytery.
4

5 b. **Ruling elders** shall be nominated by the sessions of the churches in the presbytery on a rotating basis.
6 Each year, the Nominating Committee shall notify those sessions which are eligible to make nominations
7 of their responsibility to recommend a principal and alternate commissioner. Notification should be in the
8 hands of the sessions four months prior to the presbytery meeting at which the election of commissioners is
9 to be held.
10

11 **M-6.0400 THE COMMITTEE ON REPRESENTATION**

12
13 **M-6.0401** The presbytery Committee on Representation shall advise the **presbytery** with respect to their membership
14 and to that of their committees, boards, agencies, and other units in implementing the principals of
15 participation and inclusiveness to ensure fair and effective representation in the decision making of the
16 church.”
17

18 **M-6.0402** The efforts of the Committee shall be directed toward giving “full expression to the diversity within its
19 membership and shall provide means which shall assure a greater inclusiveness leading to the wholeness in
20 its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse
21 geographical areas, and different theological positions consistent with the Reformed tradition shall be
22 guaranteed full participation and access to representation in the decision making of the Church. (**F-3.0303**)
23

24 **M-6.0403** **The Committee shall be composed of:**
25 One white male layperson or **teaching elder**.
26 One white female layperson or **teaching elder**.
27 Two racial ethnic male laypersons or **teaching elders**.
28 Two racial ethnic female laypersons or **teaching elders**.
29 Two youth, one of whom shall be male and one female, and one of whom shall be a racial Ethnic person.
30 One person with disabilities who may be one of the above.
31

32 **M-6.0404** For purposes of budgeting and organizational structure, this Committee shall function directly under the
33 **Coordinating Committee**. It shall have the privilege of reporting directly to the presbytery, the
34 Nominating Committee, and the Personnel Committee.
35

36 **M-6.0500 THE MINISTRY UNITS**

37
38 **M-6.0501** Four Ministry Units shall be established within the **Coordinating Committee**. The personnel for these
39 Units shall be nominated by the Nominating Committee of the presbytery or from the floor and elected by
40 the presbytery. The chairperson of each Ministry Unit, the Committee on Representation, the Committee
41 on Ministry, and the Committee on Preparation for Ministry, **the Finance Committee, and the**
42 **Nominating Committee** shall be nominated by the Nominating Committee or from the floor and elected
43 by presbytery. All other committee chairs shall be appointed by the chair of the Ministry Unit to which they
44 report. The Ministry Units are responsible to and shall report to the **Coordinating Committee**.
45

46 **M-6.0502** Each Ministry Unit shall organize itself in the best way to accomplish its work and may have such sub-
47 committees or task forces as are necessary for the accomplishment of its tasks. Any member of the
48 **congregations of the** presbytery is eligible for nomination and election to serve on a Ministry Unit of the
49 presbytery.
50

51 Funding and budgeting for all areas of responsibility assigned each **Ministry** Unit shall be done at the
52 **Ministry**Unit level.
53

54 **M-6.0503** Each Ministry Unit may enlist other members of the presbytery and its churches to assist in fulfilling
55 responsibilities assigned to that Ministry Unit. Persons so enlisted shall have voice and vote on the
56 particular committee for which they have been enlisted but are not members of the Ministry Unit.
57

58 **M-6.0600 COMMITTEE ON MINISTRY**

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M-6.0601

Membership: The Committee on Ministry shall be composed of eight **teaching elders** and eight **ruling elders**. All members of the committee shall be elected by the presbytery through its regular nominating process.

M-6.0602

Committee on Ministry Responsibilities:

- a. In all matters regarding **teaching elders**, calls to **teaching elders** from churches, the appropriateness on **teaching elders**' work, and the relationship between pastors and congregations, the Committee shall **operate according to its handbook as approved by the presbytery and shall** report directly to the presbytery.
- b. All **teaching elders** seeking to transfer membership in CAP, or candidates for ordination with calls pending shall be examined by the Committee in accord with **G-2.0104** of the Book of Order. No **teaching elder** shall be permitted to labor within the bounds of Charleston Atlantic Presbytery prior to being examined and approved to do so by the presbytery itself at a called or stated meeting of presbytery.
- c. Professional Development – The Committee shall be responsible for developing conferences, seminars, and other continuing education opportunities for **teaching elders**, commissioned workers, church educators, and church musicians.
- d. Pastoral Care and Support – The Committee shall be responsible for developing opportunities for fellowship, guidance, and the emotional, physical, and spiritual well-being on **teaching elders**, commissioned workers, church educators, church musicians, and their families. The Committee shall be responsible for the development and coordination of colleague groups for clergy, church educators and spouses.
- e. Board of Pensions – The Committee shall be responsible for interpreting and promoting the work of the BOP, the Office of Professional Development (and/or their successor agencies) among the **teaching elders**, commissioned workers, church educators, church musicians, and the churches of the presbytery; and for informing church professionals and the churches on all matters pertaining to the material support and benefits provided church workers.
- f. Ordination Examination Readers – The Committee shall be responsible for nominating to the presbytery the person or persons to serve as readers of examinations for candidates.
- g. Annual review of Session Minutes.
- h. Biennial review of church registers.

M-6.0603

- The Committee on Ministry shall have responsibility to do the following**
- a. Find in order calls by congregations.
 - b. Find in order calls to **teaching elders**.
 - c. Approve preliminary examination of **teaching elders** transferring from other presbyteries.
 - d. Make recommendation to presbytery on granting permission to **teaching elders** to labor within or outside its bounds.
 - e. Dismiss **teaching elders** to other presbyteries.
 - f. Dissolve a pastoral relationship when the congregation and pastor concur.
 - g. Appoint moderators of sessions of churches with vacant pulpits.
 - h. Review all proposals for validated ministry and make recommendations to presbytery for approval.

M-6.0604

The Committee on Ministry is constituted an Administrative Commission by Charleston Atlantic Presbytery with responsibility to do the following for the sake of timeliness: (action shall be reported at the next stated meeting of presbytery):
Call meetings of the session of a particular church when there is no moderator or when the moderator refuses to call a meeting after reasonable notice when requested to do so by the Committee on Minsitry

- 1 **M-6.0700** **COMMITTEE ON PREPARATION FOR MINISTRY**
- 2
- 3 **M-6.0701** **Membership:** The Committee on Preparation for Ministry shall be composed of five **teaching elders** and
- 4 four laypersons. All members of the committee shall be elected by presbytery through its regular
- 5 nomination process.
- 6
- 7 **M-6.0702** **Responsibilities:** The Committee on Preparation for Ministry shall be responsible for the following.
- 8
- 9 a. The Committee shall be responsible for all inquirers/candidates under the care of presbytery who are
- 10 preparing for ordained ministry or other service to the church in accord with **the Committee's handbook**
- 11 **as approved by the presbytery.**
- 12
- 13 b. The Committee shall appoint the presbytery's representative to the Presbyterys' Cooperative Committee
- 14 on Examinations.
- 15
- 16 **M-6.0800** **CONGREGATIONAL DEVELOPMENT MINISTRY UNIT**
- 17
- 18 **M-6.0801** **Membership:** The membership of the Congregational Development Ministry Unit shall consist of six
- 19 **teaching elders** and six **other** persons elected by the presbytery through its regular nominating process.
- 20
- 21 **M-6.0802** The Congregational Development Ministry Unit shall be responsible for:
- 22
- 23 a. New Church Development - the Congregational Development Ministry Unit shall be responsible for
- 24 identifying those sites and areas in the presbytery which are ready for the development of new
- 25 congregations and for the supervision of those congregations during the early years of their growth.
- 26
- 27 b. Systematic Long-range Demographic Planning - the Congregational Development Ministry Unit shall
- 28 regularly conduct population growth and development surveys in order to keep the presbytery aware of
- 29 those areas in which New Church Development will be possible or probable in ensuing years.
- 30
- 31 c. Transformation of Existing Congregations - the Congregational Development Ministry Unit shall
- 32 negotiate and recommend to the presbytery partnerships to enable the transformation of existing churches
- 33 which would be helped by a new definition of ministry, a new focus on areas of service, and/or relocation
- 34 geographically.
- 35
- 36 d. Sessional/Congregational Planning - the Congregational Development Ministry Unit shall initiate and
- 37 seek out opportunities to plan with the sessions of local congregations in identifying specific areas of
- 38 ministry suitable and attainable for each congregation, partnerships in New Church Development and
- 39 transformation, the pairing/clustering of churches to enable more effective ministry, and enabling
- 40 opportunities for ministry which require larger resources than are available to a particular congregation.
- 41
- 42 **e. Latin American Ministries- the Congregational Development Unit shall be responsible for**
- 43 **nurturing and coordinating Latin American ministries including nesting congregations as well as**
- 44 **new church developments**
- 45
- 46 **f. Smaller Church Network - the Congregational Development Ministry Unit shall be responsible for**
- 47 **nurturing and coordinating the smaller church network of the presbytery with that of the Synod.**
- 48
- 49 **g. The Revolving Loan Fund and the Hemphill Loan Fund of the Synod of South Atlantic - the**
- 50 **Congregational Development Ministry Unit shall process, with the Executive Presbyter, applications from**
- 51 **sessions for loans from the presbytery Revolving Loan Fund and the South Atlantic Synod Hemphill Loan**
- 52 **Fund. In each case, the Congregational Development Ministry Unit shall recommend approval or denial of**
- 53 **the application to the presbytery.**
- 54
- 55 **h. Evangelism - the Congregational Development Ministry Unit shall promote evangelism emphasis**
- 56 **throughout the presbytery, assist local congregational evangelism committees, and coordinate the**
- 57 **"Evangelism Consultant Service" for the presbytery.**
- 58

1 **i** When a church of Charleston Atlantic Presbytery seeks the endorsement of the presbytery in financial
2 arrangements with lending institutions in which church assets will be encumbered in order to purchase
3 other assets, the title of assets to be purchased will be in the name of said church. If the purchased assets
4 are to be controlled by an organization(s) other than said church, the by-laws of that organization must be
5 approved by the church session and the majority of the organization's board of directors shall be members
6 of that church and appointed by the session of that church. When debts are to be refinanced on property
7 with title held by an organization(s) other than the church using the church's assets as an encumbrance,
8 then the title of such assets must be in the name of said church.
9

10 **M-6.0900** **LEADERSHIP DEVELOPMENT MINISTRY UNIT**

11
12 **M-6. 0901** **Membership:** The membership of the Leadership Development Ministry Unit shall consist of nine persons,
13 four **teaching elders** or church educators and four laypersons, and the chairperson, elected by the
14 presbytery through its regular nominating process.
15

16 **M-6.0902** **The Ministry Unit shall be responsible for providing opportunities for**
17 **church officers and other congregational leaders to be equipped for**
18 **service. The Leadership Development Ministry Unit is to focus its**
19 **attention on events, workshops, seminars, and other opportunities for**
20 **the enrichment and development of leadership in the local church.**
21

22 The areas of responsibility for this ministry unit shall include:

- 24 a. Church School Development and Administration.
- 25 b. Teacher/Leadership Development.
- 26 c. Church Officer Development.
- 27 d. Resource System
 - 28 **1. The Presbytery Resource System shall be a network of personnel and materials available**
 - 29 **to the presbytery**
 - 30 **2. Each ministry unit of the presbytery shall be invited to appoint a liaison to serve on the**
 - 31 **Resource Center Committee for a one year term; re-electable up to six terms.**
- 32 e. Curriculum Service.
- 33 f. Educators' Association.
- 34 g. Consultant Network.
- 35 h. Stewardship Education.
- 36 i. Worship & Music.

37
38
39 **M-6.1000** **NURTURE MINISTRY UNIT**

40
41 **M-6.1001** **Membership:** The membership of the Nurture Ministry Unit shall consist of 15 persons: the chairperson,
42 seven **teaching elders** or church educators, and seven laypersons.
43

44 **M-6.1002** The Nurture Ministry Unit shall be responsible for providing presbytery-wide **spiritual nurture and**
45 **development** for individuals of all age groups within the local churches of Charleston Atlantic Presbytery.
46 The **areas of ministry** within the *Ministry* Unit will include the following:

- 47 a. Camp and conferences
- 48 b. **Children's Ministry and their families**
- 49 c. **Middle School Ministry and their families**
- 50 d. **High School Ministry and their families**
- 51 e. Adult Ministry

52
53 **M-6.1100** **CHURCH AND SOCIETY MINISTRY UNIT**

54
55 **M-6.1101** **Membership:** The membership of the Church and Society Ministry Unit shall include seven **teaching**
56 **elders** and seven laypersons elected by presbytery through its regular nominating process.
57

- 1 **M-6.1102** The Church and Society Ministry Unit shall have responsibility for making the presbytery aware of its
2 opportunities for ministry beyond itself in the following areas:
3
4 a. The Hunger Action Program of the Presbyterian Church (U.S.A.) shall be interpreted and administered
5 within the bounds of the presbytery by the Church and Society Ministry Unit. This unit shall be
6 responsible for coordinating the work of the Hunger Action Enabler with other **councils**.
7
8 b. The Peacemaking Program of the Presbyterian Church (U.S.A.) shall be promoted and interpreted within
9 the bounds of the presbytery by this unit.
10
11 c. Global Missions - the International Missions Program of the Presbyterian Church (U.S.A.) shall be
12 interpreted and promoted in the churches of the presbytery by this Ministry Unit.
13
14 d. The Self Development of People Program of the Presbyterian Church (U.S.A.) shall be interpreted and
15 promoted within the bounds of the presbytery by this ministry unit.
16
17 e. The Black Presbyterian Caucus shall relate to the presbytery through the Church and Society Ministry
18 Unit. The Caucus shall have responsibility for promoting the use, understanding, and support of Johnson
19 C. Smith Seminary and other historically African American colleges and universities affiliated with the
20 PCUSA.
21
22 f. Justice Issues - the unique issues, history, goals, congregations, and continued growth of ethnic minority
23 groups in the presbytery shall be a focus and concern of this ministry unit.
24
25 g. Local Missions - proposals for the initiation of new Human Care Projects in areas not presently being
26 addressed within the bounds of the presbytery shall be received, reviewed, and recommended to the
27 presbytery for approval by this Ministry Unit.
28
29 **h. Campus Ministry – Administer presbytery funds available to support campus ministry according**
30 **to procedures adopted by the unit. Covenanting congregations shall report to the presbytery**
31 **through the Church and Society Unit.**
32
- 33 **M-6.1200** **FINANCE COMMITTEE**
34
- 35 **M-6.1201** **Membership:** The Finance Committee shall be composed of its chairperson, three (3) at-large members,
36 and the presbytery treasurer. A quorum shall be three (3) members and it may take action via electronic
37 means, providing there is unanimous consent.
38
- 39 **M-6.1202** The Finance Committee shall be responsible for planning, monitoring, presenting, and executing the budget
40 of the presbytery. It shall provide for a full financial review of all books and records in accordance with the
41 Book of Order. It shall oversee the investments of the presbytery.
42
- 43 **M-7.0100** **CHAPTER VII. ELECTION OF TRUSTEES TO INSTITUTIONS**
44
- 45 **M-7.0101** Through its regular nominating process, the presbytery shall elect member(s) to the Board of Trustees of
46 Presbyterian Communities of South Carolina when requested to do so by their Board.
47
- 48 **M-7.0102** The presbytery shall elect three persons to serve on the Board of Trustees of the South Carolina Home at
49 Montreat, North Carolina through its regular nominating process. One of these persons shall be a **teaching**
50 **elder**, one a male layperson, and one a female layperson. The term of office for each shall be three years
51 with eligibility terminating after two terms.
52
- 53 **M-7.0103** Trustees of institutions elected by the presbytery shall take office either on the date of their election by the
54 presbytery or at a date consistent with the practice and needs of the individual institutions but no later than
55 January 1, following the date of that presbytery meeting at which they have been elected.
56
- 57 **M-7.0104** All suggestions for nominations submitted by the institutions are to be in conformity with the provisions of
58 the BOOK OF ORDER and this MANUAL OF ADMINISTRATIVE OPERATIONS.

1
2 **M-8.0100** **CHAPTER VIII. THE PERMANENT JUDICIAL COMMISSION**
3

4 **M-8.0101** The Permanent Judicial Commission of the presbytery shall be composed of four **teaching elders** and five
5 **ruling** elders, any four of whom shall constitute a quorum. They shall be nominated through the regular
6 nominating process and elected by the presbytery in three classes to terms of six years each as provided for
7 in D-5.0101 in the BOOK OF ORDER.
8

9 **M-8.0102** The duties of the Permanent Judicial Commission shall be:
10 a. To fulfill all of those duties and responsibilities delineated in the BOOK OF ORDER as responsibilities
11 of the Permanent Judicial Commission.
12 b. To serve as an advisory committee on interpretation of the Constitution, when requested to do so by the
13 Stated Clerk.
14

15 **(Revised and edited on 2/18/2012)**
16 **(additional edit on 7/26/2012)**