

Adden. I

**PROPOSED MANUAL OF ADMINISTRATIVE OPERATIONS
FOR
CHARLESTON ATLANTIC PRESBYTERY**

M-1.0100 CHAPTER I. THE COUNCIL

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

M-2.0100 CHAPTER II. AUTHORITY, AMENDMENTS AND SUSPENSION

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

M-2.0102 This Manual of Administrative Operations may be amended as follows: A proposed amendment shall be presented in writing to the Shepherding Team, which shall present the proposal to the next Stated Meeting of the presbytery with its recommendation. To become effective, an amendment must be approved by a two-thirds vote of the members present.

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

M-2.0104 The Shepherding Team shall authorize the stated clerk to make editorial changes to this Manual when needed and report such changes to the Presbytery. Any substantive changes must go through the regular amendment process.

M-3.0100 CHAPTER III. MEETINGS, MEMBERSHIP AND ORGANIZATION

M-3.0101 The presbytery shall meet in Stated Session four (4) times per year in February, May, September, and December, with two (2) Saturday and two (2) weekday meetings. The Shepherding Team shall determine and publish specific meeting dates each year. The stated clerk shall provide a time of training for new commissioners. Ordinarily, the meeting place shall be rotated among the churches of the presbytery; but, on occasion, the presbytery may elect some other meeting place in or outside the bounds of the presbytery.

M-3.0102 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 direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each teaching elder and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

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

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

M-3.0105 When the presbytery meets, each church shall be represented by a ruling elder elected and commissioned by the session for a term of service as determined by the session with the following additional provisions:

Churches with membership over 500 shall be represented as follows:

501-1000—2 ruling elders
1001-1500—3 ruling elders
1501-2000—4 ruling elders
2001-3000—5 ruling elders

From 3,001 members there shall be an additional ruling elder commissioner for each 1,000 additional active members or major fraction thereof.

Sessions are encouraged to elect commissioners for a full year term. G-3.0202a

Presbyters (teaching and ruling elders) in good standing in other councils of this church or in any other Christian church, who are present at any meeting of the presbytery, may be invited to sit as corresponding members, with voice but without vote. The presbytery may invite teaching elders of other presbyteries who are laboring within its bounds to sit as corresponding members with voice but without vote for the period of their service.

M-3.0106 The Stated Clerk of presbytery shall also be authorized to enroll as members of presbytery, in accord with Book of Order, G-3.0301, any ruling elder of Charleston Atlantic Presbytery serving as an officer of presbytery (stated clerk, associate stated clerk, moderator, vice-moderator, and past –moderator,), chairs of Ministry Teams, Chair of the Committee on Ministry, Chair of the Committee on Preparation for Ministry, and Moderator of the Permanent Judicial Commission. Persons so enrolled shall be entitled to both voice and vote.

The Stated Clerk of presbytery shall also enroll as members of presbytery with voice and vote at all meetings all ruling elders commissioned to a particular pastoral service as well as all certified Christian Educators actively serving a congregation or the presbytery who are also ruling elders.

All ruling elder commissioners to the Synod Assembly and to the General Assembly shall have voice and vote as long as their terms last.

M-3.0107 Should a question arise concerning the commission of any person, the presbytery may resolve the matter upon recommendation of its Standing Committee on Bills and Overtures.

M-3.0108 The format for any meeting of the presbytery, including the Docket and time, shall be prepared by the Strategy Team and recommended to the opening session of the presbytery meeting. The Stated Clerk shall make certain that all constitutional requirements are met. Provision shall be made for reports from all of the agencies, committees, and ministry teams responsible to the presbytery.

M-3.0109 Provision may be made for Ad Hoc Committees as needed by action of the presbytery. Ad Hoc Committees shall normally terminate with the next Stated Meeting of the presbytery unless instructed to continue by action of the presbytery until a further specified time.

M-3.0110 Provision shall be made for Standing Committees (existing only during the meeting of the presbytery) as may be required for the following purposes:

a. RESOLUTIONS - to prepare and present to the presbytery appropriate resolutions of appreciation.

b. BILLS AND OVERTURES - to receive and consider requests for overtures which have not been received in time for evaluation and assignment by the Strategy Team, to resolve any matters regarding the seating of Commissioners from sessions, and to recommend action to the presbytery.

c. OTHERS AS MAY BE REQUIRED.

M-3.0111 Membership on Standing Committees shall be elected by the presbytery upon nomination by the Moderator. The floor shall always be open for further nominations.

M-3.0112 Business may be brought to the stated meetings of the presbytery:

- a. By Sessions.
- b. By the ministry teams, committees, commissions, and other agencies of the presbytery.
- c. By ruling elder commissioners and teaching elder members of presbytery.

Sessions shall place such business in the hands of the Stated Clerk of presbytery at least forty (40) days prior to the stated meeting of the presbytery at which it is to be considered. Such business received after that date shall be considered at the second stated meeting of the presbytery following its receipt by the Stated Clerk.

The ministry teams, committees, commissions, and other agencies of presbytery shall normally place such business in the hands of the stated clerk of presbytery in a timely manner so that it may be published in the Stated or Special Meeting Handbook. Otherwise, such business shall be printed in the Supplement to the meeting.

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

M-3.0113 Overtures/resolutions to Synod or the General Assembly shall be in the hands of the Stated Clerk of presbytery no less than sixty (60) days before the stated meeting at which the overture is to be considered. The Stated Clerk shall immediately place the items in the hands of the Strategy Team for study and recommendation via the Shepherding Team to the next stated meeting of the presbytery, including recommendation of the process for consideration and debate if necessary.

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

M-3.0114 In case of weather-related factors or other emergencies which would make travel to/from a presbytery meeting hazardous, the Strategy Team is empowered to make a decision by majority vote regarding cancellation, and to establish a new date for the meeting. As soon as possible, the Strategy Team will establish a new date and time for the presbytery meeting, and will authorize the office staff to notify all churches. In the case where it is a Stated Meeting which has been canceled and rescheduled, the rescheduled meeting shall be designated as a rescheduled Stated Meeting, and the original agenda will be proposed as the agenda of the rescheduled meeting. In the case where it is a special meeting which has been canceled, notice of the rescheduled special meeting shall be given not less than ten days prior to the meeting, and the agenda will include only those items which were part of the original call or to address issues that caused the cancellation.

M-3.0115 The presbytery shall adopt a set of standing rules for its meetings which shall be published in the Stated or Special Meeting handbook for each meeting. These may be amended by a 2/3 vote at any stated or special meeting.

M-4.0100 **CHAPTER IV. OFFICERS**

M-4.0101 MODERATOR, VICE MODERATOR, AND PAST MODERATOR

- a. At the Fall Stated Meeting the Stewardship of Individual Gifts of Ministry Team shall present a person to be elected as Moderator of presbytery for the following calendar year.
- b. At the same meeting the Stewardship of Individual Gifts of Ministry Team shall present a person to be elected as Vice Moderator for the following year.
- c. After the Vice Moderator completes the year of service as Vice Moderator, if the way be clear, the Stewardship of Individual Gifts of Ministry Team shall ordinarily nominate the retiring Vice Moderator to serve as Moderator of presbytery for the following calendar year. Normally the position should alternate from year to year between ruling and teaching elders and should reflect the diversity of the presbytery.
- d. The Moderator, Vice Moderator, and Past Moderator will serve as ex officio members of Shepherding Team, with voice and vote.
- e. The Vice Moderator shall fulfill the duties of Moderator in the event the Moderator is unable to serve. Should neither the Moderator nor Vice Moderator be present at a meeting of the presbytery, the former moderator in attendance most recently to have served in that position shall moderate the meeting.

M-4.0102 STATED CLERK

- a. The presbytery shall elect the Stated Clerk to serve a term of three years, and he/she shall be eligible for re-election. The Stated Clerk shall serve according to the provisions of the BOOK OF ORDER and the MANUAL OF ADMINISTRATIVE OPERATIONS. The Stated Clerk shall serve as Parliamentarian and shall be available to assist individuals and groups with advice regarding presentation of matters to the presbytery. Ordinarily, a member of the presbytery staff shall be nominated to the Office of Stated Clerk.
- b. The Stated Clerk shall be supervised by the General Presbyter and shall perform those duties required by the Book of Order and shall be governed by Chapter IV of this Manual of Administrative Operations. In addition the stated clerk shall be responsible for:
 - 1.. Preparation of dockets, handbooks, training for new commissioners, supplements and minutes for all stated and special meetings of presbytery, procure adequate facilities for each meeting of presbytery one year in advance, and serve as parliamentarian at all presbytery meetings.
 - 2. Serve on the Strategy Team and Shepherding Team, attend Staff Meetings, and work in consultation with the General Presbyter, Moderator, and Chair of Shepherding Team.
 - 3. Staff the Presbytery Permanent Judicial Commission; facilitate all matters related to judicial process, and resource the Committee on Preparation for Ministry and the Committee on Ministry.
 - 4. Receive and process all reports and official correspondence with other councils (Sessions, Synods, and GA) requiring action by the Presbytery, and respond to inquiries for interpretation of the Book of Order.
 - 5. Maintain Membership Rolls for ministers, Candidates and Certified Christian Educators; preserve all official records of Presbytery, giving extracts when requested to do so.
 - 6. Keep a roll of the Ministry Teams/Committees of Presbytery, Churches, Clerks of Session and Commissioners to Synod and General Assembly.
 - 7. Perform other duties as requested or assigned by the General Presbyter or the Shepherding Team
 - 8. Maintain active membership and participation in the Association of Stated Clerks.
 - 9. Make editorial changes to the Manual of Operations of presbytery when authorized to do so by the Shepherding Team.

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

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

e. The Shepherding Team shall recommend an annual stipend to be approved by the presbytery for persons serving in these above offices if they are not serving on the presbytery staff.

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

M-4.0103 TREASURER

The Treasurer shall be supervised by the General Presbyter. Upon the recommendation of the General Presbyter, the Treasurer shall be elected by the Shepherding Team for three year term and is eligible for re-election an unlimited number of times. Funds shall be received and disbursed for the presbytery according to the policies enacted by the presbytery.

M-5.0100 CHAPTER V. STAFF

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

M-5.0102 The presbytery staff shall consist of the General Presbyter/Pastor to Pastors and other such professional and office staff as is authorized by action of the presbytery or the Shepherding Team.

M-5.0103 GENERAL PRESBYTER/PASTOR TO PASTORS

a. The General Presbyter/Pastor to Pastors shall provide pastoral, spiritual, and administrative leadership to the presbytery of Charleston Atlantic. He/She should oversee and coordinate the mission of the presbytery through the agencies of the presbytery in a manner consistent with the Mission Statement and Mission Priorities of the presbytery, and with the Constitution of the Presbyterian Church (USA).

The General/Presbyter/Pastor to Pastors shall supervise and evaluate presbytery's staff. With the Moderator, he/she shall represent the presbytery in relation to other councils, churches, ecumenical agencies and groups. The General Presbyter shall serve as a resource person to the agencies of the presbytery. The General Presbyter is accountable to the Shepherding Team of presbytery, which shall provide an annual evaluation of the General Presbyter's work.

b. The General Presbyter shall be responsible for:

1. Serving as head of staff. In this capacity he/she shall be responsible for recommending program staff for employment, for the supervision and evaluation of program staff in cooperation with the Shepherding Team of presbytery.
2. Serving as pastor to pastors for teaching elder, educator, and commissioned ruling elder members of presbytery and their families. Supervising and evaluating the employment of administrative staff in accordance with personnel policies of the presbytery.

3. Supervising and evaluating the employment of administrative staff in accordance with personnel policies of presbytery.
 4. Executive staff support for all agencies of the presbytery.
 5. Participating with the Shepherding Team in planning and decision making as it seeks to implement the mission of Charleston Atlantic Presbytery.
 6. Interpreting the policies, programs, and decisions of the General Assembly and synod to the presbytery.
 7. Interpreting the policies, programs, and decisions of the presbytery to the sessions and congregations of the presbytery, and to the general public.
 8. Administering the budget of presbytery, overseeing the work of the Presbytery Treasurer.
 9. Facilitating the delivery of services authorized by the presbytery.
 10. Serving as a voting member of the presbytery Shepherding Team.
 11. Serving as an advisory member of the Committee on Ministry.
 12. Serving as an advisory member of the Stewardship of Individual Gifts of Ministry Team.
 13. Advising the Stewardship of Individual Gifts of Ministry Team 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.
 14. Visiting on a systematic basis the churches and pastors of Charleston Atlantic Presbytery.
 15. Visiting the church professionals of the presbytery on a systematic basis, offering support to them and their families.
 16. Fulfilling other duties as may become necessary or as may be assigned by the Shepherding Team of presbytery.
- c. When a vacancy occurs in the office of the General Presbyter/Pastor to Pastors, it shall be the responsibility of the Shepherding Team to nominate to the presbytery a Search Committee for the purpose of seeking a new General Presbyter/Pastor to Pastors. The person nominated by the Search Committee shall be nominated to the presbytery for election after consultation with the Shepherding Team.

M-6.0100 CHAPTER VI. THE AGENCIES OF THE PRESBYTERY

The agencies of the presbytery shall be all committees, commissions, ministry teams, 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 Shepherding Team and the Stewardship of Individual Gifts Ministry Team in order to proceed with replacement.

The term of office for persons elected to serve on all ministry teams, committees, commissions, task forces, and other work groups shall be three years with the exception of presbytery trustees who shall serve five-year terms and those serving on the Permanent Judicial Commission who shall serve six-year terms.. No person shall serve a total of more than six consecutive years on a particular ministry team, committee, commission, task force, or other work

group (except presbytery trustees). Each committee/ministry team with the exception of the Strategy Team and the Permanent Judicial Commission, will have three classes of members.

M-6.0101. 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.

When establishing an administrative commission to act on behalf of the presbytery it shall be composed of no fewer than five members, with not more than one of its ruling elder members from any one of its constituent churches.

M-6.0102: Unless otherwise stipulated, as part of the nominating process or within this manual, the Stewardship of Individual Gifts of Ministry Team will designate a member of the ministry team/committee to be elected as moderator of said group. Except for the Permanent Judicial Commission and Stewardship of Individual Gifts of Ministry Team, terms are for three years with eligibility of a second consecutive term. Each committee/ministry team, with the exception of the Strategy Team and Permanent Judicial Commission, will have three classes of members.

M-7.0100 THE SHEPHERDING TEAM

M-7.0101 Responsibilities:

- a. Serve as a catalyst for God's work in the world.
- b. Connectionalism: assuring the connectional life of the presbytery between congregations, between neighborhoods, and between the Synod of South Atlantic and General Assembly.
- c. Ecumenism: coordinate all ecumenical concerns for which the presbytery has responsibility.
- d. Accountability: review the work of the committees/ministry teams and personnel, as well as the life of the presbytery as a whole. Representatives of each committee/ministry team will meet at least once a year with the Shepherding Team to discuss visions, plans, blessings and challenges. Each committee/ministry team may request on the Shepherding Team docket at any time.
- e. Visioning: creatively guide the presbytery into the future by discerning the Spirit.
- f. Provide orientation to the ministry of presbytery for those serving on ministry teams, committees and subcommittees.
- g. Provide guidance to the 1001 Worshiping Communities and New Church Development/Church Transformation/Revitalization.
- h. Oversight of presbytery's finances.
- i. Review and comment on the representation report from the Shared Gifts of Individuals Ministry Team and report this to the presbytery.
- j. Receive annual reports from the South Carolina Inn at Montreat, Bethelwoods, Thornwell, and Presbyterian Communities of South Carolina.
- k. Recommend to the Stewardship of Individual Gifts of Ministry Team persons to serve on the boards /ministry teams.
- l. Establish Ministry Teams, sub-committees and commissions as needed to accomplish the work of the Shepherding Team.

m. Employ and terminate staff (other than the general presbyter and stated clerk), approve position descriptions, and recommend levels of compensation.

n. Administer all other matters as directed by the presbytery.

M-7.0102 The Shepherding Team shall organize itself into ministry teams, task forces, and committees as are necessary to accomplish its work.

M-7.0103 The elected voting membership of the Shepherding Team shall be twelve (12) as follows:

a. One Ruling Elder and one Teaching Elder or Commissioned Ruling Elder from each of the neighborhoods serving staggered three year terms.

b. Ex-officio members with voice and vote are: General Presbyter, Pastor to Pastors, Stated Clerk, Moderator of Presbytery, Vice-Moderator of Presbytery, and immediate Past Moderator of Presbytery (serving as Moderator of the Shepherding Team), and the Treasurer.

c. Advisory members are: Associate for Congregational Nurture and Service, the Director of Communications, and the Treasurer.

d. The immediate Past Moderator of Presbytery shall serve as Moderator of the Shepherding Team. In the absence of the Past Moderator, the Moderator of Presbytery will moderate the Shepherding Team.

M-7.0104 The Shepherding Team shall function as the Presbytery Office Committee to advise the General Presbyter regarding the operation of the presbytery office, its location, its physical facilities, and its operational policies.

M-7.0105 Meetings: The Shepherding Team shall hold regularly scheduled meetings at least six times a year.

M-7.0106 A quorum shall consist of one-half of the voting membership.

M-8.0100 THE STRATEGY TEAM

M-8.0101 The Strategy Team shall have responsibility for:

1. Developing a presbytery meeting agenda.

a. In planning the stated meetings of presbytery, the CAP Strategy Team will take into consideration the various meeting models as found in the "Rules for Presbytery Meetings Manual."

b. The Vice-Moderator will chair the presbytery meeting worship team. This team will also consist of two at-large members (serving for the year) and a teaching elder, commissioned ruling elder, or a ruling elder from the host church.

2. Appointing Committees of Council and Investigating Committees (IC) as needed for disciplinary cases in accord with the Book of Order, D-10.0201b.

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

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

M-8.0102 **Members:** General Presbyter, Stated Clerk, Presbytery Moderator, Presbytery Vice-Moderator, and Immediate Past Moderator. Advisory Member: Associate for Congregational Nurture and Service.

M-8.0103 **Meeting Schedule:** Before and after the stated presbytery meetings for planning and evaluating purposes.

M-9.0100 **STEWARDSHIP OF FINANCIAL RESOURCES MINISTRY TEAM:**

M-9.0101 Responsibilities include

- a. stewardship education
- b. planning, monitoring, presenting draft budget at the December meeting each year, and balanced budget for approval at the February meeting, and executing the budget
- c. provide for a full financial review of all books and records in accordance with the Book Order.
- d. oversee the investments of the presbytery.

M-9.0102 **Members:** One teaching or ruling elder from each neighborhood **Staff Advisors:** General Presbyter, Treasurer, Director of Administration, and Investment Advisor

M-9.0103 **Meeting:** at least four times a year

M-10.0100 **STEWARDSHIP OF INDIVIDUAL GIFTS OF MINISTRY TEAM**

M-10.0101 **Responsibilities**

- a. Shall be responsible for nominating to the presbytery qualified persons to serve in all elected positions provided in the various agencies associated with the presbytery. This shall be accomplished by nominating persons for those vacancies when they occur by reason of rotation, death, resignation, or removal from office.
- b. Shall solicit and consider recommendations from the churches and teaching elders of the presbytery, from the Moderator, from the Shepherding Team, from other ministry teams and committees affected and shall consult with the presbytery staff. The Ministry Team shall give careful attention to the balanced representation called for in the Book of Order G-3.0103.
- c. Shall present its major report at the Fall Meeting each year. Those persons elected at that meeting shall be notified by the Stated Clerk and take office January 1. The Ministry Team may report at any meeting of the presbytery and recommend persons to fill vacancies. When such elections occur, the Ministry Team should specify when the person elected is to begin service.
- d. Shall report to the Shepherding Team on the diversity of nominees and those serving on all ministry teams/committees/commissions.

M-10.0102 Commissioners to General Assembly and to Synod, as well as the Youth Advisory Delegate to the General Assembly are to be elected at the Fall Meeting in years in which the General Assembly meets. The Stewardship of Individual Gifts of Ministry Team is to use the following guidelines:

- a. A record of effective participation in the life and the work of the presbytery and its churches should be considered. In addition, strong consideration should be given to the ability of the individual to work effectively in General Assembly committees and the plenary sessions.

b. The ability to understand and communicate objectively the work of the General Assembly to the presbytery and, in turn, to understand and communicate objectively the work of the presbytery to the Assembly should be considered.

c. The Stewardship of Individual Gifts of Ministry Team shall nominate to the Fall Stated Meeting of presbytery every other year, coinciding with the meeting of General Assembly, four (4) ruling elders and four (4) teaching elders for election as commissioners to General Assembly, with three (3) in each category being elected as the principal commissioners and the fourth in each category as the alternate commissioner for that year. The Nominating Committee shall nominate two persons as the Youth Advisory Delegate, with one being elected as the delegate and the other serving as the alternate delegate.

d. Commissioners to the Synod of South Atlantic are to be elected according to its Manual.

M-10.0103 Membership: Stewardship of Individual Gifts of Ministry Team members shall be elected and function in conformity with the BOOK OF ORDER G-3.0112. The term of office is for three years, without eligibility for reelection. The Stewardship of Individual Gifts Ministry Team shall nominate three persons for election by the presbytery each year at its fall stated meeting to serve on the Stewardship of Individual Gifts Ministry Team with nominations from the floor being in order. The chair of the Stewardship of Individual Gifts of Ministry Team shall be elected by the presbytery.

M-10.0104 Ordinarily, no person shall be elected to, or serve on, more than one commission, ministry unit, or committee at a time except as provided for and/or required in this Manual of Administrative Operations.

M-10.0105 The Stewardship of Individual Gifts of Ministry Team shall meet immediately following the Winter Meeting of the presbytery each year and as often thereafter as its work shall require.

M-11.0100 **COMMISSION ON MINISTRY**

M-11.0101 **Commission on Ministry Responsibilities:**

a. Professional Development – The Commission shall be responsible for developing conferences, seminars, and other continuing education opportunities for teaching elders, commissioned workers, church educators, and church musicians.

b. Pastoral Care and Support – The Commission shall be responsible for developing opportunities for fellowship, guidance, and the emotional, physical, and spiritual well-being of 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.

c. Board of Pensions – The Commission 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.

d. Ordination Examination Readers – The Commission shall be responsible for nominating to the presbytery the person or persons to serve as readers of examinations for candidates.

e. Provide for annual review of session minutes and biennial review of church registers.

f. Examine and receive into presbytery Teaching Elders transferring from other presbyteries.

- g. Examine and approve for ordination candidates for ministry
- h. To approve Terms of Call for installed pastors and all other pastoral contracts.
- i. Grant permission to teaching elders to labor within or outside the bounds of the presbytery.
- j. Dismiss teaching elders to other presbyteries.
- k. Dissolve a pastoral relationship when the congregation and pastor concur.
- l. To negotiate and approve severance packages between congregations and pastors.
- m. Appoint moderators of sessions of churches with vacant pulpits.
- n. Approve all requests by teaching elders to serve in validated ministries and to authorize such persons to administer the Sacraments at specified times and places.
- o 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 Ministry

M-11.0102 The COM may request CAP assume original jurisdiction and appoint an Administrative Commission to replace the session as provided for in the Book of Order G-3.0303e.

M-11.0103 The voting membership shall be one teaching or ruling elder from each neighborhood and three at large members. The commission shall be staffed by the General Presbyter, and Pastor to Pastors and resourced by the stated clerk, all with voice but without vote.

M-11.0104 The Commission on Ministry will meet as often as necessary, but at least six times a year.

M-12.0100 PREPARATION FOR MINISTRY TEAM

M-12.0102 Responsibilities: The Preparation for Ministry Team shall be responsible for the following.

- a. Oversee the inquirer and candidacy stages of preparation for calls to ministry to the office of teaching elder.
- b. Oversee the acceptance into and training of Commissioned Ruling Elders.
- c. Oversee the preparation of those called to educational ministry (certification process and/or advanced degrees other than Masters of Divinity).
- d. Appoint the presbytery's representatives to the Presbyteries Cooperative Committee on Examinations.

M-12.0102 The voting membership shall be one teaching or ruling elder from each neighborhood and three at large members. The committee shall be staffed by the General Presbyter and the Pastor to Pastors and resourced by the Stated Clerk.

M-12.0103 The Preparation for Ministry Team shall meet four times a year and for annual consultations.

M-13.0100 NURTURE MINISTRY TEAM

M-13.0101 Responsibilities: The Nurture Ministry Team shall be responsible for:

- a. Presbytery-wide events (excluding presbytery meetings.
- b. Maintain the presbytery Resource Center.
- c. Smaller Membership Church Network
- d. Leadership Development
 - e. Faith Formation/Spirituality.
 - f. Campus Ministry.
 - g. Youth Council

M-13.0102 Membership (6 elected positions): Six at-large members. Ministry Team members will serve on a sub-committee developed from the team's vision of presbytery-wide nurture opportunities. Additional subcommittee teams will be co-opted by the Nurture Ministry Team from churches in the presbytery. **Staff:** Associate for Congregational Nurture and Service.

M-13.0103 Meetings: The Team will meet twice a year to coordinate and evaluate the sub-committees' work. Sub-committees will meet as needed.

M-14.0100 SERVICE TO OTHERS MINISTRY TEAM

M-14.0101 Responsibilities: The Service to Others Ministry Team shall be responsible for:

- a. Interpret and promote The Self Development of People Program of the Presbyterian Church (U.S.A.)
- b. Evangelism
- c. Justice Issues
- d. Missions (local, national, and global)

M-14.0102 Membership: Six elected at-large members. **Staff:** Associate for Congregational Nurture and Service. Ministry Team members will serve on a sub-committee developed from the team's vision of presbytery-wide service opportunities. Additional subcommittee teams will be co-opted by the Service to Others Ministry Team from churches in the presbytery

M-14.0103 Meetings: The Service to Others Ministry Team will meet twice a year to coordinate and evaluate the subcommittees' work. Subcommittees will meet as needed.

M-15.0100 ELECTION OF TRUSTEES TO INSTITUTIONS

M-15.0101 It shall be the responsibility of the Shepherding Team to recommend to the Stewardship of Individual Gifts of Ministry Team persons to serve on the boards of CAP institutions. Through its regular nominating process, the presbytery shall elect member(s) to the Board of Trustees of Presbyterian Communities of South Carolina when requested to do so by their Board.

M-15.0102 The Shepherding Team shall receive annually reports from the Board of Trustees of the South Carolina Inn at Montreat, Bethelwoods Camp and Conference Center, Thornwell Home for Children, and Presbyterian Communities of South Carolina.

M-15.0103 All suggestions for nominations submitted by the institutions are to be in conformity with the provisions of the BOOK OF ORDER and this MANUAL OF ADMINISTRATIVE OPERATIONS.

M-16.0100 THE PERMANENT JUDICIAL COMMISSION

M-16.0101 The responsibilities of the Permanent Judicial Commission shall be:

- a. To fulfill all of those duties and responsibilities delineated In **D-5.000** of the BOOK OF ORDER as responsibilities of the Permanent Judicial Commission.
- b. To serve as an advisory committee on interpretation of the Constitution, when requested to do so by the Stated Clerk.

M-16.0102 **Membership (9 elected positions):** nine teaching or ruling elders in somewhat equal proportion elected for a six year term in staggered classes. **Staff:** General Presbyter/Pastor to Pastors and Stated Clerk.

M-16.0103 **Meetings:** At least once a year for training and to elect a moderator and recording clerk.

Revised and updated to support new vision for CAP 4/27/2016

Adden, II

**STANDING RULES
CHARLESTON ATLANTIC PRESBYTERY**

Standing Rule #1 Unless other rules of debate are agreed to by presbytery, the debate on each main motion at any meeting of the presbytery shall be limited to thirty (30) minutes, alternating between the affirmative and negative sides, with each speaker limited to four minutes each. Motions to amend this rule or to close or extend debate, in accordance with Roberts Rules of Order, shall be in order.

Standing Rule #2 The vote on any motion to overture the General Assembly or any business from the General Assembly shall be done by secret ballot. This may be set aside only by unanimous consent of those present and voting.

Standing Rule #3 All requests for speakers or special orders at a presbytery meeting should be sent to the Stated Clerk no later than thirty (30) days prior to the meeting and must be approved by the Strategy Team. Normally there shall be a maximum of two (2) speakers or special orders (excluding setting the time for lunch or to adjourn) per presbytery meeting.

Standing Rule #4 No written report distributed prior to the meeting of presbytery shall be read at the meeting of the presbytery.

Standing Rule #5 Attendance is required of teaching elders and the ruling elder commissioners elected by member churches according to the rules of the Book of Order. Excuses for absence from stated meetings shall be submitted to the Stated Clerk in writing and shall be referred to the Shepherding Team for action, which shall report its actions at the next presbytery meeting. The Shepherding Team shall counsel teaching elders and sessions regarding non-attendance and neglect of duty.

Standing Rule # 6 Teaching elders as members of Presbytery and ruling elders as elected commissioners to the meetings are expected to fulfill the responsibility given to them by the council of which they are a member and to be present for the entirety of the meeting. Requests for early dismissal should be directed to the moderator.

Standing Rule # 7. When any ruling elder commissioner or continuing member of presbytery wishes to speak (other than to second a motion, which can be done from one's chair), he or she shall go to one of the floor microphones and seek recognition from the Moderator. When recognized, the person shall state his or her name and position in Presbytery before contributing to the debate.

Standing Rule # 8. All remarks should be addressed to the Moderator, should be confined to the merits of the pending question, and must not attack a commissioner's motives.

Standing Rule # 9. If several commissioners are standing at microphones waiting to speak to the same motion, the Moderator shall attempt to alternate pro and con speakers.

Standing Rule #10. All proposed amendments (other than a few consecutive words) must be submitted in writing to the Stated Clerk, preferably in advance of making a motion.

Standing Rule #11. If a commissioner or continuing member of presbytery wishes to end an ongoing debate,

- a. he or she must go to a floor microphone and obtain recognition from the Moderator;
- b. when recognized, he or she may move the previous question;
- c. another voting member must second this motion (can be done from one's chair, without recognition);
- d. the Moderator shall immediately conduct a standing vote on this motion to cut off further debate; however, if in the Moderator's judgement, the assembly has not completed debate, the Moderator has the power to refuse the motion to close debate.
- e. if there is a two-thirds affirmative vote to end debate, the Moderator shall immediately conduct a vote on the motion before the Presbytery.

Adden. III

CHARLESTON ATLANTIC PRESBYTERY'S VISION

Jesus said, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. This is the greatest and first commandment. And the second is like it: You shall love your neighbor as yourself."

Matthew 22:37-39

Who are we CALLED to be?

As ambassadors of Christ, we affirm Jesus Christ as Head of the Church and we are members of the body of Christ. The Charleston Atlantic Presbytery is a Reformed expression of the body of Christ in which we covenant to **WORSHIP** and glorify God as we live together in community.

What do we VALUE?

Worshiping God

Loving

Nurturing

Serving

Being Accountable

What do we DO?

As Presbyterians, comprising Charleston Atlantic Presbytery, we commit ourselves:

- To **LOVE** and **NURTURE** each other
- To provoke each other to **LOVE** and **SERVE** our neighbor
- To being **ACCOUNTABLE** to each other in love as ambassadors of Christ



CHARLESTON ATLANTIC PRESBYTERY CORE FUNCTIONS

CORE FUNCTIONS	RESPONSIBILITIES
<p>Love and Nurture</p> <p>This is my commandment, that you love one another as I have loved you. (John 15:12)</p> <p>Bear one another's burdens, and in this way you will fulfill the law of Christ. (Galatians 6:2)</p>	<ul style="list-style-type: none"> ● Gathering for worship: Praying, Sharing, Confessing, and Reconciling ● Caring for teaching elders and families ● Deepening connections between congregations ● Encouraging conversations to build bridges between races and ethnic groups ● Organizing Presbytery-wide events ● Providing leadership development, enrichment, and resourcing ● Facilitating pastoral leadership for every congregation ● Empowering congregations to fulfill God's specific call for them
<p>Love and Service</p> <p>And let us consider how to provoke one another to love and good deeds, not neglecting to meet together. (Hebrews 10:24-25a)</p> <p>Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. (1 Peter 4:10)</p>	<ul style="list-style-type: none"> ● Listening to the Holy Spirit ● Offering ourselves to God, through worship and service ● Sharing resources ● Getting involved in justice ministries ● Encouraging working together in ministry, mission, and fellowship ● Ensuring all are invited ● Making a difference as a congregation, neighborhood, and presbytery ● Connecting to Charleston Atlantic Presbytery, Synod of South Atlantic, and General Assembly ● Partnering with smaller membership congregations in their missional ministry ● Facilitating diverse models of congregational evangelism and numerical growth
<p>Love and Accountability</p> <p>So we are ambassadors for Christ, since God is making his appeal through us; we entreat you on behalf of Christ, be reconciled to God. (2 Corinthians 5:20)</p> <p>For it is written, "As I live, says the Lord, every knee shall bow to me, and every tongue shall give praise to God." So then, each of us will be accountable to God. (Romans 14:11-12)</p>	<ul style="list-style-type: none"> ● Gathering regularly around the Table as the body of Christ ● Welcoming, training, orienting, and mentoring new committee/ministry unit members and chairs ● Welcoming and orienting new Teaching Elders and other professional staff to the presbytery ● Welcoming new Ruling Elder Commissioners and providing orientation for presbytery meetings ● Assessing annually the work of presbytery committees/ministry units ● Creating a presbytery stewardship education program ● Creating and empowering a Leadership Team to lead the presbytery in envisioning the future, evaluating its agencies and personnel, and communicating its work and needs

CAP PROPOSED STRUCTURE



