

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 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.

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, 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 cancelation.

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-3.0116 Holding Meetings by Electronic Means in Extreme Circumstances:

Should a situation exist in which it is unsafe for the presbytery to meet in person as scheduled, and the situation does not seem likely to be resolved in the quarter in which the meeting regularly is scheduled, the Strategy Team may request the Shepherding Team to authorize holding the meeting by electronic means provided that:

- a. Such a meeting does not lose its character as a deliberative assembly, and
- b. Opportunity for simultaneous aural and oral communication among all participants is provided that is equivalent to those of meetings held in one designated place. Use of technology that allows participating members to see each other as well as to hear each other at the same time is encouraged.
- c. Adequate notice of the electronic meeting must be given and include instructions for participation in the electronic meeting.
- d. Minutes of the meeting must note the means of communication and the nature of the situation which necessitated the electronic meeting.

M-3.0117 Attendance at Presbytery Meetings:

Attendance and participation is vital to the work and health of the presbytery, therefore:

- a. All ministers of word and sacrament and commissioned ruling elders are members of presbytery and are expected to attend stated meetings if at all possible. If a member of presbytery is unable to attend, that member should direct a request for excused absence to the stated clerk. At the next stated meeting the stated clerk will report the names of those ministers of Word and Sacrament who were present, who were absent with excuse, and who were absent without excuse. Honorably retired members of presbytery are excused from this obligation.
- b. All congregations are expected to be represented at presbytery meetings as determined by section M-3.0105. If a church will be unrepresented, an excused absence shall be requested in the same manner as required of ministers of word and sacrament and reported in the same manner.
- c. Failures to attend presbytery meetings on a regular basis, particularly without excuse, shall be brought to the attention of the Commission on Ministry.

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/Pastor to Pastors 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 Commission 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/Pastor to Pastors. Upon the recommendation of the General Presbyter/Pastor to Pastors, 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 Commission on Ministry.
12. Serving as an advisory member of the Committee on Representation.
13. Advising the Committee on Representation 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 moderator of the work group thus having a vacancy shall notify the moderator of the Shepherding Team and the Committee on Representation 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-6.0103: Quorum: unless otherwise stipulated in this manual or required by the Book of Order, a quorum of at least a majority of the members of an agency is required for a meeting to take place.

M-6.0200: Rules for Meeting, Participating, and Voting by Electronic Means

M-6.0201: Meetings Held by Electronic Means

Meetings of the agencies of the presbytery may be held by electronic means rather than in a designated place provided that:

- a. such a meeting does not lose its character as a deliberative assembly, and
- b. opportunity for simultaneous aural and oral communication among all participants is provided that is equivalent to those of meetings held in one designated place. Use of technology that allows all participating members to see each other as well as to hear each other at the same time is encouraged.

Only the moderator can call a meeting to be held by electronic means and must provide adequate notice of and instructions for participation in the electronic meeting.

Minutes of the meeting must note the means of communication. Each agency of the presbytery shall determine annually the number of meetings which it may hold by electronic means, **but at least one meeting annually must be held in-person at a designated space.**

M-6.0202: Participation by Electronic Means

Members who are not present in person at a meeting held at a designated place may participate via electronic means at the moderator's discretion, provided the conditions of M-6.0201 are met and that they have the right to vote. Minutes of the meeting should note the participation by electronic means.

M-6.0203: Voting by Email Between Meetings

Agencies of the presbytery may act upon matters by email vote as long as the following criteria are met:

- a. Only one item or subject is put forward for a vote by the Moderator, who should:
 - i. note in the motion the reason the vote cannot be delayed until a regular meeting,
 - ii. provide all members with the same information and documentation, and
 - iii. request a vote and state a reasonable deadline by which votes should be received.
- b. The item or subject should not include information of a sensitive nature that requires confidentiality.
- c. The number of members who record a vote by email within the time limit must be equal to or above the number required for a quorum at an actual meeting.

- d. Should any member pose a question or ask for additional information on the matter:
 - i. No email votes will be recorded;
 - ii After additional information is disseminated to all participants, the Moderator may introduce the matter for vote by email according to these guidelines one additional time. If a vote cannot be taken on the second attempt because questions continue or the need for discussion is clear, then the matter must be taken up at a regular or special meeting (which may be held by electronic means pursuant to section M-6.0201).
- e. The Moderator will report by email to all members the results of the voting once voting has ended.
- f. A vote that passes will be reported in the minutes of the closest meeting of the agency.

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 placement 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 Worshipping Communities and New Church Development/Church Transformation/Revitalization.
- h. Oversight of presbytery's finances.
- i. Review and comment on the representation report from the Committee on Representation 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 Authorization to Act between Meetings of the Presbytery:

Where time constraints do not allow the matter to be considered at a regularly scheduled meeting of presbytery. the Shepherding Team may, but is not required to act on behalf of the presbytery between meetings of the presbytery:

- a. To act on congregation requests to be allowed to borrow money secured by church property and/or guaranteed by the presbytery, or to sell real property other than the main campus of the congregation.

- b. To enter into and/or to amend contracts for sale or lease of real or personal property.
- c. To act to preserve or secure the property of the presbytery, or to take any actions required to continue the operation of the presbytery in the event of an emergency situation in which a stated or special meeting cannot be held.

All actions taken according to the authorization in this section shall be reported at the next meeting of the presbytery and the resolutions so passed shall be incorporated into the minutes of the meeting.

M-7.0103 The membership of the Shepherding Team shall be as follows:

- a. Elected voting members ordinarily shall consist of one Ruling Elder and one Minister of Word and Sacrament from each of the neighborhoods, serving in staggered three year terms.
- b. Ex-officio member with voice and vote are: General Presbyter/Pastor to Pastors, Stated Clerk, Moderator of the Presbytery, Vice Moderator of Presbytery, Immediate Past Moderator of Presbytery (serving as Moderator of the Shepherding Team), the Associate for Congregational Nurture and Service, the Consultant for New Church Development and the moderator of the Stewardship of Financial Gifts of Ministry Team.
- c. Advisory members are: 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 the 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-7.0107 The Shepherding Team shall organize itself into ministry teams, task forces, and committees as are necessary to accomplish its work.

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.
 - a. Upon receipt of a complaint or allegation, the stated clerk shall immediately inform the Strategy Team that an allegation/complaint has been received.
 - 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/Pastor to Pastors, 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 Summer Stated Meeting each year, and balanced budget for approval at the Fall Stated 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: Voting and elected members ordinarily shall include one ruling elder or one minister of word and sacrament from each neighborhood, plus such other members at large as shall be nominated and elected. **Staff advisors:** General Presbyter/Pastor to Pastors, Director of Administration, and Investment Advisor.

M-9.0103 Meeting: at least four times a year

M-10.0000 COMMITTEE ON REPRESENTATION

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 recommendation from the churches and teaching leaders of the presbytery, from the Moderator, from the Shepherding Team, from other ministry teams and committees affected, and shall consult with presbytery staff. The COR shall give careful consideration to the balanced representation called for in the Book of Order G-3.0103, including but not limited to:

- i. advising the presbytery regarding implementation of principles of unity and diversity
- ii. advocating for diversity in leadership, and
- iii. consulting with the presbytery on the employment of personnel in accordance with the principles of unity and diversity contained in the Book of Order.

c. Shall present its major report at the Fall *Stated* Meeting each year. Those persons elected at that meeting shall be notified by the Stated Clerk and take office January 1. The COR may report at any meeting of the Presbytery and recommend persons to fill vacancies. When such elections occur, the *COR* should specify when the person elected is to begin service.

d. Shall report to the Shepherding Team on diversity of persons nominated for and those serving on all ministry commissions and agencies of the presbytery.

M-10.0102 Commissioners to General Assembly and to Synod, as well as the Young Adult 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 Committee on Representation 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 Young Adult 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: Committee on Representation (COR) members shall be elected and function in conformity with the BOOK OF ORDER G-3.0111 *Nomination Process*, such that nominations are made by an entity broadly representative of the constituency of the presbytery and in conformity with the church's commitment to unity in diversity. The term of office is for three years, without eligibility for reelection. The COR shall nominate three persons for election by the presbytery each year at its fall stated meeting to serve on the COR with nominations from the floor being in order. The moderator of the COR 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 COR 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
- p. Oversee the acceptance into and training of Commissioned Lay Pastors(also known as Commissioned Pastors) and approve commissioning of Ruling Elders to particular service.
- q. To appoint an Administrative Commission to respond to a request by a church to be dissolved, to act in accordance with the Book of Order and the Section M-19-000- of this manual.

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 ordinarily shall be one teaching or ruling elder from each neighborhood, and six at large members. The commission shall be staffed by the General Presbyter/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 preparation of those called to educational ministry (certification process and/or advanced degrees other than Masters of Divinity).
- c. Appoint the presbytery's representatives to the Presbyteries Cooperative Committee on Examinations.

M-12.0102 The voting membership ordinarily shall be one teaching or ruling elder from each neighborhood and three at large members. The committee shall be staffed by the General Presbyter/ 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 Committee on Representation 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 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.

M-17.000- NEW CHURCH DEVELOPMENT PROCEDURES

M-17.001: The New Church Development Subcommittee (referred to herein as the “NCD”) is a subcommittee of the Shepherding Team.

M-17.002: When a congregation or other group within CAP or the NCD-feels called to start a new church or other new worshipping community within the bounds of CAP, those making the proposal will gather data and present their findings to the NCD or to the Shepherding Team which will refer the matter to NCD.

a. NCD will study demographics and determine resources needed and resources available, and make a recommendation to the Shepherding Team.

i. Upon approving the recommendation, the Shepherding Team shall authorize the NCD to form an Advisory Council and will recommend at the next stated meeting of the presbytery that presbytery approve the process of moving forward with the New Church Development or New Worshipping Community.

ii. Upon approval of the Shepherding Team, NCD will form the Advisory Council, comprised of individuals from the area proposed to be served by the new church/worshipping community and such other interested persons as the NCD deems advisable. The Advisory Council shall be specific to the new church or worshipping community proposed and shall not be an administrative commission. Formation and work of the Advisory Council may begin before presbytery approval, but circulation of a MIF and organizing pastor search may not begin without presbytery approval.

b. NCD will receive recommendation(s) for the position of Organizing Pastor from the advisory team.

i. NCD will provide the Executive Presbyter/PTP or appropriate CAP staff member information regarding the candidate(s) for background checks following which the COM will examine the candidate.

ii. When the candidate’s exam is approved by the COM, NCD will introduce the candidate at the next Presbytery meeting.

c. The NCD committee will meet quarterly with at least one member from the Advisory Council and, once an organizing pastor has been received, the organizing pastor to review the mission design, monitor progress and sign off on funding.

d. After the church is chartered and during the time the church is receiving funding from Presbytery, the NCD committee will continue to meet quarterly with the organizing pastor, to monitor progress and sign off on funding. Once funding has been exhausted, the NCD responsibility ends and the church will fall under supervision of the COM.

M-17002: Duties of the Advisory Council:

a. The Advisory Council will elect a chairperson who will work closely with the staff resource person for NCD.

b. The Advisory Council will gather information necessary to form a preliminary mission design which will then be used to draft a MIF (ministry information form) which it will present to the NCD.

i. The MIF will then be reviewed by NCD and sent to COM (Commission on Ministry) for approval.

ii. Once the MIF is approved, the chair of COM or appropriate presbytery staff member will submit the MIF to be circulated on the PC (USA) Church Leadership Connection system.

c. The Advisory Council will also form a PNC (pastor nominating committee) made up of three to five members from the Advisory Council, to be oriented by the General Presbyter or other appropriate CAP staff member, and tasked with reviewing applications for the position of organizing pastor and ultimately recommending to the NCD a candidate for the position.

c. The Advisory Council will meet monthly with the organizing pastor to offer support, monitor growth, and plan a mission design.

d. Once the church is chartered, the Advisory Council will be dismissed with thanks.

M-18.0000-PRESBYTERY DISASTER ASSISTANCE COMMISSION

M-18.001-Purpose: The purpose of the **Presbytery Disaster Assistance Commission** (Referred to herein as PDAC) is to direct and oversee the preparation for and response to a disaster on behalf of the Charleston Atlantic Presbytery (CAP) in order to focus, align and coordinate resources toward areas of need.

M-18.002- Accountability The PDAC shall be accountable to the CAP through the Shepherding Team

M-18.003 Authority: The PDAC may act in times of disaster on behalf of and with the full authority of CAP between meetings of CAP, in any and all matters, except those responsibilities given to the Constitutional committees (Commission on Ministry, Preparation for Ministry, Committee on Representation and Nominations, and Permanent Judicial Commission) and any other special CAP commissions.

M-18.004 Responsibilities:

- a. Assist congregations of CAP and their members with disaster preparedness and, in times of disaster, including by not limited to authorizing grants *through the Presbyterian Disaster Assistance (PDA) and other agencies* and disbursements of appropriate funds;
- b. Coordinate all communication between the CAP congregations, CAP, Synod and Presbyterian Church (U.S.A.), including the Presbyterian Disaster Assistance (PDA), as well as any other appropriate agencies;
- c. Assign a member of the commission to represent CAP on the SC VOAD (South Carolina Voluntary Organizations Active in Disaster);
- d. Assess the damage and evaluate the needs CAP congregations and their members;
- e. Acquire and coordinate, as appropriate, resources from the Synod and Presbyterian Church (U.S.A.) as well as any other appropriate agencies;
- f. Work in partnership with local and denominational agencies when appropriate;
- g. Communicate with the Shepherding Team and CAP all work and action taken, providing an annual written report to both; and
- h. Communicate to the Shepherding Team and the Committee on Representation regarding vacancies in PDAC membership.

M-18.005 Membership: The PDRC shall consist of at least seven (7) members:

- a. CAP's Moderator, General Presbyter/Assoc. Stated Clerk and Stated Clerk (3).
- b. Four (4) or more at-large members nominated by the Shepherding Team and elected by CAP who have experience/knowledge in the area of disaster preparedness, relief and assistance, emergency management, construction and/or emergency medical response. Overall composition shall strive to conform to principles of inclusiveness, representation and participation for race and gender, as well as the following principles:
 - i. No more than one member shall be a member of or serving a particular congregation.
 - ii. A Presbytery Team Coordinator shall be selected annually from the membership or drafted from the presbytery at large, for specific responsibilities set forth below.

M-18.006-Meetings and Quorum: The PDAC shall meet as needed, but at least annually for organizing, preparedness work and coordination. A **quorum** of the PDAC shall consist of majority of its membership and shall be required for business to be conducted and action taken.

The commission shall select one of its own to moderate/co-moderator of the PDAC and a Clerk shall record and distribute minutes. In the absence of the selected moderator, the CAP Moderator will moderate

M-18.007- Presbytery Team Coordinator (PTC)

M-18.007 a.- Roles and Responsibilities:

The Presbytery Team Coordinator shall be a member of and selected by the PDAC to serve as a primary resource at the Presbytery level for the purpose of organizing congregational preparation, mitigation response and recovery before, during, and after a disaster, whether natural or human caused. The PTC is to coordinate this effort through disaster preparedness, communication, development of resources, training, and direct response. In addition, the PTC should prepare emergency plans and procedures at the Presbytery level. In coordination with the Presbytery, the PTC will also develop relationships with neighboring presbyteries and support them when possible in times of disaster. The PTC should:

- i. Coordinate with the Presbytery to seek a Disaster Preparedness Contact (DPC) for each church.
- ii. Have current knowledge of the congregations within the Presbytery, their leadership, addresses, email addresses, and phone numbers.
- iii. Be thoroughly familiar with the infrastructure of the Presbytery, including roads, emergency shelters, emergency management contact information, etc.

- iv. Be knowledgeable to the roles and responsibilities of local organizations active in disaster (local government, American Red Cross, Salvation Army, local Emergency Management Agencies and Voluntary Organizations Active in Disasters.)
- v. Participate in disaster response training provided by PDA or Synod and be prepared to share that training with Disaster Contacts on the church level.
- vi. Coordinate the disaster response of the Presbytery, paying attention to congregations with limited resources and populations of those with special needs.
- vii. Assist the Presbytery in preparing and sending quarterly Public Service Announcements to churches.
- viii. **During a disaster, the PTC shall oversee and maintain emergency communications within the Presbytery and share necessary information with the general presbyter and other leadership if appropriate.**
- ix. **Following a disaster, the PTC shall participate with other response partners, under the guidance of Presbyterian Disaster Assistance and/or Church World Service.**

M-18.007 b.- Accountability: The PTC shall report through the CAP Disaster Assistance Commission to the General Presbyter, the Shepherding Team, and the Synod Disaster Response Officer.

M-18.007c.- Term: The PTC will serve on a yearly basis, subject to renewal by the Shepherding Team. There will be no specific limitations on renewals.

M-19.000- RESPONSE TO A CHURCH'S REQUEST TO BE DISSOLVED

M-19.001: Formation of an Administrative Commission: Upon receiving a request from a church to be dissolved, the Commission on Ministry shall appoint an Administrative Commission consisting of at least five members including 1. the Clerk of Session of the church and/or such other elder as the COM shall determine, 2. the pastor of the church if there is a pastor serving and 3. a combination of Ruling Elders and Teaching Elders from outside the congregation, in such combination as the COM shall Determine adhering as closely as possible to the balance of representation called for in the Book of Order and any stated policies of the presbytery. The Stated Clerk and General Presbyter/Pastor to Pastors shall be members ex officio.

M-19.002: The Powers and Duties of the Administrative Commission: shall include, but not be limited to, the following:

- a. To establish a timeline to accomplish all tasks necessary for bringing about closure in a manner that is pastoral, orderly, and leaves no unresolved matters, including those matters set forth in section i, below.
- b. To provide an inventory of the contents of the Church and their disposition.
- c. To develop, with the session, a plan for the disposition of the church assets agreeable to the congregation and for providing maximum on-going ministries in the presbytery in the name of Jesus Christ.
- d. To arrange for the continuing pastoral care of all members during the transition period.
- e. To arrange for the assumption of all legal responsibilities regarding the Church by Charleston Atlantic Presbytery.
- f. To forward all official records, including the session minutes and Church registers. to the PC (U.S.A.) Historical Society.

- g. To put in writing and officially enter into the minutes of presbytery all agreements with regard to the management and administration of assets that shall remain after the official closing of the Church.
- h. To keep a complete record of its meetings and actions to be filed with presbytery when all of the business of the Commission has been concluded.
- i. Develop a timeline for the dissolution of the Church addressing the following:
 - i. The date at which the session will cease to function and pastoral care of the members of the Church shall rest with the Administrative Commission.
 - ii. The date that the management of the physical facilities of the Church shall become the primary responsibility of the Administrative Commission of presbytery.
 - iii. The date and time of the final service of worship and celebration, thus marking the conclusion or all of the Church's functions as a congregation of the Presbyterian Church (U.S.A.).
 - iv. The date that the session records of the church will be officially closed, reviewed by the Commission on behalf of presbytery and, if appropriate, deposited with the Presbyterian Historical Society.
 - v. If the church is chartered, the date when the Charter of Incorporation for the Church shall be surrendered, and notification of this action given to the Secretary of State of South Carolina.
 - vi. The date when the title to properties owned by the Church shall be transferred to the presbytery through its trustees or to other such entity as may be determined by the Commission and the Church.
- j. Any other duties the Commission might determine to be right and proper as it works with the Church.

M-19.003 Reporting to Presbytery: certain actions must be reported to and included in the minutes of presbytery:

- a. The formation of an Administrative Commission in accordance with Section M- 19.001.
- b. All agreements concerning the final disposition of the Church assets should be recorded and reported to presbytery, including the legal description of any real property transferred by the church or the presbytery.

c. Any agreements regarding the long-term investments and distribution of assets or income.

d. A final report of the Administrative Commission, including a request that the Commission be dissolved.

M-19.004 Dissolution of the Commission: shall be accomplished by vote of the presbytery at the first convenient meeting following the receipt of the Final Report.

(Most recently revised May 21, 2022)