

**THE AMENDED AND RESTATED
MANUAL OF ADMINISTRATIVE OPERATION
FOR
CHARLESTON ATLANTIC PRESBYTERY**

This Amended and Restated Manual of Administrative Operations was adopted by two-thirds vote of Charleston Atlantic Presbytery at its Summer Stated Meeting on December 10, 2024 and supersedes all prior editions of any Manual of Administrative Operations.

M-1.0100 CHAPTER I -- THE COUNCIL

a. Ecclesiastical Entity. This council shall be known as Charleston Atlantic Presbytery of the Presbyterian Church (U.S.A.) (“Presbytery”). 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*.

b. Corporate Entity. The Presbytery as a corporate entity is the successor in interest to Charleston Presbytery, which was incorporated by action of the South Carolina Legislature in Act 1480 (1790) and the Atlantic Presbytery of the United Presbyterian Church in the U.S.A., which was incorporated on November 14, 1964.

M-2.0100 CHAPTER II -- AUTHORITY, AMENDMENTS AND SUSPENSION

M-2.0101 Purpose. 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 Process of Amendment. 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. All substantive amendments shall be annotated in the appendix to this Manual. The Shepherding Team shall authorize the stated clerk to make editorial changes to this Manual when needed and report such changes to the Presbytery.

M-2.0103 Suspension. 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-3.0100 CHAPTER III -- MEETINGS, MEMBERSHIP AND ORGANIZATION

M-3.0101 Stated Meetings. Beginning in 2025, The presbytery shall meet in Stated Session four (4) times per year in February, May, September, and November, 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 Special Meetings. The moderator may call a special meeting when, in his/her discretion, it is not reasonable to wait until the next stated meeting to address a pressing matter. 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 via e-mail not less than ten days in advance to each teaching elder member of presbytery, to each ruling elder enrolled as a member of presbytery in accordance with M-3.0106, ~~and~~ to the clerk of session of every church, and shall be posted in the presbytery's electronic newsletter. 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 Quorum. A quorum shall consist of ten (10) teaching elders and ten (10) ruling elders, the ruling elders representing at least ten (10) different congregations.

M-3.0104 Governance. The presbytery shall be governed in its meeting and in the action of all its agencies by the Constitution of the Presbyterian Church (U.S.A.), the Manual of Administrative Operations of Charleston Atlantic Presbytery, and by *Robert's Rules of Order, Newly Revised*.

M-3.0105 Congregational Representation. 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

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

M-3.0106 Membership.

a. Ministers of the Word and Sacrament. All ministers installed in congregations within the presbytery, those serving as stated supply or temporary pastoral relationships, those serving in validated ministries of the presbytery, at large members, and retired ministers shall be members of the presbytery with voice and vote. All ministers laboring within the bounds of the Presbytery while maintaining their membership in another presbytery shall have voice but no vote at any meeting of the Presbytery.

b. Ruling Elders. The Stated Clerk of presbytery shall 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 immediate past-moderator,), chairs of Ministry Teams, Chair of the Commission 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.

c. Commissioned Ruling Elders. The Stated Clerk of presbytery shall also enroll as members of presbytery with voice and vote all commissioned pastors actively serving pursuant to a commission.

d. Certified Christian Educators. The Stated Clerk of presbytery shall also enroll as members of presbytery all certified Christian Educators actively serving a congregation or the presbytery who are also ruling elders.

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

f. Corresponding Members. 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 our bounds to sit as corresponding members with voice but without vote for the period of their service.

M-3.0107 Meeting Format. 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 agencies, committees, and ministry teams responsible to the presbytery.

M-3.0108 Presentation of Business to Presbytery. Business may be brought to the stated meetings of the presbytery:

a. By Sessions. 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. At the discretion of the Strategy Team, such business received after that date may be deferred until the Such business received after that date shall be considered at the second stated meeting of the presbytery following its receipt by the Stated Clerk.

b. By Ministry Teams, Committees, Commissions, and Other Agencies of Presbytery. These groups 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 a supplement to the meeting handbook.

c. By Ruling Elder Commissioners and Teaching Elder Members of Presbytery. 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-3.0109 Overtures. 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 notify the Strategy Team and place the items in the hands of the Shepherding 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 normally must be acted on no later than the February stated meeting of the presbytery in the year in which the General Assembly meets.

M-3.0110 Emergency Scheduling. 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-3.0111 Standing Rules. 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 two-thirds (2/3) vote at any stated or special meeting.

M-3.0112 Holding Meetings of Presbytery by Electronic Means. When circumstances make it expedient to conduct a meeting electronically rather than in person, 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-3.0113 Attendance at Presbytery Meetings. As regular attendance and participation are vital to the work and health of the presbytery, the following standards are established.

a. Minister Members and Commissioned Pastors. All Ministers of the Word and Sacrament, commissioned ruling elders, and others identified in section M-3.0106 a. - e. are expected to attend stated meetings if at all possible. The dates of stated meetings are published at least one year in advance to facilitate full participation. 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. Retired members of Presbytery who are not actively serving a congregation or leading a ministry unit are excused from this obligation.

b. Congregations. 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. Excused Absences. Acceptable reasons for an excused absence include unexpected pastoral obligations, illness, participation in other denominational activities, and similar reasons. Inconvenience and lack of planning are not acceptable reasons. It should be rare that a congregation would have an acceptable excuse for not attending, as sessions have numerous elders from whom to elect a commissioner.

d. Follow Up. 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 -- CONSTITUTIONAL OFFICERS

M-4.0101 MODERATOR, VICE MODERATOR, AND PAST MODERATOR

a. Authority and Responsibilities. The moderator shall preside at all meetings of the Presbytery during the term of office and shall exercise all authority granted by G-3.0104. 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. The Moderator, Vice Moderator, and Past Moderator will also serve as ex officio members of Shepherding Team, with voice and vote. The Past Moderator shall moderate the Shepherding Team.

b. Election and Term of Office. At the Summer Stated Meeting the Committee on Representation and Nominations shall present a person to be elected as Moderator of presbytery for the following calendar year and a person to be elected as Vice Moderator for the following year. After the Vice Moderator completes the year of service as Vice Moderator, if the way be clear, the Committee on Representation and Nominations 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.

M-4.0102 STATED CLERK

a. Election. At the Summer Stated Meeting before the expiration of the term of the previous stated clerk, the Committee on Representation and Nominations shall present a person to be elected as Stated Clerk to serve a term of three years. He/she shall be eligible for re-election.

b. General Duties. The Stated Clerk shall serve according to the provisions of the *Book of Order* and this manual. 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. The Stated Clerk reports to the Shepherding Team. The Stated Clerk shall serve as the Secretary of the corporate entity that is Charleston Atlantic Presbytery. 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.

10. Shall appoint Investigating Committees when required by the rules of Church Discipline.

11. Shall be authorized to moderate sessions when appointed by the Commission on Ministry.

c. Associate Stated Clerk. The General Presbyter shall serve as the Associate Stated Clerk. The Associate Stated Clerk shall function as the Stated Clerk when the Stated Clerk is absent or unable to function.

d. Recording Clerk. 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. Compensation. 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. Temporary Clerks. 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 TRUSTEES

a. Election. The presbytery shall elect five trustees in staggered five year terms. The Committee on Representation and Nominations shall recommend candidates for these positions who shall be elected by the presbytery. A trustee may serve an unlimited number of consecutive five-year terms.

b. Responsibilities. The trustees shall have the authority and responsibilities for holding, leasing, selling or acquiring real property at the direction of the presbytery. The execution of documents may be accomplished by any three trustees.

M-5.0100 CHAPTER V -- STAFF

M-5.0101 General Duties. 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 members shall advise and assist the agencies of the presbytery but are neither authorized nor expected to do the work assigned to the members of the presbytery.

M-5.0102 Positions. The presbytery staff shall consist of the General Presbyter/Pastor to Pastors, Treasurer, 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. Election. The Presbytery shall elect an individual to serve as the General Presbyter / Pastor to Pastors for an indeterminate term. 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.

b. General Duties. The General Presbyter/Pastor to Pastors shall provide pastoral, spiritual, and administrative leadership to the Presbytery. He/She shall 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).

With the Moderator, the General/Presbyter/Pastor to Pastors 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.

c. Responsibilities. 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.
2. Serving as pastor to pastors for teaching elder, educator, and commissioned ruling elder members of presbytery and their families.
3. Supervising and evaluating the employment of administrative staff in accordance with personnel policies of the presbytery.
4. Providing 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, offering support to them and their families.
15. Serving as Associate Stated Clerk.
16. Serving as the President / Chief Executive Officer of the corporate entity that is Charleston Atlantic Presbytery.

17. Fulfilling other duties as may become necessary or as may be assigned by the Shepherding Team.

M-5.0104 TREASURER

a. Election and Term. 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. The Treasurer shall be supervised by the General Presbyter / Pastor to Pastors.

b. Responsibilities. The Treasurer shall ensure that all funds shall be received and disbursed for the presbytery according to the policies enacted by the presbytery. This individual shall also serve as the treasurer of the corporate entity that is Charleston Atlantic Presbytery.

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

M-6.0101 GENERAL OPERATIONS OF AGENCIES.

a. Defined. The agencies of the presbytery shall be all administrative commissions, standing committees (whether identified as committees or ministry teams) and *ad hoc* committees (whether identified as committees, task forces, other working groups) set up to accomplish the work of the presbytery.

i. **Administrative Commissions** are those bodies elected and authorized to consider and conclude specific matters referred to it. They may be standing or ad hoc commissions.

ii. **Standing Committees** are those bodies elected and authorized to study and recommend actions or carry out decisions made by the presbytery and which maintain an ongoing existence. Standing committees shall be composed of teaching and ruling elders in numbers as roughly equal as possible.

iii. **Ad hoc or special committees** are those bodies elected and authorized to study and recommend actions or carry out decisions made by the presbytery and whose existence expires upon completion of the assigned task. Ad hoc committees shall be composed of teaching and ruling elders in numbers as roughly equal as possible.

b. Attendance Expectations. Regular attendance of members of any of the above-named working groups is necessary and expected for the effective work of the presbytery. When a person has unexcused absences from three consecutive meetings of any working group, this constitutes an automatic resignation of the member. The moderator of the working group thus having a vacancy shall notify the moderator of the Shepherding Team and the Committee on Representation and Nominations in order to proceed with replacement.

c. **Terms of Office.** The term of office for persons elected to serve on all standing committees, commissions 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 will have three classes of members.

d. **Election of Moderators.** Unless otherwise stipulated within this manual, the Committee on Representation and Nominations will designate a member of the ministry team/committee to be elected as moderator of each group. The Permanent Judicial Commission shall elect its own moderator as required by D-3.04.

e. **Quorum.** Unless otherwise stipulated in this manual or required by the *Book of Order*, a quorum for all agencies of the presbytery subordinate to the presbytery shall be a majority of its voting membership.

M-6.0102 ADMINISTRATIVE COMMISSIONS

a. **Purpose.** The Presbytery may choose to appoint an administrative commission to consider and conclude on behalf of the Presbyter specific matters designated to it. These may include standing or ad hoc commissions.

b. **Composition.** Any administrative commission shall be composed of no fewer than five ruling and teaching elders in numbers as equal as possible with not more than one of its members from any one of its constituent churches.

c. **Reports.** Administrative commissions shall maintain a record of its proceeding and shall report all actions taken to the entity which appointed it.

M-6.0200 ELECTRONIC MEETINGS FOR AGENCIES OF PRESBYTERY

M-6.0201 Meetings Held by Electronic Means. Meetings of agencies of the presbytery may be held by electronic means rather than in person at 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.
- c. The meeting is called by the moderator who must provide adequate notice that the meeting is to be held electronically and includes instructions for participation in the electronic meeting.

d. Minutes of the meeting must note the means of communication.

e. 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 Hybrid In-Person and Electronic Meetings. At the discretion of the moderator, agencies may meet in person with the opportunity for members to participate electronically, so long 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:

1. note in the motion the reason the vote cannot be delayed until a regular meeting;

2. provide all members with the same information and documentation simultaneously; and

3. 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:

1. No email votes will be recorded;

2. 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.

f. A vote that passes will be reported in the minutes of the next meeting of the agency.

M-7.0100 THE SHEPHERDING TEAM

M-7.0101 Responsibilities: The Shepherding Team is a standing committee with the following responsibilities:

- a. Serving as a catalyst for God's work in the world including the following:
 1. **Connectionalism:** assuring the connectional life of the presbytery between congregations, between neighborhoods, and between the Synod of South Atlantic and General Assembly.
 2. **Ecumenism:** coordinating all ecumenical concerns for which the presbytery has responsibility.
 3. **Accountability:** reviewing 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.
 4. **Visioning:** creatively guiding the presbytery into the future by discerning the Spirit.
- b. Providing orientation to the ministry of presbytery for those serving on ministry teams, committees and subcommittees.
- c. Providing guidance to the and New Church Development/Church Transformation/Revitalization.
- d. Oversight of presbytery's finances.
- e. Receiving annual reports from the South Carolina Inn at Montreat, Bethelwoods, Thornwell, and Presbyterian Communities of South Carolina.
- f. Recommending to the Committee on Representation / Nominations persons to serve on the boards /ministry teams.
- g. Establishing Ministry Teams, sub-committees and commissions as needed to accomplish the work of the Shepherding Team.
- h. Employing and terminating staff (other than the general presbyter and stated clerk), approve position descriptions, and recommend levels of compensation.

i. Organizing the presbytery into neighborhoods for the purpose of geographic representation.

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

M-7.0102 Membership. The membership of the Shepherding Team shall be as follows:

a. The elected membership shall be composed of three classes of four members and shall be balanced between teaching and ruling elders as nearly equal as possible. Efforts shall be made to seek representation from all established neighborhoods within the presbytery.

b. The ex-officio members with voice and vote shall be the 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 Finance Team.

c. The ex-officio members with voice but not vote shall be the Director of Communications and the Treasurer.

M-7.0103 Meetings: The Shepherding Team shall hold regularly scheduled meetings at least six times a year.

M-7.0104 Presbytery Office Committee: 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 Authorization to Act between Meetings of the Presbytery: Where time constraints do not allow the matter to be considered at a stated or special meeting of presbytery, the Shepherding Team may, but is not required to act on behalf 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 the 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-8.0100 THE STRATEGY TEAM

M-8.0101 The Strategy Team is a standing committee whose responsibilities include:

a. Developing a presbytery meeting agenda.

1. 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.”

2. 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.

b. Appointing Committees of Council as needed for disciplinary cases in accord with the *Book of Order*.

M-8.0102 Membership. The voting membership of the Strategy Team shall be the General Presbyter/Pastor to Pastors, Stated Clerk, Presbytery Moderator, Presbytery Vice-Moderator, Immediate Past Moderator. The Associate for Congregational Nurture and Service shall be an advisory member. The Stated Clerk shall moderate this team.

M-8.0103 Meeting Schedule. The Strategy Team shall meet before and after the stated presbytery meetings for planning and evaluating purposes.

M-9.0100 FINANCE COMMITTEE

M-9.0101 Responsibilities. The Finance Committee is a standing committee whose responsibilities include:

a. Educating presbytery members, commissioners, and congregation of matters of stewardship;

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. Providing for a full financial review of all books and records in accordance with the Book Order.

d. Overseeing the investments of the presbytery.

M-9.0102 Membership. The membership shall be composed of three classes of two members and shall be balanced between teaching and ruling elders as nearly equal as possible. The moderator shall be nominated by the Committee on Representation and Nominations and elected by the presbytery. Efforts may be made to seek representation from all established

neighborhoods within the presbytery. The General Presbyter/Pastor to Pastor, the Treasurer and the Director of Finance shall be ex officio members with voice and vote.

M-9.0103 Meeting Schedule. The Finance Committee shall meet as necessary but not less than four times a year.

M-10.0000 COMMITTEE ON REPRESENTATION AND NOMINATIONS

M-10.0101 Responsibilities. The Committee on Representation and Nominations is a standing committee whose responsibilities include:

a. Representation. This committee shall be responsible for promoting and reviewing the presbytery's implementation of the church's commitment to inclusiveness and representation. It shall give careful consideration to the balanced representation called for in the *Book of Order* G-3.0103, including but not limited to:

1. advising the presbytery regarding implementation of principles of unity and diversity;
2. advocating for diversity in leadership; and
3. consulting with the presbytery on the employment of personnel in accordance with the principles of unity and diversity contained in the *Book of Order*.

b. Nominations. This committee shall be responsible for nominating to the presbytery qualified persons to serve in all constitutional offices, the general presbyter / pastor to pastor, and all standing committees and commissions of 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. Its actions shall conform with the church's commitment to unity in diversity. It should solicit and consider recommendations from the churches and teaching elders, the Moderator, the Shepherding Team, other ministry teams and committees affected, and shall consult with presbytery staff.

c. Institution Trustees. 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 its Board.

d. Timing of Nominations. This committee 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 CORN may report at any meeting of the Presbytery and recommend persons to fill vacancies. When such elections occur, the CORN should specify when the person elected is to begin service.

M-10.0102 Membership. This committee shall be composed of three classes of three members with the moderator being elected by the presbytery from those committee members.

Members shall not be eligible to serve consecutive terms. Membership shall reflect the broad diversity of the congregations within the presbytery.

M-10.0103 Meeting Schedule. The COR shall meet immediately following the Winter Meeting of the presbytery each year and as often thereafter as its work shall require.

M-10.0104 Commissioners to General Assembly and to Synod This committee shall also be responsible for nominating commissioners and Young Adult Advisory Delegates to the General Assembly and to the Synod. Commissioners and delegates to the General Assembly shall be elected at the Fall Stated Meeting in the year prior to the meeting of the General Assembly. This committee shall use the following criteria for its nominations:

a. A record of effective participation in the life and the work of the presbytery and its churches should be considered. Potential nominees shall commit to being available to participate in required training and full participation in all committee and 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 at the Fall Stated Meeting of presbytery every other year preceding the meeting of General Assembly, three (3) ruling elders and (three (3) teaching elders for election as commissioners to General Assembly, with two (2) in each category being elected as the principal commissioners and the third 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-10.0105 Broad Participation. To facilitate broad participation in the life and work of the presbytery, this committee should avoid when possible nominating any individual to serve on more than one standing committee or commission unless membership is a function of the office to which an individual is elected.

M-11.0100 COMMISSION ON MINISTRY

M-11.0101 Delegated Responsibilities. The Commission on Ministry is a standing commission whose delegated authority, pursuant to section G-3.0109.b. of the Book of Order, shall be the consideration and conclusion of the following matters on behalf of the presbytery:

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 electing 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.

r. To monitor and oversee any worshipping communities established by the presbytery.

M-11.0102 Non-Delegated Responsibility. The COM may request that the presbytery 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 Membership. The membership shall be composed of three classes of six members and shall be balanced between teaching and ruling elders as nearly equal as possible. Efforts shall be made to seek representation from all established neighborhoods within the presbytery. The General Presbyter/ Pastor to Pastor and the Stated Clerk shall be ex officio members with voice but not vote.

M-11.0104 Meeting Schedule. This commission will meet as often as necessary, but at least Six times a year.

M-12.0100 COMMITTEE ON PREPARATION FOR MINISTRY

M-12.0101 Responsibilities. The Committee on Preparation for Ministry is a standing committee whose responsibilities include:

a. Oversight of the inquirer and candidacy stages of preparation for calls to ministry to the office of teaching elder.

b. Oversight of the preparation of those called to educational ministry (certification process and/or advanced degrees other than Masters of Divinity).

c. Appointment of the presbytery's representatives to the Presbyteries Cooperative Committee on Examinations.

M-12.0102 Membership. The membership ordinarily shall be three classes of three members and shall be balanced between teaching and ruling elders as nearly equal as possible. Efforts shall be made to seek representation from all established neighborhoods within the presbytery. The General Presbyter/ Pastor to Pastor and the Stated Clerk shall be ex officio member with voice but not vote.

M-12.0103 Meetings. The Preparation for Ministry Team shall meet as often as necessary, but at least four times a year and including for annual consultations with those under care of the presbytery.

M-13.0100 NURTURE MINISTRY TEAM

M-13.0101 Responsibilities. The Nurture Ministry Team is a standing committee whose responsibilities include oversight and direction of the following programs:

- a. Presbytery-wide events (excluding presbytery meetings).
- b. Maintenance of 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. The membership shall be composed of three classes of two members and shall be balanced between teaching and ruling elders as nearly equal as possible. Efforts shall be made to seek representation from all established presbytery neighborhoods. Additional team members from congregations in the presbytery may be asked to serve on subcommittees. The Associate for Congregational Nurture and Service shall be an *ex officio* member with voice and vote.

M-13.0103 Meetings. The Team will meet as often as necessary, but at least four times 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 is a standing committee whose responsibilities include:

- 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. The membership shall be composed of three classes of two members and shall be balanced between teaching and ruling elders as nearly equal as possible. Efforts shall be made to seek representation from all established neighborhoods within the presbytery. Additional team members from congregations in the presbytery may be asked to serve on subcommittees. The Associate for Congregational Nurture and Service shall be an ex officio member with voice but not vote.

M-14.0103 Meetings. The Service to Others Ministry Team will meet as often as necessary, but at least four times a year to coordinate and evaluate the subcommittees' work. Subcommittees will meet as needed.

M-15.0100 THE PERMANENT JUDICIAL COMMISSION

M-15.0101 Responsibilities. The responsibilities of the Permanent Judicial Commission is a standing commission whose responsibilities shall be:

- a. Fulfilling all of those duties and responsibilities delineated in the *Book of Order* as responsibilities of the Permanent Judicial Commission.
- b. Serving as an advisory committee on interpretation of the Constitution, when requested to do so by the Stated Clerk.

M-15.0102 Membership. The membership shall be composed of three classes of four members who shall serve six year terms. Membership shall be balanced between teaching and ruling elders as nearly equal as possible. Efforts shall be made to seek representation from all established neighborhoods within the presbytery. The members shall elect a moderator and clerk of the commission

M-15.0103 Meetings. The commission shall meet at least once a year for training and to elect a moderator and recording clerk and shall meet as needed thereafter.

M-16.000 NEW CHURCH DEVELOPMENT PROCEDURES

M-16.001 The New Church Development Subcommittee (referred to herein as the "NCD") is a subcommittee of the Shepherding Team.

M-16.002 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.

1. 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.

2. 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 MDP 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.

1. 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.

2. 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-16.002 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.

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

2. Once the MDP is approved, the chair of COM or appropriate presbytery staff member will submit the MDP 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.

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

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

M-17.0000 PRESBYTERY DISASTER ASSISTANCE COMMISSION

M-17.001 Purpose. The Presbytery Disaster Assistance Commission (“PDAC”) serves as a liaison between the PCUSA’s Disaster Assistance program and the local congregations of the Presbytery. PDAC shall have both non-delegated and delegated responsibilities.

M-17.0102 Non-Delegated Responsibility. In the discharge of its non-delegated responsibilities, the PDAC shall function as a standing committee of the Presbytery and shall be responsible for the following actions:

- a. Bringing awareness and education to CAP congregations concerning PDA.
- b. Maintaining liaisons or a point of contact with each church regarding PDA needs and responses.
- c. Serving as a resource to congregations for disaster preparedness (including templates for creating a local church plan).
- d. Serving as a resource to congregations for disaster response.

M-17.0103 Delegated Responsibilities. In the discharge of its delegated responsibilities, the PDAC shall function as a standing commission of the Presbytery. Pursuant to section G-3.0109.b of the Book of Order, the PDAC shall be authorized during times of disaster affecting the counties which compose Charleston Atlantic Presbytery to consider and conclude the following matters on behalf of the presbytery:

- a. Assist with getting aid quickly to churches/communities in CAP experiencing disaster, including deployment of PDA teams or funds.

M-17.0104 Membership. The membership shall be composed of three classes of two members and shall be balanced between teaching and ruling elders as nearly equal as possible. The Stated Clerk shall be an ex officio member with voice and vote. Whenever possible, members should have experience/knowledge in the area of disaster preparedness, relief and assistance, emergency management, construction and/or emergency medical response.

Normally, no more than one elected member should be a member of or serving a particular congregation.

M-17.0105 Meetings. The PDAC shall meet as needed, but at least annually for organizing, preparedness work and coordination.

M-18.000 RESPONSE TO A CHURCH'S REQUEST TO BE DISSOLVED

M-18.001 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 clerk of Session of the church or such other elder as the COM shall determine, the pastor of the church if there is a pastor serving,. 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-18.002 Authority. Pursuant to section G-3.0109.b. of the Book of Order, the powers and duties of the administrative commission shall be:

- a. Establishing a timeline to accomplish all tasks necessary for bringing about closure in a manner that is pastoral, orderly, and leaves no unresolved matters.
- b. Providing an inventory of the contents of the church and their disposition.
- c. Developing, 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. Arranging for the continuing pastoral care of all members during the transition period.
- e. Arranging for the assumption of all legal responsibilities regarding the church by Charleston Atlantic Presbytery.
- f. Forwarding all official records, including the session minutes and church registers. to the P.C.U.S.A. Historical Society.
- g. Arranging for inclusion in 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. Keeping 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. Determining a date of dissolution of the Church addressing the following issues and ensuring that each is accomplished:

1. The date on which the session will cease to function and pastoral care of the members of the Church shall rest with the Administrative Commission.

2. The date that the management of the physical facilities of the Church shall become the primary responsibility of the the presbytery.

3. The date and time of the final service of worship and celebration, thus marking the conclusion of the Church's functions as a congregation of the Presbyterian Church (U.S.A.).

4. 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.

5. If the church is incorporated, 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.

6. 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. All other duties necessary to accomplish its task.

M-18.003 Reporting to Presbytery. The commission shall provide a written report to presbytery at the conclusion of its task documenting the actions taken and including all necessary agreements and legal documents addressing investments and disposition of assets, income and property.

**Appendix to the Amended and Restated
Manual of Administrative Operation
for Charleston Atlantic Presbytery**

Section	Substance of Amendment	Date Amended