

# MANUAL OF OPERATIONS

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## Presbytery of Stockton

### Synod of the Pacific

### Presbyterian Church (USA)

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## **M-0.1000 PURPOSE OF MANUAL OF OPERATIONS**

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This Manual of Operations (MOO) is established so that the governance, ministry, and mission of the Stockton Presbytery, and PC (USA) of which we are a part, can be duly fulfilled. All business in this MOO should be conducted with required checks and balances, oversight, documented record-keeping and shared responsibility. The MOO is to be used to provide clarity, unity and camaraderie in times of questions and encouragement in times of joy. All actions outlined in this MOO should be done in spirit of service and humility so that the love of Christ may be visible in our gatherings and business.

## **M-1.0000 PRESBYTERY COUNCIL**

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### **1.0100 Membership:**

The Presbytery Council shall consist of chairpersons of committees and Moderator, Vice-Moderator, and the Moderator of Presbyterian Women of Stockton Presbytery. The immediate past Moderator of Presbytery will be the Chair of Council. If this person is not available, the current Moderator or the most recent past Moderator available will serve. The Stated Clerk of the Presbytery shall serve as non-voting secretary. The Executive Presbyter and Treasurer of the Presbytery shall serve as non-voting consultants.

### **1.0200 Duties:**

The Presbytery Council shall:

- a. Nominate the Stated Clerk and the Treasurer. One person may not fill both positions.
- b. Present to Presbytery nominees to serve on the Nominating and COR Committee.
- c. Facilitate final review and approval of docket for the Presbytery meetings.
- d. Plan and coordinate each Presbytery meeting.
- e. Periodically review the Bylaws and Manual of Operations.
- f. Ensure an Annual Performance review of Presbytery staff and paid officers through the Presbytery Personnel Committee in accordance with the Personnel Policies of the Synod of the Pacific.

### **1.0300 Meetings:**

- 1.0301 The Council shall meet (in person) at least quarterly in preparation for the following regularly scheduled Stated Meeting of the Presbytery.
- 1.0302 The Chair of Council, the Moderator, the Executive Presbyter or any two members of Council may call a Special Meeting of the Council when such a meeting is warranted. Such meetings shall ordinarily be done in person.
- 1.0303 In the event that circumstances require a meeting of the Council which cannot wait until the next regularly scheduled meeting and/or cannot be accomplished in person, a tele-conference and/or video-conference may be called. Email voting shall be permitted except to approve financial expenditure of funds outside of the approved budget or issues deemed to be controversial and needing face-to-face discussion. The execution of such a meeting shall require the Stated Clerk to perform all duties related to a normally scheduled meeting including the determination that a quorum is present and the recording of minutes.

## **M-2.0000 PRESBYTERY OFFICERS**

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### **2.0100 Chair of Council:**

#### 2.0101 Term of Office

The term of office for the Chair of Council shall be for one year, beginning on the first day of January following the election held at the stated meeting of the Presbytery the previous November and concluding with the assumption of office of his or her successor the following January first.

#### 2.0102 Succession

Ordinarily the Chair of Council will be the immediate past Moderator of the Presbytery.

#### 2.0102 Duties

The Chair of Council shall:

- a. Prepare the docket for the meetings of the Presbytery Council
- b. Serve as the presiding officer at meetings of the Council
- c. Sign documents on behalf of the Presbytery as authorized by Presbytery.

### **2.0200 Moderator of Presbytery:**

#### 2.0201 Term of Office

The term of office for the Moderator shall be for one year, beginning on the first day of January following the election held at the stated meeting of presbytery the previous

November and concluding with the assumption of office of his or her successor the following January first.

2.0202 Succession

Ordinarily the Moderator will be the immediate past Vice Moderator of the Presbytery.

2.0203 Duties

The Moderator of Presbytery shall:

- a. Serve as the presiding officer during stated and special meetings of the Presbytery
- b. Appoint such temporary committees as are needed

**2.0300 Vice-Moderator of Presbytery:**

2.0301 Term of Office

The term of office for the Vice Moderator shall be for one year, beginning on the first day of January following the election held at the stated meeting of Presbytery the previous November and concluding with the assumption of office of his or her successor the following January first.

2.0302 Duties:

The Vice-Moderator of Presbytery shall:

- a. Serve as the presiding officer during stated and special meetings of the Presbytery in the absence of the Moderator
- b. Assist the Moderator in discharging the duties of that office

**2.0400 Stated Clerk:**

2.0401 Election

The Stated Clerk shall be elected at the November stated meeting of the Presbytery prior to the expiration of the preceding term.

2.0402 Term of Office

The term of office of the Stated Clerk shall be for three years, beginning on the first day of January following the election held at the stated meeting of the Presbytery the previous November and concluding with the assumption of office of his or her successor upon the expiration of the term of office.

A performance review shall be conducted annually by the Personnel Committee of the Presbytery of Stockton, with the Executive Presbyter.

2.0403

Succession

The Stated Clerk may be elected to successive terms of office.

2.0404

Installation

The Moderator of the Presbytery shall ordinarily install the Stated Clerk at a service held during the November stated meeting of the Presbytery.

2.0405

Duties

The duties of the Stated Clerk shall be:

- a. As described in the *Book of Order* of the Presbyterian Church (U.S.A.), the Manual of Operations of the Presbytery of Stockton, the position description found in A-2, and as assigned by the Presbytery Council.
- b. To maintain a complete and accurate record the proceedings of each stated and special meeting of the Presbytery and the Presbytery Council, and ordinarily distribute them within two weeks of the meeting.
- c. To sign documents on behalf of the Presbytery as authorized by the Presbytery.
- d. To serve as the agent of service and process for the Presbytery.
- e. Review Session minutes and rolls of each congregation at least annually in October. A list of what is required to be in session minutes shall be made available to each Clerk of Session by the Stated Clerk of Presbytery. (from M-7.0300d, Nominations)

**2.0500**

**Treasurer:**

2.0501

Election

The Treasurer shall be elected at the November stated meeting of the Presbytery prior to the expiration of the preceding term.

2.0502

Term of Office

The term of office of the Treasurer shall be for three years, beginning on the first day of January following the election held at the stated meeting of the Presbytery the previous November and concluding with the assumption of office of his or her successor upon the expiration of the term of office.

A performance review shall be conducted annually by the Personnel Committee of the Presbytery of Stockton with the participation of the Finance and Administration Committee.

2.0503 Succession

The Treasurer may be elected to successive terms of office.

2.0504 Installation

The Moderator of the Presbytery shall ordinarily install the Treasurer at a service held during the November stated meeting of the Presbytery.

2.0505 Duties:

The duties of the Treasurer shall be:

- a. To comply with all appropriate financial procedures prescribed in the *Book of Order* of the Presbyterian Church (U.S.A.)
- b. To maintain the financial records of the Presbytery in accordance with Generally Accepted Accounting Practices (GAAP)
- c. To serve as an *ex-officio* member, without vote, of the Finance and Administration Committee of the Presbytery, working under its general direction
- d. To regularly attend the meetings of the Finance and Administration Committee of the Presbytery
- e. To prepare and submit on a monthly basis reports of the financial condition of the Presbytery
- f. To prepare and submit other financial reports as requested by the Finance and Administration Committee of the Presbytery
- g. To prepare and present to the Presbytery at its February stated meeting a complete report of the financial condition of the Presbytery as of the close of the books for the previous year.

## **M-3.0000 EXECUTIVE PRESBYTER**

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3.0100 **Term of Service**

The Executive Presbyter will be elected to serve an indefinite term with an annual performance review conducted by the Presbytery of Stockton Personnel Committee in accordance with the Synod of the Pacific Personnel Policies and Procedures.

3.0110 **Duties:**

The Executive Presbyter shall follow all appropriate procedures prescribed in the Book of Order as well as those prescribed in the approved job description (Appendix A-1).

## **M-4.0000 COMMITTEE ON MINISTRY**

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4.0100 **Purpose:**

The Committee on Ministry shall serve as pastor and counselor to the ministers, Commissioned Ruling Elders and Certified Christian Educators of the Presbytery, to

facilitate the relations between congregations, ministers, Commissioned Ruling Elders and Certified Christian Educators, and the Presbytery, and to settle differences on behalf of the Presbytery when possible and expedient.

**4.0100 Membership:**

The committee shall ordinarily consist of six members, divided as evenly as possible between teaching and ruling elders, serving in three classes.

**4.0200 Duties:**

The committee shall fulfill its functions as outlined in the Book of Order (G-2.05 and G-2.07-2.10) and also shall:

- a. Present to the May meeting of Presbytery all pastors' terms of call.
- b. Grant permission to ministers to labor outside the bounds of Presbytery. Such actions must be reported to the next meeting of Presbytery.
- c. Require an annual report from all ministers performing work not under the jurisdiction of Presbytery or higher governing body.
- d. When time is of the essence, the committee may act to dissolve a pastoral relationship when both the congregation and pastor concur. (~~G-11.0502h~~)

**4.0300 Statement of Faith:**

When Presbytery requires a Statement of Faith from a prospective minister member, that statement shall be made available to the commissioners at least 10 days prior to that Presbytery meeting.

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**M-5.0000 COMMITTEE ON PREPARATION FOR MINISTRY**

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**5.0100 Purpose:**

The purpose of this committee is to provide oversight and guidance to inquirers and candidates in their efforts toward a calling to professional ministry.

**5.0200 Membership:**

The committee shall ordinarily consist of three members: two teaching elders and one ruling elder. When a prospective inquirer/candidate is brought before the Presbytery for action to come under care, that prospect's church shall provide a ruling or teaching

elder to be elected to serve on this committee for the duration of the prospect's care, and serve as the church's session liaison for the inquirer/candidate.

**5.0300 Duties:**

The committee shall receive persons appearing before the committee and consider recommending them to the Presbytery to be approved as Inquirer or Candidate.

The committee shall also provide oversight and guidance for such persons in their pursuit of possible professional ministry, interpret the role of the Presbytery and the prospect's session and congregation in this process, and fulfill the responsibilities indicated in G-2.06.

**5.0400 Statement of Faith:**

When an individual is to present their Statement of Faith before Presbytery, that statement shall be made available to all the commissioners at least 10 days prior the that Presbytery meeting.

**M-6.0000 COMMITTEE ON REPRESENTATION AND NOMINATIONS**

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**6.0100 Purpose:**

The Committee on Representation and Nominations, being combined as allowed by the Book of Order, shall consist of members for both COR and Nominations, shall be intentional in both recruiting and nominating with diversity in the duties indicated below, and shall provide for training and support to the individual congregations and the Presbytery regarding the mission and ministry of COR.

**6.0200 Membership:**

The committee shall ordinarily consist of six members, two teaching elders and four ruling elders or lay people, to be nominated by the council, bearing in mind the need for diversity on this committee.

**6.0300 Duties:**

- a. Present nominations for Moderator and Vice Moderator at the November meeting of Presbytery.
- b. Present at the November Presbytery meeting nominations for all committee members who have terms of office expiring at the end of the year. When members



resign at any time of the year or are unwilling to serve, this committee shall nominate replacements as soon as possible.

- c. Present nominations as the need arises for responsibilities our Presbytery has in the Synod of the Pacific:
  - 1. Synod Commissioners: at the May Presbytery meeting, present nominees in compliance with the request of the Synod Stated Clerk.
  - 2. Synod PJC: One person elected for a six- year term when requested by the Synod Stated Clerk.
- d. Review all overtures that are directed to the Presbytery and recommend action to be taken.
  - 1. Booklets containing overtures sent by the previous General Assembly to the presbyteries shall be distributed in a timely manner at least one full month, prior to the vote at Presbytery.
  - 2. Overtures arising within our own Presbytery shall be acted upon no later than the date designated by General Assembly.
  - 3. Overtures from other Presbyteries may be acted upon at any time.

## **M-7.0000 COMMITTEE ON HEALTHY CONGREGATIONS**

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### **7.0100 Purpose:**

To provide resources and training to enhance the churches' growth in discipleship and ministry, encouraging connections between churches to this end.

### **7.0200 Membership:**

The committee shall ordinarily consist of five members, including at least two teaching elders and two ruling elders, striving for a balanced representation of the Presbytery membership.

### **7.0300 Duties:**

- a. Implement and facilitate educational programs for the churches of the Presbytery which may include: leadership education, lay-person training, stewardship education, evangelism training and other educational opportunities for the Presbytery. These programs could be staffed from within the Presbytery, within the Synod or by an outside consultant or program.

- b. Facilitate a network of leadership ideas, and available church resources among the churches through publications and/or electronic media.
- c. Provide resources and technical support for evangelism, church growth and congregational renewal.
- d. Promote the camp and conference programs of Presbytery.
- e. Provide opportunities and resources for churches and church leaders to be more connectional and relational which may include retreats, fellowship events and service projects.
- f. Facilitate and administer opportunity grants.

## **M-9.0000 COMMITTEE ON MISSION**

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### **9.0100 Purpose:**

The Committee on Mission shall educate, empower and equip congregations of the Presbytery and members of Presbytery in best missional practices, recognizing that God's call upon His people entails their whole selves; sharing of resources both material and immaterial, serving neighbors both near and far in Word and deed.

### **9.0200 Membership:**

The committee shall consist of five members, including at least two teaching elders and two ruling elders representative of the gender, ethnic and physical ability diversity present in the Presbytery. At least one member shall serve on the Ethnic Concerns committee.

### **9.0300 Duties:**

- a. Maintain a holistic and comprehensive missional framework for Presbytery, providing educational and training opportunities for member congregations,
- b. Coordinate with local, regional, and denominational mission bodies to serve the incarnational integration of this framework in the Presbytery and member congregations.
- c. Develop and coordinate new worshipping communities and missional reinvigoration of member congregations, coordinating with a representative of the Ethnic Concerns Committee for insight and development.
- d. Regularly share with Presbytery the progress and needs of ministry opportunities and mission partnerships.
- e. Provide coordination and assistance for Presbytery-wide mission efforts.

- f. Provide resources and technical support for the development, implementation and review of the holistic and comprehensive missional framework for local churches.
- g. Promote the national and world mission enterprises of the denomination as well as special offerings promoted by Presbytery, Synod and General Assembly.
- h. Provide oversight for Presbytery's Hunger-Action Enabler and Mission Advocate activities.
- i. Educate and encourage congregations regarding their mission pledges and submit those pledges to the Synod in a timely manner.

## **M-10.0000 COMMITTEE ON FINANCE AND ADMINISTRATION**

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### **10.0100 Purpose:**

Provide oversight and management of the assets and financial resources of the Presbytery in conformity with Generally Accepted Accounting Principles (GAAP), and to provide guidance and direction to the Presbytery Treasurer in the performance of the duties of that office.

### **10.0200 Membership:**

The committee shall consist of a minimum of two teaching elders and three ruling elders, the Treasurer (ex officio) of the Presbytery, and the Executive Presbyter (ex officio).

### **10.0300 Duties:**

- a. Oversee and care for all real property held by Presbytery and its churches as well as all of the other assets of the Presbytery.
- b. Be responsible for an annual full financial review of all books and records relating to the finances of the Presbytery. (G-3.0113)
- c. Be responsible for developing the annual budgets of the Presbytery in consultation with the appropriate committees and the council of Presbytery for recommendation and vote of the Presbytery at its November meeting.
- d. Accounts receivable (A/R) shall be reviewed monthly.
- e. ANY transfer of funds between accounts shall be reviewed/approved by the entire committee (accompanied by 'Transaction Memo' form with explanation).

- f. Ensure compliance with all file management and security stipulations in Treasurer’s Position Description (Appendix A-3).
- g. Submit full financial reports to Presbytery (always with comparison to budget) as follows:
  - Year-end closing report with budget for new year – February Presbytery meeting
  - First quarter report plus results of Financial Review – May Presbytery meeting
  - Second quarter report – September Presbytery meeting
  - Third quarter report plus budget recommendations for following year – November Presbytery meeting
- h. Receive full financial monthly reports from Treasurer and forward to council.

## **M-11.0000 PERMANENT JUDICIAL COMMISSION**

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### **11.0100 Purpose:**

Fulfill the requirements of the Book of Discipline.

### **11.0200 Membership:**

The commission shall consist of seven members, balanced between teaching and ruling elders, who shall serve six-year terms.

### **11.0300 Duties:**

The commission shall fulfill its functions as outlined in the Book of Order. (D-5.000)

## **M-12.0000 PERSONNEL COMMITTEE**

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### **12.0100 Purpose:**

To work with the Synod Personnel Committee to procure the services of an Executive Presbyter and deal with other employment issues regarding that position; to be the liaison between all staff and the council; and to evaluate the annual performance of all paid staff in terms of ministerial and/or professional responsibilities, using the position descriptions as standards. Ordinarily these staff reviews shall be conducted in September to accommodate budget preparation. (Appendix A)

**12.0200 Membership:**

The committee shall ordinarily consist of five members, balanced between teaching and ruling elders, represented by at least one officer of the Presbytery Council.

**12.0300 Duties:**

- a. Serve as liaison between paid staff and the Presbytery of Stockton Council.
- b. Conduct annual evaluation of each paid staff member of the Presbytery of Stockton in accordance with the Synod Personnel Policies and Procedures. This annual review will include:
  1. A written evaluation that includes a review of adequacy of compensation
  2. A report to Council concerning the review and/or recommendations related to adequacy of compensation
  3. A review in person with each staff member with at least two members of the Personnel Committee to report the results of the review and to receive feedback and/or concerns from staff related to current job descriptions and working environment.
- c. Annually review full position descriptions for paid staff in Appendix A of the Manual of Operations and report to Council.

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**M-13.0000 AMENDMENTS TO THE MANUAL OF OPERATIONS**

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**13.0100** Changes to the Manual of Operations shall be by a 2/3 vote of the Council, provided such proposed changes are sent out at least 10 days prior to the Council meeting, and such changes are reported at the next meeting of the Presbytery.

13.0200 Changes to any of the appendices shall be sent out with the call to the Presbytery meeting at which the changes shall be acted upon, and shall require a 2/3 vote of the Presbytery.

## **APPENDICES to Manual of Operations**

- A. Position Descriptions
  - 1. Executive Presbyter
  - 2. Stated Clerk
  - 3. Treasurer
- B. COM Manual (including Sexual Misconduct Prevention Policy)
- C. Finance Manual of Policies and Procedures
- D. Gracious Dismissal Policy
- E. Gracious Reception Policy
- F. Records Retention Policy (pending)