



The Presbytery of
DONEGAL

**Manual of
Administrative
Operations**

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The Mission of the Presbytery of Donegal is to participate in the Gospel of Jesus Christ by equipping the ministry of congregations and leaders of congregations, and by carrying out the mission that we do better together as a presbytery to fulfill the Great Ends of the Church.

PREFACE

This Manual of Operations is meant to assist Donegal Presbytery in its mission statement, and thereby to give witness “that the good news of the Gospel is that the triune God creates, redeems, sustains, rules, and transforms all things and all people.” (F-1.01) Believing that the “mission of God in Christ gives shape and substance to the life and work of the Church” (F-1.01), this manual gives shape to our common life (always provisionally and always open to ways to reform in faithfulness.)

This Manual is in response to the direction from our Book of Order that “each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.” (G-3.0106). The following principles are operative in the governance of the presbytery.

1. The structure of the Presbytery of Donegal is in accordance with the principles set forth in *The Book of Order*, The Presbyterian Church (U.S.A.).
2. This Manual of Administrative Operations is to comply with the directive of G-3.1016 that “Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.”
3. Those sections of The Form of Government which employ the word "shall" are obligatory upon the Presbytery and need no further reference in this Manual. Consequently, The Form of Government is an essential accompaniment to this Manual. Likewise, those sections in the manuals and handbooks that employ the word “shall” are obligatory, whereas the word “may” is permissive.
4. The Presbytery provides for the following manuals, handbooks, and portals for policies guidelines and procedures, and for the means for adoption and amendment as listed in each instance.

- a. **Manual of Administrative Operations (MAO):**

The Presbytery Leader Team is responsible for the development and maintenance of the Manual of Administrative Operations. The MAO includes documentation on the Articles of Incorporation, Bylaws, Mission Statement, Guiding Principles, and Presbytery Structure. The sections of the MAO include: Presbytery Membership, Presbytery Gatherings, Presbytery Officers and Staff, Leader Team, Curating the Common Vision of the Presbytery and Committees, Stewardship, Commissions and Groups. The MAO requires a 2/3 Vote of the Presbytery to amend. Ordinarily amendments will be presented for a first read and comment period, and then for adoption at a subsequent gathering of the presbytery. These policies and

procedures, as well as the process for amendments, may be suspended by a 2/3 vote of the Presbytery.

Position Descriptions for Presbytery Infrastructure Committees may be amended by committees with approval of the Leader Team and placement on the consent agenda of the presbytery gathering docket.

b. Presbytery Handbook of Financial Operations (Under Development)

The Presbytery Administration Committee is responsible for the development and maintenance of this handbook. It includes descriptions of presbytery accounting procedures; expenditure guidelines; credit card, cash and check policies; financial review process. May be amended by the Administration Committee, with concurrence of the Leader Team and placement on the consent agenda of the presbytery gathering docket.

c. Presbytery Employee Handbook

The Presbytery Administration Committee is responsible for the development and maintenance of Employee Handbook. It includes descriptions of processes for hiring and dismissing staff; coaching and equipping process for staff development; position descriptions; employment policies and practices. May be amended by the Administration Committee after consultation with presbytery legal advisor, with concurrence of the Leader Team and placement on the consent agenda of the presbytery gathering docket.

d. Property and Insurance Policies and Procedures

The Presbytery Administration Committee is responsible for the development and maintenance of these policies and procedures, which include provisions for presbytery oversight of the property and insurance of congregations under the jurisdiction of the presbytery. They also include policies and procedures for presbytery insurance policies and presbytery-owned property. May be amended by the Administration Committee after consultation with presbytery legal advisor, with concurrence of the Leader Team and placement on the consent agenda of the presbytery gathering docket.

e. Connecting Our Ministry Commission (COM) Portal

The COM Portal is the entry point for the policies, guidelines and procedures that connect the ministry and mission of the presbytery with the ministries of congregations. Included in the portal are: the Liaison process, Pulpit Supply Policies, Ending Pastoral Relationships, the Healthy Boundaries process, Vacancy Process, Ordination and Installation Guidelines, Pastoral Models and Guidelines, Terms of Call documents, Guidelines for Nurturing Resilience and Transforming Conflict, the Coaching and Equipping Process for Staff Development in Congregations, Dissolution of the Pastoral Relationship policies, Safe Child and Sexual Misconduct Prevention

and Response policies, Background Clearance Requirements, and other policies as might be necessary.

The COM Portal is developed and maintained by COM with guidance from the Executive Presbyter and Stated Clerk, with concurrence by the Leader Team. Processes governed by COM may be amended by the same process, with placement upon the COM Report for the Consent Agenda of actions taken by COM on behalf of the presbytery. Updates to policies may be included in the COM Report for Action by the Presbytery when COM and/or the Leader Team deems presbytery conversation and action is wise.

f. Preparation for Ministry Commission (CPM) Portal

The CPM Portal is the entry point for the policies, guidelines and procedures that govern the process to prepare for ministry as a teaching elder in the PC(USA).

The CPM Portal is developed and maintained by CPM with guidance from the Executive Presbyter and Stated Clerk, with concurrence by the Leader Team. Processes governed by CPM Report for the Consent Agenda of actions taken by CPM on behalf of the presbytery may be amended by the same process, with placement upon the consent agenda of the presbytery gathering docket. Updates to policies may be included in the CPM Report for Action by the Presbytery when CPM and/or the Leader Team deems presbytery conversation and action is wise.

g. New Worshiping Communities Portal (Under Development)

The Presbytery New Worshiping Committees Portal is the entry point for the policies, guidelines and procedures that govern the validation and oversight of new worshiping communities in the Presbytery of Donegal.

The New Worshiping Communities Portal is developed and maintained by the New Worshiping Committees Commission (NWCC) with guidance from the Executive Presbyter and Stated Clerk, with concurrence by the Leader Team. Processes governed by COM may be amended by the same process, with placement upon the NWCC Report for the Consent Agenda of actions taken by the NWCC on behalf of the presbytery. Updates to policies may be included in the NWCC Report for Action by the Presbytery when the NWCC and/or the Leader Team deems presbytery conversation and action is wise.

h. Process and Policies for Situations in Which a Congregation is Considering Continuing Relationship with the PC(USA)

This set of policies and procedures Requires a 2/3 Vote of the Presbytery to amend. Ordinarily

amendments will be presented for a first read and comment period, and then for adoption at a subsequent gathering of the presbytery. These policies and procedures, as well as the process for amendments, may be suspended by a 2/3 vote of the Presbytery.

- **Guiding Principles**
- **Discernment Process**
- **Dismissal Policy**
- **Manual of the Fiduciary Administrative Commission for Dismissals**

This manual contains policies and procedures relative to the dismissal of congregations to other reformed denominations after the congregation has been approved for dismissal in accordance with the Dismissal Policy.

By-laws of the Presbytery of Donegal

The Presbytery of Donegal is incorporated under the laws of the Commonwealth of Pennsylvania relating to Not-for-Profit Corporations and is to be qualified to engage in activities in the State of Maryland as a not-for-profit corporation. It is the corporation related to and holding title to the property and assets of the ecclesiastical body known as The Presbytery of Donegal of the Presbyterian Church (U.S.A.).

1. **Purpose and Duties of the Corporation:** The purposes for which this Corporation is formed are: to provide, as is permitted and provided for in the Book of Order of the Presbyterian Church (U.S.A.), a convenient and competent corporate entity for the purchasing, selling and mortgaging of property in accordance with the mission of The Presbytery of Donegal and the provisions of the Book of Order of the Presbyterian Church (U.S.A.) in G-4.02; the acquiring and conveying of title to such property; the holding and defending of title to the same; the managing of any funds entrusted to it for the furtherance of the purpose of said churches; the acting as an agency of said churches; being subject, however, insofar as the statutes of the Commonwealth of Pennsylvania and the State of Maryland may permit, to the direction and control of The Presbytery of Donegal of said church, all as set forth in the Book of Order of the Presbyterian Church (U.S.A.)

The Presbytery of Donegal, ecclesiastical and corporate, is a tax-exempt entity under the Group Federal Tax Exemption 501 (c) (3) The Presbyterian Church (U.S.A.) Group Federal 501(c)(3) Tax Exemption

The ecclesiastical and corporate office of the Presbytery of Donegal shall be 1861 Charter Lane, Suite 125, Lancaster, PA 17601.

2. **Membership of the Corporation:** The membership of this Corporation shall consist of the duly constituted voting members of The Presbytery of Donegal as the same is constituted under the most recent edition of the Book of Order of the Presbyterian Church (U.S.A.). Each member of the Presbytery as so constituted shall have equal voting powers.
3. **Meetings of the Corporation:** The members of the corporation shall meet as such members at the time of and as part of each regular or stated meeting of The Presbytery of Donegal and the notice of the meeting of the ecclesiastical body shall constitute, without more, a notice of the meeting of the members of the corporation. So long as a quorum is present at any such meeting, in accordance with the Standing Rules of the Presbytery, business of the corporation may be transacted at any such meeting by vote of the members present. An annual meeting of the corporation shall be held during a Stated Gathering of the Presbytery, and at such meeting, the officers and trustees of the corporation shall be elected. Special meetings of the corporation may be called and held at any time by order of the Board of Trustees or of the President or Vice

President upon notice given in the same manner and at the same time as is prescribed in the Standing Rules of the Presbytery for special meetings of the Presbytery and may be held at the same time and place as a special meeting of the Presbytery. Business to be transacted at a special meeting of the corporation shall be limited to the purposes as set out in the call of the meeting.

4. Officers of the Corporation:

- a. The Chair of the Administration Committee if serving on the Leader Team *or* the Designated Representative of the Administration Committee serving on the Leader Team, the Presbytery Moderator, the Stated Clerk and Finance Officer of the Presbytery shall each respectively perform the duties of and be considered to be serving as the President, Vice President, Secretary and Treasurer of the corporation, without other or additional election or action by the members of the Board of Trustees of the Corporation. The members of the corporation or the Board of Trustees of the corporation may provide for and elect or appoint other subordinate officers of the corporation, including, but not limited to, one or more additional Vice Presidents, one or more Assistant Secretaries and/or one or more Assistant Treasurers; and the corporation or the Board of Trustees may provide that an Associate or Assistant Stated Clerk may serve as Assistant Secretary of the corporation.
- b. The officers of the corporation shall serve as officers of the Board of Trustees, and their election as officers of the corporation shall, without other or additional election or action, constitute them as officers of the Board of Trustees.
- c. Officers shall perform those duties usually pertaining to their offices.
- d. The duties of the treasurer are listed in the section on Officers and Staff of this Manual of Administrative Operations.
- e. The Board of Trustees shall from time to time shall authorize by resolution certain persons to sign checks and other document.

5. Board of Trustees:

- a. The voting members of the Administration Committee shall serve as and perform the functions of the Board of Trustees of the corporation. Upon election by the presbytery to the Administration Committee, such individuals so elected, without further election or action by the members of the corporation, shall be and become the members of the Board of Trustees of the corporation. At any regular or stated meeting of the Administration Committee, duly called in accordance with the Manual of Administrative Operations of the Presbytery, any and all business of the Board of Trustees may be duly and validly transacted to the same extent as if a separate notice of a meeting the Board of Trustees had been properly given.

- b. The number of the Board of Trustees shall be equal to the number of voting members of the Administration Committee plus the officers of the corporation (unless the officer is already a member of the Administration Committee). If an officer is an employee of the Presbytery, that person shall serve ex officio with voice but without vote. The Executive Presbyter shall serve ex officio with voice but without vote.
- c. The requisite notice, quorum and number of votes required in connection with any matter brought before the Board of Trustees shall be governed by the Manual of Administrative Operations of the Presbytery.
- d. Any vacancy occurring on the Board of Trustees shall be filled according to the Manual of Administration Operations of the Presbytery.

6. Indemnification of Trustees, Officers and Certain Others:

- a. For the purposes of indemnification and liability, the designation of director shall be synonymous with the designation of trustee.
- b. **Trustees:** The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative, including an action by or in the right of the Corporation, by reason of the fact that such person is or was a director of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with the defense or settlement of such action, suite or proceeding, to the full extent permitted by The General and Business Corporation Law of Pennsylvania, as amended.
- c. **Officers, Employees and Agents:** The Corporation may, at the discretion of the Board of Trustees, indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative, including an action by or in the right of the Corporation, by reason of the fact that such person is or was an officer, employee or agent of the corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with the defense or settlement of such action, suit or proceeding, to the full extent permitted by The General and business Corporation Law of Pennsylvania, as amended.

d. **Expenses:**

- i. The Corporation shall pay directors, or such person or entity as the directors may designate, on a continuing and current basis, and in any event not later than ten business days following receipt by the Corporation of the request for reimbursement all expenses, including attorneys' fees, costs, settlements, fines and judgments incurred by or levied upon the director in connection with any action, suit or proceeding referred to in this Section 6.
 - ii. To the extent that an officer, employee or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in paragraph b of this Section 6, or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by such person in connection with the action, suit, or proceeding.
 - iii. Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Corporation in advance of the final disposition of the action, suit, or proceeding as authorized by the Board of Trustees in the specific case, upon receipt of an undertaking by or on behalf of directors, officer, employee or agent repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified by the Corporation for such expenses.
- e. **Board Authorization:** Any indemnification of directors, officers, employees or agents under paragraphs a and b of this Section 6, unless ordered by a court, shall be made by the Corporation only as authorized in the specific case upon a determination that such indemnification is proper in the circumstances because such director, officer, employee or agent has met the applicable standard of conduct under Pennsylvania law. Such determination shall be made by the Board of Trustees by a majority vote of a quorum consisting of directors who were not parties to the action, suit, or proceeding, or if such a quorum is not obtainable or even obtainable a quorum of disinterested directors so directs, by independent counsel in a written opinion, or by the members of the presbytery.
- f. **Notification and Defense of Claim:** Promptly after receipt by a director, officer, employee or agent of notice of the commencement of any action, suit or proceeding, the director, officer, employee or agent will notify the corporation, if a claim in respect thereof is to be made against the Corporation, notify the Corporation of the commencement thereof. The failure to promptly notify the Corporation will not relieve the Corporation from any liability that it may have to the director, officer, employee or agent hereunder, except to the extent the Corporation is prejudiced in its defense of such claims as a result of such failure. Unless otherwise requested by the Board of Directors, written notification shall not be necessary if

the director, officer, employee or agent informs a majority of the Board of Trustees of the commencement of any action, or, independent of such notification by the director, officer, employee or agent, a majority of the Board of Trustees has reason to believe such action has been initiated or threatened. With respect to any such action, suit or proceeding as to which the director, officer, employee or agent notified, or is deemed to have notified, the Corporation of the commencement thereof, the following shall apply:

- i. The Corporation will be entitled to participate therein at its own expense.
 - ii. Except as otherwise provided below, to the extent that it may wish, the Corporation, jointly with any other indemnifying party similarly notified, will be entitled to assume the defense thereof with counsel reasonable satisfactory to the director, officer, employee or agent. After notice from the Corporation to the director, officer, employee or agent of its election so to assume the defense thereof, the Corporation will not be liable to the director, officer, employee or agent for any legal or other expenses subsequently incurred by the director, officer, employee or agent in connection with the defense thereof, other than reasonable costs of investigation or unless: (x) the employment of separate counsel by the director, officer, employee or agent has been authorized by the Corporation; (y) the director, officer, employee or agent reasonably concludes that there may be a conflict of interest between the Corporation and the director, officer, employee or agent in the conduct of the defense of such action and that such conflict may lead to exposure for the director, officer, employee or agent not otherwise indemnifiable, and the director, officer, employee or agent notifies the Corporation of Such conclusion and decision to employ separate counsel; or (z) the Corporation fails to employ counsel to assume the defense of such action. The Corporation shall not be entitled to assume the defense of any action, suit or proceeding brought by or on behalf of the Corporation or as to which the director, officer, employee or agent reasonably makes the conclusion provided for in subsection (y) hereinabove.
 - iii. The Corporation shall not be liable to indemnify the director, officer, employee or agent for any amount paid in settlement of any action or claim affected without its written consent. The Corporation shall not settle any action or claim in any manner which would impose any penalty or limitation on the director, officer, employee or agent without the written consent of the director, officer, employee or agent. Neither the Corporation nor the director, officer, employee or agent will unreasonably withhold their consent to any proposed settlement.
- g. **Not exclusive:** The indemnification provided by this Section 6 shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under

the Articles of Incorporation, as amended from time to time, or any agreement, vote of shareholders or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors and administrators of such person.

- h. **Further Indemnity:** The Corporation shall have the power to give any further indemnity, in addition to the indemnity authorized or contemplated under this Section 6 to any person who is or was a director. Officer, employee or agent or to any person who is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise; provided, that no such indemnity shall indemnify any person from or on account of such person's conduct which was finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful misconduct, or if it is determined by a final judgment or other final adjudication by a court of competent jurisdiction considering the question of indemnification that such indemnification is or would be in violation of applicable law. The Corporation may enter into indemnification agreements with each director and officer of the Corporation whom the Board of Trustees authorizes by vote of a majority of a quorum of disinterested directors.
- i. **Insurance:** The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Section 6. When, and if, the Corporation obtains such insurance coverage, the Corporation shall not be required to maintain such insurance coverage in effect; provided, however, that the Corporation notifies the covered person in writing within five business days of the making of the decision to not renew or replace such insurance policy. The maintenance of such insurance shall not diminish, relieve or replace the Corporation's liability for indemnification under the provisions hereof. A claim for reimbursement hereunder, shall not be denied on the basis that such amount may or will be covered by such insurance policy, if such payments from the insurance company will not be made to the covered person within ten business days of the claim for reimbursement.

j. Definitions:

- i. For the purpose of this Section 6, references to “the Corporation” include all constituent corporations absorbed in a consolidation or merger as well as the resulting or surviving corporation, so that any person who is or was a director or officer of such a constituent corporation or is or was serving at the request of such constituent corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise shall stand in the same position under the provisions of this Section 6, with respect to the resulting or surviving corporation, if such person had served the resulting or surviving corporation in the same capacity.
- ii. For purposes of this Section 6, the following definitions shall apply:

The term “other enterprise” shall include employee benefit plans.

The term “fines” shall include any excise taxes assessed on a person with respect to any employee benefit plans.

The term “serving at the request of the Corporation” shall include any service as a director or officer of the Corporation which imposes duties on, or involves services by, such director or officer with respect to an employee benefit plan, its participants or beneficiaries. Such term shall also include any service, whether as a volunteer or otherwise, as a member of a committee, task force, commission or other similar group created by action of The Presbytery of Donegal (the ecclesiastical body), or by its Presbytery Leader Team or of any subgroup created by any such committee, task force or commission; and shall also include actions or statements by any voting member of The Presbytery of Donegal as a part of his or her function as such voting member at any meeting of The Presbytery of Donegal.

A person who acted in good faith and in a manner such person reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be deemed to have acted in a manner “not opposed to the best interests of the Corporation” as referred to in The General and Business Corporation Law of Pennsylvania, as amended.

7. **Custody of Securities:** Any or all securities of the corporation, held in trust by it or otherwise, upon proper resolution of the Board of Trustees shall be deposited with a corporate custodian who shall safeguard the same and collect the interest and dividends therefrom for the benefit of the corporation and be advisor to the corporation concerning its investments.

8. **Sale, Lease and Mortgaging of Real Estate:** The membership of the corporation shall have the power, with or without action by the Board of Trustees, to authorize the sale, lease and/or mortgaging of any real estate or interest in real estate owned by the corporation; provided, however, that this provision shall not apply to the sale, lease, exchange, mortgage, pledge or other disposition of all, or substantially all, the property and assets of the corporation. The sale, lease and/or mortgaging of any interest in real estate owned by the corporation which does not constitute substantially all of the property and assets of the corporation may be authorized at any duly called meeting of the membership at which a quorum is present, by vote of a majority of those present and larger affirmative vote. The sale, lease, exchange, mortgage, pledge or other disposition of all, or substantially all, the property and assets of the corporation shall be made only as prescribed in applicable state law.
9. **Corporation Seal:** The Corporation shall be entitled to adopt a corporate seal in a manner and form to be prescribed by the Board of Trustees.
10. **Subordination:** The Articles of Incorporation and the By-Laws of the corporation shall at all times and in every manner and form be subordinated to the Foundations of Presbyterian Polity and Form of Government as set forth in the *Book of Order* of the Presbyterian Church (U.S.A.).
11. **Amendment of the By-Laws:** These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a two-thirds vote of the membership present at any regular meeting of the corporation.

Our Guiding Principles

The Mission of the Presbytery of Donegal is to participate in the Gospel of Jesus Christ by equipping the ministry of congregations and leaders of congregations, and by carrying out the mission that we do better together as a presbytery to fulfill the Great Ends of the Church.

GOD'S MISSION

The good news of the Gospel is that the triune God—Father, Son, and Holy Spirit—creates, redeems, sustains, rules, and transforms all things and all people.

This one living God, the Scriptures say, liberated the people of Israel from oppression and covenanted to be their God.

By the power of the Spirit, this one living God is incarnate in Jesus Christ, who came to live in the world, die for the world, and be raised again to new life. The Gospel of Jesus Christ announces the nearness of God's kingdom, bringing good news to all who are impoverished, sight to all who are blind, freedom to all who are oppressed, and proclaiming the Lord's favor upon all creation.

The mission of God in Christ gives shape and substance to the life and work of the Church. In Christ, the Church participates in God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ.

Human beings have no higher goal in life than to glorify and enjoy God now and forever, living in covenant fellowship with God and participating in God's mission.

The Book of Order -- F-1.01

OF THE CHURCH

The catholic or universal church, which is invisible, consists of the whole number of the elect, that have been, are, or shall be gathered into one, under Christ the head thereof; and is the spouse, the body, the fullness of Him that filleth all in all.

The visible Church, which is also catholic or universal under the gospel (not confined to one nation as before under the law), consists of all those throughout the world that profess the true religion, together with their children; and is the Kingdom of the Lord Jesus Christ; the house and family of God, through which men {people} are ordinarily saved and union with which is essential to their best growth and service.

Unto this catholic visible Church, Christ hath given the ministry, oracles, and ordinances of God, for the gathering and perfecting of the saints, in this life, to the end of the world: and doth by his own presence and Spirit, according to his promise, make them effectual thereunto.

Westminster Confession, 6.140-6.0142

God has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love mercy, and to walk humbly with your God?

Micah 6:8

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3:12-17

We are the church. And we are part of the church. We are bound together. And we are bound to God. We are on a journey together, with God – an adventure to discover more fully and demonstrate more rightly the love, mercy, and holiness of God.

Under Christ our head, we work together to honor the gospel. This means we are in covenant with one another – trusting God, trusting one another, and working together to discern what God wills for us now and in the future.

The mission of God is our mission. And it all begins with how we live out our covenant to bear witness to the grace of God in our life together. These are our values . . .

VALUES

Exalting Jesus Christ

We love God. And we are loved by God. Honoring the commandments of Jesus that we love God and love one another (Matthew 22: 37-40), we will seek to love God and one another in all that we do. Put another way – we want to exalt Jesus – to see Jesus honored in what we do, in the ways that we work together, and in the world around us. We will be shaped by Scripture – gathering in Word and image and being formed by the Story that gives life to all our stories.

Creativity

Believing that God joyfully created all that there is (Genesis 1), we value innovation, imagination, joy in our work together, and a sense of play as we discover what God is doing now – so that we can join with

God in this amazing work. We will learn constantly. We will find joy in sacred places where God's creation is alive all around us.

Relationships

"The Word became flesh and lived among us." (John 1:14, NRSV) We value not just the words that we put on this page, but also the relationships that are among us and between us. We commit ourselves to humility, reconciliation, trust. We will seek to be connected to one another.

Impact

Just as the Holy Spirit blew into and through early believers and the early church saw that "the Lord added to their number those who were being saved," (Acts 2:47, NRSV) so we too seek and expect God to be at work in and through us. We want to have an impact on the world! We will be engaged with what God is doing. We will find joy in the sacred places in our midst and look for the ways that the Spirit is at work.

Listening

We value listening. We believe that we must be able to repeat back to one another what that person has said – to that person's satisfaction that he/she has been heard.

Forbearance

We believe that God's sovereign care of the church and the world means that we "forbear." We are brothers and sisters in Christ. God is in charge. We will believe the best about one another. And we will look for what God is doing.

Respect

We will respect one another. Believing of each other that the other person is part of God's church – we will seek to hear what God is saying to and through that person.

Humility

Recognizing our finitude and God's ongoing work in each of us, we will show humility and entertain the idea that we might be wrong.

(The above four are part of an address delivered by James Calvin Davis to the Presbytery of Donegal on March 16, 2013. It is reprinted here with his permission.)

Addressing Grievance and Seeking Reconciliation

We value admitting directly to each other when we are bearing grievance, being transparent in conflict, and together seeking the reconciling grace of our Lord Jesus Christ. Our discipleship calls us to have direct conversations with each other when there is offense or concern, rather than letting the "root of

bitterness” fester and grow. We will express our concerns *to* one another, rather than *about* one another. We value seeking the help of third-party guides when this would help to resolve conflict and disaffection. We value the necessity in our life together of confession of our share of responsibility in sin and disaffection, of repentance, and of making amends when offense has been given or received.

Witness before the world

We value our witness before the world. The way that we treat one another, the way that we speak of one another, and the way that we speak to the world.

Not bearing false witness before the world or against one another

The ninth commandment calls to tell the truth. The ninth commandment calls us not to bear false witness against our neighbor. Therefore, we will seek to be truthful about what we say about ourselves, about others, about the denomination – being especially mindful to be truthful about what others believe and say in matters of faith. We will hold ourselves to questions 143, 144, and 145 of the Westminster Larger Catechism as our core principles for how we speak of one another.

Q. 143. Which is the Ninth Commandment?

A. *The Ninth Commandment is, "Thou shalt not bear false witness against thy neighbour."*

Q. 144. What are the duties required in the Ninth Commandment?

A. *The duties required in the Ninth Commandment are: the preserving and promoting of truth between man and man, and the good name of our neighbor, as well as our own; appearing and standing for the truth; and from the heart, sincerely, freely, clearly, and fully, speaking the truth, and only the truth, in matters of judgment and justice, and in all other things whatsoever; a charitable esteem of our neighbors, loving, desiring, and rejoicing in their good name; sorrowing for, and covering of their infirmities; freely acknowledging of their gifts and graces, defending their innocency; a ready receiving of good report, and unwillingness to admit of an evil report concerning them; discouraging talebearers, flatterers, and slanderers; love and care of our own good name, and defending it when need requireth; keeping of lawful promises; studying and practicing of whatsoever things are true, honest, lovely, and of good report.*

Q. 145. What are the sins forbidden in the Ninth Commandment?

A. *The sins forbidden in the Ninth Commandment are: all prejudicing of the truth, and the good name of our neighbors as well as our own, especially in public judicature; giving false evidence, suborning false witnesses, wittingly appearing and pleading for an evil cause, outfacing and overbearing the truth; passing unjust sentence, calling evil good, and good evil; rewarding the wicked according to the work of the righteous, and the righteous according to the work of the wicked; forgery, concealing the truth, undue silence in a just cause, and holding our peace when iniquity calleth for either a reproof from ourselves, or complaint to others; speaking the truth unseasonably, or maliciously to a wrong end, or perverting it to a wrong meaning, or in doubtful and equivocal expression, to the prejudice of truth or justice; speaking untruth, lying, slandering,*

backbiting, detracting, talebearing, whispering, scoffing, reviling; rash, harsh, and partial censuring; misconstruing intentions, words, and actions; flattering, vainglorious boasting, thinking or speaking too highly or too meanly of ourselves or others; denying the gifts and graces of God; aggravating smaller faults; hiding, excusing, or extenuating of sins, when called to a free confession; unnecessarily discovering of infirmities; raising false rumors; receiving and countenancing evil reports, and stopping our ears against just defense; evil suspicion; envying or grieving at the deserved credit of any; endeavoring or desiring to impair it, rejoicing in their disgrace and infamy; scornful contempt, fond admiration, breach of lawful promises; neglecting such things as are of good report; and practicing or not avoiding ourselves, or not hindering what we can in others, such things as procure an ill name.

ARTICLES OF INCORPORATION

The Presbytery Articles of Incorporation are on file with the presbytery office and may be viewed upon request.

PRESBYTERY STRUCTURE

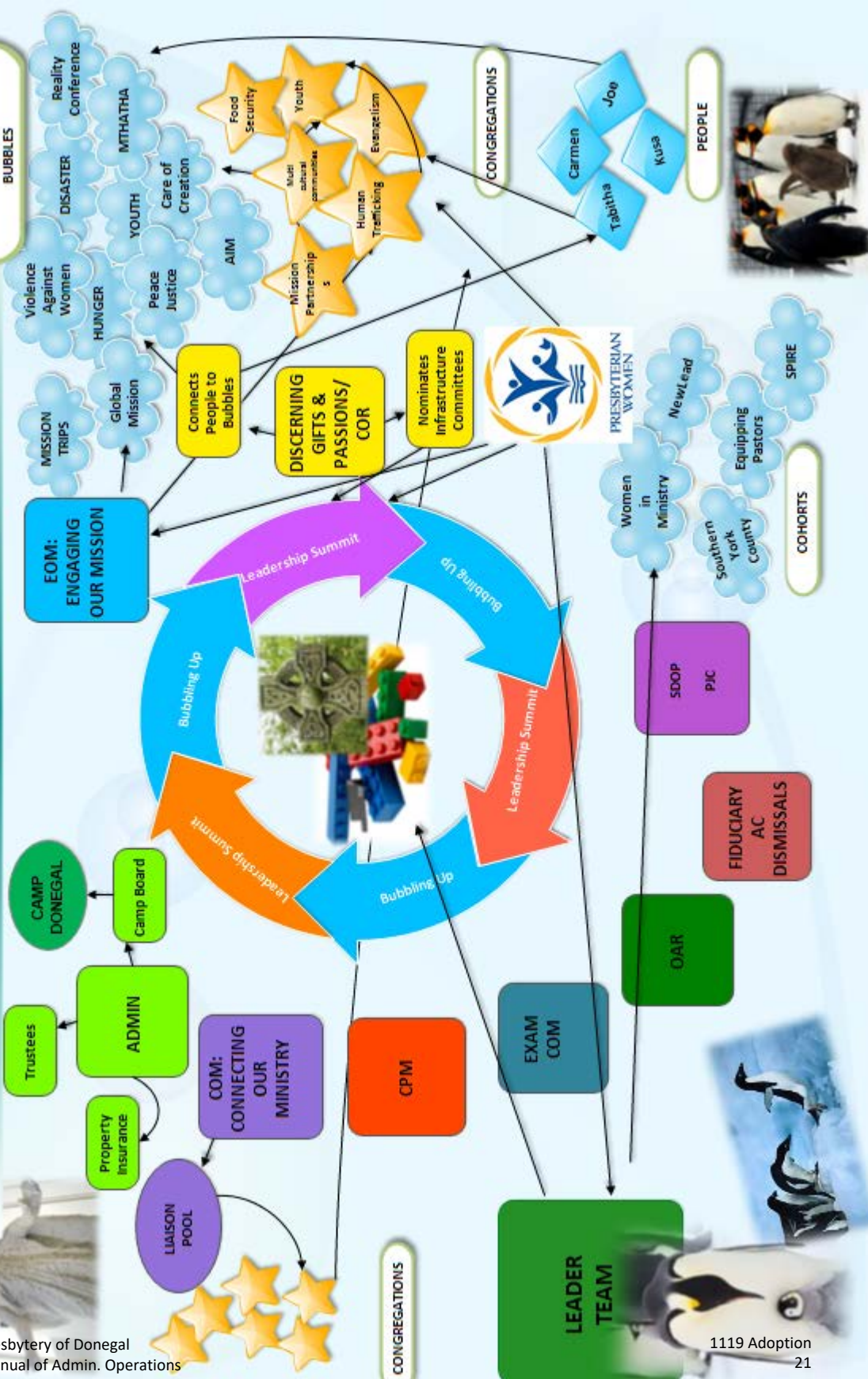
The structure of the presbytery is portrayed in three ways on the following pages.

- Simple Structure Chart -- This chart shows the organizational hub of the groups of the presbytery.
- Complex Structure Chart – This chart shows the interrelationship of presbytery groups and operations
- Narrative Structural Overview – A narrative description of the groups and operations of the presbytery.

**BUBBLES
TEAMS
TASK GROUPS**



The Presbytery of Donegal



The Presbytery of Donegal

VISION, STRATEGY, PLANNING, OVERSIGHT AND SHEPHERDING

LEADER TEAM (Elected Officers, Presbytery Staff, Other Leaders as Called and Confirmed by the Presbytery)
Plans Presbytery Gatherings, Cultivates Generosity, Oversees policy and procedures, Designs Leadership Summits, Curates Vision and Calls Forth Leadership.

LEADERSHIP SUMMIT (Chairs of Committees, Leaders of Presbytery teams, Leader Team, and open to members of the presbytery with gifts and passion as an “open source” gathering)
Inspires new initiatives, Collaborates by gathering leaders of presbytery groups, Deepens Vision, Stewardship and Funding, Gathers as a robust community for learning, spiritual formation and support, Grows multi-cultural awareness, participates in the emerging future that God is dreaming.

INFRASTRUCTURE COMMITTEES: Our Building Blocks

1. ADMINISTRATION COMMITTEE (9 Members)

Presbytery Finances, Employee Oversight, Property & Insurance, Trustee Functions, Connected to Camp Board

2. CONNECTING OUR MINISTRY COMMISSION – COM (6 Members)

Shepherds the ministry and mission of congregations and leaders, Connects with congregations through liaisons assigned to each congregation

3. PREPARATION FOR MINISTRY COMMISSION - CPM (9 Members)

Develops Inquirer/Candidate Centered Learning plan for those under care

4. EXAMINATION COMMISSION (9 Members)

Examination for ordination and membership in the presbytery

5. CAMP BOARD OF DIRECTORS (9 Members)

The role of the Camp Donegal Board of Directors is to protect the assets, safeguard the mission and increase the resources of Camp Donegal on behalf of Donegal Presbytery.

6. OVERTURES, AMENDMENTS AND REVIEW - OAR (9 Members)

Analysis of overtures, Creates learning experiences, Works with clerks of session

7. FIDUCIARY ADMINISTRATIVE COMMISSION FOR DISMISSALS (7 Members)

Works with congregations that have been approved for dismissal on the terms of the dismissal settlement

8. ENGAGING OUR MISSION - EOM (in pilot team phase for 2016)

Connects and resources presbytery-based Bubbles, task groups, teams, and congregations; oversees ongoing action plans

9. DISCERNING GIFTS AND PASSIONS (6 Members)

Nominates people for elected infrastructure committees and other elected positions, Refers people to EOM to be connected with teams, task groups, bubbles, or congregations. Also elected as the Committee on Representation

10. SELF-DEVELOPMENT OF PEOPLE – SDOP (6 members)

Participates in the empowerment of economically poor, oppressed, and disadvantaged people, seeking to change the structures that perpetuate poverty, and injustice through a grant process.

11. PERMANENT JUDICIAL COMMISSION (members)

The Permanent Judicial Commission of Donegal Presbytery deals with matters of judicial process for the presbytery, according to the Rules of Discipline. It deals with remedial and disciplinary issues.

TASK GROUPS, TEAMS, BUBBLES, MINISTRY GROUPS

BUBBLES, TASK GROUPS, TEAMS

- Presbytery as the hands, feet, and heart of our Lord Jesus Christ
- Participants are not elected, under oversight of EOM
- Funding through the EOM “Mission Bucket”
- The amount for the Mission Bucket is determined by the Leadership Summit
- Some groups will be long-term, others will be short-term events or groups
- Some examples include: CamPartners, Action in Mission, Violence Against Women Symposium, Guatemala Emerging Partnership, Mthatha Partnership, Reality Conference, Retreat Ministry

COHORTS

- Learning Communities and Groups that covenant to meet together for growth and mission
- Some examples include: SPIRE, NewLead, Women in Ministry

OUR PROCESS: Bubbling Up Vision Grows New Initiatives and Leadership

- Vision bubbles up as we Dwell and Word and Image together
- Vision bubbles up as we worship, fellowship, learn and conduct business together
- Vision bubbles up in Presbytery Gatherings, in conversations, in groups, in congregations and in our communities
- Vision is shaped into faithful initiatives through the work of the Infrastructure groups, the task groups and teams, and by the guidance of the Leader Team and Leadership Summits

SECTION ONE –MEMBERSHIP

1. The Presbytery of Donegal, in conformity with (G-3.0301), consists of all congregations and teaching elders within the geographical boundaries of the Presbytery of Donegal authorized by the General Assembly.
2. In determining its membership, the presbytery maintains the following rolls:
 - a. Teaching Elders in Active Ministry, also called Ministers of the Word and Sacrament. For the purposes of this handbook, the term used is Teaching Elder.
 - Teaching Elders in service to congregations
 - Teaching Elders engaged in Validated Ministry
 - Teaching Elders approved as Members-at-Large
 - b. Honorably Retired Teaching Elders
 - c. Commissioned Ruling Elders/Commissioned Pastors
 - d. Certified Christian Educators
 - Certified Christian Educators who are ruling elders (Voice and Vote)
 - Certified Christian Educators who are not ruling elders (Voice only)
 - e. Ruling Elders who are Commissioners to meetings of the Presbytery by Virtue of Office
 - Moderator of the Presbytery
 - Vice-Moderator of the Presbytery
 - Executive Presbyter
 - Stated Clerk
 - Treasurer, if a Ruling Elder
 - Ruling Elder Members of the Leader Team
 - Ruling Elders Elected as Chairs of Presbytery Infrastructure Committees and Commissions
 - f. Teaching Elders Removed from the rolls of Active Ministry for reasons other than Honorable Retirement (do not have voice or vote and are not counted as part of the balance between ruling and teaching elder commissioners to the presbytery).
 - Teaching elders who have been released from the exercise of ordered ministry as a teaching elder
 - Teaching elders who have been removed from the exercise of ordered ministry as a teaching elder.
3. The principles for determining the balance between ruling elder and teaching elder-commissioners to the gatherings of the presbytery are to be found in G-3.0301:

The presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and teaching elders within that district. The

presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of teaching elders and ruling elders. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G-3.0103. Ruling elders elected as officers of the presbytery shall be enrolled as members during the period of their service. A presbytery may enroll or may provide by its own rule for the enrollment of, ruling elders during terms of elected service to the presbytery or its congregations.

4. Each year, it is the responsibility of the Stated Clerk and Executive Presbyter, in consultation with other entities as seems wise, to evaluate the number of teaching elders and ruling elders on the rolls as active members of the Presbytery of Donegal, and to determine the number of ruling elder commissioners needed to achieve a balanced representation.
5. The following formulas shall be used in determining representation:
 - a. All members on the roll of Teaching Elders in Active Ministry shall be counted, with the exception that those who are physically unable to attend, or who do not live within the bounds of the presbytery shall not be counted.
 - b. All members on the roll of Honorably Retired Teaching Elders shall be contacted before January 1 in order to determine whether they intend to attend presbytery gatherings for the coming year. All those who indicate they intend to come to presbytery gatherings shall be counted.
 - c. All ruling elders on the rolls of Commissioned Ruling Elder, Certified Christian Educator, and Commissioners by Virtue of Presbytery Office shall be counted.
6. Ruling elder commissioners to the presbytery shall be apportioned among the congregations as follows:
 - a. Church membership size is determined by the number reported to the Office of the General Assembly in the immediately previous calendar year's Statistical Report.
 - b. The number of ruling elder commissioners shall be at least:
 1. Up to 100 members: 1 Ruling Elder Commissioner
 2. 100-299 members: 2 Ruling Elder Commissioners
 3. 300-499 members: 3 Ruling Elder Commissioners
 4. 500-999 members: 4 Ruling Elder Commissioners
 5. 1000-1499 members: 5 Ruling Elder Commissioners
 6. 1500 and above: 6 Ruling Elder Commissioners

7. Parity between ruler elder and teaching elder commissioners shall be constituted with the following process.
 - a. The number of eligible teaching elder commissioners shall be established. Likewise, the number of ruling elder commissioners by virtue of office and apportioned by formula shall be established.
 - b. In any year when it is necessary to redress an imbalance between the number of eligible teaching elder commissioners and the number of ruling elder commissioners, the sessions of particular churches shall be invited to elect additional ruling elder commissioners for that particular year on a rotating alphabetical basis. This list shall be maintained by the Stated Clerk.

SECTION TWO—GATHERINGS

1. Stated meetings of the Presbytery, called Gatherings, are announced for the coming year by September 30th. There shall be at least four stated gatherings of the Presbytery each year. Special gatherings of Presbytery for the purpose of prayer, worship and learning may be scheduled by the Leader Team. The sacrament of the Lord's Supper shall be celebrated at least annually. Calls to the stated gatherings shall be sent out at least ten days before the meeting. Changes to the location or date of meetings may be announced by the Leader Team, when necessary. Reasonable notice shall be given for any change. The Weather Emergency Policy shall be followed for all stated meetings of the presbytery.
2. Special gatherings may be called by the Moderator at the request, or with the concurrence of, five teaching elders and five ruling elders, with the ruling elders representing different congregations. Only the specific business listed in the call to the gathering may be considered. The call to the gathering shall be sent at least 5 days prior to the meeting.
3. A quorum shall consist of six teaching elders who are members of the presbytery and six ruling elder commissioners from six different congregations. (G-3.0304).
4. Items for the docket for stated gatherings of the presbytery shall be compiled by the staff and submitted to the Leader Team for development and approval of the docket.

5. **New Business at a Meeting of the Presbytery**

Any new business must be submitted to the Stated Clerk by the time specified in the Presbytery Gathering Docket.

The ordinary process for new business is:

- a. New Business submitted in writing to the Stated Clerk by the time deadline will be announced to the presbytery, along with the recommendation of the Stated Clerk, for next steps.
- b. Ordinarily the recommendation for new business will be to refer to the appropriate group to discuss and recommend appropriate action to the presbytery.
- c. If the new business is time sensitive, the Stated Clerk may recommend that the presbytery consider whether to add it to the docket of the meeting.
- d. Upon announcement of the new business, a commissioner may move to add it to the docket of the meeting, even if this is not the recommendation of the Stated Clerk. If new business is added to the docket, the motion shall include extending the time of the meeting by up to one hour in order to properly consider the new business.
- e. The process for considering new business shall be:

- The new business is read by the Stated Clerk. It is also projected, if projection is available.
- Questions for clarification may be asked and answered.
- The moderator will rule upon whether to proceed to a voice vote upon the item of new business, or whether to follow a small group discussion process. Any item that is likely to elicit strongly held opinions that are not in agreement shall be considered using a small group discussion process.
- Commissioners will then be divided into small groups for discussion and listening.
- After the small group process, each group will be invited to share the highlights of their discussion.
- The presbytery discussion will continue to identify issues and concerns.
- When there is one half hour remaining in the docketed time, the order of the day will be called in order to begin debate upon the item of new business.
- When there is fifteen minutes left, the presbytery will vote to end debate or extend the docket.
- A vote by written ballot will be conducted and the results announced to the presbytery.

6. The Stated Clerk shall ensure minutes of the proceedings of each gathering of the presbytery are prepared and posted, with adherence to document management procedures adopted by the Leader Team. These minutes shall be submitted to the Presbytery for approval at the next stated gathering. The provisional minutes shall be posted no later than thirty days after the conclusion of the meeting. All minutes shall be password protected, with the password provided to members of the presbytery.

7. **Weather Emergency Policy**

On occasion, weather considerations may require that the presbytery modify or cancel a scheduled event.

- Particularly for gatherings scheduled during months of inclement weather (winter and spring/tropical storms), monitoring anticipated weather events will begin in the week prior to a scheduled gathering.
- Snow dates will be announced for all gatherings and committee/commission meetings scheduled during winter months.
- If an event needs to be modified or cancelled, this decision will be made by the Executive Presbyter in consultation as possible with the Stated Clerk, Executive Administrative Assistant, the Presbytery Moderator or Chair of the group scheduled to meet, and the responsible decision-makers of the location where the event is scheduled.
- Whenever possible, the decision to modify or cancel will be made twenty-four hours prior to the start of the event. This means that while all reasonable forecasting will be

considered, there may be occasions where an event is canceled that might have gone forward. The need for advance warning and for caution in travel will take precedence over a “wait and see” approach.

- e. If there is an unexpected worsening of weather, then events may be canceled with less lead time, or dismissed early.
- f. If a meeting is canceled or modified due to weather concerns, the information will be communicated on the presbytery website, placed into the answering phone system of the presbytery office, and sent out as available over email and social media.

SECTION THREE – OFFICERS AND STAFF

1. The **Moderator of the Presbytery**

- a. The moderator of the presbytery shall be elected for a two-year term of office with the term of office beginning upon the first day of January and installation at the first gathering of the presbytery of the year. The election of the moderator shall take place at a presbytery gathering in the year prior to the beginning year of the term of office.
- b. The candidate for moderator shall be nominated by the Discerning Gifts and Passions Committee with sensitivity to balance in geography, gender, and ordination status.
- c. Eligibility for service as the moderator and the duties of the moderator shall be in accordance with (G-3.0104)
- d. A vice moderator may be elected, ordinarily for a one year term during the second year of the term of the moderator, and shall perform those duties assigned by the moderator. The vice moderator shall meet the eligibility requirements in (G-3.0104).
- e. The moderator and vice moderator shall serve without compensation, but the expenses of their offices shall be included in the budget of the Presbytery;
- f. As an officer of the corporation, the moderator shall fulfill the duties assigned in the Presbytery of Donegal Bylaws.
- g. The moderator or appointed representative presides over services of ordination and/or installation of teaching elders in accordance with the presbytery policy on ordinations and installations.
- h. In the absence of the moderator for all or part of a presbytery gathering, the vice moderator of the presbytery will preside if available, or a past moderator may preside as appointed by the Presbytery Leader Team.
- i. If the moderator is unable temporarily to continue in service, then the vice moderator or a past moderator shall be appointed as the temporary moderator by the Leader Team.

2. The **Stated Clerk of the Presbytery**

- a. A Stated Clerk shall be elected by the presbytery for a five year term upon nomination for the first term of office by a Stated Clerk Search Committee elected by the presbytery. The members of the Stated Clerk Search Committee shall be nominated by the Discerning Gifts and Passions Committee.
- b. The Stated Clerk shall ordinarily assume the duties and responsibilities of the position on the first day of January of the year the term of office begins.
- c. The Stated Clerk may be nominated for unlimited additional terms of office upon recommendation of a Stated Clerk Review Committee which shall consult with the Stated Clerk's Coaching and Equipping Team. The election by the presbytery shall be at a gathering preceding the beginning of the next term of office. *The Stated Clerk Review Committee shall*

be nominated by the Discerning Gifts and Passions Committee and elected by the presbytery.

- d. The Stated Clerk shall perform the duties designated in G-3.0104 & G-3.0110 and as specified in the Stated Clerk Position Description.
- e. The Stated Clerk position may include other leadership responsibilities.
- f. As an officer of the presbytery, the Stated Clerk is accountable to the presbytery through the Presbytery Leader Team, which shall annually review the summary report of the Stated Clerk's Coaching and Equipping Team in accordance with the Employee Handbook. The Administration Committee shall transmit the summary report, along with recommendations on position description, and performance review.
- g. Adequacy of terms of call shall be reviewed annually as part of the presbytery budgeting process. Recommendations on compensation shall be developed by the Coaching and Equipping Team and submitted to the Administration Committee. The Administration Committee shall present its recommendation on compensation to the Leader Team in accordance with the budget development timeline.
- h. As an officer of the corporation, the Stated Clerk shall fulfill the duties assigned in the Presbytery of Donegal Bylaws.

3. Associate Stated Clerk

- a. An Associate Stated Clerk may be nominated for election by the presbytery by the Discerning Gifts and Passions Committee upon recommendation by the Presbytery Leader Team, including the recommendation of the Stated Clerk and the Executive Presbyter, with or without remuneration.
- b. The term of office for an Associate Stated Clerk shall be for one year and may be nominated for unlimited additional terms of office.
- c. An Associate Stated Clerk shall perform the duties as assigned by the Stated Clerk and Executive Presbyter.
- d. The review of the work of an Associate Stated Clerk shall be conducted under the supervision of the Stated Clerk and Executive Presbyter.

4. Assistant Stated Clerks

- a. Assistant Stated Clerks may be appointed by the Presbytery Leader Team, upon the recommendation of the Stated Clerk and the Executive Presbyter, with or without remuneration.
- b. The appointment of Assistant Stated Clerks shall be reported to the presbytery by the Leader Team.

- c. Assistant Stated Clerks shall perform the duties assigned by the Stated Clerk and Executive Presbyter and are encouraged to participate in any available learning communities for those engaged in duties related to polity and process.

5. Recording Clerks

- a. Recording clerks may be appointed by the Leader Team, upon the recommendation of the Stated Clerk and the Executive Presbyter.
- b. Recording clerks shall perform the duties assigned by the Stated Clerk and Executive Presbyter. A typical model would be to appoint a recording clerk to take the minutes of the gatherings of the presbytery and the Leader Team, and to appoint a recording clerk to take the minutes and compile the reports of the Connecting Our Ministry Commission.

6. The Treasurer

- a. A Treasurer shall be nominated by the Discerning Gifts and Passions Committee upon recommendation by the Administration Committee and elected annually at the final Presbytery Gathering of the calendar year, in order for service to begin on the first day of January in the following year.
- b. The Treasurer shall have voice at gatherings of the presbytery. If the Treasurer is a Ruling Elder, the Treasurer shall be a member of the presbytery with voice and vote, by virtue of office. If the Treasurer is a Teaching Elder, then the Treasurer is be a member of the presbytery by virtue of office.
- c. As an officer of the corporation, the treasurer shall fulfill the duties assigned in the Presbytery of Donegal Bylaws.
- d. The duties of the Treasurer are as follows:
 - Review the financial statements on a periodic basis to insure they accurately reflect
 - the financial condition and results of operations.
 - Insure all accounts are reconciled on a regular basis.
 - Advise presbytery management on accounting issues in conjunction with the accountants and auditors.
 - Assist presbytery management in the development of policies and procedures.
 - Provide guidance to the Administration Committee as requested.
 - Assist in the budget process ~~only~~ as requested by presbytery management
 - Report to the Presbytery on the financial condition of the organization.

7. The Executive Presbyter

- a. An Executive Presbyter shall be elected by the presbytery to fulfill the responsibilities that are required by the mission of the body in accordance with (G-3.0110).
- b. The Executive Presbyter is elected for an indefinite term upon nomination of an Executive Presbyter Search Committee.

- c. The Executive Presbyter shall perform the duties specified in the Executive Presbyter Position Description.
- d. As an elected staff member of the presbytery, the Executive Presbyter is accountable to the presbytery through the Presbytery Leader Team, which shall annually review the summary report of the Executive Presbyter's Coaching and Equipping Team, in accordance with the Employee Handbook. The Administration Committee shall transmit the summary report, along with recommendations on position description, and performance review.
- e. Adequacy of terms of call shall be reviewed annually as part of the presbytery budgeting process. Recommendations on compensation shall be developed by the Coaching and Equipping Team and submitted to the Administration Committee. The Administration Committee shall present its recommendation on compensation to the Leader Team in accordance with the budget development timeline.

8. Other Staff Positions

- a. Other positions may be created and filled by the Administration Committee as additions to the presbytery staff in accordance with (G-3.0110).
- b. These staff members shall perform the duties specified in their position descriptions in the Presbytery of Donegal Employee Handbook or in individual employment agreements issued by the Administration Committee.
- c. Staff members are accountable to the presbytery through the Administration Committee, which shall receive the report of the staff members' Coaching and Equipping Teams, in accordance with the Employee Handbook.

9. Terms of Elected Officers

- a. The terms of all elected officers shall ordinarily begin on January 1st of the year in which the term of office begins. Officers may be elected mid-year when the office is vacant.

SECTION FOUR - THE PRESBYTERY LEADER TEAM

1. A primary role of the Leader Team is to embody the Guiding Principles of the presbytery and to mirror the rhythms of the presbytery whenever it gathers. The Leader Team shall dwell in Word and Image together, deepen community, ground relationships and leadership in prayer and worship, work and play with creativity and accountability, and exercise the disciplines of a committed learning community.
2. The Presbytery Leader Team is responsible to lead the presbytery in vision, strategy, administration and evaluation of the Presbytery's mission priorities. It shall stimulate innovation, plan Presbytery gatherings, and oversee infrastructure, infrastructure committees and communication.
3. The Presbytery Leader Team (LT) is established in accordance with (G-3.0109). The roster of the LT shall be established in the following manner:
 - a. By definition those serving in the following roles are included in the membership of the Leader Team, when called to serve on the LT:
 - The Moderator of the Presbytery
 - The Vice Moderator of the Presbytery
 - Previous moderators of the presbytery, with passion and call to continue in service
 - The Executive Presbyter
 - The Stated Clerk
 - Other members of the Presbytery Staff as listed in the Presbytery Employment handbook.
 - The Moderator of Presbyterian Women in the Presbytery of Donegal or her designee
 - The chair of the Administration Committee or designated representative. An additional member of the Administration Committee is encouraged.
 - At least one member of the Connecting our Ministries Commission. Two representatives are encouraged.
 - b. The process by which other members of the Leader Team are selected is as follows:
 - Each year the LT shall refer to the Discerning Gifts and Passions Committee the names of those who agree with the Leader Team that they might be called to service on the Leader Team for the coming year.
 - The Discerning Gifts and Passions Committee shall consider the list of names submitted by the Leader Team and also prayerfully consider which additional leaders might be called to service on the Leader Team for the coming year.

- The Discerning Gifts and Passions Committee shall send their recommended roster of members of the Leader Team to the presbytery for confirmation at the last stated gathering of the year.
 - The Leader Team shall begin work on the first day of January each year with the newly elected roster of members.
- c. The Leader Team shall establish co-Moderators or a Moderator and Vice-Moderator from among its members.
4. The Presbytery Leader Team shall annually set a meeting schedule, and additional meetings may be called by the Moderator or co-moderators of the LT as may properly come before it. It shall report its actions and recommendations at the next stated gathering of the presbytery and its actions are subject to the review and approval of the Presbytery.
5. Primary duties of the Leader Team include:
- a. Approves the dockets for gatherings of the presbytery after recommendation by the presbytery staff.
 - b. Approves procedures for document management for presbytery gatherings
 - c. Concurs with budgets recommended by the Administration Committee
 - d. Sets guidelines for distribution of materials at presbytery gatherings
 - e. Provides for conversations with congregations with less than full participation in Shared Proportional Giving or mission funding
 - f. Nominates to the presbytery persons to serve on Discerning Gifts & Passions Committee
 - g. Follows the protocols established in this manual to approve manuals, handbooks, policies and guidelines and to send them to the presbytery for approval when necessary.
 - h. Routes referrals from Presbytery to the appropriate committee or team.
 - i. Designs a process for consultation with the presbytery on vision and strategy and curates this vision and strategy.
 - j. Maintains oversight of the infrastructure of the Presbytery, consulting with Presbytery Committees, Commissions, and Task groups as to their work and how their work might be integrated with the work of other presbytery entities.
 - k. Appoints administrative commissions (In consultation with the Connecting our Ministry Commission) in situations where the commission must meet prior to the next stated gathering of the presbytery.
 - l. Considers all matters not clearly falling within the province of the committees of the presbytery and is authorized to act on behalf the Presbytery for time sensitive issues.
(Examples include: Appointing Task Groups, authorizing administration of the Lord's Supper, approving emergency non-budgeted expenditures, employing legal counsel, initiating a special

administrative review (G-3.0108b.&c.), canceling a meeting of Presbytery for adverse weather situations, or calling a special gathering of Presbytery.)

6. The Moderator or Co-Moderators of the Leader Team, the Moderator of the Presbytery, the Executive Presbyter, and the Stated Clerk are empowered to designate members to an Investigating Committee. If one of them is charged, the others shall appoint the Investigating Committee. When the allegation is a situation covered by the Presbytery Sexual Misconduct and Prevention Policy, then the provisions in that policy for appointing an Investigating Committee shall be followed.

SECTION FIVE - CURATING THE-COMMON VISION OF THE PRESBYTERY

The Leader Team is charged with the responsibility to curate – cultivate, shape, guide – the Mission, Vision, Direction and Strategy of the presbytery. To this end, the Leader Team will design at least one event for participation of members of the presbytery in a time set aside for this purpose. This will often be part of a Stated Gathering of the presbytery but might involve other events.

Any such gatherings-specifically include the chairs of committees and commissions, members of the Leader Team, members of the Connecting our Ministry Commission and the Administration Committee, and leaders of any other teams, or task groups. The invitation to an event may also be extended to any in the presbytery who want to be part of collaborating for the future.

Gatherings focused upon the Common Vision of the Presbytery will be for these purposes:

- Leading the presbytery in conversations and decisions about mission funding and stewardship planning
- Collaborating by gathering leaders of Presbytery infrastructure committees, teams and task groups
- Continuing as a robust learning community
- Worshiping and engaging in spiritual practices
- Fellowshiping and sharing meals together as central to our identity
- Being a seed bed for cross pollination
- Inspiring new initiatives
- Growing in multi-cultural attentiveness
- Participating in the emerging future that God is dreaming
- Visioning in creative work
- Discerning potential new members of the Leader Team to suggest to the Discerning Gifts and Passions Committee
- Developing mission priorities and funding proposals arising from the common vision of the presbytery

SECTION SIX – STEWARDSHIP

“Stewardship is how we use our God-given gifts; it is how we use our talents, our time, and our resources. These are very familiar words, yet they carry a ring of truth.

Stewardship is the way we use all our resources to carry on Christ’s work of reconciliation in the world. {Financially healthy churches and councils} understand that all giving, of ourselves as well as our financial resources, is in response to God’s goodness and generosity. God gives, then we respond, and we spend our lives learning and growing in our responses.” – from the Presbyterian Foundation Stewardship Manual: A Guide for Year-Round Financial Planning.

The stewardship of our resources to carry out the mission of the presbytery is at the heart of the common vision of the Presbytery of Donegal. The presbytery is responsible both to follow a stewardship plan for the presbytery and to equip and support congregations in their faithful stewardship.

PRESBYTERY STEWARDSHIP PROCESS

The financial stewardship of the presbytery involves the following areas: Development of presbytery mission priorities to carry out the common vision of the presbytery, collaborative budget development process, approval of the presbytery budget, communication and interpretation to the congregations, financial oversight throughout the year, and regular follow-up on congregational participation.

1. Development of Presbytery Mission Priorities

Section Five describes the process led by the Leader Team to curate the common vision of the presbytery. The Leader Team is responsible to develop the end result of the common vision, the presbytery mission priorities. These specific initiatives are generally developed for two-year cycles. The mission initiatives are presented to the presbytery for adoption. The purpose of the budget of the Presbytery of Donegal is to fund the mission priorities and values of the presbytery.

2. Collaborative Presbytery Budget Development

- a. **Consultation with Infrastructure Committees and Commissions:** The Leader Team consults with the infrastructure committees and commissions of the presbytery on the progress of the mission priorities and initiatives assigned to their areas of oversight. This consultation includes the feedback from the group on the budget areas under their supervision and funding needs for the coming year. This consultation will be complete by January in anticipation of the next calendar year. In other words, this consultation will be always be working a year ahead. The Leader Team will transmit the results of this consultation to the Administration Committee by January 31.

b. Compensation for Presbytery Staff

- The Coaching and Equipping Teams for called, full-time, and part-time staff will conduct the annual Coaching and Equipping year-end meeting by January 31 of the following calendar year. The C/E Team will make a recommendation on the adequacy of compensation to the Administration Committee.
- The Administration Committee will complete any analysis of compensation by the end of February.
- The Administration Committee will set recommended compensation for the coming calendar year for staff no later than March 1st of the current year. The recommended compensation for called staff, namely the Executive Presbyter and the Stated Clerk, will be transmitted to the Leader Team by March 15 for Leader Team concurrence.
- The recommended compensation will be included in the presbytery budget.

c. Preparation of the Presbytery Budget

- The Presbytery staff compiles budget recommendations and prepares the draft budget spreadsheet for the coming calendar year no later than March 15 of the current year. This compilation is based upon projections of administrative expenses, the feedback from infrastructure committees and commissions on budgetary needs for the mission priorities under the oversight, and the compensation recommendations for presbytery staff set by the Administration Committee. This budget preparation process will include analysis of the financial reports of the current and previous years, and projected income for the coming year.
- The Administration committee refines and approves the proposed budget, including the per capita apportionment, by April 1st and transmits to the Leader Team for concurrence.
- The Leader Team concurs with the proposed budget or engages further conversation with the Administration Committee by May 15.

3. Adoption of the Presbytery Budget

- a. The Administration Committee presents the proposed budget for the coming year to the presbytery for a first read at the second Stated Gathering, generally held in May. A time for questions and feedback will be scheduled in conjunction with that gathering.
- b. The Administration Committee gathers feedback from the presbytery on the proposed budget and makes any adjustments by September 1st. Adjustments to the budget require the concurrence of the Leader Team.
- c. The Administration Committee presents the proposed budget for a second read and adoption at the September Stated Gathering. This gathering will generally feature a pre-presbytery event focused on the mission priorities and budget of the presbytery, in addition to time for questions and discussion during the meeting.

- d. If the presbytery decides to continue conversation and adopt the budget at the November Stated Gathering of the presbytery, the amount of the Per Capita apportionment shall be set at the September meeting, so that sessions may complete the budgets for their congregations.

4. Interpretation of the Stewardship of the Presbytery

- a. After the adoption of the budget, the Leader Team will send a letter to the sessions of congregations interpreting the mission priorities and budget of the presbytery, and presenting information on participating in the per capita apportionment and shared mission of the presbytery.
- b. The presbytery staff will maintain records of the pledges and remittances of the congregations of the presbytery.
- c. The Leader Team is responsible to develop a plan for regular communication with the congregations on the vision, mission priorities, and stewardship of the presbytery.

PRESBYTERY SUPPORT OF THE STEWARDSHIP OF CONGREGATIONS

A primary mission priority of the Presbytery of Donegal is to support sessions and congregations as they faithfully carry out their stewardship. Each of the committees and commissions of the presbytery equips the stewardship of congregations in different ways, from consultations on the financial health of congregations to support in developing plans for financial stewardship.

The presbytery also equips congregations by connecting them to the partners available in the wider denomination that support stewardship, including the Presbyterian Mission Agency, the Presbyterian Foundation, the Board of Pensions, and the Presbyterian Insurance and Loan Program.

SECTION SEVEN: COMMITTEES AND GROUPS

INFRASTRUCTURE COMMITTEES

The committees and commissions of the Presbytery of Donegal are established in accordance with (G-3.0109) which says: “Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church. . .”

The Presbytery of Donegal has established committees and commissions as infrastructure committees that make up the backbone of presbytery operations. They include:

- Discerning Gifts and Passions Committee (DGP)
- Administration Committee
- Connecting our Ministry Commission (COM)
- Engaging Our Mission Committee (EOM)
- Commission on Preparation for Ministry (CPM)
- Examination Commission
- Self-Development of People Committee (SDOP)
- Fiduciary Administrative Commission for Dismissals (Elected when needed)
- Permanent Judicial Commission
- Committee on Representation (may be the same as Discerning Gifts and Passions)

Infrastructure committees and commissions are nominated by the Discerning Gifts and Passions Committee and are elected by the presbytery. Members are elected to three year terms and may be elected to a second term. Members shall serve for no more than six consecutive years. When a member has been elected, however, to fill an unexpired term of one year or less, the member may then be elected to serve two full consecutive terms, totaling no more than seven years. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year.

MEETING SCHEDULES, MINUTES AND QUORUMS FOR INFRASTRUCTURE COMMITTEES AND COMMISSIONS

Each committee and commission shall consult with the staff of the presbytery to establish a meeting schedule. All meetings and events must be coordinated with the Presbytery Executive Administrative Assistant, who will place the meetings upon the presbytery calendar, and issue meeting notices and materials to members of the committees.

All committees and commissions shall keep minutes, which are the official record of the proceedings and decisions of the committee. The chair shall forward minutes to the Executive Administrative Assistant

no later than two weeks after the date of the meeting. Approval of the minutes shall be according to the procedures established by each committee or commission.

Minutes of the Connecting Our Ministry Commission, Administration Committee, and any investigating committee are confidential; portions of other minutes maybe confidential. When this is the case, the committee or commission shall provide a report of actions for the consent agenda of the next stated gathering of the presbytery.

Each committee or commission must have a quorum present in order to make decisions. A quorum is defined as a majority of those elected to the committee or commission. Any vacant positions are not counted in determining the number of members that constitute the quorum for that group. When a quorum is not present, the committee or commission may hold conversations and recommend decisions; any decisions will not be official until decided by a quorum.

TEAMS, TASK GROUPS, COHORTS

In addition to infrastructure committees, the presbytery sponsors, validates, or recognizes task groups, support or interest groups, teams, or cohorts, that emerge in response to God's call.

Some teams are formed for the short-term to plan an event or for some other time-limited purpose. For a group to be recognized as an ongoing group of the presbytery, the group must be validated by the Engaging Our Ministry Committee. The group must fill out an Application for Validation as a Presbytery-Sponsored Group, giving the name of the group, the purpose of the group, a point person, and any other pertinent information, including the requested parameters of operation.

Some groups are "action" groups, with a specific mission they seek to accomplish. Some examples might include the Reality Conference Team, a Domestic Violence Action Group, and a Presbytery Worship Planning Team.

Other groups are cohorts for support or study. Some examples include SPIRE (for retired pastors and spouses) and NewLead (for pastors and other church professionals who are newer to ministry and interested in new ways of leadership.)

The Presbytery website maintains a list of all groups that have been validated by EOM, along with the purpose statement and contact person. This information is also published at each presbytery meeting.

Special Task Groups may be appointed by the Moderator or Presbytery Leader Team, subject to the approval of the Presbytery. They shall function for specified time and shall be reviewed at least annually.

DISCERNING GIFTS AND PASSIONS COMMITTEE (DG&P)

Membership: It shall consist of at least six members, who are nominated to the Presbytery by the Leader Team. The Executive Presbyter and the Stated Clerk are ex officio members of the committee.

What it Does: The Discerning Gifts and Passions Committee nominates for election by the Presbytery individuals to serve on the “infrastructure committees” of the Presbytery. DGP matches the capability, passion and willingness to serve Christ’s ministry with appropriate committees and commissions of the Presbytery and available assignments to higher councils of the PC(USA). DGP also connects people with passions to the task groups, teams and bubbles that engage the mission of the Presbytery, and which do not require election.

Discerning Gifts and Passions is responsible to ensure that careful attention is given to fair ethnic and gender representation on committees and commissions, as well as the balance between teaching and ruling elders. (G-3.0103)

Discerning Gifts and Passions also is responsible to oversee the process by which the Presbytery elects commissioners to the Synod of the Trinity and the General Assembly of the PC(USA). (G-3.0302a)

Gifts, Skills and Passions of Committee members: People who have an understanding of the structure and needs of the Presbytery, willingness to work as a team, flexibility and willingness to consider different perspectives, and commitment to the work of the Presbytery.

How Much Time it Takes: The committee meets approximately four times per year using a combination of face-to-face and conference call meetings.

ADMINISTRATION COMMITTEE

Membership: It shall consist of 9 members. The Executive Presbyter, the Stated Clerk, the Executive Administrative Assistant and the Treasurer (unless an elected member of the committee) shall be ex-officio members of the Committee.

Human Resource Responsibilities

- It shall oversee, review and update as necessary the Employee Handbook and shall perform the functions assigned to the Administration Committee in the Employee Handbook.
- It shall develop and maintain position descriptions for the staff members serving the Presbytery, and shall recommend position descriptions for the Executive Presbyter and the Stated Clerk to the Leader Team for adoption by the presbytery.

- It shall oversee the coaching and equipping team process for each staff member as set forth in the Employee Handbook, including evaluation of job performance. It shall provide the summary reports of the Coaching and Equipping Teams for the Executive Presbyter and the Stated Clerk to the Leader Team, along with any recommendations concerning job performance.
- It shall make recommendations for compensation packages for all staff for inclusion in the presbytery budgets. This is conducted in consultation with the Connecting Our Ministry Commission in regard to called positions and in accordance with the By-Laws for elected officers of the presbytery receiving compensation.
- It shall oversee the process for hiring and dismissing presbytery staff, as set forth in the Employee Handbook, with special provisions for called and elected positions.
- It shall administer the Affirmative Action Plan for Equal Employment Opportunity of the Presbytery.

Finance Responsibilities

- It shall provide a process for the execution of the bookkeeping and accounting responsibilities of the presbytery. This may include procuring the services of an external accounting firm.
- It shall oversee and ensure that the financial records are maintained on a current and accurate basis and reported to the presbytery in a timely fashion.
- It shall follow the prescribed process for budget preparation and adoption by the presbytery. This process is described under the Stewardship Section of this manual.
- With guidance from the presbytery staff and Treasurer, as part of the budget preparation process, it shall recommend the per capita apportionment, the shared mission pledges to the Synod of the Trinity and the General Assembly of the PC(USA) and shall project-estimated income.
- It shall provide for an annual audit or full financial review and report the findings to the presbytery.
- It shall review on a regular basis the necessary financial systems, budgets, policies and guidelines related to the financial management, investment of funds, and the stewardship of the Presbytery.
- Under the guidance of the Treasurer, it shall review bank statements/reconciliation reports and report to the presbytery that the reviews are completed.

Trustee Responsibilities

The Administration Committee shall be the Trustees of the Presbytery of Donegal. The Trustees' functions and responsibilities shall be defined and directed by the By-Laws of The Presbytery of Donegal, P.C. (U.S.A.), the Manual of Administrative Operations of the Presbytery and the Constitution of the Presbyterian Church (U.S.A.).

Insurance Responsibilities

- It shall review the adequacy of insurance coverage for the Presbytery of Donegal.
- It shall review the adequacy of insurance coverage for the congregations and fellowships under the jurisdiction of the Presbytery of Donegal.

Property Responsibilities

- A member of the Administration Committee shall serve as the chair of the Property Sub-Committee. The Sub-Committee shall consist of at least three members, and shall recruit members with expertise in legal, real estate and insurance fields. The Stated Clerk and the Executive Presbyter shall serve as ex officio members.
- The Sub-Committee shall bring reports and recommendations to the Administration Committee as necessary to properly carry out its responsibility as Trustees of the Presbytery of Donegal of the Presbyterian Church (U.S.A.).
- The Sub-Committee shall monitor and bring recommendations to the Administration Committee relative to its responsibility to advise the presbytery in matters related to acquiring, receiving, holding, encumbering, managing, and transferring property. This shall include plans to offer for sale the properties of congregations that have been dissolved, and the acquisition of property for church plants initiated by the presbytery.
- The Sub-Committee shall review and bring recommendations to the Administration Committee for all property-related actions of congregations that fall under the jurisdiction of the Presbytery Policy on Property.
- The Sub-Committee shall monitor the congregations of the presbytery regarding indebtedness, and other issues of common interest for the proper stewardship of our church properties.
- The Chair of the Administration Committee, as President of the Corporation, presides during the Board of Trustees report. The Chair of the Administration Committee may delegate to the chairperson of the Property Sub-Committee the presentation of the reports and recommendations regarding property for Presbytery action.

Gifts, Skills and Passions of Committee members: People who care deeply about the vision and structure of Donegal Presbytery. There are a wide variety of gifts and skills needed (members do not need all of these skills but the entire committee needs to possess them) -- budgeting, human resources, communication, long range planning, systems thinking, project management. This committee requires people with a positive outlook and strong team work ideals.

How Much Time it Takes: The committee meets from four to eight times a year on Monday mornings, typically from 9:30 - 12:00 noon. Committee members are invited to participate in the work of the committee with assignments based on their skills and available time.

CONNECTING OUR MINISTRY COMMISSION (COM)

Membership: It shall consist of six to nine members, who must be teaching or ruling elders. Additional members may be elected for a total of no more than nine members. The Stated Clerk and Executive Presbyter are ex officio members, as is the COM Recording Clerk.

What it Does: COM is the “hub” that coordinates oversight of congregations, teaching elders, certified Christian Educators, and commissioned ruling elders. It trains and deploys liaisons for relationship with each of our congregations. Some of the areas it handles are beginning and ending pastoral relationships, responding in times of transition and conflict, validating ministries in non-pastoral positions, and providing for the nurture of those in ministry. COM advises the Leader Team and the Administration Committee as to the needs for staff deployment for service to the congregations to equip their ministries.

In accordance with (G-3.0109b), Connecting our Ministries is commissioned to:

1. Find in order calls issued by member churches;
2. Approve calls for teaching elders serving in validated ministries;
3. Place teaching elders on the roll of “Member At Large;”
4. Dissolve a pastoral relationship in cases where the congregation and the pastor concur;
5. Grant permission to labor within, or outside, the bounds of the Presbytery;
6. Dismiss ministers to other presbyteries;
7. Appoint administrative commissions to install and/or ordain teaching elders in the presbytery
8. Act on requests to create new pastoral positions
9. Act on requests to grant honorable retirement.
10. Appoint a minister member of the Presbytery to be moderator for a session when the church is without a pastor.
11. Serve as an instrument of the Presbytery for promoting the peace and harmony of the churches, particularly in regard to matters arising out of the relations between ministers and churches.
12. Commission ruling elders to limited pastoral service;
13. Authorizing ruling elders to preside at the Lord’s Supper.
14. Approves requests for waivers of the requirements for term limits for Ruling Elders on sessions.

In all other matters, COM functions as a committee of the presbytery.

Gifts, Skills and Passions of Commission members: People who are interested in the life and processes of congregations and teaching elders. COM is a learning community where members are growing in new and adaptive ways to exercise leadership. The gifts of compassion and forbearance and wisdom are needed. Willingness to write and read reports and manage details are needed. The ability to use the internet and email is essential.

How Much Time it Takes: At least a 3-hour face to face meeting each month, plus deployment in area of service (vacancy coordination, liaison oversight, oversight of validated ministries and honorably retired members, conflict response, etc.) Frequent conference calls and emails to monitor Presbytery situations.

LIAISONS TO CONGREGATIONS (PART OF THE MINISTRY OF COM)

What Liaisons do: This arm of COM builds the communication bridge between pastors and sessions with the Presbytery. A Liaison relays the good stories between the two entities. The number of liaisons is fluid, with the goal to have a liaison assigned to each congregation and fellowship.

Gifts, Skills, and Passions of Liaisons: Liaisons are good listeners and have skills that put others at ease. They are keen at seeing where other resources may be needed. They will enjoy interacting with the unique ways that each church gives voice to its mission.

How Much Time A liaison is asked to check in with a pastor regularly in person, by e-mail or by phone. Attendance at worship once a year when available is encouraged as well as attendance at a session meeting as often as the invitation is given, but at least once in a year. Each encounter calls for a brief reporting by Smartsheet to COM. Attendance at three training sessions a year is an obligation. Appointment is for a year at a time and may be extended.

COMMISSION ON PREPARATION FOR MINISTRY (CPM)

Membership: It shall consist of six to nine members, who must be ruling or teaching elders. The Executive Presbyter and Stated Clerk are ex officio members.

What it Does: CPM oversees the preparation of inquirers and candidates for ministry as a teaching elder. The committee advises and monitors the progress of each candidate through all phases of the process.

The Commission on Preparation for Ministry is commissioned (G-3.0109b)

1. to receive a person seeking ordination as a teaching elder in the PC(USA) as an inquirer (G-2.0603),
2. move an inquirer to candidate (G-2.0604),
3. declare a candidate “ready for examination by a presbytery for ordination, pending a call” and thus able to enter into “negotiation for his or her service as a teaching elder,” (G-2.0607),
4. transfer an inquirer or candidate to another presbytery (G-2.0608),
5. remove an inquirer or candidate from the ordination process (G-2.0609).
6. nominate ruling and teaching elders for Presbytery election to be readers of standard ordination examinations; (G-3.0302)

In all other matters, the CPM functions as a committee of the presbytery.

Gifts, Skills and Passions of Commission members: People who are interested the nurture of those called to ministry. They should be curious about and have empathy for inquirers and candidates and be willing to engage as mentors. They need to be willing to read paperwork and reports, track details, and exercise discernment that is both compassionate and firm. Ability to access the internet is essential.

How Much Time it Takes: The committee meets during the afternoons as needed, generally between 4-7 times per year, in order to meet at least annually with all inquirers and candidates. Each member serves as a liaison for 1-3 people in the care process. Occasional conference calls and emails round out the work of the committee.

EXAMINATION COMMISSION (EXAM COM)

Membership: It shall consist of six to nine members, who must be ruling or teaching elders. The Stated Clerk and the Executive Presbyter shall be ex officio members.

What it Does: The Examination Commission examines on behalf of the Presbytery those teaching elders seeking membership in the Presbytery of Donegal, and, when necessary, examines for ordination to the ministry of teaching elder (minister of Word and Sacrament).

Gifts, Skills and Passions of Commission members: People who are passionate about reformed theology, who are willing to engage in a collegial style of examination. They need to be willing to read portfolios of ministry information, track details, and exercise discernment that is both compassionate and firm. Ability to access the internet is essential.

How Much Time it Takes: The commission meets the second Thursday of the month, generally in the mornings, but for as long as necessary to conduct all needed examinations.

See the *Process for Examination of Those Seeking Membership or Positions as Teaching Elders in Donegal Presbytery* for the specific authorizations which have been granted to this commission by the presbytery.

ENGAGING OUR MISSION (EOM)

Membership: It shall consist of 6-9 members. The Executive Presbyter and the Stated Clerk shall be ex-officio members of the Committee.

What it Does: EOM validates the mission groups, teams, and task groups of the Presbytery. EOM receives project management applications for mission endeavors as Presbytery networks and as sponsored by congregations. EOM mentors emerging missions, oversee scholarships, and connects with our immigrant and multicultural fellowships. EOM is the hub for mission within and beyond the bounds of the Presbytery.

Gifts, Skills and Passions of Committee members: People who are passionate about mission and emerging ways to nurture mission. A range of skills are needed, from project management, to business “sense,” to visionaries, dreamers and church planters.

How Much Time it Takes: The committee typically meets about every other month, over supper in a 5-8:30 timeframe. EOM members serve as mentors as available.

NEW WORSHIPPING COMMUNITIES COMMISSION (NWCC)

Membership: It shall consist of 6-9 members. The Executive Presbyter and the Stated Clerk shall be ex-officio members of the Committee.

What it Does: The New Worshiping Communities Commission inspires, validates and oversees new worshiping communities in the Presbytery of Donegal. The NWCC oversees the 1001 Grant Process of the Presbyterian Mission Agency, and any other grants that involve presbytery partnership. It coordinates with EOM for any appropriate EOM or presbytery NWC grants. It oversees the process when an existing congregation seeks to be re-chartered as a new worshiping community. It oversees non-english speaking and immigrant fellowships/congregations

Gifts, Skills and Passions of Commission members: People who are passionate about new ways that God’s mission is taking shape in the world. A range of skills are needed, from project management, to business “sense,” to visionaries, dreamers and church planters.

How Much Time it Takes: In 2019 the NWCC is just being inaugurated. The times of commission meetings will be included in the next update to the Manual of Administrative Operations.

CLERK OF SESSION SUPPORT TEAM

Membership: It shall consist of four to six members. The Stated Clerk shall and Executive Presbyter shall be ex-officio members of the Committee, with primary staffing by the Stated Clerk.

What it Does: The Clerk of Session Support Team assists clerks of session in the performance of their duties, in particular maintaining manuals and keeping minutes. The team provides for the annual review of session minutes and may provide other opportunities for clerks of session to participate in a learning community.

Gifts, Skills and Passions of Committee members: Clerks of Session and Teaching or Elders ~~People~~ who are interested in polity and process. Fascination with the workings of congregations, presbyteries and the General Assembly of the PC(USA) is a plus. Willing to be mentors and help congregations and the Presbytery do its best work.

How Much Time it Takes: The committee meets a few times each year to plan the annual minute review/learning community events, and other development events for clerks of sessions. Each member will help host at least one minute reading gathering for clerks of session in the spring.

GENERAL ASSEMBLY OVERTURES AND AMENDMENTS TEAM

Membership: It shall consist of the presbytery commissioners to the most recent General Assembly, plus any previous commissioners or others with a passion for the polity of the PC(USA). The Stated Clerk shall and Executive Presbyter shall be ex-officio members of the Committee.

What it Does: The GA Overtures Team leads the Presbytery as a learning community in responding to overtures from the General Assembly. The Team develops a process in consultation with the Leader Team to present overtures from the General Assembly to the presbytery, and to provide for learning community experiences as needed.

Gifts, Skills and Passions of Team members: Recent service as a General Assembly Commissioner. Fascination with the workings of congregations, presbyteries and the General Assembly of the PC(USA) is a plus. Willing to be mentors and help congregations and the Presbytery do its best work.

How Much Time it Takes: The team will begin work in the months prior to a meeting of the General Assembly of the PC(USA), and will continue service until the overtures from the General Assembly have been voted upon by the presbytery.

SELF-DEVELOPMENT OF PEOPLE COMMITTEE

Membership: It shall consist of a minimum of five members, with a majority “racial ethnic,” majority from a PC(USA) congregation, chair must be Presbyterian.

What it Does: Self-Development of People is a ministry that affirms God’s concern for humankind. We are Presbyterians and ecumenical partners dissatisfied with poverty and oppression, united in faith and action through sharing, confronting, and enabling by participating in the empowerment of economically poor, oppressed, and disadvantaged people, seeking to change the structures that perpetuate poverty, oppression and injustice.

Gifts, Skills and Passions of Committee members: Requirements for the SDOP Committee.

How Much Time it Takes: The committee must be certified with a day-long training event. The Committee meets quarterly on the average to consider grant proposals. Members should be aware of ventures that would qualify for SDOP funding.

FIDUCIARY ADMINISTRATIVE COMMISSION FOR DISMISSALS

Membership: It shall consist of six to nine members. The Executive Presbyter and the Stated Clerk shall serve as ex officio members. This commission is appointed by the Leader Team when notification from a congregation is received that the session is requesting entrance into the process of discerning continuing membership in the PC(USA).

What it Does: The Fiduciary Administrative Commission for Dismissals is responsible to oversee all aspects of the dismissal process after congregations have been approved for dismissal to another reformed denomination. Members oversee the dismissal checklist, including asset inventories, property appraisals, and funds analysis. The Fiduciary AC for Dismissals prepares the Presbytery recommendation for the terms of dismissal. The Fiduciary AC then negotiates these terms with the session of the congregation seeking dismissal.

Gifts, Skills and Passions of Commission members: People who understand their call to include helping the Presbytery to dismiss congregations in a way that is orderly, and creates a gracious space for both the congregation and the Presbytery to negotiate. People who are business-minded, good with details, calm in conflict, and have a spirit of hopefulness and shepherding are best-suited for this work, which is costly.

How Much Time it Takes: The commission meets when a dismissal has been approved by the Presbytery and the congregation. When a dismissal is in process, there may be several meetings face-to-face and by conference call.

PERMANENT JUDICIAL COMMISSION

Membership: The Permanent Judicial Commission consists of seven members, each elected for a six-year term. (D-5.0102). There shall be three classes, with no more than one half of the members in one class. (D-5.0103). It shall be composed of teaching elders and ruling elders in numbers as nearly equal as possible. (D-5.0101) No person who has served on a permanent judicial commission for a full term of six years shall be eligible for reelection until four years have elapsed after the expired six-year term. (D-5.0105). The Stated Clerk and the Executive Presbyter serve as ex officio members, with the Stated Clerk responsible for the duties enumerated in the Rules of Discipline and the Executive Presbyter involved in all matters related to the Commission on Ministry.

What It Does: The Permanent Judicial Commission is responsible for hearings and trials pertaining to judicial matters in the bounds of the Presbytery of Donegal (D-2.0102), appeals from sessions in Donegal Presbytery (F-3.0206) and also judicial matters referred from other councils (D-4.0101). It is responsible for remedial and disciplinary matters. (D-2.0200)

Gifts, Skills, and Passions of Commission members: Members need to be people knowledgeable of and committed to the Rules of Disciples in the Book of Order.

How Much Time it Takes: The PJC meets at least annually for training and to elect a moderator and clerk. (D-5.0201). The Commission is on call for matters referred to it and is available for hearings and trials as necessary. In the case of a remedial or judicial case referred to the PJC, the Commission may need to meet for several days in a row.

COMMITTEE ON REPRESENTATION (CoR)

Membership: The Discerning Gifts and Passions Committee is also elected as the Committee on Representation.

What it Does:

1. Ensure that balance in representation of racial ethnic members; gender; age groups; ruling and teacher elders, as well as other leaders; and persons with disabilities is considered when presenting nominations to the presbytery for election.
2. Serve as a resource to the presbytery and its congregations in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the church.

How Much Time it Takes: The committee meets approximately four times per year using a combination of face-to-face and conference call meetings.

POLICY ON ELECTRONIC MEETINGS AND DIGITAL COMMUNICATIONS

The Stated Clerk and Executive Presbyter have prepared an Advisory on Electronic Meetings that is available on the presbytery website or by request from the presbytery office.

The following rules regarding electronic meetings and digital communications are adopted for all presbytery committees, commissions, task groups and teams.

1. Every Presbytery Committee, Commission, Team and Task Group should decide on the methods by which they will conduct electronic meetings and digital communications.
2. Except where specifically prohibited, meetings of commissions, committees, teams, and task forces may be conducted as an electronic meeting, in whole or in part, without the participants being physically present in the same place.
3. Electronic meetings may be conducted via a phone conference call platform for voice communication or through Zoom, Skype or other video conference platform for voice and visual communication.
4. The presbytery maintains subscriptions to both aural conference call and video platform conference systems for the use of presbytery groups. These services are also available to congregations by prior arrangement with the presbytery office. The key factor that defines an electronic meeting is that all participants must have the opportunity for simultaneous communication.
5. Commissions, committees and teams, and task forces of the Presbytery of Donegal may take action required or permitted to be taken at a meeting with like effect between meetings of the entity, provided that every member is contacted either in person or via email and no member objects. If contacted via email, verification must consist of an email reply stating “no objection,” or words to that effect. If any member objects or wishes to have discussion on the motion, then a special face-to-face or electronic meeting is required to take the action. Discussion via email in lieu of a meeting is not sufficient. Action via email, if taken, shall be recorded in the minutes of the next meeting of the entity as an action taken by unanimous consent between meetings in accordance with the rules. Electronic meetings should be conducted, rather than email, in order for a group to approve any actions that will be reported to the presbytery.
6. Training shall be provided for any digital tools in use by a committee (such as Smartsheet) or electronic meeting platforms. Electronic meetings are challenging and require a high level of skill from the moderator and participants. The presbytery staff are available to train groups and individuals.