



The Presbytery of
DONEGAL

Procedures for Documentation Related to Presbytery Gatherings

1. Call to the Gathering:

The Call to the Gathering shall be sent in accordance with the deadlines in the Presbytery Manual. The Call will be compiled by the Executive Administrative Assistant, and reviewed by the Stated Clerk and the Executive Presbyter prior to sending.

2. Document Wrangling Team:

The Document Wrangling Team is responsible to move presbytery dockets and documents through the pipeline, and otherwise shepherd the flow of information and information-producers. The key members of this team are the Stated Clerk, the Executive Administrative Assistant, the Executive Presbyter, the Business Administrator, the Recording Clerk, and the COM Documentarian. The Document Wrangling Team is empowered to make changes to the docket that do not require the approval of the entire Leader Team, and to decide which documents are posted in online resources, and which documents must be included in the print packet.

3. Docket:

All stated and called presbytery gatherings shall have a docket listing the order of business to come before the gathering. The docket should be posted at least four days before the gathering. Any necessary updates should list the date and time of the update. Any modifications to the docket made after 3:00pm on the day before the gathering will both be posted and copies shall also be printed for all who have registered their attendance.

4. Consent Agenda:

A consent agenda shall be developed for all stated gatherings. It will include routine procedural items. The Consent Agenda shall include reports on actions from the Connecting Our Ministry Commission, the Commission on Preparation for Ministry, the Examination Commission, the Administration Committee, the Leader Team, and the Leadership Summit. Any business from any committee or commission that requires action by the presbytery gathering shall be included in the items for action on the docket.

5. Documents for the Gatherings:

The goal is to post all documents for presbytery gatherings no later than four days before the gathering. This means that all committees, commissions and groups need to work ahead in order to have their materials ready. Any documents received after 3:00pm on the day before the meeting

will both be posted and copies shall also be printed for all who have registered their attendance. The Document Wrangling Team is empowered to remove items from the docket when necessary information has not been received by the deadline, and when postponement would not adversely affect the mission of the presbytery.

All documents for the gatherings will be posted online. In order to be good stewards of resources, commissioners with devices are encouraged to download the presbytery packet to their device and bring it to the meeting, rather than to print them. Whenever possible, presbytery gatherings are scheduled in facilities with online access. This cannot be guaranteed, and downloading ahead of time is recommended.

Print packets for those without online access will be prepared with the documents essential to actions of the presbytery. Those who would like a print copy of all documents posted for the meeting may receive one upon request.

An archive of packets and presentations will be maintained on the presbytery website. This will be on the same page as the minute archive, and will offer to extract from the packet any individual sections, due to the size of the documents.

6. Minutes of Presbytery Gatherings:

The official record of the meetings and actions of presbytery gatherings are called the minutes. The minutes shall be kept by the Recording Clerk in accordance with the most recent edition of Robert's Rules of Order, and in compliance with the Book of Order.

A Minute Review Group appointed by the Leader Team, shall review the minutes, with the Stated Clerk responsible for the final review of the minutes. Once the minutes have been approved by this group, the minutes shall be posted as provisional minutes, until they are approved by the presbytery at the next stated gathering of the presbytery. The provisional minutes shall be posted no later than thirty days following a presbytery gathering. The Stated Clerk and the Executive Presbyter may send to the presbytery distribution list a "Highlights of the Presbytery Gathering" soon after the gathering. The minutes are intended to record the actions of the bodies, and do not include all reports and presentations that are materials for the meeting. The minutes shall include as appendices the documents from the gathering that are important to be maintained as part of the official record of the meeting. Some of these documents include:

- Final versions of adopted manuals and policies, or the link to their location on the presbytery website. Documents submitted for a first read are not included.
- Year-end financial statements, when they have been approved.

- Reports received for action, as well as all reports included in the consent agenda.

After the provisional minutes have been posted, commissioners to the presbytery are encouraged to review and submit any suggestions in writing to the Stated Clerk no later than one week before the next stated gathering.

If a commissioner would like to suggest a change to the minutes, or the reports in the consent agenda, on the day of the stated gathering, the commissioner may withdraw the item from the consent agenda and submit a written suggested correction form by the deadline for new business. The minutes or reports may then be brought for approval as corrected during the time for new business, or they may be referred back to the appropriate group for correction and submission to the next stated gathering.