**MANUAL OF OPERATIONS**

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**Presbytery of Eastern Oregon**

**Synod of the Pacific**

**Presbyterian Church (USA)**

Approved by the Presbytery of Eastern Oregon on

April 17, 2021

**PURPOSE OF MANUAL OF OPERATIONS**

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The purpose of this manual is to ensure that the governance, ministry, and mission of the Eastern Oregon Presbytery, and PC (USA) of which we are a part, can be duly fulfilled. This manual should be used to provide clarity and unity and all actions should be done in a spirit and service and humility so that the love of Christ may be visible in our gatherings and work.

**PRESBYTERY COUNCIL**

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**Membership:**

The Presbytery Council, as outlined in the by-laws of the Eastern Oregon Presbyter shall consists of the Immediate Past Moderator of Presbytery, who shall be the Chair of Council, the Moderator, Vice Moderator, chairpersons of committees, and an at large Ruling Elder and Minister of Word and Sacrament. The Stated Clerk/Treasurer of Presbytery shall serve as a non-voting secretary and the Executive shall serve as a non-voting consultant

**Duties:**

The Presbytery Council shall:

1. Nominate the Stated Clerk / Treasurer
2. Present to Presbytery nominees to serve on the nominating and COR committee
3. Develop and approve the docket for the Presbytery meetings, and help provide coordination and implementation of said meetings
4. Periodically review Bylaws and Manual of Operations
5. Ensure an annual performance review of Presbytery staff through the Presbytery Personnel Committee in accordance with the Personnel Policies of the Synod of the Pacific

**Meetings:**

The council shall meet at least three (3) times per year, either in person or virtually (Zoom, Conference Call, or other such technology) in preparation for the following regularly scheduled Stated Meeting of Presbytery.

The Chair of Council, the Moderator of Presbytery, the Presbyter or any two members of Council may call a Special Meeting of the Council when such a meeting is warranted. Such meetings may be done in person or virtually.

Email voting shall be permitted related to certain items of business, with the exception of issues deemed to be controversial and needing more discussion and “live” interaction.

**PRESBYTERY OFFICERS**

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**Chair of Council**

The term of office for chair of council shall be for two years, beginning on the first day of January following the election held at the stated meeting of Presbytery the previous October and concluding with the assumption of office by his or her successor.

Ordinarily the Chair of Council will be the immediate past Moderator of Presbytery. If that person is not available the default with be the previous Past Moderator.

The Chair of Council shall work with the Stated Clerk to prepare the docket for the Presbytery Council, serve as the presiding officer of the Council, and sign documents on behalf of the Presbytery as authorized by Presbytery.

**Moderator of Presbytery**

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

Ordinarily the Moderator will be the immediate past Vice Moderator of the Presbytery. In such case as the Vice Moderator is not able to assume office, a replacement shall be nominated by the Nominating Committee and voted on by the Presbytery at either a Stated Meeting of Special Meeting.

The Moderator of Presbytery shall serve as the presiding office during state and special meetings of Presbytery, and appoint temporary committees or task forces as needed

**Vice Moderator**

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

Duties of the Vice Moderator shall be to serve as the presiding officer during stated and special meetings of the Presbytery in the absence of the Moderator and to assist the Moderator as needed in discharging the duties of that office.

**Stated Clerk**

The stated Clerk shall be elected for a three year term at the October stated meeting of the Presbytery prior to the expiration of the preceding term. The term of office shall conclude with the assumption of the office by his or her successor. A performance review shall be conducted annually by the Personnel Committee of the Presbytery of Eastern Oregon.

The Stated Clerk may be elected to successive terms of office

The Moderator shall ordinarily install the Stated Clerk during the October Stated meeting of Presbytery.

The duties of the Stated Clerk shall be as descripted in the *Book of Order* of the Presbyterian Church (USA), the position description developed by the Personnel Committee of Presbytery, and as assigned by the Presbytery Council.

The Stated Clerk shall maintain a complete and accurate record of the proceedings of each stated and special meeting of the Presbytery and Presbytery Council and distribute them to the subsequent meeting of Presbytery and Presbytery Council for correction and approval.

The Stated Clerk shall sign documents on behalf of the Presbytery as authorized by the Presbytery and serve as the agent of service and process for the Presbytery.

The Stated Clerk shall review the Session minutes of each congregation at least biennially. Congregations may submit such minutes either electronically or in paper form. A list of what is required to be in the minutes shall be made available to each Clerk of Session annually.

**Treasurer**

The Treasurer shall be elected at the October Stated Meeting of the Presbytery prior to the expiration of the preceding term. The term of office shall be for three years beginning on the first day of January following the election held at the stated meeting of the Presbytery the previous October and concluding with the assumption of office by his or her successor upon the expiration of the term of office

A performance review shall be conducted annually by the Personnel Committee of the Presbytery of Eastern Oregon.

The treasurer may be elected to successive terms of office.

The Moderator shall ordinarily install the Treasurer during the October Stated meeting of Presbytery.

Duties of the Treasurer shall be to comply with all appropriate financial procedures prescribed in the *Book of Order* of the Presbyterian Church (USA). This office shall maintain the financial records of the Presbytery in accordance with Generally Accepted Accounting Practices. The Treasurer shall prepare and submit reports of the financial condition of the Presbytery at least twice during the year (at 6 months and Year End) but shall provide appropriate and applicable financial reports to the Council or to Presbytery Committees at their request.

The Treasurer shall have the books reviewed regularly by an outside accounting firm to ensure accuracy and compliance with GAAP.

**PRESBYTER**

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The Presbyter will be elected to serve and indefinite term with an annual performance review conducted by the Eastern Oregon Presbytery’s Personnel Committee in accordance with the Synod of the Pacific Personnel Policy and Procedures

The Presbyter shall perform the duties as prescribed in the *Book of Order* and in the approved job description. The Presbytery Council will provide ongoing guidance related to how the job elements are prioritized.

**COMMITTEE ON MINISTRY**

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The Committee on Ministry (COM) has a particular responsibility to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader community. COM shall serve as a counselor, advisor and pastor to the ministers of Word and Sacrament, Commissioned Ruling Elders and Certified Christian Educators of the Presbytery (G-3.0307 2019-2021) and to Sessions as a counselor and guide concerning reported difficulties within a congregation, (G-3.0303 2019-2021)

The committee shall normally consist of at least seven (7) members divided as evenly as possible between Ruling Elders and Teaching Elders, and representing as best as possible race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds. Each member shall serve three (3) year terms.

The Committee shall fulfill its functions as outlined in the *Book of Order* (G-2.0502 and G-2.07-2.11) and shall

1. Present to the terms of call for all pastor’s at the first yearly meeting
2. Grant permission to ministers to labor outside the bounds of Presbytery (such actions must be reported to the next meeting of Presbytery)
3. Review all non-pastoral ministers (at-large, validated ministries) annually
4. Review all Certified Ruling Elders annually
5. When time is of the essence, the committee may act to dissolve a pastoral relationship between a congregation and pastor when and if ~~with~~ both the congregation and the pastor concur.
6. Be encouraged to develop and empower task forces or individuals to address specific responsibilities as necessary
7. Perform such duties as Presbytery shall properly assign to COM in keeping with the Book of Order and Eastern Oregon Presbytery By-Laws.

Refer to the COM Manual for specific and detailed policies and procedures.

The COM shall provide support to local congregation and other entities of Presbytery in times of crisis. Request for support may be come from the Presbytery, Presbyter, Presbytery Council, local sessions, pastors, or individuals from churches within the Presbytery.

The COM shall designate a member or members of COM whose task shall be to provide oversight and guidance for the education and training of Ruling Elders for special service as “Commissioned” Ruling Elders (CRE’s), this person will functionally fill the role of the Committee on Ministry and should normally be a Teaching Elder.

The COM shall designate a member or members of COM whose task shall be to provide oversight and guidance to inquirers and candidates in their efforts toward a calling to professional ministry. This person will functionally fill the role of a Committee on Preparation for Ministry (CPM)

This person should normally be a Teaching Elder. When a prospective inquirer/candidate is brought before the Presbytery for action to come under care, that prospect’s church shall provide a ruling elder to be elected to serve as part of CPM for the duration of the prospects care, and serve as the church’s session liaison for the inquirer/candidate.

The CPM designee shall, in conjunction with COM as a whole, receive persons asking to be approved as an Inquirer or Candidate and consider presenting them to the Presbytery for approval.

The CPM designee shall provider ongoing oversight and guidance for such person in their pursuit of possible professional ministry, interpret the role of the Presbytery and the prospect’s session and congregation in the process, and fulfill the responsibilities indicated in G-2.06.

If a statement of faith is going to be presented before Presbytery that statement shall be made available to all the commissioners **at least 10 days** prior to the meeting.

**COMMITTEE ON NOMINATIONS and REPRESENTATION**

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

Membership shall ordinarily consist of six (6) members, include the Chair of the Personnel Committee of Presbytery. There shall be four (4) Ruling Elders and two (2) Teaching Elders, nominated by the Council. The Council shall bear in mind the need for diversity on this committee.

The Committee shall present nominations for Moderator and Vice Moderator and shall present nominations for all committee members who have terms of office expiring at the end of the year. They shall also nominate people for responsibilities our Presbytery has in the Synod of the Pacific. Namely 1) Synod Commissioners, and 2) Member of the Synod Permanent Judicial Commission (when requested by the Stated Clerk).

These nominations shall be presented at the October meeting of Presbytery with two exceptions. Nominations shall be made at the summer Stated Meeting for Commissioners to Synod and for Readers of Ordination Exams.

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

**COMMITTEE ON MISSION, PROGRAM, AND PEACEMAKING**

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The Presbytery Committee on Mission, Program, and Peacemaking (CMPP) is responsible for educating, empowering, and equipping Presbytery and its congregations in best missional practices. It shall also be responsible for coordinating peacemaking activities within the Presbytery.

The Committee shall consist of five (5) members including at least two (2) Teaching Elders and (3) Ruling Elders representing of the gender, ethnic, physical ability diversity present in the Presbytery. Terms shall be for 3 years (two consecutive terms only).

The committee shall

1. Recommend the mission priorities of the presbytery.
2. Send and receive mission grant applications, review and approve applications and make recommendations for the mission budget to the Trustees
3. Recommend to the presbytery council methods for sharing mission of the local congregations to the Presbytery at large
4. Recommend and coordinate the training programs and educational opportunities, related to mission, church health and growth, or critical issues facing the church, to and throughout the presbytery.
5. Oversee peacemaking efforts within the Presbytery, including coordinating visits from Presbytery Peacemakers itinerated by the PCUSA
6. Oversee event for youth including Youth Triennium
7. Promoted the national and world mission enterprises of the denomination as well as special offerings prompted by Presbytery, Synod, and General Assembly

This committee, due to the large scope of its responsibilities is encouraged to develop and empower task forces to address specific issues or events.

**TRUSTEES (FINANCE AND ADMINSTRATION)**

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

The committee shall consist of three (3) members, along with the Treasurer (ex officio) of Presbytery.

This group shall

1. Oversee and care for all real property held by the Presbytery and its church as well as all of the other assets of the Presbytery
2. Be responsible for an annual review of the finances of the Presbytery (G-3.0113)
3. Be responsible for developing the annual budget of the Presbytery in consultation with the appropriate committees and the Council of Presbytery for recommendation and vote of the Presbytery at is October meeting
4. Submit financial reports to the Presbytery with a comparison the budget. This shall include a closing report for the previous year (March/April meeting) and a mid-year report at the July meeting.
5. It shall use a 3rd Quarter report as part of its presentation of budget recommendations for the coming year (October meeting)

**PERMANENT JUDICIAL COMMISSION**

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This group shall fulfill the requirements of the *Book of Discipline*

The commission shall consist of seven members, balanced between teaching and ruling elders. Each person shall serve a six (6) year term.

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

**PERSONNEL COMMITTEE**

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

The committee shall normally consist of three (3) members with two (2) Ruling Elders and one (1) Teaching elders.

The duties shall be to:

1. Serve as liaison between paid staff and the Council
2. Conduct annual evaluation of each paid staff member of the Presbytery
3. Periodically review and adjust positions descriptions for paid staff
4. Recommend / negotiate compensation levels / changes to Council and / or Synod

**AMENDMENTS TO THE MANUAL OF OPERATIONS**

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

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

**APPENDECIES**

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Standing Rule (Bylaws)

COM Manual

Position Descriptions

1. Presbyter
2. Stated Clerk / Treasurer