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MANUAL OF ADMINISTRATIVE OPERATIONS

NATIONAL CAPITAL PRESBYTERY

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18 **INTRODUCTION**

19 “Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and
20 challenge our congregations to be Missional, Pastoral and Prophetic.” This is the mission of
21 National Capital Presbytery. It is the intent of this Manual of Administrative Operations to help
22 the Presbytery fulfill its mission.
23

24 *The Book of Confessions*, Part I of the Constitution of the Presbyterian Church (U.S.A.), states
25 that “all the Reformed confessions emphasize God’s sovereign claim on both personal and
26 corporate life, and thankful human obedience to it.” The structure and operations of the
27 Presbytery, as described in this Manual of Administrative Operations, are firmly grounded in
28 Reformed faith and polity and the purpose of the manual is to help the Presbytery more
29 effectively emphasize God’s claim on our corporate life.
30

31 Early in *The Book of Order*, Part II of the Constitution of the Presbyterian Church (U.S.A.), we
32 find a discussion of The Historic Principles of Church Order (F-3.01) and The Historic Principles
33 of Church Government (F-3.02). This manual firmly subscribes to those historic principles.
34

35 In developing this manual, we recognize and affirm that “God alone is Lord of the conscience.”
36 As is true of Reformed polity in general, there is recognition that persons chosen to lead this
37 Presbytery are governed, not by those whom they may represent, but by the Holy Spirit working
38 within them and are guided by the Holy Scriptures as “the only rule of faith and manners”. We
39 recognize and affirm the principle that a larger part of the church shall govern a smaller and that
40 matters shall be finally decided by the “collected wisdom and united voice of the whole Church.”
41 We have ensured that this principle is the foundation of operations for this Presbytery – that all
42 decisions may ultimately be subject to the “collected wisdom and united voice” of the Presbytery
43 – understanding that when the people of God are gathered together to listen to the Holy Spirit
44 their collective voice is more likely to reflect the will of God.
45

46 *The Book of Order* in G-3.0106 “Administration of Mission” gives the guidance by which this
47 Manual of Administrative Operations has been developed.
48

49 Recognizing that we are “reformed and always being reformed by the Holy Spirit” there are
50 provisions for reforming both the Manual of Administrative Operations and the structure of the
51 Presbytery should that be necessary and or desired. As is our church, this is a work in progress
52 that should and will always be guided by the Constitution of the Presbyterian Church (U.S.A.)
53 and, most importantly, by the will of God as we discern it when we listen together to the Holy
54 Spirit working in our midst.
55

56 **AUTHORITY**

57 A Manual of Administrative Operations for the Presbytery is called for in the *Book of*
58 *Order*. (G-3.0106) The provisions of this Manual of Administrative Operations are
59 subordinate to the *Book of Order*. National Capital Presbytery, Inc. is a not-for-profit
60 corporation formed under the District of Columbia Nonprofit Corporation Act.
61
62

63 **PURPOSE**

64 This Manual of Administrative Operations establishes the rules for the interrelationships
65 of the Presbytery’s various officers and agencies and for its internal operating procedures.
66

67 **METHOD OF AMENDMENT**

68 The Leadership Council may recommend amendments to this Manual for approval by a two-
69 thirds vote of the Presbytery at any stated meeting. Any amendments proposed by other parties
70 will be submitted to the Leadership Council for the Leadership Council’s review and approval
71 preceding presentation to the Presbytery. Any proposed revision of the manual disapproved by
72 the Leadership Council can be presented to the Presbytery for action by way of a minority report
73 upon the vote of at least one-fourth of the Leadership Council or by any individual commissioner
74 to a Presbytery meeting who can present the manual revision as new business at a Presbytery
75 meeting to be considered at the next stated meeting of the Presbytery. This rule, that a
76 commissioner resolution be considered at the next stated Presbytery meeting, can be overridden
77 by the Presbytery by a ¾ vote.
78
79

80 **THE PRESBYTERY**

81 **ORGANIZATION**

82 **Structure**

83
84 The focal points for the decision making of the National Capital Presbytery are its
85 regularly scheduled meetings throughout the year. The Leadership Council serves
86 as the leadership team, monitoring/adjusting/challenging/leading the total mission
87 and program of the Presbytery. It functions in three modes – generative, strategic
88 and fiduciary.
89
90

91 In order to function more effectively and efficiently, the Leadership Council
92 utilizes committees, teams and task forces. Each is composed of appointed or
93 elected members with responsibility for fulfilling a broad mandate or specific
94 task. In addition, there are various “Ministry Units,” which are defined as any
95 group doing ministry under the authority of the Presbytery.
96

97 **Officers**

98 The National Capital Presbytery, Inc. shall elect the corporate officers required by
99 the Bylaws in the manner and at the time set forth in those Bylaws current at the
100 time when such elections are to take place. The terms of office shall be those set
101 out in the Presbytery Bylaws. Other Officers shall be elected by the National
102 Capital Presbytery as indicated in this Operations Manual. Annually the
103 Presbytery shall elect a Moderator and a Vice-Moderator (who is Moderator Elect)
104 of the Presbytery. Members of the Leadership Council also serve as directors for
105 the National Capital Presbytery, Inc.
106

107 **Committees**

108 The Committees, along with their purposes or functions, shall be those called for
109 in the Presbytery’s Manual of Administrative Operations. Adding, changing, or
110 discontinuing Committees requires an amendment to the Manual of
111 Administrative Operations.

112
113 Each Committee called for in the Presbytery’s Manual of Administrative
114 Operations shall be elected in the manner and at the time set forth therein. Each
115 Committee shall write and maintain its own Manual of Operations. This Manual
116 will ordinarily describe the functions, organizational structure, membership,
117 quorum requirements and meeting schedules, and will establish the number,
118 qualification and designation of the members of the applicable Committee. Each
119 Committee shall report any changes to its own Manual to the next stated meeting
120 of the Leadership Council. The Committees are responsible for ensuring that their
121 Manuals are consistent with the Presbytery Manual of Administrative Operations
122 and National Capital Presbytery, Inc. Bylaws, as well as the *Book of Order*.
123 Each Committee will submit a written report to the Leadership Council
124 concerning its work and the work of its Teams and Task Forces annually.

125
126 **Teams**

127 The Leadership Council, Committees, or, when authorized by the Leadership
128 Council or the Presbytery itself, the Moderator of the Presbytery may, from time-
129 to-time, appoint Teams to attend to a particular aspect of the Presbytery’s, the
130 Leadership Council’s, or Committee’s work that may or may not be comprised of
131 members of the Leadership Council, or Committee. The Leadership Council will
132 be informed of the nature, membership, and term of all Teams formed by the
133 Committees. The Leadership Council will also be informed when a Committee-
134 formed Team is dissolved.

135
136 **Task Groups**

137 The Leadership Council, Committees, or the Moderator of the Presbytery may,
138 from time-to-time, appoint a Task Group to accomplish a particular task.
139 Ordinarily a particular Task Group will serve for no more than one year or until
140 the assigned task is completed, whichever comes first. The Leadership Council
141 will be informed of the nature, membership, and term of all Task Groups formed
142 by the Committees. The Leadership Council will also be informed when a Task
143 Group is dissolved.

144
145 **Ministry Unit**

146 A “Ministry Unit” is any group doing ministry under the authority of the
147 Presbytery. Leadership Council, Committees, Teams, Task Group and Associated
148 Ministry Groups (for example: Black Presbyterians United, Presbyterian Women,
149 Korean Ministry Caucus, etc.) reporting to the Presbytery are referred to in this
150 document as “Ministry Units”. Each Ministry Unit shall submit report of its work

151 annually to the Leadership Council, along with a brief report of income and
152 expenses for the year.

153
154 **OPERATIONS**

155
156 **Budgeting**

157 The budget for each Ministry Unit of the Presbytery requesting funds shall
158 originate with the responsible Committee. The budget year runs from January 1
159 through December 31 in any given year. The budgeting process is developed by
160 the Budget and Finance Committee in a fashion consistent with the NCP Financial
161 Policies.

162
163 **Financial Management**

164 Fiscal oversight is the responsibility of the Leadership Council which serves as
165 the Board of Directors of National Capital Presbytery, Inc. The Budget and
166 Finance Committee, working with the Director of Business Affairs, has overall
167 responsibility for monitoring the annual Presbytery budgets, and generally meets
168 monthly to review the latest financial reports. The Leadership Council may
169 reallocate budgeted funds on a limited basis without Presbytery approval in order
170 to meet an unforeseen need that is important to the success of a budgeted program
171 or activity. Such reallocations shall be reported at the next Presbytery meeting.

172
173 Where budget adjustments become necessary, the Budget and Finance Committee
174 will advise the Leadership Council which is authorized to approve such
175 adjustments. Particular Committees have the latitude to exceed a particular line
176 item, provided that the sum of all line items administered by the Committee does
177 not exceed the total allocated.

178
179 It is the responsibility of each Committee to manage its own budget. All
180 Committee expenditures which will exceed a budgetary line item of a Committee
181 shall be approved beforehand by the Committee’s membership. All expenditures
182 from designated funds shall be approved by the Committee’s membership and, in
183 some cases, may require additional approvals as determined by the Presbytery.

184
185 Other budget policies and procedures are described in the NCP Financial Policies.

186
187 All disbursements shall be made with the written approval of a member
188 authorized by the Committee in the form established by the Budget and Finance
189 Committee.

190
191 **Relationships**

192 The work of the ministry units are related to each other through the mission and
193 vision of the Presbytery. The Leadership Council and the Committees are
194 encouraged to form joint Teams or Task Groups, where appropriate, to take
195 advantage of the expertise of their memberships in evaluating opportunities and

196 needs for accomplishing their work. Such joint efforts may be initiated by the
197 Committees or at the suggestion of the Leadership Council.
198

199 The staff of the Presbytery will be one of the resources for the Committees. While
200 the work of the Committees is to be done primarily by the members, each
201 Committee will have an assigned Presbytery staff person whose role is to advise,
202 provide professional guidance, and assist in the execution of Committee
203 responsibilities. The General Presbyter, in consultation with the Leadership
204 Council, and the Committee chairs, will assign the various Presbytery staff
205 members as resources to the Committees.
206

207 **LEADERSHIP COUNCIL**

208 **PURPOSE:**

209 The Leadership Council shall serve as the leadership team of the Presbytery, monitoring/
210 adjusting/challenging/leading the total mission and program of the Presbytery. The Leadership
211 Council shall function in (a) a generative mode, providing Biblically and spiritually-grounded,
212 missionally-oriented conversations that may, in fact, challenge the current strategic direction of
213 the Presbytery, (b) a strategic mode, in partnership with the Committees, as they together work to
214 establish and accomplish the goals of the Presbytery and (c) a fiduciary mode as required by law
215 in the Leadership Council's role as Board of Directors of National Capital Presbytery, Inc. The
216 Presbytery itself elects its
217

- 218 • Committee and commission membership,
- 219 • Committee and commission Chairs,
- 220 • Permanent Judicial Commission,
- 221 • General Assembly and Synod Commissioners,
- 222 • Stated Clerk,
- 223 • Treasurer,
- 224 • General Presbyter,
- 225 • Leadership Council,
- 226 • Presbytery Moderator and Vice-Moderator.
227

228
229 The Presbytery acts on

- 230 • The creation or elimination of committees and commissions,
- 231 • motions sent to it by committees and commissions,
- 232 • the range of authority and responsibilities of all commissions,
- 233 • any proposed sale of real property held directly by the Presbytery,
- 234 • any proposed sale of real property by congregations that includes the worship space
- 235 • property acquisition,
- 236 • the annual budget for all board-designated, temporarily-restricted funds,
- 237 • direct indebtedness assumed by the Presbytery,
- 238 • any contingent liabilities exceeding \$5,000,000,
- 239 • any change in the designations for board-designated, temporarily-restricted funds,

- 240 • amendments to policies which have not been delegated to other committees or
- 241 commissions,
- 242 • amendments to the Constitution proposed by the General Assembly,
- 243 • overtures received from sessions,
- 244 • any decisions required by the *Book of Order*,
- 245 • constituting, dismissing or dissolving congregations,
- 246 • any changes in the Mission/Vision/Emphases Statement of the Presbytery,
- 247 • changes in the Manual of Administrative Operations.

248
 249 All other matters not listed above are delegated to the Leadership Council to decide. Any
 250 proposed action disapproved by the Leadership Council or not approved as originally proposed
 251 can be presented to the Presbytery for action by way of a minority report upon the vote of at least
 252 one-fourth of the Leadership Council or by any individual commissioner to a Presbytery meeting
 253 who can present the proposed action as new business at a Presbytery meeting to be considered at
 254 the next stated meeting of the Presbytery unless 3/4ths of the commissioners present at the
 255 meeting vote to consider it at the immediate meeting.

256
 257 **FUNCTIONS:** The Leadership Council shall

- 258 **Leadership**
- 259 • Serve as Presbytery’s visioning team,
 - 260 • Approve, in advance of each year, the annual operating and mission budgets, as well
 - 261 as all budgets related to any board-designated or temporarily-restricted funds under
 - 262 the control of the Presbytery.
 - 263 • Present these budgets to the Presbytery for final approval in a timely manner.
 - 264 • In reference to the Mission Statement, plan Presbytery meetings and worship
 - 265 assigning whatever aspects it wishes to teams it may form,
 - 266 • Approve or disapprove the recommendations for action brought to it by the
 - 267 Committees of the Presbytery and when indicated forward those proposed actions to
 - 268 the Presbytery,
 - 269 • Review and evaluate Presbytery’s mission and structure in the light of adopted
 - 270 priorities every three years,
 - 271 • Present to Presbytery an annual budget,
 - 272 • Approve changes to the staff design of the Presbytery,
 - 273 • Serve as the Board of Directors of National Capital Presbytery, Inc.,
 - 274 • Develop, promote and encourage a sense of unity and community within the National
 - 275 Capital Presbytery.

- 276
 277 **Coordination**
- 278 • Coordinate the mission and program of the whole Presbytery,
 - 279 • Direct the communication systems of the Presbytery,
 - 280 • Review and guide the internal functioning of Presbytery,
 - 281 • Recommend to the Presbytery the creation or elimination of Committees,
 - 282 • Receive and consider matters referred to it by the Presbytery.

283

284 **Fiduciary**

- 285 • Upon recommendation by the Budget and Finance Committee secure the services of a
- 286 suitable firm for an annual financial audit,
- 287 • Review and approve the audit annually.
- 288 • Annually oversee a “Conflict of Interest” assessment of all committees and commissions
- 289 of the Presbytery and address any concerns in that regard,
- 290 • If the Presbytery is considering any direct liability to the Presbytery of \$1,000,000 or
- 291 more, the Leadership Council shall engage the services of professionals chosen by the
- 292 Leadership Council to assess the risk of the transaction to the Presbytery and its
- 293 congregations.
- 294 • Approve any contingent liability which falls outside the parameters defined in the policies
- 295 of the Administrative Commission on Congregational Property,
- 296 • Approve any contingent liability which exceeds \$5,000,000 before forwarding to the
- 297 Presbytery for approval,
- 298 • Approve all policies and changes in policies proposed by the Investment Committee, and
- 299 the Budget and Finance Committee.

300

301 **Ecumenical and Interfaith Cooperation**

- 302 • Oversee ecumenical and interfaith affairs,
- 303 • Maintain relationships with Synod and General Assembly.

304

305 **Administrative**

- 306 • Approve Personnel Policies upon the recommendation of the Personnel Committee,
- 307 • Approve specific staff salary changes upon the recommendation of the Personnel
- 308 Committee,
- 309 • Annually prepare and propose a budget for the Leadership Council related expenses,
- 310 • Administer the Leadership Council budget,
- 311 • Record minutes of all meetings and maintain accurate record of the work of the
- 312 Leadership Council, which shall be filed in the Presbytery office,
- 313 • As the Board of Directors of National Capital Presbytery, Inc., fulfill the corporate
- 314 requirements specified in the Bylaws and the Articles of Incorporation,
- 315 • Recommend members and the chair of the Nominating Committee to the Presbytery
- 316 which elects the Nominating Committee and its chair. (Note: The Presbyterian
- 317 Women, the Black Presbyterians United and the Korean Ministry Caucus each
- 318 recommend a representative to the Presbytery for election to the Nominating
- 319 Committee to serve staggered three year terms.)

320

321 **OTHER PRACTICES**

- 322 • The Stated Clerk of the Presbytery will maintain an accurate record of the work of the
- 323 Leadership Council, which shall be available in the Presbytery Office.
- 324 • Every five years the Moderator, Vice-Moderator, the most recent former Moderator
- 325 who continues to be a teaching elder or ruling elder within National Capital
- 326 Presbytery, and two members of the Nominating Committee shall, after discussion,
- 327 either re-nominate or not re-nominate the Stated Clerk. A re-nomination shall be

328 presented to the Leadership Council for approval and the Presbytery for action. If the
329 current Stated Clerk is not re-nominated, then search procedures shall be initiated.

- 330 • Every three years, the Moderator, Vice-Moderator, the most recent former Moderator
331 who continues to be a teaching elder or ruling elder within National Capital
332 Presbytery, and two members of the Nominating Committee shall, after discussion,
333 either re-nominate or not re-nominate the Treasurer. A re-nomination shall be
334 presented to the Leadership Council for approval and the Presbytery for action. If the
335 office becomes vacant, a new Treasurer shall be nominated by the Moderator, Vice-
336 Moderator, the most recent former Moderator who continues to be a teaching elder or
337 a ruling elder within National Capital Presbytery, and two members of the
338 Nominating Committee. Such a nomination shall be presented to the Leadership
339 Council for approval and the Presbytery for action.
- 340 • When there is a vacancy for General Presbyter or Stated Clerk, the Leadership
341 Council shall propose to the Presbytery a slate of teaching and ruling elders to be
342 elected to serve as a Search Committee.

343

344 **MEMBERSHIP:**

345 The Leadership Council shall be composed of twelve elected members in addition to the
346 Moderator of the Presbytery, the Vice-Moderator of the Presbytery and the immediate past
347 Moderator of the Presbytery, the General Presbyter, the Treasurer, Directors and the Stated Clerk
348 who shall serve ex-officio with voice but without vote. It is essential that the Leadership Council
349 be representative. Racial, cultural, theological, gender, lay/clergy, and generational factors need
350 to be balanced. The Leadership Council shall be representative of the diversity of the Presbytery
351 as a whole.

352

353 The twelve additional elected members shall be divided into three (3) equal classes, one of which
354 is elected each year by the Presbytery. Term of service will be three (3) years with an individual
355 eligible to serve up to two (2) consecutive terms. The Leadership Council shall elect from its
356 members the Leadership Council Chair and Leadership Council Vice-Chair.

357

358 The Presbytery Moderator, Presbytery Vice-Moderator, and immediate past Moderator are also
359 members of the Leadership Council with vote. These three are included in the fifteen members.

360

361 The Chair of the Leadership Council shall ordinarily be the President of the Board of Directors of
362 National Capital Presbytery, Inc. and the Vice-Chair of the Leadership Council shall ordinarily be
363 the Secretary of the Board of Directors of the National Capital Presbytery, Inc. upon election by
364 the Board of Directors. If either of these officers cannot serve in these capacities, the Leadership
365 Council/Board of Directors shall elect other Board members to serve as necessary.

366

367 **MEETINGS:**

368 The Leadership Council shall ordinarily meet monthly. Special meetings may be called by the
369 Chair. The meetings of the Leadership Council are open for others to attend except when the
370 Leadership Council votes to meet in executive session. The Leadership Council shall post its
371 minutes on the Presbytery website.

372

373 The Leadership Council shall also convene as the Board of Directors of National Capital
374 Presbytery, Inc. as required by the Bylaws and the Articles of Incorporation.

375

376 **STAFF:**

377 The General Presbyter, Treasurer, Stated Clerk and Presbytery Directors will serve on the
378 Leadership Council ex-officio with voice but without vote. Others of the Presbytery Staff may
379 attend when directed by the General Presbyter.

380

381 **LINKAGES:**

382 The Leadership Council shall report directly to the Presbytery. It is linked to the Committees
383 through their Chairs and Presbytery staff. It is linked to the Nominating Committee whose
384 representatives will meet annually with the Leadership Council representatives to discuss the
385 desired gifts for the work of the Committees.

386

387 **POLICIES:**

388 See the policies of the Leadership Council in the Appendix.

389

390 **ASSOCIATED MINISTRY GROUPS**

391

392 **BLACK PRESBYTERIAN UNITED KOREAN MINISTRY CAUCUS PRESBYTERIAN**
393 **WOMEN**

394

395 (the purpose and functions for each Associated Ministry Unit is included in the appendix)

396

397 **LINKAGES:**

398

399 These Associated Ministry Groups report annually to the Leadership Council. The Leadership
400 Council welcomes the input from these groups regarding ways the Presbytery can best partner
401 with these groups to empower and challenge our congregations to be Missional, Pastoral and
402 Prophetic.

403 .

404 • Each Associated Ministry Group shall submit a written report at the year end to the
405 Leadership Council.

406 • Any budgetary requests shall come directly to the Leadership Council for consideration.

407 • Additional groups may apply for recognition in this category by applying to the Leadership
408 Council who will consider and make recommendation to the Presbytery which will vote to
409 include these groups as self-governing extensions of the Presbytery's Mission.

410 • The Associated Ministry Groups can initiate interaction with Leadership Council, or any
411 Committee to explore common interests and to implement ministry jointly. They may send
412 representatives to attend Leadership Council meetings in person.

413

414

415 **NOMINATING COMMITTEE**

416
417 **FUNCTIONS:**

- 418 • Encourage participation in the ministry, mission and work of the Presbytery by
419 qualified persons from throughout the Presbytery.
- 420 • Secure from the ministers, educators and members of the churches in the
421 Presbytery names of persons who are qualified to serve on the various Ministry
422 Units. The consent of any person nominated to serve, if elected, shall be secured
423 before presenting his/her name in nomination to the Presbytery
- 424 • Nominate persons to all elected positions according to the conditions set forth in
425 the *Book of Order* with regard to fair representation.
- 426 • Nominate persons to serve in compliance with this Manual and the Policies of
427 National Capital Presbytery in the following positions:
- 428 ▪ Moderator and Vice-Moderator of Presbytery,
429 ▪ Twelve of the fifteen members of the Leadership Council (the
430 Moderator and Vice-Moderator and Immediate past Moderator are
431 already selected and serve on the Leadership Council ex-officio
432 with vote),
433 ▪ Members of Presbytery Committees which are presented to the
434 Presbytery for election,
435 ▪ The chairs of all the Committees of the Presbytery after
436 consultation with the Committees which are approved by the
437 Leadership Council before presentation to the Presbytery for
438 election,
439 ▪ Commissioners, Alternates and Advisory Delegates to General
440 Assembly and Synod meetings,
441 ▪ any representatives serving on other Boards specified to be elected
442 or appointed by National Capital Presbytery.
- 443 • Fill vacancies when there is a resignation or death,
444 • Instruct the Chair of any Committee to notify the Stated Clerk of the Presbytery of
445 any persons failing to serve responsibly on the Committee. The Stated Clerk, thus
446 notified shall declare such person's place vacant and shall set into motion the
447 process to fill the unexpired term.
- 448 • Consult at least annually with representatives of the Committee on
449 Representation,
450 • Consult at least annually with representatives of the Leadership Council.

451
452 **MEMBERSHIP:**

453 The Nominating Committee shall be elected by the Presbytery in conformity with the *Book of*
454 *Order* G-3.0111. Nine members of the Committee will be nominated by the Leadership Council.
455 The Presbyterian Women, the Black Presbyterians United and the Korean Ministry Caucus will
456 each recommend to the Presbytery a representative for election by the Presbytery to a three-year
457 term (or the balance of an unexpired term). The terms for these three representatives shall be
458 staggered.

460 The Nominating Committee is composed of twelve (12) members divided into three equal
461 classes. The Presbytery elects one class each year plus persons to fill any unexpired terms.

462
463 Each member shall be elected to a three-year term unless he/she is filling an unexpired term.
464 Members shall be able to serve up to a maximum of six continuous years.

465
466 The Chair of the Leadership Council recommends the Chair of the Nominating Committee to the
467 Leadership Council which then recommends him/her for election by the Presbytery. The
468 Committee shall elect its own Vice-Chair and Recording Clerk.

469

470 **QUORUM:**

471 A majority of the elected members of the Committee shall constitute a quorum.

472

473 **MEETINGS:**

474 The Nominating Committee shall ordinarily meet monthly or as often as necessary to complete
475 their work.

476

477 **STAFF:**

478 The work of the Nominating Committee shall be supported by a Presbytery staff person assigned
479 by the General Presbyter.

480

481 **LINKAGES:**

482 The Nominating Committee reports directly to the Presbytery. Nominating Committee appointed
483 representatives will meet at least annually with representatives of the Committee on
484 Representation and the Leadership Council. The Nominating Committee will communicate with
485 the various Ministry Units of the Presbytery for which it has a responsibility to nominate persons
486 for membership.

487

488 **POLICIES:**

489 See the policies of the Nominating Committee in the Appendix.

490 **COMMITTEE ON REPRESENTATION**

491
492 **PURPOSE:** To ensure fair representation on the Leadership Council, Committees and Commissions elected by
493 the Presbytery. (see F-1.0403 and G-3.0103)

494 **FUNCTIONS:**

- 495 • Keep records pertaining to individuals serving in the structure of the Presbytery pertinent to *Book of*
496 *Order* mandates,
- 497 • Report annually to the Presbytery as required by the *Book of Order*,
- 498 • Recommend individuals from under-represented groups for consideration by the Nominating
499 Committee,
- 500 • Submit a written report annually to the Leadership Council,
- 501 • Contribute to, promote and encourage a sense of unity and community within the National Capital
502 Presbytery,
503

504 **MEMBERSHIP:**

505 The Committee on Representation shall be composed of three (3) members divided into three (3) equal classes,
506 one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual
507 eligible to serve up to six (6) consecutive years.
508

509 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
510 Nominating Committee after consultation with the Committee on Representation and the approval of the
511 Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The
512 Vice-Chair and Clerk shall be elected by the Committee itself annually.
513

514 **MEETINGS:**

515 Ordinarily the committee shall meet quarterly or as often as necessary to accomplish the work.
516

517 **STAFF:**

518 The work of the Committee shall be supported by Presbytery staff as may be assigned by the General Presbyter.
519

520 **LINKAGES:**

521 The Committee reports directly to the Presbytery.
522

523 **POLICIES:**

524 See the policies of the Committee in the Appendix.
525

526 **PERMANENT JUDICIAL COMMISSION**

527 **PURPOSE:** To adjudicate disciplinary and remedial cases which may come to it.
528

529 **FUNCTIONS:**

- 530 • Those specified in the *Book of Order* and the *Rules of Discipline*.
531

532 **MEMBERSHIP:**

533 The Permanent Judicial Commission shall be composed of nine (9) members serving six year terms as described
534 in Chapter 5 of the *Rules of Discipline*, and divided into three (3) equal classes, one of which is elected every
535 other year by the Presbytery.
536
537
538

539 **MEETINGS:**

540 as called pursuant to Chapter Five of the *Rules of Discipline*.

541 **STAFF:**

542 The work of the Commission shall be supported by the Stated Clerk of the Presbytery

543 **LINKAGES:**

544 The Commission reports directly to the Presbytery.

545 **BILLS AND OVERTURES COMMITTEE**

546 **PURPOSE:** To advise the Presbytery pertaining to any Bills and/or Overtures that come to it.

547 **FUNCTIONS:**

- 548 • Advise the Presbytery concerning all motions and overtures from sessions for General Assembly or
- 549 Presbytery action. This may include a recommendation to the Presbytery to approve or not approve
- 550 the action.
- 551 • Propose wording that may improve the clarity, theological rationale and consistency with current
- 552 polity of any overtures from sessions for General Assembly or Presbytery action.
- 553 • Advise the Presbytery concerning Constitutional amendments recommended by the General
- 554 Assembly. This may include a recommendation to the Presbytery to approve or not approve the
- 555 action.
- 556 • Advise the Presbytery concerning proposed concurrences for General Assembly action. This may
- 557 include a recommendation to the Presbytery to approve or not approve the concurrence.
- 558 • Provide for the training of commissioners and alternates to
- 559 General Assembly and Synod,
- 560 • Submit a written report annually to the Leadership Council,
- 561 • Contribute to, promote and encourage a sense of unity and community within the National Capital
- 562 Presbytery.

563 **MEMBERSHIP:**

564 The Committee shall be composed of three (3) members divided into three (3) equal classes, one of which is

565 elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to

566 two (2) consecutive terms. Additionally, the Commissioners from the most recently held General Assembly

567 also serve as members of the Committee.

568 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the

569 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a

570 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall

571 be elected by the Committee itself annually.

572 **MEETINGS:**

573 as necessary to accomplish the work.

574 **STAFF:**

575 The work of the Committee shall be supported by the Stated Clerk of the Presbytery.

588 **LINKAGES:**

589 The Committee reports directly to the Presbytery.

590
591 **POLICIES:**

592 See the policies of the Committee in the Appendix.

593
594
595 **COMMISSION ON PREPARATION FOR MINISTRY**

596
597 **PURPOSE:** As defined by the *Book of Order G-2.06*.

598
599 **FUNCTIONS:**

- 600
- 601 • As defined by the *Book of Order G-2.06*.
 - 602 • Approve all matters related to the enrollment of Inquirers, advancement of Inquirers to candidacy, and “certification of readiness to be examined for ordination pending a call” shall be approved by the Commission on Preparation for Ministry (CPM) in plenary session upon recommendation of the Commission’s liaison groups and examining subcommittees, with the following provision: Actions related to any individual that involves a “scruple” that is judged to be a departure from essentials of the Reformed Tradition shall be referred to the Presbytery in session for disposition. Actions related to individuals that receive majority approval of less than 80% of the CPM likewise shall be referred to the Presbytery in session.
 - 603
 - 604
 - 605
 - 606
 - 607
 - 608
 - 609 • Actions related to individuals who are deemed to have met the requirements for ordination by “extraordinary” means under G-2.0610 shall be referred to the Presbytery in session where, in accord with that provision, approval shall require a three-fourths vote of the members of Presbytery present.
 - 610
 - 611
 - 612 • The CPM shall report its actions to the Leadership Council and the Presbytery.
 - 613 • Annually prepare and propose a budget for the Commission on Preparation for Ministry expenses.
 - 614 • Administer the Commission on Preparation for Ministry budget.
 - 615 • Record minutes of all meetings and maintain accurate record of the work of the Commission for Preparation for Ministry, which shall be filed in the Presbytery office.
 - 616
 - 617 • Approve examination readers as requested by the Office of the General Assembly.
 - 618 • Submit a written report annually to the Leadership Council.
 - 619 • Contribute to, promote and encourage a sense of unity and community within the National Capital Presbytery.
 - 620
 - 621

622 **MEMBERSHIP:**

623 The Commission shall be composed of thirty-six (36) ruling and teaching elders divided into three (3) equal classes, one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to six (6) consecutive years.

624
625
626
627 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Commission and the approval of the Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the Commission itself annually.

631
632 **MEETINGS:**

633 Ordinarily the Commission shall meet monthly or as often as necessary to accomplish the work.

637 **STAFF:**

638 The work of the Commission shall be supported by Presbytery staff as may be assigned by the General
639 Presbyter.

640
641 **LINKAGES:**

642 The Commission of Preparation for Ministry reports directly to Presbytery on matters pertaining to Inquirers and
643 Candidates. The Commission communicates directly with the Budget and Finance Committee regarding
644 budgetary matters.

645
646 **POLICIES:**

647 See the policies of the Commission in the Appendix.
648
649

650 **SESSION RECORDS REVIEW COMMITTEE**

651
652 **FUNCTIONS:**

- 653 • Review session minutes,
- 654 • Annually prepare and propose a budget for the work of the Committee,
- 655 • Administer the Committee budget,
- 656 • Record minutes of all meetings and maintain accurate record of the work of the Session Records
657 Review Committee, which shall be available in the Presbytery office,
- 658 • Submit a written report annually to the Leadership Council,
- 659 • Contribute to, promote and encourage a sense of unity and community within the National Capital
660 Presbytery.

661
662 **MEMBERSHIP:**

663 The Session Records Review Committee shall be composed of six (6) members divided into three (3) equal
664 classes, one of which is elected each year by the Presbytery. Term of service is three (3) years with an
665 individual eligible to serve up to six (6) consecutive years.

666
667 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
668 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
669 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
670 be elected by the Committee itself annually.

671
672 **MEETINGS:**

673 Ordinarily the committee shall meet four times a year or as often as necessary to accomplish the work.
674

675 **STAFF:**

676 The work of the Committee shall ordinarily be supported by the Stated Clerk and by such other Presbytery staff
677 as may be assigned by the General Presbyter.

678
679 **LINKAGES:**

680 The Session Records Review Committee reports directly to the Presbytery.
681

682 **POLICIES:**

683 See the policies of the Committee in the Appendix.
684
685

686
687 **COMMITTEE/COMMISSION ON MINISTRY**
688

689 **PURPOSE:** That specified by the *Book of Order* G-3.0306, G-3.0307 and G-3.0303 d.
690

691 **FUNCTIONS:**

- 692
- 693 • The Committee on Ministry (COM) Coordinating Commission shall be constituted as an administrative
694 commission authorized by the Presbytery to approve all matters specified in the *Book of Order* G-
695 3.0306, G-3.0307 and G-3.0303 d. not addressed by the Congregational Transitions Commission, other
696 than matters related to candidates and inquirers, and reports those actions to the Presbytery. The COM
697 Coordinating Commission can assign authority to exercise G-3.0303 d. matters to teams and task forces
698 it appoints.
 - 699 • The Committee on Ministry (COM) Congregational Transitions Commission shall be constituted as an
700 administrative commission authorized by the Presbytery to approve all matters specified in the *Book of*
701 *Order* G-3.0306 and G-3.0307, related to the approval of teaching elders of all pastoral categories
702 serving the congregations of the Presbytery and reports those actions to the Presbytery. Any policy
703 changes made by the COM Congregational Transitions Commission shall require the additional approval
704 of the COM Coordinating Commission. Any exceptions to policy shall require the additional approval
705 of the COM Coordinating Commission. A decision of the COM Congregational Transitions
706 Commission can be appealed to the COM Coordinating Commission which is empowered to overturn
707 any decision of the COM Congregational Transitions Commission. Any further appeal can be presented
708 at a meeting of the Presbytery as determined by the Leadership Council which sets Presbytery meeting
709 agendas.
 - 710 • All matters related to the examination of Teaching Elders shall be approved by the COM Coordinating
711 Commission or the COM Congregational Transitions Commission upon the recommendation of the
712 COM Examination Teams, with the following provision: Actions related to any individual that involve a
713 “scruple” that is judged to be a departure from essentials of the Reformed Tradition shall be referred to
714 the Presbytery in session for disposition. The COM Coordinating Commission is empowered to
715 determine whether or not a declared scruple constitutes a departure. Actions related to individuals that
716 receive majority approval of less than 80% of the COM Coordinating Commission or the COM
717 Congregational Transitions Commission likewise shall be referred to the Presbytery in session.
 - 718 • Annually prepare and propose a budget for the Committee on Ministry expenses.
 - 719 • Administer the Committee on Ministry budget.
 - 720 • Record minutes of all meetings and maintain accurate record of the work of the Committee on Ministry,
721 which shall be filed in the Presbytery office.
 - 722 • Submit a written report annually to the Leadership Council.
 - 723 • Contribute to, promote and encourage a sense of unity and community within the National Capital
724 Presbytery.
- 725

726 **MEMBERSHIP:**

727 The Committee shall be composed of thirty-six (36) members divided into three (3) equal classes, one of which
728 is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up
729 to six (6) consecutive years. Those members of the COM on the Coordinating Commission and the Transitions
730 Commission shall be ruling and teaching elders and be designated by Presbytery action to serve on those
731 administrative commissions. The Coordinating Commission shall annually recommend the names of COM
732 members to be on the Coordinating Commission and the Congregational Transitions Commission for election
733 by the Presbytery.
734

735 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
736 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
737 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
738 be elected by the Committee itself annually.

739
740 **MEETINGS:**

741 as necessary to accomplish the work.

742
743 **STAFF:**

744 The work of the Committee and Commissions shall be supported by Presbytery staff as may be assigned by the
745 General Presbyter.

746
747 **LINKAGES:**

748 The Committee on Ministry reports to and is accountable to the Leadership Council on matters related to
749 budget. The Committee brings proposed action to the Leadership Council for approval before that action can be
750 considered on the floor of the Presbytery. The Committee on Ministry reports directly to the Presbytery on
751 matters related to its Teams or when the Committee on Ministry commissions have acted as empowered by the
752 Presbytery.

753
754 **POLICIES:**

755 See the policies of the Committee in the Appendix.

756
757
758 **CHURCH DEVELOPMENT COMMISSION/COMMITTEE**

759
760 **PURPOSE:** (as a committee) to develop and execute strategies which lead to the strengthening and
761 transformation of the congregations of the Presbytery to be missional, pastoral and prophetic.

762
763 **PURPOSE:** (as a commission) to exercise oversight and authority over immigrant congregations, new
764 worshipping communities and new church developments.

765
766 **FUNCTIONS: (As a Committee)**

- 767 • Develop and execute New Church Development/New Worshipping Communities strategy,
- 768 • Develop and execute Congregational Transformation strategy,
- 769 • Develop and execute Immigrant Church Development strategy,
- 770 • Develop and execute Equipping Congregations strategy,
- 771 • Execute the presbytery's processes for dissolving, dismissing or constituting a new (merged)
772 congregation and request through Leadership Council actions to be taken by presbytery.
- 773 • Regularly receive reports from each ministry team within its oversight and evaluate their progress toward
774 agreed upon goals.
- 775 • Annually prepare and propose a budget for the Church Development Committee expenses,
- 776 • Administer the Church Development Committee budget,
- 777 • Annually assess and recommend to the Leadership Council matters related to a comprehensive Church
778 Development strategy, including lists of:
 - 779 • all immigrant fellowships with updated status of development and leadership, with particular
780 attention given to pastoral leadership immigration status;
 - 781 • all immigrant new church developments with timeline of development and goals to be
782 accomplished;
 - 783 • all new worshipping communities and status of development and leadership of each;

- 784 • all churches participating in transformation with a status report on development and leadership;
- 785 • all church mergers, church closures, the constitution and organization of new congregations under
- 786 discussion and proposed timelines for relocating a ministry to a new site or building.
- 787 • Record minutes of all meetings and maintain accurate record of the work of the Church Development
- 788 Committee, which shall be filed in the Presbytery office.
- 789 • Submit a written report annually to the Leadership Council.
- 790 • Contribute to, promote and encourage a sense of unity and community within the National Capital
- 791 Presbytery.

793 **FUNCTIONS: (As a Commission)**

- 794 • Exercise the powers and assume the responsibilities of a session with jurisdiction over new worshipping
- 795 communities, fellowships and new church developments as defined by the Church Development
- 796 Commission.
- 797 • Assign or withdraw particular Book of Order defined powers and responsibilities of a Session to the
- 798 local leadership group recognized by the Church Development Commission.
- 799 • Serve as the calling agency which will work in concert with the COM in the calling of teaching elders
- 800 to serve these ministries. Recommend the formation of separate Administrative Commissions to
- 801 oversee a particular New Church Development through the process of becoming a chartered
- 802 congregation of the Presbyterian Church (U.S.A.).
- 803 • Forward all actions to the Stated Clerk of Presbytery to be reported at the next meeting of Presbytery.
- 804 • Develop, promote and encourage a sense of unity and community within the National Capital
- 805 Presbytery.

807 **MEMBERSHIP:**

808 The Committee/Commission shall be composed of twelve (12) members divided into three (3) equal classes,

809 one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual

810 eligible to serve up to six (6) consecutive years.

811

812 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the

813 Nominating Committee after consultation with the Committee/Commission and the approval of the Leadership

814 Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and

815 Clerk shall be elected by the Committee/Commission itself annually.

817 **MEETINGS:**

818 Quarterly and as necessary to accomplish the work.

820 **STAFF:**

821 The work of the Committee/Commission shall be supported by the Director of Congregational Development

822 and Mission and others as may be assigned by the General Presbyter.

824 **MISSION COORDINATION COMMITTEE**

825
826 **PURPOSE:** To coordinate, develop and execute strategies in concert with the mission and community outreach
827 commitments of the congregations of the Presbytery.

828
829 **FUNCTIONS:**

- 830 • Provide the means by which the mission endeavors of the congregations of the Presbytery can
831 communicate, network and combine energy in creative relationships which further the mission goals
832 of the congregations.
- 833 • Develop criteria, assess applications and award grants to congregations or clusters of congregations
834 to augment their mission goals.
- 835 • Provide program support for ministries in concert with one or more congregations in the Presbytery.
- 836 • Annually prepare and propose a budget for the Mission Coordination Committee expenses.
- 837 • Administer the Mission Coordination Committee budget.
- 838 • Record minutes of all meetings and maintain accurate record of the work of the Mission
839 Coordination Committee, which shall be filed in the Presbytery office.
- 840 • Submit a written report annually to the Leadership Council.
- 841 • Contribute to, promote and encourage a sense of unity and community within the National Capital
842 Presbytery.

843
844 **MEMBERSHIP:**

845 The Committee shall be composed of fifteen (15) members divided into three (3) equal classes, one of which is
846 elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to
847 six (6) consecutive years.

848
849 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
850 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
851 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
852 be elected by the Committee itself annually.

853
854 **MEETINGS:**

855 Ordinarily the committee shall meet monthly or as often as necessary to accomplish the work.

856
857 **STAFF:**

858 The work of the Committee shall be supported by Presbytery staff as may be assigned by the General Presbyter.

859
860 **LINKAGES:**

861 The Mission Coordination Committee reports to the Leadership Council on matters of budget. The Committee
862 brings proposed action to the Leadership Council for approval before it can be considered on the floor of the
863 Presbytery.

864
865 **POLICIES:**

866 See the policies of the Committee in the Appendix.

868 **STEWARDSHIP COMMITTEE**

870 **PURPOSE:**

871 The Stewardship Committee shall serve as the agency of the Presbytery which will interpret the mission of the
872 Presbytery to its congregations and members, and request their financial support of the mission of the
873 Presbytery.

874 **FUNCTIONS:**

- 876 • Seek financial support for the Presbytery’s mission from congregations, members and other funding
877 sources.
- 878 • Develop Stewardship interpretation resources and deliver them to the congregations and members of the
879 Presbytery.
- 880 • Annually propose a stewardship budget to the Budget and Finance Committee
- 881 • Administer the Stewardship budget.
- 882 • Record minutes of all meetings and maintains accurate records of the work of the Stewardship
883 Committee, which shall be available in the Presbytery Office.
- 884 • Periodically review and make recommendations about the effectiveness of all Presbytery stewardship
885 vehicles.
- 886 • Submit a written report annually to the Leadership Council.
- 887 • Contribute to, promote, and encourage a sense of unity and community within the National Capital
888 Presbytery.

889
890 The Stewardship Committee shall be composed of nine (9) members divided into three (3) equal classes, one of
891 which is elected each year by the Presbytery. Terms of service will be three (3) years with an individual eligible
892 to serve up to six (6) consecutive years.

893
894 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
895 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
896 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
897 be elected by the Committee itself annually.

898
899 **MEETINGS:**

900 The Committee meets monthly or as often as necessary to accomplish the work.

901 **STAFF:**

902 The work of the Committee shall be supported by the Presbytery staff as may be assigned by the General
903 Presbyter.

904 **LINKAGES:**

905 The Stewardship Committee reports to the Leadership Council. The Committee brings proposed action to the
906 Leadership Council for approval before that action can be considered on the floor of the Presbytery.

907 The Stewardship Committee shall have a close working relationship with all the ministry units of the Presbytery
908 and the congregations of the Presbytery.

909
910 **POLICIES:**

911 See the policies of the Committee in the Appendix.

914 **BUDGET AND FINANCE COMMITTEE**

915
916 **FUNCTIONS:**

- 917 • Make quarterly reports on financial condition of the Presbytery to the Leadership Council.
- 918 • Plan and conduct the annual budget making processes.
- 919 • Keep the ministry units informed regarding financial standing.
- 920 • Allocate benevolence funds to the Synod of the Mid-Atlantic and the mission program of the General
- 921 Assembly that are approved by the Presbytery
- 922 • Allocate funds to pay the *per capita* assessment of the Synod and the General Assembly.
- 923 • Monitor the budget adopted by Presbytery.
- 924 • Monitor the debt service and financial assets of the Presbytery.
- 925 • Recommend a suitable firm to conduct an annual financial audit to the Leadership Council. Record
- 926 minutes of all meetings and maintain accurate record of the work of the Budget and Finance
- 927 Committee, which shall be available in the Presbytery office.
- 928 • Submit a written report annually to the Leadership Council.
- 929 • Contribute to, promote and encourage a sense of unity and community within the National Capital
- 930 Presbytery.

931
932 **MEMBERSHIP:**

933 The Budget and Finance Committee shall be composed of six (6) members divided into three (3) equal classes,
934 one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual
935 eligible to serve up to six (6) consecutive years.

936
937 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
938 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
939 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
940 be elected by the Committee itself annually.

941
942 The Director of Business Affairs shall serve as ex-officio members of the Committee without vote.

943
944 **MEETINGS:**

945 The committee ordinarily meets monthly or as often as necessary to accomplish the work.

946
947 **STAFF:**

948 The work of the Committee shall ordinarily be supported by the Director of Business Affairs and by such other
949 Presbytery staff as may be assigned by the General Presbyter.

950
951 **LINKAGES:**

952 The Budget and Finance Committee reports to the Leadership Council. The Committee brings proposed action
953 to the Leadership Council for approval before that action can be considered on the floor of the Presbytery
954 (unless specified otherwise in other sections of this manual).

955
956 It shall be in close working relationship with the other committees and with all congregations of the Presbytery.

957
958 **POLICIES:**

959 See the policies of the Committee in the Appendix.

961 **INVESTMENT COMMITTEE**

962
963 **FUNCTIONS:**

- 964 • Has primary responsibility for administering the investment policy.
- 965 • Develops, and updates as necessary, the overall investment strategy for each investment account.
- 966 • Selects, retains and replaces as necessary any investment professionals to advise on investment
967 strategy, and/or manage the Presbytery's investments on a day-to-day basis. Ensures professionals
968 do not have any conflicts of interest in serving NCP.
- 969 • Decides how investment professionals should be evaluated and compensated.
- 970 • Reviews investment reports on a regular basis to assess investment performance and to ensure
971 compliance with these investment policies.
- 972 • Recommend investment philosophy and policy to the Leadership Council.
- 973 • Annually prepare and propose a budget for the work of the Committee.
- 974 • Record minutes of all meetings and maintain accurate record of the work of the Investment
975 Committee, which shall be available in the Presbytery office
- 976 • Submit a written report annually to the Leadership Council.
- 977 • Contribute to, promote and encourage a sense of unity and community within the National Capital
978 Presbytery.

979
980 **MEMBERSHIP:**

981 The Investment Committee shall be composed of three (3) members divided into three (3) equal classes, one of
982 which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to
983 serve up to six (6) consecutive years.

984
985 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
986 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
987 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
988 be elected by the Committee itself annually.

989
990 **MEETINGS:**

991 Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the work.

992
993 **STAFF:**

994 The work of the Committee shall ordinarily be supported by the Director of Business Affairs and by such other
995 Presbytery staff as may be assigned by the General Presbyter.

996
997 **LINKAGES:**

998 The Investment Committee reports to the Leadership Council. The Committee brings proposed action to the
999 Leadership Council for approval before that action can be considered on the floor of the Presbytery.

1000
1001 The Investment Committee shall have a close working relationship with the other Committees.

1002
1003 **POLICIES:**

1004 See the policies of the Committee in the Appendix.

ADMINISTRATIVE COMMISSION ON CONGREGATIONAL PROPERTY

FUNCTIONS:

(Full detail concerning ACCP roles and responsibilities is described in the ACCP Manual)

- Consider and decide requests submitted by congregations to lease, encumber or sell real property as specified in G-4.0206 in the *Book of Order* and act on those requests as an Administrative Commission of the Presbytery. (see G-3.0109) Any contingent liability or loan approval in excess of \$5,000,000 requires the additional approval of the Leadership Council and the Presbytery. Any contingent liability or loan approval which falls outside the parameters indicated in the ACCP's policy requires the additional approval of the Leadership Council. Any sale of worship space requires the additional approval of the Leadership Council and the Presbytery.
- Advise the Leadership Council and/or the Presbytery regarding any action requiring additional approval beyond ACCP consideration as defined in the ACCP Manual.
- Communicate the Commission's actions and the requirements of G-4.0206 to the Leadership Council and the Presbytery at every stated meeting of the Presbytery.
- Recommend to the Leadership Council any changes in policy which the Council will then forward to the Presbytery for approval.
- Manage the real property under the direct jurisdiction of the Presbytery.
- Record minutes of all meetings and maintain accurate record of the work of the Committee, which shall be available in the Presbytery office; and
- Submit a written report annually to the Leadership Council.
- Contribute to, promote and encourage a sense of unity and community within the National Capital Presbytery.

MEMBERSHIP:

The Commission shall be composed of nine (9) members divided into three (3) classes, one of which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to serve up to six (6) consecutive years.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Commission and the approval of the Leadership Council for a term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall be elected by the Commission itself annually.

MEETINGS:

Ordinarily the Commission shall meet monthly or as often as necessary to accomplish the work.

STAFF:

The work of the Commission shall ordinarily be supported by the Director of Business Affairs and the General Presbyter. Other Presbytery staff as may be assigned by the General Presbyter.

LINKAGES:

The Commission shall be in regular communication with the Leadership Council regarding the vitality of a particular congregation seeking action. The Commission reports its actions at each Stated Presbytery meeting.

POLICIES:

See the policies of the Commission in the Appendix.

1053 **PERSONNEL COMMITTEE**

1054
1055 **FUNCTIONS:**

- 1056 • Define the process and review the annual evaluations of Presbytery staff.
- 1057 • Define the process and review reports of the five-year reviews of pertinent staff.
- 1058 • Conduct the reviews of the General Presbyter.
- 1059 • Make recommendations for action to the Leadership Council concerning compensation of Presbytery
- 1060 staff.
- 1061 • Enforce the policies in the Presbytery’s Personnel Manual.
- 1062 • Recommend changes in the Personnel Manual for action by the Leadership Council.
- 1063 • Annually prepare and propose a budget for the Personnel related expenses
- 1064 • Administer the Personnel Committee budget.
- 1065 • Record minutes of all meetings and maintain accurate record of the work of the Personnel
- 1066 Committee, which shall be filed in the Presbytery office.
- 1067 • Monitor the Presbytery office budget.
- 1068 • Submit a written report annually to the Leadership Council.
- 1069 • Contribute to, promote and encourage a sense of unity and community within the National Capital
- 1070 Presbytery.

1071
1072 **MEMBERSHIP:**

1073 The Personnel Committee shall be composed of nine (9) members divided into three (3) equal classes, one of
1074 which is elected each year by the Presbytery. Term of service is three (3) years with an individual eligible to
1075 serve up to six (6) consecutive years.

1076
1077 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the
1078 Nominating Committee after consultation with the Committee and the approval of the Leadership Council for a
1079 term of one (1) year, with the individual eligible to serve up to three (3) years. The Vice-Chair and Clerk shall
1080 be elected by the Committee itself annually.

1081
1082 **MEETINGS:**

1083 Ordinarily the Committee shall meet monthly or as often as necessary to accomplish the work.

1084
1085 **STAFF:**

1086 The work of the Committee shall ordinarily be supported by the General Presbyter and by such Presbytery staff
1087 as may be assigned by the General Presbyter.

1088
1089 **LINKAGES:**

1090 The Personnel Committee reports to the Leadership Council. The Committee brings proposed action to the
1091 Leadership Council for approval before that action can be considered on the floor of the Presbytery.

1092
1093 It shall be in close working relationship with the other Committees. It may consult directly with the Leadership
1094 Council in regard to staff design matters that are under the jurisdiction of the Leadership Council.

1095
1096 **POLICIES:**

1097 See the policies of the Committee in the Appendix.

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Appendix

- Policies
- Standing Rules
- Associated Ministry Units Manuals
- Manual of Operations for Particular Committees (These manuals are the purview and control of the Committee, or Leadership Council itself regarding the means by which it will accomplish the functions assigned to it by the Presbytery in the Presbytery Manual of Administrative Operations.)

Note: These documents are changed by the various ministry units themselves and those changes are recorded on the Presbytery website. See the Presbytery website for the most up to date versions of these documents. These documents themselves state whether or not it is a Committee approved policy or a Presbytery approved policy.