

Approved by National Capital Presbytery  
Amended by Presbytery  
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## **MANUAL OF ADMINISTRATIVE OPERATIONS**

### **NATIONAL CAPITAL PRESBYTERY**

#### **INTRODUCTION**

“Strengthening and transforming our congregations to be Missional, Pastoral, Prophetic.” This is the vision – the mission – of National Capital Presbytery. It is the intent of this Manual of Administrative Operations to help the Presbytery fulfill its mission, live into its vision.

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

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

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

*The Book of Order* in G-3.0106 Principles of Administration gives the guidance by which this Manual of Administrative Operations has been developed.

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

## **AUTHORITY**

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

## **PURPOSE**

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

## **METHOD OF AMENDMENT**

The Council may recommend amendments to this Manual for approval by a two-thirds vote of the Presbytery at any stated meeting. Any amendments proposed by other parties will be submitted to the Council for the Council's review and recommendation to the Presbytery.

## **THE PRESBYTERY**

### **ORGANIZATION**

#### **Structure**

The focal points for the decision making of the National Capital Presbytery are its regularly scheduled meetings throughout the year. The responsibility for its operations is divided among the Council, the Ministry Division and the Administrative Division. The Council serves as the leadership team, monitoring/adjusting/challenging the total mission and program of the Presbytery. It functions in three modes – generative, strategic and fiduciary. The Ministry Division is the point of coordination and cooperation to the end that the congregations of the Presbytery may be strengthened and transformed to be Missional, Pastoral and Prophetic. The Administrative Division is the Presbytery's arm for administration of the business and ecclesiastical affairs of the Presbytery, including oversight and management of financial assets, liabilities, personnel, the Presbytery office, the office of National Capital Presbytery, Inc., Presbytery's annual budget, property, and loan matters.

In order to function more effectively and efficiently, the Council and Divisions utilize committees, teams and task forces. Each is composed of appointed or elected members with responsibility for fulfilling a broad mandate or specific task. In addition, there are various Ministry Units, any group doing ministry under the authority of the Presbytery.

#### **Officers**

The National Capital Presbytery, Inc. shall elect the corporate officers required by the Bylaws in the manner and at the time set forth in those Bylaws current at the

time when such elections are to take place. The terms of office shall be those set out in the Presbytery Bylaws. Other Officers shall be elected by the National Capital Presbytery as indicated in this Operations Manual. Annually the Presbytery shall elect a Moderator and a Vice Moderator (who is Moderator Elect) of the Presbytery. Members of the Council also serve as directors for the National Capital Presbytery, Inc.

### **Divisions and Committees**

The Divisions and Committees, along with their purposes or functions, shall be those called for in the Presbytery's Manual of Administrative Operations. Adding, changing, or discontinuing Divisions or Committees requires an amendment to the Manual of Administrative Operations.

Each Division and Committee called for in the Presbytery's Manual of Administrative Operations shall be elected in the manner and at the time set forth therein. Each Division or Committee shall write and maintain its own Manual of Operations. This Manual will ordinarily describe the functions, organizational structure, membership, quorum requirements, meeting schedules, and establish the number, qualification and designation of the members of the applicable Division or Committee. Each Committee shall report any changes to its own Manual to the next stated meeting of the Ministry or Administrative Division, as appropriate. Each Committee not affiliated with a Division shall report any changes to its own Manual to the next stated Council meeting. The Divisions are responsible for ensuring that their Manuals and their Committee's Manuals are consistent with the Presbytery Manual of Administrative Operations and National Capital Presbytery, Inc. Bylaws, as well as the *Book of Order*. Each Division shall report any changes to its own Manual to the next stated meeting of the Council.

### **Teams**

The Council, Divisions, Committees, or the Moderator of the Presbytery may, from time-to-time, appoint Teams to attend to a particular aspect of the Council's, Division's, or Committee's work that may or may not be comprised of members of the Council, Division or Committee. The Divisions will be informed of the nature, membership, and term of all Teams formed by the Committees. The Divisions will also be informed when a Committee-formed Team is dissolved. The Council will be informed of the nature, membership, and term of all Teams formed by the Divisions. The Council will also be informed when a Division-formed Team is dissolved.

### **Task Groups**

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

Committees. The Divisions will also be informed when a Task Group is dissolved.

### **Ministry Unit**

A “Ministry Unit” is any group doing ministry under the authority of the Presbytery. Council, Divisions, Committees, Teams, Task Group and Associated Ministry Groups (for example: Black Presbyterians United, Presbyterian Women, Korean Ministry Caucus, etc.) reporting to the Presbytery are referred to in this document as “Ministry Units”.

## **OPERATIONS**

### **Budgeting**

The budget for each Ministry Unit of the Presbytery requesting funds shall originate with the responsible Division or Committee. The budget year runs from January 1 through December 31 in any given year. For each budget year, it will be the responsibility of the Budget and Finance Committee of the Administrative Division to recommend an income projection to each of the Divisions no later than the April Stated Meetings of the Divisions. The Divisions will provide their respective Committees with general guidance on anticipated available funds. The Committees and Divisions will prepare budget requests based on (a) this guidance, (b) the stated mission and vision of the Presbytery, and (c) and the priorities they establish in the context of their functions. It is then the responsibility of the Divisions to evaluate the individual budgets and make the final request to the Budget and Finance Committee for presentation to the Council. The Council will review the budget prior to recommendation to the Presbytery for approval. Ordinarily the Operating Fund budget and the Mission Fund budget for each year will be presented to the Presbytery at the September meeting of the prior year.

### **Financial Management**

Overall fiscal oversight is the responsibility of the Board of Directors of National Capital Presbytery, Inc. The Budget and Finance Committee, working with the Finance Director and Treasurer, has overall responsibility for monitoring the annual Presbytery budget. Where budget adjustments become necessary, the Budget and Finance Committee will work with the appropriate Division to make adjustments which will be presented to the Council for approval. Particular Committees have the latitude to exceed a particular line item, provided that the sum of all line items administered by the Committee does not exceed the total allocated.

It is the responsibility of each Committee, with oversight from the appropriate Division, to manage its own budget. All Committee expenditures which will exceed a budgetary line item of a Committee shall be approved beforehand by the membership. All expenditures from designated funds shall be approved by the

membership and, in some cases, may require additional approvals as determined by the Presbytery. All disbursements shall be made with the written approval of a member authorized by the Committee in the form established by the Budget and Finance Committee.

### **Relationships**

The work of the ministry units are related to each other through the mission and vision of the Presbytery. Representatives of some Committees (as noted in this Manual) are members of either the Ministry Division or the Administrative Division. These representatives shall be elected by their respective Committees annually and shall ideally serve as representative for the whole calendar year. The Divisions are to provide a forum for the coordination of the work of the Committees to serve the Presbytery's vision and mission. Committees are encouraged to form joint Teams or Task Groups, where appropriate, to take advantage of the expertise of their memberships in evaluating opportunities and needs for accomplishing their work. Such joint efforts may be initiated by the Committees or at the suggestion of the Division or the Council.

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

## **COUNCIL**

### **PURPOSE:**

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

### **FUNCTIONS:**

#### **Leadership**

- Serve as Presbytery's visioning team
- In reference to the Vision Statement, plan Presbytery meetings and worship assigning whatever aspects it wishes to teams it may form
- Advise the Presbytery in regard to the recommendations for action brought to it by the Committees and/or Divisions of the Presbytery
- Review and evaluate Presbytery's mission and structure in the light of adopted priorities every three years
- Present to Presbytery an annual budget
- Make any necessary recommendations to the Presbytery concerning staff design
- Serve as the Board of Directors of National Capital Presbytery, Inc.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

#### **Coordination**

- Coordinate the mission and program of the whole Presbytery
- Direct the Communication systems of the Presbytery
- Review and guide the internal functioning of Presbytery
- In consultation with the Divisions, recommend to the Presbytery the creation or elimination of Committees
- Receive and consider matters referred to it by the Presbytery

#### **Ecumenical and Interfaith Cooperation**

- Oversee ecumenical and interfaith affairs
- Maintain relationships with Synod and General Assembly

#### **Administrative**

- Every five years the Moderator, Vice Moderator, the most recent former Moderator who continues to be a minister-member or an elder within National Capital Presbytery, and two members of the Nominating Committee shall, after discussion, either re-nominate or not re-nominate the Stated Clerk. A re-nomination shall be

- presented to the Presbytery Council for approval and the Presbytery for action. If the current Stated Clerk is not re-nominated, then search procedures shall be initiated.
- Every three years, the Moderator, Vice Moderator, the most recent former Moderator who continues to be a Minister Member or an Elder within National Capital Presbytery, and two members of the Nominating Committee shall, after discussion, either re-nominate or not re-nominate the Treasurer. A re-nomination shall be presented to the Presbytery Council for approval and the Presbytery for action. If the office becomes vacant, a new Treasurer shall be nominated by the Moderator, Vice Moderator, the most recent former Moderator who continues to be a Minister Member or an Elder within National Capital Presbytery, and two members of the Nominating Committee. Such a nomination shall be presented to the Presbytery Council for approval and the Presbytery for action.
  - When there is a vacancy for General Presbyter, Stated Clerk or for an Associate General Presbyter, the Council shall propose to the Presbytery a slate of Lay and Minister Members to be elected to serve as a Search Committee.
  - As the Board of Directors of National Capital Presbytery, Inc., fulfill the corporate requirements specified in the Bylaws and the Articles of Incorporation.
  - Recommend members and the chair of the Nominating Committee to the Presbytery, which elects the Nominating Committee and its chair.
  - Appoint a Council Clerk who will record minutes of all meetings and maintain an accurate record of the work of the Council, which shall be available in the Presbytery Office.

#### **MEMBERSHIP:**

The Council shall be composed of fourteen (14) members and the General Presbyter who shall serve ex-officio without vote. It is essential that the Council be representative. Racial, cultural, theological, gender, lay/clergy, and generational factors need to be balanced. The Council shall be representative of the diversity of the Presbytery as a whole.

Twelve (12) elected members shall be divided into three (3) equal classes, one of which is elected each year by the Presbytery. Nine persons shall be nominated to the Presbytery by the Nominating Committee in three equal classes. In addition, one person shall be nominated to the Presbytery by the Black Presbyterians United; one person shall be nominated to the Presbytery by the Presbyterian Women of National Capital Presbytery; and one person shall be nominated to the Presbytery by the Korean Ministry Caucus. These three persons shall be nominated on a rotating basis or when necessary to complete an incomplete term. Term of service will be three (3) years with an individual eligible to serve up to two (2) consecutive terms. The Chairs of the Ministry and Administrative Divisions shall be elected by the Council from these twelve elected members. The Council shall elect from its members the Council Chair, Council Vice-Chair and Council Clerk.

The Presbytery Moderator and Presbytery Vice Moderator are also members of Council with vote.

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

**MEETINGS:**

The Council shall ordinarily meet monthly. Special meetings may be called by the Chair. The meetings of the Council are open for others to attend except when the Council votes to meet in executive session.

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

**STAFF:**

The General Presbyter will serve on the Council ex-officio and without vote. Others of the Presbytery Staff may attend when directed by the General Presbyter or the Council Chair. The General Presbyter may appoint one of the Associate General Presbyters or the Stated Clerk to attend Council meetings in his/her absence.

**LINKAGES:**

The Council shall report directly to the Presbytery. It is linked to the Ministry and Administrative Divisions through their Chairs. It is linked to the Nominating Committee whose Chair will meet annually with the Council to discuss the desired gifts for the work of the Divisions and Committees.

**POLICIES:**

See the policies of the Council in the Appendix.

## **Associated Ministry Groups**

### **BLACK PRESBYTERIAN UNITED KOREAN MINISTRY CAUCUS PRESBYTERIAN WOMEN**

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

#### **LINKAGES:**

These Associated Ministry Groups report annually to the Council. The Council welcomes the input from these groups regarding ways the Presbytery can best partner with these groups to strengthen and transform the congregations of this Presbytery to be Missional, Pastoral and Prophetic.

- Each Associated Ministry Group shall submit a written report at the year end to the Council.
- Any budgetary requests shall come directly to the Council for consideration.
- Additional groups may apply for recognition in this category by applying to the Council who will consider and make recommendation to the Presbytery which will vote to include these groups as self-governing extensions of the Presbytery's Mission.
- The Associated Ministry Groups can initiate interaction with Council, the Divisions or any Committee to explore common interests and to implement ministry jointly. They may send representatives to attend Council or Division meetings in person.

## NOMINATING COMMITTEE

### FUNCTIONS:

- Encourage participation in the ministry, mission and work of the Presbytery by qualified persons from throughout the Presbytery.
- Secure from the ministers, educators and members of the churches in the Presbytery names of persons who are qualified to serve on the various Ministry Units. The consent of any person nominated to serve, if elected, shall be secured before presenting his/her name in nomination to the Presbytery
- Nominate persons to all elected positions according to the conditions set forth in the *Book of Order* with regard to fair representation.
- Nominate persons to serve in compliance with this Manual, the Policies of National Capital Presbytery the following positions:
  - Moderator and Vice Moderator of Presbytery
  - Nine of the twelve members of the Council
  - Members of Presbytery Committees
  - The chairs of all the Committees of the Presbytery after consultation with the Committees.
  - Commissioners, Alternates and Advisory Delegates to General Assembly and Synod meetings
  - and any representatives serving on other Boards specified to be elected or appointed by National Capital Presbytery
- Fill vacancies when there is a resignation or death.
- Instruct the Chair of any Committee to notify the Stated Clerk of the Presbytery of any persons failing to serve responsibly on the Committee. The Stated Clerk, thus notified shall declare such person's place vacant and shall set into motion the process to fill the unexpired term.
- Consult at least annually with the Committee on Representation.
- Consult at least annually with the Council

### MEMBERSHIP:

The Nominating Committee shall be elected by the Presbytery in conformity with the *Book of Order* G-3.0111. Members of the Committee will be nominated by the Council who will welcome recommendations initiated by the Moderator, Vice Moderator and the most recent former Moderator of Presbytery.

The Nominating Committee is composed of twelve (12) members divided into three equal classes, one of which is elected each year by the Presbytery. The membership shall consist of one-third ministers of Word and Sacrament, one-third laywomen, and one-third laymen

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

The Chair of the Council recommends the Chair of the Nominating Committee to the Council who then recommends him/her for election by the Presbytery. The Committee shall elect its own Vice Chair and Recording Clerk.

**QUORUM:**

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

**MEETINGS:**

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

**STAFF:**

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

**LINKAGES:**

The Nominating Committee reports directly to the Presbytery. It will meet at least annually with the Committee on Representation and the Council. The Nominating Committee will communicate with the various Ministry Units of the Presbytery for which it has a responsibility to nominate persons for membership

**POLICIES:**

See the policies of the Nominating Committee in the Appendix.

## **COMMITTEE ON REPRESENTATION**

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

### **FUNCTIONS:**

- Keep records pertaining to individuals serving in the structure of the Presbytery pertinent to *Book of Order* mandates.
- Report annually to the Presbytery as required by the *Book of Order*.
- Recommend individuals from under-represented groups for consideration by the Nominating Committee
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Committee on Representation shall be composed of six (6) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

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

### **LINKAGES:**

The Committee reports directly to the Presbytery.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **PERMANENT JUDICIAL COMMISSION**

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

**FUNCTIONS:**

- Those specified in the *Book of Order* and the *Book of Discipline*.

**MEMBERSHIP:**

The Permanent Judicial Commission shall be composed of nine (9) members as described in Chapter 5 of the *Book of Discipline*, and divided into three (3) equal classes, one of which is elected each year by the Presbytery.

**MEETINGS:**

When and as called pursuant to Chapter Five of the *Book of Discipline*.

**STAFF:**

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

**LINKAGES:**

The Commission reports directly to the Presbytery.

## **BILLS AND OVERTURES COMMITTEE**

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

### **FUNCTIONS:**

- As specified in the *Book of Order*.
- Provide for the training of commissioners and alternates to General Assembly and Synod
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Committee shall be composed of three (3) members 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 two (2) consecutive terms. Additionally the Commissioners from the most recently held General Assembly also serve as members of the Committee.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

as necessary to accomplish the work.

### **STAFF:**

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

### **LINKAGES:**

The Committee reports directly to the Presbytery.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **COMMITTEE ON PREPARATION FOR MINISTRY**

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

### **FUNCTIONS:**

- As defined by the *Book of Order G-2.06*.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Committee shall be composed of thirty-six (36) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

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

### **LINKAGES:**

The Committee of Preparation for Ministry reports directly to Presbytery on matters pertaining to Inquirers and Candidates. The Committee communicates directly with the Budget and Finance Committee regarding budgetary matters. The Committee communicates to the Council the action it is proposing to the Presbytery for inclusion in the agenda.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **SESSION RECORDS REVIEW COMMITTEE**

### **FUNCTIONS:**

- Review session minutes
- Annually prepare and propose a budget for the work of the Committee
- Administer the Committee budget
- Record minutes of all meetings and maintain accurate record of the work of the Session Records Review Committee, which shall be available in the Presbytery office
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Session Records Review Committee shall be composed of six (6) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

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

### **LINKAGES:**

The Session Records Review Committee reports directly to the Presbytery.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **MINISTRY DIVISION**

### **PURPOSE:**

The Ministry Division is the point of coordination and cooperation to the end that the congregations of the Presbytery may be strengthened and transformed to be Missional, Pastoral and Prophetic.

### **MEMBERSHIP:**

The Ministry Division shall consist of:

- Two persons appointed by and from the Committee on Ministry
- Two persons appointed by and from Church Development Committee
- Two persons appointed by and from Mission Coordination Committee
- One person appointed to serve as liaison by Meadowkirk Inc. Board of Directors
- One person appointed by and from Stewardship Committee
- The chair appointed by and from the Council

The Chair will be appointed from the Council for a term of one (1) year (with an individual eligible to serve up to three (3) consecutive terms).

### **FUNCTIONS:**

- Coordinate, review and evaluate the ministries of the Presbytery in light of the Presbytery's mission and priorities
- Review and recommend a course of action regarding any motion from the Church Development Committee or the Mission Interpretation Committee to the Presbytery.
- Review and recommend a course of action regarding any motion regarding Presbytery policy from the Committee on Ministry to the Presbytery.
- Communicate the Division's recommendations regarding Committee motions to the Council who will consider and recommend a course of action to the Presbytery.
- Annually prepare and propose a budget for the support of the ministry units of the Ministry Division to the Council of the Presbytery
- Oversee the budgetary expenditures of the Division's ministry units
- Coordinate the development and implementation of new Presbytery ministries within the limitations of approved budget and personnel
- Recommend to the Council the creation or elimination of Committees
- Receive reports concerning the creation and elimination of Teams and Task Groups within the Division
- Record minutes of all meetings and maintain accurate records of the work of the Ministry Division, which shall be available in the Presbytery office
- Coordinate and communicate the Presbytery's program calendar

- Invite Associated Ministry Groups to send representatives to attend Ministry Division meetings.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

**MEETINGS:**

The Ministry Division shall ordinarily meet monthly. Special meetings may be called by the Chair. The meetings of the Ministry Division are open for others to attend except when the Ministry Division votes to meet in executive session.

**STAFF:**

The General Presbyter shall assign Presbytery staff to serve as staff resource for the Ministry Division.

**LINKAGES:**

The Ministry Division reports to and is accountable to the Council. The Ministry Division shall be in close working relationships with the Administrative Division.

**POLICIES:**

See the policies of the Division in the Appendix.

## COMMITTEE ON MINISTRY

**PURPOSE:** That specified by the *Book of Order G-3.0307*

### **FUNCTIONS:**

- those specified in the *Book of Order G-3.0307*
- all matters related to the examination of potential Minister Members of the Presbytery who are then presented to the Presbytery for examination and approval
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Committee shall be composed of thirty (30) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

as necessary to accomplish the work.

### **STAFF:**

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

### **LINKAGES:**

The Committee on Ministry reports to and is accountable to the Ministry Division on matters related to budget. The Committee on Ministry can bring policy and program issues directly to the Presbytery floor for action provided those policies and programs are reviewed by the Ministry Division and by the Council. The Committee on Ministry reports directly to the Presbytery on matters related to its Teams or when the Committee on Ministry has acted as empowered by the Presbytery.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **CHURCH DEVELOPMENT COMMITTEE**

**PURPOSE:** to develop and execute strategies which lead to the strengthening and transformation of the congregations of the Presbytery to be missional, pastoral and prophetic.

### **FUNCTIONS:**

- Assess and recommend to the Division and then to the Presbytery matters related to a comprehensive Church Development strategy including proposed church mergers, church closures, the constitution and organization of new congregations and proposals to relocate a ministry to a new site or building.
- Develop and execute New Church development strategy
- Develop and execute Congregational Transformation strategy
- Develop and execute Immigrant Church Development strategy
- Develop and execute Equipping Congregations strategy
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Committee shall be composed of fifteen (15) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

Quarterly and as necessary to accomplish the work.

### **STAFF:**

The work of the Committee shall be supported by the Associate General Presbyter for Church Development and Mission and others as may be assigned by the General Presbyter.

### **LINKAGES:**

The Church Development Committee reports to the Ministry Division on matters of budget. The Committee brings proposed action directly to the Presbytery provided that the proposed action has been reviewed by the Division and the Council. The Council will recommend a course of action to the Presbytery in regard to any proposed action.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **MISSION COORDINATION COMMITTEE**

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

### **FUNCTIONS:**

- Provide the means by which the mission endeavors of the congregations of the Presbytery can communicate, network and combine energy in creative relationships which further the mission goals of the congregations.
- Develop criteria, assess applications and award grants to congregations or clusters of congregations to augment their mission goals.
- Provide program support for ministries in concert with one or more congregations in the Presbytery.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Committee shall be composed of fifteen (15) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

The work of the Committee shall be supported by the Associate General Presbyter for Church Development and Mission and others as may be assigned by the General Presbyter.

### **LINKAGES:**

The Mission Coordination Committee reports to the Ministry Division on matters of budget. The Committee brings proposed action directly to the Presbytery provided that the proposed action has been reviewed by the Division and the Council. The Council will recommend a course of action to the Presbytery in regard to any proposed action.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **STEWARDSHIP COMMITTEE**

### **PURPOSE:**

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

### **FUNCTIONS:**

- Seek financial support for the Presbytery's mission from congregations, members and other funding sources
- Develop Stewardship interpretation resources and deliver them to the congregations and members of the Presbytery
- Annually propose a stewardship budget to the Budget and Finance Committee
- Administer the Stewardship budget
- Record minutes of all meetings and maintains accurate records of the work of the Stewardship Committee, which shall be available in the Presbytery Office
- Periodically review and make recommendations about the effectiveness of all Presbytery stewardship vehicles
- Work to develop, promote, and encourage a sense of unity and community within the National Capital Presbytery

The Stewardship Committee shall be composed of nine (9) members divided into three (3) equal classes, one of which is elected each year by the Presbytery. Terms of service will be 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 Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

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

### **LINKAGES:**

The Stewardship Committee reports to the Ministry Division. The Committee brings proposed action directly to the Presbytery provided that the proposed action has been reviewed by the Division and the Council. The Council will recommend a course of action to the Presbytery in regard to any proposed action.

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

**POLICIES:**

See the policies of the Committee in the Appendix.

## **ADMINISTRATIVE DIVISION**

### **PURPOSE:**

The Administrative Division is the Presbytery's arm for administration of the business and ecclesiastical affairs of the Presbytery, including oversight and management of financial assets, liabilities, personnel, the Presbytery office, the office of National Capital Presbytery, Inc., Presbytery's annual budget, property, and loan matters.

### **MEMBERSHIP:**

The Administrative Division shall consist of:

- one person appointed by and from the Budget and Finance Committee
- one person appointed by and from the Investment Committee
- one person appointed by and from the Personnel Committee
- one person appointed by and from the Administrative Commission on Congregational Property
- the chair appointed by and from the Council

The Chair is appointed from the Council for a term of one (1) year (with an individual eligible to serve up to three (3) consecutive terms).

### **FUNCTIONS:**

- Coordinate, review and evaluate the work of the Administrative Division Committees in light of the Presbytery's mission and priorities.
- Review and recommend a course of action regarding any motion to the Presbytery from the Division's Committees and the Administrative Commission on Congregational Property.
- Communicate the Division's recommendations regarding Committee motions to the Council who will consider and recommend a course of action to the Presbytery.
- Review and recommend a course of action regarding policies proposed by the Administrative Commission on Congregational Property to be submitted to the Presbytery for approval and establish an appeals process.
- Approve Personnel Policies upon the recommendation of the Personnel Committee.
- Approve specific staff salary changes upon the recommendation of the Personnel Committee.
- Annually prepare and propose a budget for the support of the ministry units of the Administrative Division to the Council of the Presbytery.
- Oversee the budgetary expenditures of the Division's ministry units.
- Recommend to the Council the creation or elimination of Committees
- Receive reports concerning the creation and elimination of Teams and Task Groups within the Division.

- Invite Associated Ministry Groups to send representatives to attend Administrative Division meetings.
- Record minutes of all meetings and maintain accurate records of the work of the Administrative Division, which shall be available in the Presbytery office
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

**MEETINGS:**

The Administrative Division shall ordinarily meet monthly. Special meetings may be called by the Chair. The meetings of the Administrative Division are open for others to attend except when the Administrative Division votes to meet in executive session.

**STAFF:**

The Managing Director shall serve as the primary staff person for the Administrative Division. Other Presbytery staff persons may be assigned specific duties related to the Administrative Division by the General Presbyter.

**LINKAGES:**

The Administrative Division reports to and is accountable to the Council. The Administrative Division shall be in close working relationship with

- the Ministry Division,
- the Church Development Committee, for consultation concerning church property matters.

**POLICIES:**

See the policies of the Division in the Appendix.

## **BUDGET and FINANCE COMMITTEE**

### **FUNCTIONS:**

- Make quarterly reports on financial condition of the Presbytery through the Administrative Division to the Council
- Plan and conduct annual budget making processes
- Keep the ministry units informed regarding financial standing
- Allocate benevolence funds to the Synod of the Mid-Atlantic and the mission program of the General Assembly that are approved by the Presbytery
- Allocate funds to pay the *per capita* assessment of the Synod and the General Assembly
- Monitor the budget adopted by Presbytery and provide for an annual audit in consultation with the Administrative Division
- Annually prepare and propose the Administrative Division budget
- Record minutes of all meetings and maintain accurate record of the work of the Budget Committee, which shall be available in the Presbytery office.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Budget and Finance Committee shall be composed of six (6) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

The Managing Director, the Treasurer and the Finance Director shall serve as ex-officio members of the Committee without vote.

### **MEETINGS:**

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

### **STAFF:**

The work of the Committee shall ordinarily be supported by the Associate General Presbyter for Administration and Business Affairs, the Treasurer, the Finance Director and by such other Presbytery staff as may be assigned by the General Presbyter.

### **LINKAGES:**

The Budget and Finance Committee reports to the Administrative Division. The Committee brings proposed action directly to the Presbytery provided that the proposed action has been reviewed by the Division and the Council (unless specified otherwise in other sections of this manual). The Council will recommend a course of action to the Presbytery in regard to any proposed action.

It shall be in close working relationship with the other committees of the Administrative Division, the Ministry Division, the Stewardship Committee and with all congregations of the Presbytery.

**POLICIES:**

See the policies of the Committee in the Appendix.

## **INVESTMENT COMMITTEE**

### **FUNCTIONS:**

- Oversee the investments of the Presbytery
- Monitor debt service and financial assets of the Presbytery
- Annually prepare and propose a budget for the work of the Committee
- Record minutes of all meetings and maintain accurate record of the work of the Investment Committee, which shall be available in the Presbytery office
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery.

### **MEMBERSHIP:**

The Investment Committee shall be composed of three (3) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

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

### **LINKAGES:**

The Investment Committee reports to the Administrative Division. The Committee brings proposed action directly to the Presbytery provided that the proposed action has been reviewed by the Division and the Council. The Council will recommend a course of action to the Presbytery in regard to any proposed action.

The Investment Committee shall have a close working relationship with the other Committees of the Administrative Division. It shall communicate and make decisions in consultation with the Board of Directors of Meadowkirk, Inc. regarding the assets designated by the Presbytery for the development and operational support of the Meadowkirk Camping and Retreat Center.

### **POLICIES:**

See the policies of the Committee in the Appendix.

## **ADMINISTRATIVE COMMISSION ON CONGREGATIONAL PROPERTY**

### **FUNCTIONS:**

- Consider 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)
- Communicate the Commission's actions and the requirements of G-4.0206 to the Presbytery at every stated meeting of the Presbytery.
- Recommend to the Presbytery, following review and comment from the Administrative Division and the Council, any changes in policy it judges appropriate which need the Presbytery's approval.
- Assume the functions of the Property Management Committee in regard to the real property under the direct jurisdiction of the Presbytery.
  - Manage the real property under the direct jurisdiction of the Presbytery.
  - Recommend to the Administrative Division the sale, purchase or leasing of real property under the Presbytery's jurisdiction.
  - Be responsible for repairs, maintenance, renovations, etc. to the real property of the Presbytery.
  - Annually prepare and propose a budget for the work of the committee
  - Monitor the Presbytery office budget
  - Secure adequate insurance coverage for the real property of the Presbytery
  - Record minutes of all meetings and maintain accurate record of the work of the Property Management Committee, which shall be available in the Presbytery office; and
- Develop, 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 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 Managing Director, 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 Ministry Division regarding the vitality of a particular congregation seeking action.

**POLICIES:**

See the policies of the Commission in the Appendix.

## **PERSONNEL COMMITTEE**

### **FUNCTIONS:**

- Define the process and review the annual evaluations of Presbytery staff.
- Define the process and review reports of the five-year reviews of pertinent staff.
- Conduct the reviews of the General Presbyter
- Make recommendations for action to the Administrative Division concerning compensation of Presbytery staff.
- Enforce the policies in the Presbytery's Personnel Manual
- Recommend changes in the Personnel Manual for action by the Administrative Division
- Annually prepare and propose a budget for the Personnel related expenses
- Administer the Personnel Committee budget
- Record minutes of all meetings and maintain accurate record of the work of the Personnel Committee, which shall be filed in the Presbytery office.
- Develop, promote and encourage a sense of unity and community within the National Capital Presbytery

### **MEMBERSHIP:**

The Personnel Committee shall be composed of nine (9) members 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.

The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the Nominating Committee after consultation with the Committee 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 Committee itself annually.

### **MEETINGS:**

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

### **STAFF:**

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

### **LINKAGES:**

The Personnel Committee reports to the Administrative Division. The Committee brings proposed action directly to the Presbytery provided that the proposed action has been reviewed by the Division and the Council. The Council will recommend a course of action to the Presbytery in regard to any proposed action.

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

**POLICIES:**

See the policies of the Committee in the Appendix.

## Appendix

- Policies
- Associated Ministry Units Manuals
- Manual of Operations for Particular Committees and Divisions (These manuals are the purview and control of the Committee, Division or 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.)