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MANUAL OF ADMINISTRATIVE OPERATIONS

NATIONAL CAPITAL PRESBYTERY

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INTRODUCTION

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

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 “Administration of Mission” 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 Leadership 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 Leadership Council for the Leadership Council's review and approval preceding presentation to the Presbytery. Any proposed revision of the manual disapproved by the Leadership Council can be presented to the Presbytery for action by way of a minority report upon the vote of at least one-fourth of the Leadership Council or by any individual commissioner to a Presbytery meeting who can present the manual revision as new business at a Presbytery meeting to be considered at the next stated meeting of the Presbytery. This rule, that a commissioner resolution be considered at the next stated Presbytery meeting, can be overridden by the Presbytery by a $\frac{3}{4}$ vote.

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 Leadership Council serves as the leadership team, monitoring/adjusting/challenging/leading the total mission and program of the Presbytery. It functions in three modes – generative, strategic and fiduciary.

In order to function more effectively and efficiently, the Leadership Council utilizes 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," which are defined as 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 Leadership Council also serve as directors for the National Capital Presbytery, Inc.

Committees

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

Each 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 Committee shall write and maintain its own Manual of Operations. This Manual will ordinarily describe the functions, organizational structure, membership, quorum requirements and meeting schedules, and will establish the number, qualification and designation of the members of the applicable Committee. Each Committee shall report any changes to its own Manual to the next stated meeting of the Leadership Council. The Committees are responsible for ensuring that their Manuals are consistent with the Presbytery Manual of Administrative Operations and National Capital Presbytery, Inc. Bylaws, as well as the *Book of Order*. Each Committee will submit a written report to the Leadership Council concerning its work and the work of its Teams and Task Forces annually.

Teams

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

Task Groups

The Leadership Council, 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 Leadership Council will be informed of the nature, membership, and term of all Task Groups formed by the Committees. The Leadership Council 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. Leadership Council, 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". 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

needs for accomplishing their work. Such joint efforts may be initiated by the Committees or at the suggestion of the Leadership 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 Leadership Council, and the Committee chairs, will assign the various Presbytery staff members as resources to the Committees.

LEADERSHIP COUNCIL

PURPOSE:

The Leadership Council shall serve as the leadership team of the Presbytery, monitoring/adjusting/challenging/leading the total mission and program of the Presbytery. The Leadership 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 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 Leadership Council's role as Board of Directors of National Capital Presbytery, Inc. The Presbytery itself elects its

- Committee and commission membership,
- Committee and commission Chairs,
- Permanent Judicial Commission,
- General Assembly and Synod Commissioners,
- Stated Clerk,
- Treasurer,
- General Presbyter,
- Leadership Council,
- Presbytery Moderator and Vice-Moderator.

The Presbytery acts on

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

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

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

FUNCTIONS: The Leadership Council shall

Leadership

- Serve as Presbytery's visioning team,
- Approve, in advance of each year, the annual operating and mission budgets, as well as all budgets related to any board-designated or temporarily-restricted funds under the control of the Presbytery.
- Present these budgets to the Presbytery for final approval in a timely manner.
- In reference to the Mission Statement, plan Presbytery meetings and worship assigning whatever aspects it wishes to teams it may form,
- Approve or disapprove the recommendations for action brought to it by the Committees of the Presbytery and when indicated forward those proposed actions to 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,
- Approve changes to the staff design of the Presbytery,
- 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,
- Recommend to the Presbytery the creation or elimination of Committees,
- Receive and consider matters referred to it by the Presbytery.

Fiduciary

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

Ecumenical and Interfaith Cooperation

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

Administrative

- 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 Leadership Council related expenses,
- Administer the Leadership Council budget,
- Record minutes of all meetings and maintain accurate record of the work of the Leadership Council, which shall be filed in the Presbytery office,
- 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. (Note: The Presbyterian Women, the Black Presbyterians United and the Korean Ministry Caucus each recommend a representative to the Presbytery for election to the Nominating Committee to serve staggered three year terms.)

OTHER PRACTICES

- The Stated Clerk of the Presbytery will maintain an accurate record of the work of the Leadership Council, which shall be available in the Presbytery Office.
- Every five years the Moderator, Vice-Moderator, the most recent former Moderator who continues to be a teaching elder or ruling 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 Leadership 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 teaching elder or ruling 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 Leadership 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 teaching elder or a ruling elder within National Capital Presbytery, and two members of the Nominating Committee. Such a nomination shall be presented to the Leadership Council for approval and the Presbytery for action.
- When there is a vacancy for General Presbyter or Stated Clerk, the Leadership Council shall propose to the Presbytery a slate of teaching and ruling elders to be elected to serve as a Search Committee.

MEMBERSHIP:

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

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

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

The Chair of the Leadership Council shall ordinarily be the President of the Board of Directors of National Capital Presbytery, Inc. and the Vice-Chair of the Leadership 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 Leadership Council/Board of Directors shall elect other Board members to serve as necessary.

MEETINGS:

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

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

LINKAGES:

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

POLICIES:

See the policies of the Leadership 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 Leadership Council. The Leadership Council welcomes the input from these groups regarding ways the Presbytery can best partner with these groups to empower and challenge our congregations to be Missional, Pastoral and Prophetic.

- Each Associated Ministry Group shall submit a written report at the year end to the Leadership Council.
- Any budgetary requests shall come directly to the Leadership Council for consideration.
- Additional groups may apply for recognition in this category by applying to the Leadership 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 Leadership Council, or any Committee to explore common interests and to implement ministry jointly. They may send representatives to attend Leadership Council 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 and the Policies of National Capital Presbytery in the following positions:
 - Moderator and Vice-Moderator of Presbytery,
 - Twelve of the fifteen members of the Leadership Council (the Moderator and Vice-Moderator and Immediate past Moderator are already selected and serve on the Leadership Council ex-officio with vote),
 - Members of Presbytery Committees which are presented to the Presbytery for election,
 - The chairs of all the Committees of the Presbytery after consultation with the Committees which are approved by the Leadership Council before presentation to the Presbytery for election,
 - Commissioners, Alternates and Advisory Delegates to General Assembly and Synod meetings,
 - 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 representatives of the Committee on Representation,
- Consult at least annually with representatives of the Leadership Council.

MEMBERSHIP:

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

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

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 Leadership Council recommends the Chair of the Nominating Committee to the Leadership Council which 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. Nominating Committee appointed representatives will meet at least annually with representatives of the Committee on Representation and the Leadership 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 Leadership 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,
- 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 Committee on Representation 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 on Representation 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 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 *Rules of Discipline*.

MEMBERSHIP:

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

539 **MEETINGS:**

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

541
542 **STAFF:**

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

544
545 **LINKAGES:**

546 The Commission reports directly to the Presbytery.

547
548
549 **BILLS AND OVERTURES COMMITTEE**

550
551 **PURPOSE:** To advise the Presbytery pertaining to any Bills and/or Overtures that come to it.

552
553 **FUNCTIONS:**

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

569
570 **MEMBERSHIP:**

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

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

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

574 also serve as members of the Committee.

575
576 The Chair shall be elected from within the membership by the Presbytery upon the recommendation of the

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

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

579 be elected by the Committee itself annually.

580
581 **MEETINGS:**

582 as necessary to accomplish the work.

583
584 **STAFF:**

585 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.

591 **POLICIES:**

592 See the policies of the Committee in the Appendix.

595 **COMMISSION ON PREPARATION FOR MINISTRY**

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

599 **FUNCTIONS:**

- 600 • As defined by the *Book of Order G-2.06*.
- 601 • 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.
- 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.
- 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.
- 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.

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.

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.

632 **MEETINGS:**

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

STAFF:

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

LINKAGES:

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

POLICIES:

See the policies of the Commission 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,
- 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 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 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 Committee itself annually.

MEETINGS:

Ordinarily the committee shall meet four times a year 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.

COMMITTEE/COMMISSION ON MINISTRY

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

FUNCTIONS:

- The Committee on Ministry (COM) Coordinating Commission shall be constituted as an administrative commission authorized by the Presbytery to approve all matters specified in the *Book of Order* G-3.0306, G-3.0307 and G-3.0303 d. not addressed by the Congregational Transitions Commission, other than matters related to candidates and inquirers, and reports those actions to the Presbytery. The COM Coordinating Commission can assign authority to exercise G-3.0303 d. matters to teams and task forces it appoints.
- The Committee on Ministry (COM) Congregational Transitions Commission shall be constituted as an administrative commission authorized by the Presbytery to approve all matters specified in the *Book of Order* G-3.0306 and G-3.0307, related to the approval of teaching elders of all pastoral categories serving the congregations of the Presbytery and reports those actions to the Presbytery. Any policy changes made by the COM Congregational Transitions Commission shall require the additional approval of the COM Coordinating Commission. Any exceptions to policy shall require the additional approval of the COM Coordinating Commission. A decision of the COM Congregational Transitions Commission can be appealed to the COM Coordinating Commission which is empowered to overturn any decision of the COM Congregational Transitions Commission. Any further appeal can be presented at a meeting of the Presbytery as determined by the Leadership Council which sets Presbytery meeting agendas.
- All matters related to the examination of Teaching Elders shall be approved by the COM Coordinating Commission or the COM Congregational Transitions Commission upon the recommendation of the COM Examination Teams, with the following provision: Actions related to any individual that involve 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. The COM Coordinating Commission is empowered to determine whether or not a declared scruple constitutes a departure. Actions related to individuals that receive majority approval of less than 80% of the COM Coordinating Commission or the COM Congregational Transitions Commission likewise shall be referred to the Presbytery in session.
- Annually prepare and propose a budget for the Committee on Ministry expenses.
- Administer the Committee on Ministry budget.
- Record minutes of all meetings and maintain accurate record of the work of the Committee on Ministry, which shall be filed in the Presbytery office.
- 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 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. Those members of the COM on the Coordinating Commission and the Transitions Commission shall be ruling and teaching elders and be designated by Presbytery action to serve on those administrative commissions. The Coordinating Commission shall annually recommend the names of COM members to be on the Coordinating Commission and the Congregational Transitions Commission for election by the Presbytery.

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

MEETINGS:

as necessary to accomplish the work.

STAFF:

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

POLICIES:

See the policies of the Committee in the Appendix.

CHURCH DEVELOPMENT COMMISSION/COMMITTEE

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

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

FUNCTIONS: (As a Committee)

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

- all churches participating in transformation with a status report on development and leadership;
- all church mergers, church closures, the constitution and organization of new congregations under discussion and proposed timelines for relocating a ministry to a new site or building.
- Record minutes of all meetings and maintain accurate record of the work of the Church Development Committee, which shall be filed in the Presbytery office.
- 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.

FUNCTIONS: (As a Commission)

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

MEMBERSHIP:

The Committee/Commission shall be composed of twelve (12) 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/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 Committee/Commission itself annually.

MEETINGS:

Quarterly and as necessary to accomplish the work.

STAFF:

The work of the Committee/Commission shall be supported by the Director of Congregational Development and Mission and others as may be assigned by the General Presbyter.

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.
- Annually prepare and propose a budget for the Mission Coordination Committee expenses.
- Administer the Mission Coordination Committee budget.
- Record minutes of all meetings and maintain accurate record of the work of the Mission Coordination Committee, which shall be filed in the Presbytery office.
- 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 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 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 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 Mission Coordination Committee reports to the Leadership Council on matters of budget. The Committee brings proposed action to the Leadership Council for approval before it can be considered on the floor of the Presbytery.

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.
- 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.

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

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.

BUDGET AND FINANCE COMMITTEE

FUNCTIONS:

- Make quarterly reports on financial condition of the Presbytery to the Leadership Council.
- Plan and conduct the 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.
- Monitor the debt service and financial assets of the Presbytery.
- Recommend a suitable firm to conduct an annual financial audit to the Leadership Council. Record minutes of all meetings and maintain accurate record of the work of the Budget and Finance Committee, which shall be available in the Presbytery office.
- 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 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 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 Committee itself annually.

The Director of Business Affairs 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 Director of Business Affairs and by such other Presbytery staff as may be assigned by the General Presbyter.

LINKAGES:

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

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

POLICIES:

See the policies of the Committee in the Appendix.

INVESTMENT COMMITTEE

FUNCTIONS:

- Has primary responsibility for administering the investment policy.
- Develops, and updates as necessary, the overall investment strategy for each investment account.
- Selects, retains and replaces as necessary any investment professionals to advise on investment strategy, and/or manage the Presbytery's investments on a day-to-day basis. Ensures professionals do not have any conflicts of interest in serving NCP.
- Decides how investment professionals should be evaluated and compensated.
- Reviews investment reports on a regular basis to assess investment performance and to ensure compliance with these investment policies.
- Recommend investment philosophy and policy to the Leadership Council.
- 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
- 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 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 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 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 Director of Business Affairs and by such other Presbytery staff as may be assigned by the General Presbyter.

LINKAGES:

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

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

POLICIES:

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.

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 Leadership Council concerning compensation of Presbytery staff.
- Enforce the policies in the Presbytery's Personnel Manual.
- Recommend changes in the Personnel Manual for action by the Leadership Council.
- 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.
- Monitor the Presbytery office budget.
- 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 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 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 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 Leadership Council. The Committee brings proposed action to the Leadership Council for approval before that action can be considered on the floor of the Presbytery.

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

POLICIES:

See the policies of the Committee in the Appendix.

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.