

Year: 2019

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2019 Presbytery Statistical Report

Presbytery Redstone
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Phone 724-837-6737 **Fax** 724-837-4112
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Membership

Prior Active Members	10017	Adjusted membership	9975
Gains		Losses	
Certificate	74	Certificate	34
Youth Professions	36	Deaths	201
Professions & Reaffirmations	100	Deleted for any Other Reason	316
Total Gains	210	Total Losses	551
Total Ending Active Members	9634		

Baptisms

Presented by Others	58	Average Weekly Worship Attendance	2675
At Confirmation	8	Female Members	3653
All Other	6	Friends of the Congregation	443
		Ruling Elders on Session	476
		Do you have Deacons? Yes / No	35 / 18

Age Distribution of Active Members

25 & Under	775
26 - 40	1155
41 - 55	1391
56 - 70	1890
Over 70	1999
Total Age Distribution	7210

People with Disabilities

Hearing impairment	274
Sight impairment	88
Mobility impairment	240
Other impairment	358

Christian Education

Birth - 3	92	Grade 7	62
Age 4	58	Grade 8	47
Kindergarten	57	Grade 9	42
Grade 1	58	Grade 10	40
Grade 2	50	Grade 11	38
Grade 3	64	Grade 12	40
Grade 4	68	Young Adults	66
Grade 5	65	Over 25	705
Grade 6	57	Teachers/Officers	227
		Total Christian Education	1836

Racial Ethnic

Asian/Pacific Islander/South Asian	19	Native American/Alaska Native/Indigenous	3
Black/African American/African	19	White	7391
Middle Eastern/North African	1	Multiracial	13
Hispanic/Latino-a	20		
		Total Racial Ethnic	7466

Financial Data

Annual Income	8,620,623	Mission Expenses	808,806
Annual Expenses	9,285,562	Personnel Expenses	4,282,851
		Facilities Expenses	1,567,537

Presbytery of Redstone
Income and Expense Statement
 GENERAL FUND 01, April 2020

APPENDIX "B"

	Current Period	Year to Date	Annual Budget	Annual Budget Percentage	YTD Prior Year
INCOME					
CONTRIBUTION INCOME					
UNRESTRICTED					
			\$355,000.00		
Church Comm/Lgr Church	20,669.17	104,367.98	0.00	0.00%	102,616.26
Church Extra Giving	0.00	0.00	0.00	0.00%	2,000.00
Individ Comm/Lgr Church	0.00	276.00	0.00	0.00%	0.00
Presbyterian Fdn Cont	0.00	85.46	0.00	0.00%	198.60
Subtotal Unrestricted	20,669.17	104,729.44	355,000.00	29.50%	104,814.86
TEMPORARILY RESTRICTED					
			35,000.00		
Addictions Ministry	0.00	500.00	0.00	0.00%	0.00
SCLD	0.00	0.00	0.00	0.00%	1,948.93
Pine Springs Camp	0.00	0.00	0.00	0.00%	100.00
Enabling Ministry Network	0.00	0.00	0.00	0.00%	1,500.00
Projector Fund	0.00	0.00	0.00	0.00%	10.00
Resource Center	0.00	293.52	0.00	0.00%	316.50
PDA - Directed	56.00	1,896.00	0.00	0.00%	2,535.00
Triennium	0.00	0.00	0.00	0.00%	100.00
Sudan Projects	310.00	2,635.44	0.00	0.00%	4,092.41
Ministry Student Aid	0.00	580.00	0.00	0.00%	363.00
PMA - Directed	300.00	1,770.00	0.00	0.00%	3,002.00
Synod Mission	300.00	900.00	0.00	0.00%	900.00
General Presby Mission	1,186.00	1,186.00	0.00	0.00%	0.00
Subtotal Temporarily Restricted	2,152.00	9,760.96	35,000.00	27.89%	14,867.84
Subtotal Contribution Income	22,821.17	114,490.40	390,000.00	29.36%	119,682.70
INVESTMENT INCOME					
Investment Income	0.00	0.00	33,500.00	0.00%	0.00
INTEREST INCOME					
Investment Interest	0.00	0.00	5,000.00	0.00%	0.00
PILP Interest	37.12	37.12	0.00	0.00%	36.81
Subtotal Interest Income	37.12	37.12	5,000.00	0.74%	36.81
MISCELLANEOUS INCOME					
			4,000.00		
Oil & Gas Lease	10.22	42.67	0.00	0.00%	76.65
Preaching/Consulting	2,291.66	9,279.64	0.00	0.00%	2,345.00
Miscellaneous Income	50.00	163.96	0.00	0.00%	50.00
Subtotal Miscellaneous Income	2,351.88	9,486.27	4,000.00	237.16%	2,471.65
RELEASE FROM RESTRICTIONS					
TEMP RESTRICTED RELEASE					
SCLD	0.00	-43.70	0.00	0.00%	-281.08
Engaging Congregations	-3,000.00	-3,000.00	0.00	0.00%	0.00
Pine Springs Camp	0.00	0.00	0.00	0.00%	-100.00
Enabling Ministry Network	0.00	0.00	0.00	0.00%	-2,399.28
Projector Fund	0.00	0.00	0.00	0.00%	-4,477.00
Resource Center	0.00	-77.25	0.00	0.00%	0.00
PDA - Directed	-56.00	-1,896.00	0.00	0.00%	-2,535.00
PMA - Directed	-300.00	-1,770.00	0.00	0.00%	-3,002.00
Synod Mission	-300.00	-600.00	0.00	0.00%	-1,200.00
Subtotal Temp Restricted Release	-3,656.00	-7,386.95	0.00	0.00%	-13,994.36

Income and Expense Statement

GENERAL FUND 01, April 2020

	Current Period	Year to Date	Annual Budget	Annual Budget Percentage	YTD Prior Year
Subtotal Release From Restrictions	-3,656.00	-7,386.95	0.00	0.00%	-13,994.36
RELEASED FROM RESTRICTION					
Released from restriction	3,656.00	7,386.95	0.00	0.00%	13,994.36
TOTAL INCOME	25,210.17	124,013.79	432,500.00	28.67%	122,191.16
EXPENSES					
MISSION PARTNERSHIPS					
SUDAN	\$0.00	\$0.00	\$16,000.00	0.00%	\$0.00
PINE SPRINGS CAMP	0.00	0.00	38,000.00	0.00%	0.00
PSC - Shared	2,750.00	11,000.00	0.00	0.00%	11,000.00
PSC - Restricted	0.00	0.00	0.00	0.00%	100.00
Subtotal Pine Springs Camp	2,750.00	11,000.00	38,000.00	28.95%	11,100.00
SYNOD MISSION	0.00	0.00	1,000.00	0.00%	0.00
Synod - Restricted	600.00	900.00	0.00	0.00%	1,200.00
Subtotal Synod Mission	600.00	900.00	1,000.00	90.00%	1,200.00
PRES MISSION AGENCY	0.00	0.00	32,000.00	0.00%	0.00
PMA - Shared	0.00	3,200.00	0.00	0.00%	6,400.00
PMA - Restricted	300.00	1,770.00	0.00	0.00%	3,002.00
Subtotal Pres Mission Agency	300.00	4,970.00	32,000.00	15.53%	9,402.00
PRES DISASTER ASSISTANCE	0.00	0.00	3,000.00	0.00%	0.00
PDA - Restricted	56.00	1,896.00	0.00	0.00%	2,535.00
Subtotal Pres Disaster Assistance	56.00	1,896.00	3,000.00	63.20%	2,535.00
Subtotal Mission Partnerships	3,706.00	18,766.00	90,000.00	20.85%	24,237.00
COMMITTEE EXPENSES					
COUNCIL					
Council Expenses	19.85	184.82	1,500.00	12.32%	729.55
Presbytery Mtg Expense	190.91	272.69	900.00	30.30%	230.09
EQUIPPING LEADERSHIP	0.00	0.00	5,000.00	0.00%	750.00
Equip Leadership - Shared	0.00	750.00	0.00	0.00%	0.00
Subtotal Equipping Leadership	0.00	750.00	5,000.00	15.00%	750.00
ENGAGING CONGREGATIONS	0.00	0.00	5,000.00	0.00%	0.00
Eng Cong - Restricted	3,000.00	3,000.00	0.00	0.00%	0.00
Subtotal Engaging Congregations	3,000.00	3,000.00	5,000.00	60.00%	0.00
ENABLING MINISTRY NETWORK	0.00	0.00	5,000.00	0.00%	2,399.28
Christian Associates	0.00	375.00	1,500.00	25.00%	375.00
Website	0.00	0.00	180.00	0.00%	0.00
COMMUNICATION EXPENSES			500.00		
CE - Shared	47.70	248.99	0.00	0.00%	698.26
Subtotal Communication Expenses	47.70	248.99	500.00	49.80%	698.26
Subtotal Council	3,258.46	4,831.50	19,580.00	24.68%	5,182.18
COMMITTEE ON MINISTRY					

Income and Expense Statement

GENERAL FUND 01, April 2020

	Current Period	Year to Date	Annual Budget	Annual Budget Percentage	YTD Prior Year
Committee Expense	0.00	0.00	500.00	0.00%	0.00
COM - SCLD	0.00	0.00	0.00	0.00%	76.92
Subtotal Committee On Ministry	0.00	0.00	500.00	0.00%	76.92
COMMITTEE ON PREPARATION					
Committee Expense	0.00	0.00	1,000.00	0.00%	0.00
Subtotal Committee Expenses	3,258.46	4,831.50	21,080.00	22.92%	5,259.10
OPERATIONS					
LEGAL AND AUDITING					
Audit	0.00	0.00	6,000.00	0.00%	0.00
PCUSA Meetings	0.00	0.00	4,500.00	0.00%	0.00
Property/Comp. Insurance	0.00	793.00	3,656.00	21.69%	258.22
Worker's Compensation	0.00	821.00	821.00	100.00%	394.90
Telephone	285.81	1,017.39	3,800.00	26.77%	1,270.83
Postage	0.00	330.00	1,000.00	33.00%	608.81
Office Supplies	78.54	1,637.19	5,500.00	29.77%	271.69
RESOURCE CENTER					
RC - Restricted	0.00	77.25	0.00	0.00%	0.00
Subtotal Resource Center	0.00	77.25	500.00	15.45%	0.00
LEASES					
Copier Lease	150.00	600.00	0.00	0.00%	750.00
Subtotal Leases	150.00	600.00	3,000.00	20.00%	750.00
Miscellaneous Expenses	0.00	0.00	0.00	0.00%	380.72
SERVICE FEES					
Bank Fees	0.00	2.00	0.00	0.00%	2.00
Misc. Service Fees	12.23	12.23	0.00	0.00%	15.00
Subtotal Service Fees	12.23	14.23	0.00	0.00%	17.00
UTILITIES					
Gas	324.22	1,173.18	2,000.00	58.66%	1,263.99
Electric	66.48	463.74	1,500.00	30.92%	486.14
Water	0.00	71.36	350.00	20.39%	88.50
Sewage	0.00	67.56	350.00	19.30%	73.56
Trash Collection	37.30	112.47	800.00	14.06%	110.37
Subtotal Utilities	428.00	1,888.31	5,000.00	37.77%	2,022.56
MAINTENANCE					
Custodial Services	0.00	287.50	1,500.00	19.17%	331.25
Yard Maintenance	0.00	0.00	1,000.00	0.00%	0.00
Parking Lot Maintenance	0.00	112.50	1,000.00	11.25%	850.00
Building Maintenance	0.00	626.73	1,000.00	62.67%	1,024.88
Subtotal Maintenance	0.00	1,026.73	4,500.00	22.82%	2,206.13
Subtotal Operations	954.58	8,205.10	38,277.00	21.44%	8,180.86
PRESBYTERY STAFF					
EXECUTIVE STAFF					
EXECUTIVE PRESBYTER					

Presbytery of Redstone

Income and Expense Statement

GENERAL FUND 01, April 2020

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	Current Period	Year to Date	Annual Budget	Annual Budget Percentage	YTD Prior Year
EP Salary	5,865.82	23,463.28	70,390.00	33.33%	23,463.36
EP - Board of Pensions	1,558.54	6,234.17	18,500.00	33.70%	6,038.04
EP - Continuing Education	0.00	0.00	1,500.00	0.00%	0.00
EP - Travel	0.00	0.00	4,750.00	0.00%	0.00
EP Travel - Shared	0.00	902.75	0.00	0.00%	1,426.22
EP Travel - Restricted	0.00	43.70	0.00	0.00%	204.16
Subtotal Ep - Travel	0.00	946.45	4,750.00	19.93%	1,630.38
EP - Professional Expense	235.15	636.85	1,825.00	34.90%	432.99
EP - Deferred Comp / 403B	726.07	2,904.25	8,712.81	33.33%	2,136.28
Subtotal Executive Presbyter	8,385.58	34,185.00	105,677.81	32.35%	33,701.05
STATED CLERK					
SC - Salary	0.00	0.00	1,300.00	0.00%	0.00
Subtotal Executive Staff	8,385.58	34,185.00	106,977.81	31.96%	33,701.05
SUPPORT STAFF					
ADMINISTRATIVE ASSISTANT					
AA - Salary	2,397.10	9,588.40	28,765.24	33.33%	9,309.12
AA - Board of Pensions	2,175.64	8,702.56	23,500.00	37.03%	7,684.20
Subtotal Administrative Assistant	4,572.74	18,290.96	52,265.24	35.00%	16,993.32
ASSISTANT CLERKS					
Recording Clerk Salary	0.00	325.00	1,300.00	25.00%	312.50
Associate Clerk Salary	0.00	325.00	1,300.00	25.00%	312.50
Subtotal Assistant Clerks	0.00	650.00	2,600.00	25.00%	625.00
Subtotal Support Staff	4,572.74	18,940.96	54,865.24	34.52%	17,618.32
EMPLOYER PAID FICA TAXES					
Employer Paid FICA Taxes	632.12	2,528.48	7,585.38	33.33%	2,507.12
Subtotal Presbytery Staff	13,590.44	55,654.44	169,428.43	32.85%	53,826.49
APPORTIONMENTS					
GA Per Capita	7,185.36	28,741.42	89,700.00	32.04%	29,884.04
Synod Per Capita	1,926.80	7,707.20	24,000.00	32.11%	7,679.68
Subtotal Apportionments	9,112.16	36,448.62	113,700.00	32.06%	37,563.72
TOTAL EXPENSES	30,621.64	123,905.66	432,485.43	28.65%	129,067.17
TRANSFER ACCOUNTS					
TRANSFER FROM OTHER FUNDS					
Cash Transfers In	\$0.00	\$206.50	\$0.00	0.00%	\$335.83
CTI - New Covenant	1,823.97	1,823.97	0.00	0.00%	1,100.28
Subtotal Cash Transfers In	1,823.97	2,030.47	0.00	0.00%	1,436.11
TOTAL TRANSFERS	1,823.97	2,030.47	0.00	0.00%	1,436.11
EXCESS INCOME\EXPENSES	-\$3,587.50	\$2,138.60	\$14.57	14,678.11%	-\$5,439.90

Redstone Presbytery
Commitment to Larger Church
April 30, 2020

	2020 PLEDGE	TOTAL PAID	% Payup as of 4/30/2020	Unpaid Pledge Balance
Adah, Palmer	500.00	83.34	17%	416.66
Apollo, Poke Run	3,660.00	1,965.50	54%	1,694.50
Avonmore	1,000.00	546.00	55%	454.00
Belle Vernon, First	4,000.00	2,000.00	50%	2,000.00
Belle Vernon, Harmony		300.00		(300.00)
Belle Vernon, Marion	2,250.00	500.00	22%	1,750.00
Belle Vernon, Rehoboth	6,000.00	2,000.00	33%	4,000.00
Bolivar	1,500.00	375.00	25%	1,125.00
Boswell				-
Brownsville, Calvin				-
Brownsville, Ft. Burd				-
Brownsville, Hopewell				-
Colver		355.00		(355.00)
Cresson		900.00		(900.00)
Dawson, Tyrone	750.00			750.00
Delmont	3,000.00	1,296.00		1,704.00
Derry	500.00	125.00	25%	375.00
Dunbar, First	1,275.00	1,275.00	100%	-
Dunbar, Laurel Hill	1,062.00		0%	1,062.00
Ebensburg	1,000.00	850.50	85%	149.50
Fairchance				-
Farmington	1,800.00	450.00	25%	1,350.00
Fayette City, First				-
Fayette City, Little Redstone	1,500.00	1,500.00		-
Greensburg, First	30,000.00	10,000.00	33%	20,000.00
Greensburg, Maplewood	6,000.00	2,000.00	33%	4,000.00
Greensburg, Westminster	8,400.00	2,800.00	33%	5,600.00
Irwin, First	25,000.00	8,333.32		16,666.68
Irwin, W. Hempfield				-
Jeannette	2,400.00	600.00		1,800.00
Johnstown, Bethany	1,615.00	405.00	25%	1,210.00
Johnstown, First	5,000.00	1,500.00	30%	3,500.00
Johnstown, Second	3,600.00	1,470.00		2,130.00
Johnstown, Westmont		3,933.00		(3,933.00)
Lake Lynn	2,500.00	624.99	25%	1,875.01
Latrobe, Main St.	26,500.00	8,840.00	33%	17,660.00
Latrobe, Spring St.				-

Redstone Presbytery
Commitment to Larger Church
April 30, 2020

	2020 PLEDGE	TOTAL PAID	% Payup as of 4/30/2020	Unpaid Pledge Balance
Leisenring				-
Ligonier, Pleasant Grove	850.00			850.00
Lower Burrell, Grace	10,000.00	3,333.32	33%	6,666.68
Lower Burrell, Puckety	9,000.00	4,333.36	48%	4,666.64
Masontown				-
McClellandtown		1,250.00		(1,250.00)
Merrittstown, Dunlap's Ck.	300.00	300.00		-
Mt. Pleasant, Reunion	1,200.00	638.00	53%	562.00
Murrysville, First				-
Murrysville, Newlonsburg	23,503.00	7,134.00		16,369.00
Murrysville, Union	4,000.00	1,030.00		2,970.00
N. Alexandria, Community	5,000.00	1,250.00	25%	3,750.00
N. Alexandria, Congruity	6,500.00	2,745.00	42%	3,755.00
New Florence, Bethel	3,000.00	1,000.00	33%	2,000.00
New Florence, Trinity	3,825.00	1,271.00		2,554.00
New Kensington	5,500.00	1,916.65		3,583.35
New Salem	3,000.00			3,000.00
N. Huntingdon, New Hope		1,800.00		(1,800.00)
Patton	4,250.00	4,250.00		-
Revloc	1,500.00	500.00	33%	1,000.00
Scottdale	1,000.00	30.00	3%	970.00
Smithfield, Grace Chapel				-
Smock, Pleasant View	10,000.00	7,500.00	75%	2,500.00
Trafford, Level Green	3,600.00	3,600.00		-
Uniontown, Tent	340.00	340.00	100%	-
Uniontown, Third	10,105.00	1,212.00		8,893.00
Uniontown, Trinity		3,407.00		(3,407.00)
Vanderbilt, E. Liberty		500.00		(500.00)
West Newton, Sewickley				-
W. Newton, Sewickley UP				-
West Newton, United				-
Totals	247,285.00	104,367.98		142,917.02

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Manual of the Presbytery of Redstone

CHAPTER I

1.1000 THE PRESBYTERY: Description and Meetings

- 1.1001 The name of the presbytery shall be Presbytery of Redstone of the Presbyterian Church (USA), with the general geographical boundaries being the counties of Cambria, Fayette, Somerset, and Westmoreland (Commonwealth of Pennsylvania). The Presbytery is a part of the Synod of the Trinity of the Presbyterian Church (USA), and is incorporated under the laws of the Commonwealth of Pennsylvania and shall maintain an office within the bounds of the Presbytery.
- 1.1002 Presbytery of Redstone has chosen to arrange itself into four regional groups called "Districts" that may meet and work together for fellowship, training, and support.

Membership:

- 1.1003 The membership of the Presbytery of Redstone shall consist of each enrolled teaching elder (*sometimes referred to as Minister of Word and Sacrament within the Book of Order and this document*) plus ruling elder commissioners from each church. The number of ruling elder commissioners from each congregation shall be published annually in the presbytery minutes. Based upon the annual equalization report, proposed recommendations may be made to the Presbytery. When changes in the number of ruling elder commissioners eligible to participate are approved, the respective clerks of session will be notified.

Meetings and Quorum:

- 1.1004 The Presbytery shall ordinarily hold its stated meetings in regular session during the months of January, March, May, September and November. [Presbytery Manual – 3.2015 - Presbytery Council shall take any necessary action for setting of dates, times, and places of Presbytery meetings]. Council will publish annually the dates, times, and locations of the stated Presbytery meetings for the coming year. Stated meetings may be conducted in person or by telephone conference call, videoconference or other synchronous electronic communication methods. In the event of a need to alter the date, time or location or to reschedule or cancel the Presbytery meeting, the Moderator, in consultation with the Executive Presbyter, will make that decision and notify teaching elders and clerks of session through appropriate communication channels.
- 1.1005 The Presbytery shall also meet when specially called. The Moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. The call for the meeting should provide adequate notification of at least two weeks. Called meetings may be conducted in person or by telephone conference call, videoconference or other synchronous technological means.

- 1.1006 A quorum of the Presbytery for its proceedings shall be eight teaching elder members and the ruling elder members representing at least eight different churches in the Presbytery present in person or through synchronous technological means.

Powers and Duties:

- 1.1007 Recommendations to Presbytery from committees, task forces, and boards will be placed on the agenda for the Presbytery meeting by Presbytery Council as follows:
- a. A committee, task force, network or other group having an item of business that requires Presbytery action shall request docket time from Presbytery Council.
 - b. Committee reports and packet material shall be in the Presbytery office no later than ten (10) days prior to the Presbytery meeting. All materials received will be available online seven days before the meeting. *Any commissioner may request a printed copy of the packet a week prior to the meeting. [Persons and churches without internet access may request a printed copy of the Packet from the Presbytery Office.]*
 - c. Any item not considered by a committee, task force, network or board of the Presbytery will become an item of new business and shall be given to the Associate Stated Clerk in writing *by a designated time in the first half of the docket of each stated meeting. for its consideration. There shall be a designated time in the first half of the docket of each stated meeting of Presbytery for the announcement of the intention to introduce new business later in the meeting, and Any new business not submitted announced at that time will not be considered at that meeting. All items for new business submitted by the designated time may either be included at the end of the agenda or may be referred to a standing committee at the discretion of the Moderator.*
 - d. Any proposal of new business or recommendation to Presbytery that is deemed controversial by the Moderator, or carries financial implications without provision for appropriate funding, shall be referred to Presbytery Council for review and recommendation at the next Council meeting.
 - e. Any item of business that is deemed controversial by Presbytery Council shall be included with the Packet prior to the Presbytery meeting.
- 1.1008 Any requests for distribution of literature or display of materials or presentation announcements from individuals, institutions, or organizations unrelated to an appropriate committee, network, or task force of Presbytery, an affiliated organization (*Chapter VIII of this manual*) ~~Special Relations~~, PCUSA agency or Presbytery Council, must have approval of Presbytery Council after review of the literature or materials.
- a. A committee, network, task force, or other group having an item of business that requires Presbytery action shall request docket time from Presbytery Council.
 - b. Announcements from individuals or unrelated groups will be presented to the Council or its designee for inclusion in an announcements portion of the meeting.

- 1.1009 In those instances where the following persons are ruling elders they shall be granted the privilege of the floor with voice and vote at all meetings of the Presbytery: Executive Presbyter, Stated Clerk, Associate Stated Clerk, Recording Clerk, and the chairpersons of the following Committees: Committee on Ministry, Committee on Preparation for Ministry, Committee on Representation, Nominating Committee, ~~Permanent Judicial Commission~~, and *members of Presbytery Council*. (G-3.0301)
- 1.1010 The following persons, or their designee, will be granted privilege of the floor at all meetings of the Presbytery *as long as they serve in that capacity*: Executive Director(s) of Pine Springs Camp, Redstone *Presbyterian Senior Care*, ~~the Presbyterian Home of Johnstown~~, the Treasurer of the Presbytery, the Assistant Treasurer of the Presbytery, the Moderator of the Presbyterian Women.
- 1.1011 Any Minister of Word and Sacrament of the Presbyterian Church (USA) who is in good standing in another presbytery of the denomination may be granted corresponding membership with voice, but without vote, for that meeting. Any Minister of the Word and Sacrament who has been given permission for validated ministry within the bounds of Redstone Presbytery may be granted corresponding membership with voice, but without vote, for all meetings for the duration of *their his/her* service.

CHAPTER II

2.1000 OFFICERS

2.1001 Officers of the Presbytery, elected by the Presbytery, shall be:

- a. Moderator;
- b. Vice Moderator;
- c. Stated Clerk;
- d. Associate Stated Clerk;
- e. Recording Clerk.

Officers of the corporation, elected by Presbytery Council, shall be:

- a. President of the Corporation, who shall be the Chairperson of Presbytery Council;
- b. Secretary of the Corporation, who shall be the Stated Clerk;
- c. Treasurer;
- d. Assistant Treasurer.

2.1100 MODERATOR

2.1101 The Moderator of the Presbytery shall *ordinarily* be the immediate past Vice Moderator *and be elected at the November meeting preceding their term*. The Moderator's term is one (1) year. The Moderator shall not be eligible for a successive term. The Moderator shall fulfill all normal duties as outlined in the Book of Order (G-3.0104), and as outlined in *this manual*. ~~the Presbytery Manual~~. The Moderator will be responsible to appoint members to serve on Administrative Commissions, Investigating Committees, Discernment Teams and any special Task Forces.

2.1102 The Moderator shall be a ruling elder *of a Redstone congregation* or an *enrolled* teaching elder, *willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy*.

2.1103 *Upon conclusion of the term as Moderator, the immediate past Moderator shall ordinarily serve as Chairperson of the Council for the following year* The retiring Moderator shall provide for the delivery of a sermon and administering of the Sacrament of the Lord's Supper at the last stated meeting of the year. The Moderator-elect *shall assume office January 1* and ordinarily be installed at the January meeting. ~~and shall assume office January 1.~~

2.1104 The Moderator shall be an ex-officio member of all Presbytery committees and task forces.

2.1105 The Moderator may attend ~~the meeting of the General Assembly of the Presbyterian Church (USA)~~, the Big Tent, and the meetings of the Synod of the Trinity, as an observer, at Presbytery expense, if funding is approved by Presbytery Council.

2.1106 The following committee, including the Executive Presbyter, the Stated Clerk, the Associate Stated Clerk, the Recording Clerk, the Moderator, the Vice Moderator, and the chairperson of Council, shall be responsible for reviewing and recommending acceptance or correction of Presbytery minutes. *After the meeting*, the minutes will be published on the *Redstone Presbytery* web site within ~~3~~ *three* weeks. ~~after the meeting.~~

2.1200 VICE MODERATOR

2.1201 The Vice Moderator of the Presbytery shall be elected at the November stated meeting for a term concurrent with that of the Moderator. The Vice Moderator ~~will shall proceed ordinarily to~~ serve as Moderator in the succeeding year.

The Vice Moderator shall be a ruling elder of a Redstone congregation or an enrolled teaching elder, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

Nominations for Vice Moderator shall be made at Presbytery's September stated meeting. No nomination speeches will be allowed. No nominations shall be in order at the November meeting. At the time of election in November, a nominee shall be a continuing member of, or a commissioner to, Presbytery.

- a. The Nominating Committee of Presbytery is charged with the responsibility of seeking a candidate and presenting the nomination of a candidate for the office of Vice Moderator to the Presbytery at the September stated meeting. Other nominations for Vice Moderator may also be made from the floor at Presbytery's September stated meeting. ~~No nomination speeches will be allowed. No nominations shall be in order at the November meeting. At the time of election in November, a nominee shall be a continuing member of, or a commissioner to, Presbytery.~~
- b. Nominees may, at their discretion, provide the Presbytery office with a biographical sketch not to exceed one side of a letter-size (8.5x11) sheet of paper *at least ten days prior to the November stated meeting.* ~~Nominees who choose to distribute a biographical sketch shall provide the information to the Presbytery office in time for inclusion as part of the Presbytery packet for the November stated meeting. At the September stated meeting, the Stated Clerk will announce the deadline for inclusion in the packet and the number of copies required.~~ Distribution of biographical sketches by persons other than the Presbytery staff on the day of the November stated meeting shall not be permitted.
- c. *The Moderator will preside at the November stated meeting and will have informed any nominees of the amount of time that the nominee may have to address the Presbytery prior to the election of Vice Moderator.*
- d. ~~At Presbytery's November stated meeting, each nominee shall be introduced to Presbytery by a person or persons of their choosing (which may include themselves). All introductory speeches, both primary and subsequent supporting speeches, shall be no longer than four minutes in combined total. Immediately preceding the election, Presbytery shall have an opportunity to ask questions of the nominees as it sees fit.~~

2.1202 If the office of Vice Moderator becomes vacant, an election shall be held at the next stated meeting of the Presbytery to fill the unexpired term of that office. The Nominating Committee shall be charged with bringing a nominee to that meeting. Nominations may also be made from the floor. ~~Following the close of nominations, each nominee shall be introduced by a person or persons of his or their choosing in speech(es) no longer than four minutes in combined total.~~ Immediately preceding the election, Presbytery shall have an opportunity to ask questions of the nominees as it sees fit.

- 2.1203 The Vice Moderator shall be an *enrolled* teaching elder or a ruling elder *from a Redstone congregation*, and may discharge any or all of the legal functions of the Moderator under any of the following conditions:
- a. when requested by the Moderator to do so;
 - b. when at any meeting of the Presbytery the Moderator is not present;
 - c. when the Moderator is incapacitated by illness or other causes;
 - d. upon the death of the Moderator or upon the Moderator's removal from membership of the Presbytery, in which case the Vice Moderator shall serve as Moderator during the unexpired term of the deceased or removed Moderator.
- 2.1204 The Vice Moderator may attend ~~the meeting of the General Assembly of the Presbyterian Church (USA)~~, the Big Tent, the Moderator's conference and the meetings of the Synod of the Trinity, as an observer, at Presbytery expense, if funding is approved by Presbytery Council.

2.1300 STATED CLERK

Position:

2.1301 The Stated Clerk is an elected officer of the Presbytery (G-3.0104) ~~who shall be elected by the council~~ to perform those duties required by the Book of Order and requested by the Presbytery per job description below. These duties may be performed by the Executive Presbyter if the Presbytery elects that individual to the office or may be performed by another presbyter if so elected. The election shall occur at the May meeting of the Presbytery for a term of three (3) years, and the elected shall assume duties in September following the election.

2.1302 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to the Presbytery for a vote at its next stated meeting. Should a vacancy occur during the term, the Associate Stated Clerk shall assume these duties until Council decides how to proceed with a new election.

Basic Commitment:

2.1303 The Stated Clerk shall be a practicing disciple of Jesus Christ, *be a teaching or ruling elder* willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church, to witness in the world to that gospel through service and advocacy.

Purpose:

2.1304 The Stated Clerk shall perform those duties mandated in the Book of Order which have to do with record-keeping and official correspondence and shall, with or as the Executive Presbyter, convene and supervise the Clerk Team of the Presbytery *which consists of the Stated Clerk, Associate Stated Clerk and Recording Clerk*. The Stated Clerk shall also supervise the work of the Office Manager as it pertains to work for the *Stated Clerk*, ensuring that rolls are well maintained, and correspondence is being managed.

Term of Service:

2.1305 The Stated Clerk shall be elected for a three (3) year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms. The Stated Clerk may be removed from office prior to completion of his or their term of service through the process outlined in the *Book of Order* (G-3.0110).

Accountability:

2.1306 The Stated Clerk is elected by the Presbytery and is accountable to the Presbytery through Presbytery Council and the Executive Presbyter.

Responsibilities:

2.1307 Keep the rolls of membership of the Presbytery and attendance records for its meetings for:

Teaching Elders who are *serving in validated ministries* ~~continuing and active;~~

Teaching Elders who are members at large;
 Teaching Elders who are Honorably Retired;
~~Teaching Elders who are inactive members;~~
 Teaching Elders who have been deleted from the rolls;
 Certified Christian Educators;
 Certified Associate Christian Educators;
 Ruling Elders commissioned to particular service;

Eligibility rolls for teaching elder and commissioners from congregations for General Assembly.

- 2.1308 Publish, annually, a roster of Permanent Judicial Commission members from the prior 6 years. (D-S.0206b)
- 2.1309 Furnish records when required by another council.
- 2.1310 Ensure that congregational annual reports (Roll of session, minutes review, annual statistical report for GA, manse inspection, terms of call and others the Presbytery or other councils may request) are completed.
- 2.1311 Serve as Secretary of the corporation of the Presbytery of Redstone.
- 2.1312 On behalf of the Presbytery, process the receiving and transmitting of the Presbytery membership.
- 2.1313 ~~Respond, on behalf of the Presbytery, concerning any correspondence or as a result of its action, as the council.~~
- 2.1314 Serve as the official correspondent for the Presbytery. *Receive and publish all official correspondence received, referred and filed. Respond, on behalf of the Presbytery as a result of any actions of the Presbytery or its standing committees.*
- 2.1315 Preserve the minutes and post for availability to the public.
- 2.1316 Preserve records of the Presbytery including relevant records of active and dissolved congregations.
- 2.1317 Maintain clearance records as required by the Presbytery.
- 2.1318 *Remind each task force, network and ad hoc committee to inform Presbytery Council in November of their intention to continue. Inform the Presbytery in January of all task forces, networks, and ad hoc committees in existence as of December 31 of the prior year. with the reminder that each is to inform Presbytery Council apply annually if it is continuing.*
- 2.1319 Attend GA and/or Stated Clerks' conference at Presbytery expense if funding

is approved by Presbytery Council. ~~council.~~

- 2.1320 ~~Maintain a log of official correspondence and its disposition and report the log to the Presbytery at each stated meeting.~~ Perform such duties as the *Book of Order* and the Presbytery may direct.

Evaluation and Review:

- 2.1321 Presbytery Council, *or its designee*, shall ~~make provision~~ provide for an annual review of the work of the Stated Clerk. The Executive Presbyter and Stated Clerk Team shall be consulted for input on the annual review. A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the Nominating Committee.

2.1400 ASSOCIATE STATED CLERK FOR CONSTITUTIONAL & JUDICIAL MATTERS

Position:

2.1401 An Associate Stated Clerk for Constitutional and Judicial Matters shall be elected by the Presbytery as its chief parliamentarian. This election shall occur at the May meeting of Presbytery for a term of three (3) years. The elected person shall assume the duties of the office in September. Under the guidance of the Stated Clerk, in consultation with the Executive Presbyter, the Associate Stated Clerk will perform the duties listed below, including providing coverage for the Recording Clerk or the Stated Clerk when needed.

2.1402 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to the Presbytery for a vote at its next stated meeting.

Basic Commitment:

2.1403 The Associate Stated Clerk shall be a practicing disciple of Jesus Christ, *ruling or teaching elder*, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

Purpose:

2.1404 The Associate Stated Clerk shall be the chief parliamentarian for the Presbytery, providing guidance on church polity and Robert's Rules of Order during meetings of the Presbytery, and by providing guidance to committees, commissions, and councils as requested. The Associate Stated Clerk will also report and enter the decisions of the permanent judicial commission upon the minutes of Presbytery Council. The Associate Stated Clerk shall receive written charges and immediately forward to the appropriate body for action, remaining neutral, recording pertinent facts, and ensuring the administration of actions in timely manners.

Term of Service:

2.1405 The Associate Stated Clerk shall be elected for a three-year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms.

Accountability:

2.1406 The Associate Stated Clerk is elected by the Presbytery and is accountable to the Presbytery through Presbytery Council, the Executive Presbyter and the Stated Clerk Team.

Responsibilities:

2.1407 To maintain a working knowledge of the Constitution of the Presbyterian Church (USA), Parts I and II; to maintain a working knowledge of Roberts Rules of Order; to communicate advice in matters of parliamentary procedure and interpretations of the constitution and rules of order as they pertain to actions of Presbytery meetings and other councils, committees, and commissions as needed; to respond to calls for advice from the local church (sessions, elders, treasurers, etc.); to seek advice from the Office of the General Assembly when needed and communicate answers to those seeking guidance.

2.1408 To receive complaints of a remedial or disciplinary nature which will be investigated; to coordinate the administrative transfer of information and the recording of facts as they pertain to the cases; to

remain neutral in all investigations and cases; to secure advice from the Office of the General Assembly when needed in remedial or disciplinary cases; to retain confidentiality with all actions.

2.1409 *To serve as staff resource person to any Investigating Committee and the Permanent Judicial Commission.*

Evaluation and Review:

2.1410 Presbytery Council, or its designee, shall ~~make provision~~ provide for an annual review of the work of the Associate Stated Clerk. A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the nominating committee.

2.1500 RECORDING CLERK

2.1501 The Recording Clerk shall be elected by the Presbytery. The election shall occur at the May meeting of the Presbytery for a term of three years. The elected person shall assume duties beginning in September following the election.

2.1502 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to Presbytery for vote at its next stated meeting.

Basic Commitment:

2.1503 The Recording Clerk shall be a practicing disciple of Jesus Christ, ruling or teaching elder, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

Purpose:

2.1504 The Recording Clerk shall record the minutes of the meetings of the Presbytery and submit minutes to the Executive Committee (EP, Stated Clerk, Associate Stated Clerk, Chairperson of Presbytery Council, Moderator and Vice Moderator) for review and revision. The Recording Clerk shall be the recipient of minutes of all Administrative Commissions. The Recording Clerk shall submit approved Presbytery minutes for Synod review.

Term of Service:

2.1505 The Recording Clerk shall be elected for a three-year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms.

Accountability:

2.1506 The Recording Clerk shall be accountable to the Presbytery through Presbytery Council, the Executive Presbyter and Stated Clerk team.

Evaluation and Review:

2.1507 Presbytery Council, or its designee, shall make provision for an annual review of the work of the Recording Clerk. *A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the Nominating Committee.*

2.1600 TREASURER

2.1601 The Treasurer shall be elected by Presbytery Council at its meeting in November for a term of three-years beginning January 1, and shall also serve as treasurer of the corporation in concurrent term.

2.1602 The responsibilities of this office shall include:

- a. presenting an audited account of all receipts and expenditures of the Presbytery upon completion of the annual ~~audit~~ *financial review*;

- b. providing a detailed financial report at each stated meeting of Presbytery;
- c. giving oversight to the bookkeeper who shall functionally perform these duties;
- d. attend Presbytery Council *and* or Presbytery meetings at least three times per year.

2.1700 ASSISTANT TREASURER

2.1701 The Assistant Treasurer shall be elected by Presbytery Council at its meeting in November for a term concurrent with that of the Treasurer. During absence or incapacity of the Treasurer, the Assistant Treasurer shall carry out the functions of the Treasurer.

2.2000 STAFF

2.2100 EXECUTIVE PRESBYTER

Position:

2.2101 An Executive Presbyter shall be elected by the Presbytery as its chief administrative officer.

2.2102 When a vacancy is to occur the Presbytery shall ~~ordinarily~~ elect *ordinarily* a search committee and proceed to seek an Executive Presbyter in accordance with the guidelines of the Presbyterian Church (USA). A Mission Study of the ministry of the Presbytery may be commissioned by Presbytery Council.

Basic Commitment:

2.2202 The Executive Presbyter will be a practicing disciple of Jesus Christ, *ruling elder or teaching elder*, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church, to witness in the world to that gospel, through service and advocacy.

Purpose:

2.2103 The Executive Presbyter shall facilitate, challenge, and encourage ministry, mission, and maintenance in accordance with the Mission Strategy for the Presbytery of Redstone. The Executive shall be the administrator accountable to the Presbytery, through its Council, for the implementation of decisions and matters of strategy, programs, and resources. The Executive shall also provide staff services for the agencies and committees of the *councils of the PC(USA)*. ~~governing bodies.~~

Term of Service:

2.2104 The Executive Presbyter shall be elected for a renewable ~~5~~-*five*-year term. Notification of retirement ~~on age or resignation~~ shall be made to the contracting parties six ~~(6)~~ months prior to the date of retirement. ~~or resignation.~~ *Notification of a resignation shall be ordinarily at least one month in advance of the effective date.* However, any of the contracting parties may, at any time, request the joint consideration of the termination of the employment relationship.

Accountability:

2.2105 The Executive Presbyter is elected and employed by the Presbytery and is accountable to the Presbytery through Presbytery Council. ~~and is accountable for Synod responsibilities through the Synod Executives.~~

Responsibilities:

2.2106 To maintain consistent personal contacts with sessions and congregations of the Presbytery in order to provide resources and assistance in encouragement of their mission and strategy; to communicate the decisions and programs of the Presbytery; to be available to represent the

Presbytery in celebratory events of the congregation.

- 2.2107 To initiate relationships with those in pastoral service within the Presbytery in order to provide consultation, coaching, resources in ministry, and personal pastoral care for the pastor and his/their family.
- 2.2108 To work with and facilitate opportunities for leadership development for those in pastoral service (TE and CP) and to encourage their personal and professional development; to work with the Committee on Ministry to coordinate a program of orientation and mentoring for new persons serving in pastoral service in the Presbytery.
- 2.2109 To serve as the chief administrative leader accountable to the Presbytery for the implementation of the mission, vision, and strategy of the Presbytery of Redstone, report regularly to Presbytery Council and the Presbytery on the progress and implementation of the mission and strategy.
- 2.2110 To serve as the supervisor of all Presbytery staff in the implementation of Presbytery policies and decisions and to coordinate the work of any Synod and General Assembly agency staff working within the Presbytery.
- 2.2111 To serve as an ex-officio member (with voice and without vote), of Presbytery Council and all Presbytery committees, task forces, networks, and ad hoc committees, providing staff services and resources as needed. To expedite the business of the Presbytery through its structure of committees and task forces; to serve particularly with the Committee on Preparation for Ministry and the Committee on Ministry as a guiding resource.
- 2.2112 To supervise the administrative operations of the Presbytery office, including record-keeping, resources, communications, and other functions on behalf of the Presbytery.
- 2.2113 To be accountable to the Synod for the implementation of Synod policies and decisions in the Presbytery; to interpret the concerns of the Presbytery to the Synod, and the concerns of the Synod and the whole Presbyterian Church (USA) to the Presbytery; to serve on Synod and Presbyterian Church (USA) task forces in consultation with Presbytery Council.
- 2.2114 To attend, at Presbytery expense if funding is approved by Presbytery Council, the meetings of the General Assembly and the Synod, as well as other national and regional conferences and in-service training opportunities with the prior approval of Presbytery Council.
- 2.2115 To serve as the representative of the Presbytery with other ecumenical bodies.
- 2.2116 To implement the plan of the Presbyterian Church (USA) for equal employment opportunity and the Presbytery's affirmative action program.

Evaluation and Review:

- 2.2117 Presbytery Council, or its designee, shall make provision for an annual review of the work of the Executive Presbyter. The *annual compensation and/or* terms of call shall be part of that review.
- 2.2118 ~~A comprehensive review and evaluation shall occur every fifth year with the synod providing their review model that may be combined with the Presbytery's annual review.~~

CHAPTER III

3.1000 THE BOARD OF TRUSTEES

3.1001 ~~Presbytery~~ The Council of the *Presbytery of Redstone* shall constitute the Board of Trustees of the corporation. (G 4.0101)

3.2000 PRESBYTERY COUNCIL

Membership:

3.2001 Membership of the Presbytery of Redstone Council shall be composed of *eighteen (18)* members. Fifteen ~~(15)~~ members shall be elected by the Presbytery in three classes, divided as evenly as possible among ruling elder and teaching elder members of the Presbytery. The remaining *three (3)* shall be the Moderator, Vice Moderator, and immediate past Moderator of Presbytery.

- a. The immediate past Moderator of the Presbytery shall ~~normally~~ become the chairperson of Presbytery Council. In the event that the immediate past Moderator is unable or unwilling to serve as the chairperson of Presbytery Council in the succeeding year, the Council is authorized to elect a chairperson. ~~from among its own membership.~~ At the conclusion of the term and prior to the last Council meeting of the year, the Moderator will advise the Stated Clerk of their decision to serve as Chairperson of the Council. ~~The Moderator will advise the Stated Clerk of their decision prior to the last Council meeting of the year.~~

3.2002 In addition to the members listed above, the following persons are authorized to attend meetings of Presbytery Council:

- a. Ex-officio with voice, but without vote: the Executive Presbyter, the Stated Clerk, the Associate Stated Clerk, the Treasurer, and the Assistant Treasurer;
- b. By invitation of Presbytery Council with voice but without vote: the Executive Directors of Pine Springs Camp, *the Presbyterian Women*, and the Redstone Highlands- Presbyterian Senior Care., ~~and the Presbyterian Home of Greater Johnstown.~~

Meetings and Quorum:

3.2003 Presbytery Council will ~~normally~~ meet *ordinarily* in advance of meetings of the Presbytery, and at other times on the call of the chairperson of Presbytery Council. ~~At the call of the chairperson,~~ A meeting may be called for specific business to be conducted in person or by telephone conference call, video conference, or other synchronous electronic communications methods. Called at the discretion of the chairperson, such meetings may be called for time-sensitive issues provided that adequate means has been extended to Council members to assure that a deliberative process is available.

3.2004 A quorum ~~for~~ of Presbytery Council shall be one-half its current members present in person or through technological means.

Decision Making:

- 3.2005 Actions of the Council shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Council may be decided by unanimous consent. To obtain unanimous consent, the chairperson will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chairperson may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chairperson should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Council and recorded in the minutes.

Powers and Duties:

- 3.2006 Presbytery Council shall coordinate the mission and program of the Presbytery. *Presbytery Council will serve as a commission designated by the Presbytery to make decisions on shared ministry and mission when action is required between stated meetings of the Presbytery.*
- 3.2007 Presbytery Council shall be responsible for a regular review of the functional relationship between the structure of the Presbytery and the mission of the Presbytery, including an annual review of the work of each Presbytery committee and task force. The Council shall report its evaluation results and subsequent actions, and make recommendations to the Presbytery.
- 3.2008 Presbytery Council shall present nominations to the Presbytery for the membership and the chairperson of the Nominating Committee.
- 3.2009 Presbytery Council shall receive all overtures both within and from other presbyteries based upon its "Process for Consideration for Overtures." When applicable, the Council may refer overtures to the appropriate committee or task force. When referred, the committee or task force to whom the referral is made shall report directly to the Presbytery.
- 3.2010 Presbytery Council shall develop and present the Unified Budget for Operation and Benevolence to Presbytery for review and adoption.
- 3.2011 Presbytery Council shall provide a financial report for each stated Presbytery meeting. Presbytery Council shall arrange for and ~~review~~ receive the annual ~~audit~~ financial review of the Presbytery accounts.
- 3.2012 The chairperson of Presbytery Council, Moderator, Vice Moderator, Stated Clerk, and the Executive Presbyter shall comprise an executive committee which shall be convened at the call

of the chairperson of Presbytery Council and shall be responsible for such duties as are assigned to it by Presbytery Council.

- 3.2013 Presbytery Council shall take any necessary action for setting of dates, times, and places of the stated Presbytery meetings. Presbytery Council shall have responsibility for developing the Docket for the Presbytery meetings and for the coordination of the worship service.
- 3.2014 Presbytery Council shall appoint task forces and committees, as needed. Such appointments shall be reported to the Presbytery at its next stated meeting.
- 3.2015 Presbytery Council shall be responsible for the annual review of all staff and *clerks officers* of the Presbytery. (G-3.0108a)
- 3.2016 Presbytery Council shall approve Study Leave and Vacation requests for the Executive Presbyter and the Executive Presbyter shall approve Study Leave and Vacation requests for all other staff.

Responsibilities of Presbytery Council when functioning as the Board of Trustees shall be:

- 3.2020 To receive, hold, encumber, manage, and transfer property, and to facilitate the management of its civil affairs in such manner as may be directed by the Presbytery from time to time, and by the Constitution of the Presbyterian Church (USA) and subject to the provisions of the nonprofit Corporation Law of the Commonwealth of Pennsylvania. In addition to the provision of the Book of Order G-4.0206a, Presbytery Council shall require any ~~church~~ *congregation* expecting to erect a new church edifice (or other building) or of making structural changes, or of making improvements on its property, which exceed 25% of the total budget of the previous year or require either a loan or a line of credit, to submit a written request to the Council for approval. The request should also include specifications of buildings or improvements and plans for securing the necessary funds. Approval by Presbytery Council of the written request must be received before proceeding with such intention. All actions of the Presbytery concerning building or remodeling are valid only for a two-year period, and if building or remodeling has not begun within that time, then new approval shall be obtained from the Presbytery through the Council.
- 3.2021 To provide adequate insurance and bonding coverage *and record such annually in the minutes of Presbytery Council.*
- 3.2022 To approve and release funds from the Emma Johnston Fund on the recommendation of the Committee on Ministry and for the Cooper Scholarships on the recommendation of the Committee on Preparation for Ministry, contingent upon the recommendation being consistent with the provisions of the Fund.
- 3.2023 To provide for the maintenance and necessary improvements of the building and grounds of the Presbytery Center.
- 3.2024 To hold and administer investments that may be endowments, trust funds, property, or capital funds committed to the care of Presbytery, upon Presbytery direction and regulation. Presbytery Council shall manage the real estate and funds that may be owned or acquired by Presbytery of Redstone. (See Presbytery Policy - *Investment Policy Statement*)

- 3.2025 To be consulted by Pine Springs Camp *Inc.* prior to any action being undertaken to physically improve, change, or alter the real estate, including improvements thereto, comprising Pine Springs Camp in Jenner Township, Somerset County, Pennsylvania. [See *Presbytery Manual* 8.3005 para 3]
- 3.2026 To receive any and all amendments of the Articles of Incorporation and/or the by-laws of Pine Springs Camp, Inc., which shall be reported to the Presbytery of Redstone through Presbytery Council.

CHAPTER IV

4.1000 PERMANENT JUDICIAL COMMISSION

Membership:

- 4.1001 The commission shall be composed of five ~~(5)~~ teaching elders and four ~~(4)~~ ruling elders or four ~~(4)~~ teaching elders and five ~~(5)~~ ruling elders, each from a different congregation, divided into three ~~(3)~~ classes. The term of office for each member of the commission shall be six ~~(6)~~ years.
- 4.1002 No person having served on the commission for a full term of six ~~(6)~~ years shall be eligible for re-election until four ~~(4)~~ years have elapsed.
- 4.1003 The Moderator, Stated Clerk, Associate Stated Clerk, Executive Presbyter, and other Presbytery staff are not eligible to serve on the Judicial Commission in accordance with the Book of Order of the Presbyterian Church (U.S.A.) [D-5.0105]
- 4.1004 Members of the ~~Care of Church Professionals subcommittee of the~~ Committee on Ministry shall not serve on the Permanent Judicial Commission.

Powers and Duties:

- 4.1005 The Commission shall follow the guidelines of the Book of Order--Rules of Discipline, [D-5.000]
- 4.1006 *The Associate Stated Clerk shall provide for an annual training of new members of the Permanent Judicial Commission.*

CHAPTER V

5.1000 COMMITTEE ON MINISTRY

Membership:

5.1001 The committee shall consist of twenty-four (24) members: twelve (12) of whom shall be teaching elders, and twelve (12) of whom shall be ruling elders. *The members shall be elected by the Presbytery in three classes, divided as evenly as possible among ruling elder and teaching elder members of the Presbytery.*

Meetings and Quorum:

5.1002 *Committee on Ministry and its subcommittees shall normally meet monthly, and at other times on the call of the chairperson of the Committee on Ministry or the subcommittee chairperson. A meeting may be called for specific business to be conducted in person or by telephone conference call, video conference, or other synchronous electronic communications methods. At the discretion of the chairperson, meetings may be called for time-sensitive issues provided that adequate means has been extended to Committee on Ministry members to assure that a deliberative process is available.*

~~At the call of the chairperson, a meeting may be called for specific business to be conducted by telephone conference call, video conference, or other synchronous electronic communications methods. Called at the discretion of the chairperson, such meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.~~

5.1003 A quorum for of Committee on Ministry or its subcommittees shall be one-half of its current members present in person or through technological means.

Decision Making:

5.1004 Actions of the Committee on Ministry or subcommittees shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee or subcommittee may be decided by unanimous consent. To obtain unanimous consent, the chairperson will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chairperson may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chairperson should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee on Ministry.

Powers and Duties:

- 5.1005 The Committee on Ministry (COM) shall fulfill all provisions of the ~~Form of Government~~ *Book of Order* in relation to the Committee on Ministry and develop policies and procedures for implementation. *The committee shall review bi-annually its policies and procedures manual, along with the revisions in the Book of Order.*
- 5.1006 The COM may:
- Dissolve pastoral relationships in cases where the congregation and pastor concur in the request, and then inform the Presbytery,
 - Grant permission to labor within or outside the bounds of the Presbytery,
 - Dismiss teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of Presbytery,
 - Approve temporary pastoral relationships (e.g. *Covenant Pastor*, Temporary Supply, Stated Supply, Student Supply, and Interim/*Transitional Pastor*) and CP contracts, with the provision that all such actions be reported to the next stated meeting of Presbytery,
 - Serve as a commission between the May and September meetings *of the Presbytery* for examination and receiving ordained teaching elders from other presbyteries,
 - Through the AP/CP committee provide for *examination, approval for commissioning*, ongoing continuing education and mentoring of Authorized Preachers and Commissioned Pastors.
 - Appoint a commission to ordain teaching elders and/or install teaching elders in permanent pastoral relations in accordance with G-3.0109b (2). (The commissions shall consist of three ~~3~~ teaching elders and two ~~2~~ ruling elders, or two ~~2~~ teaching elders and three ~~3~~ ruling elders *representing at least two congregations of the Presbytery*) (G-3.0109b)
- The COM shall:
- Solicit necessary background clearances and certificates of mandatory reporter training prior to approving new calls/contracts or renewal of existing calls/contracts for pastoral service.
- 5.1007 All calls, and Terms of Call, shall be presented to the COM, and shall be submitted to Presbytery together with recommendations for suitable action. The Committee shall review annually all Terms of Call for adequacy to meet minimum terms of call established by the Presbytery
- 5.1008 The COM shall be responsible for considering formation, merging, field alignment, relocation, and dissolution of churches and recommending appropriate action to the Presbytery.
- 5.1009 The COM shall receive requests, and make recommendations to Presbytery Council, regarding disbursements from the Emma Johnston Funds.
- 5.1010 The COM shall serve as liaison with the Pension Board of the Presbyterian Church (USA).
- 5.1011 The COM shall administer any emergency welfare funds of the Presbytery to members of the Pension Plan.
- 5.1012 The COM shall be responsible for the annual examination of session minutes and church registers.

- 5.1013 The COM shall have the responsibility for the supervision of all Authorized Preachers and Commissioned Ruling Elders.
- 5.1014 The Presbytery of Redstone determined that it is not in the best interests of the mission of the Presbytery to permit teaching elders serving as Associate Pastors or Interim Pastors to be considered for the position of Pastor of a local congregation. (G-2.0504c) *Any exception to this practice should be at the initiative of the Committee on Ministry and not the particular candidate or Pastor Nominating Committee.*
- 5.1015 The Committee on Ministry shall appoint a teaching elder or a member of the Committee on Ministry to moderate any congregational meeting called for the purpose of dissolving a pastoral call. (G-2.0903)
- 5.1013 The Committee on Ministry shall appoint a teaching elder or a member of the Committee on Ministry to moderate the Session of a congregation without a Moderator for reasons of vacancy or inconvenience.
- 5.1014 Teaching Elders other than those serving as called and installed pastors are authorized to celebrate the Sacraments in PC(USA) congregational settings when called upon to do so, however they must receive permission from the Committee on Ministry for the celebration of the Sacraments in any other context. (G-3.0306)

AP/CP Sub-Committee

Membership:

The committee shall consist of members of the Committee on Ministry and members of Committee on Preparation for Ministry and any additional "at large" committee members.

Meetings and Quorum:

The committee normally meets in even numbered months and at other times on the call of the chairperson. A meeting may be conducted in person or by conference call, video conference, or other synchronous electronic communication methods. At the discretion of the chairperson, meetings may be called for time sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.

A quorum for the committee shall be one-half of its current members present in person or through technological means.

Decision Making:

Actions of the committee shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee or subcommittee may be decided by unanimous consent. To obtain unanimous consent, the chair will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chair should track the email

receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee on Ministry.

Powers and Duties:

The AP/CP Subcommittee shall fulfill the duties assigned to it by the Committees on Ministry and Preparation. They will develop policies and procedures for implementation.

Acting on behalf of the Committees on Ministry and Preparation, the AP/CP Committee:

- a) Provides for ongoing continuing education and mentoring of the Authorized Preachers and Commissioned Ruling Elders.
- b) Oversees the training and certifying of Authorized Preachers and Commissioned Ruling Elders including participation in the Inter-Presbytery Leadership Formation group.
- c) Processes applications, reports and evaluations, and maintains a current roster.
- d) Oversees the reauthorization of authorized Preachers on a biennial basis. Certifies new and continuing Authorized Preachers to be listed on the pulpit supply roster of the Presbytery.
- e) Recommends possible candidates to the COM Examination sub-committee and commissioning by the Presbytery.
- f) Handles any reimbursement for books through the bookkeeper.
- g) Keeps the Committees on Ministry and Preparation informed of developments and/or issues.

5.2000 COMMITTEE ON PREPARATION FOR MINISTRY

Membership:

5.2001 The committee shall consist of nine (9) members, five (5) of whom shall be teaching elders and four (4) of whom shall be ruling elders or four (4) teaching elders and five (5) ruling elders. *The members shall be elected by the Presbytery in three classes, divided as evenly as possible among ruling elder and teaching elder members of the Presbytery.*

Meetings and Quorum:

5.2002 ~~Committee on Preparation for Ministry (CPM) will normally meet monthly, and at other times on the call of the chairperson of the CPM. At the call of the chairperson, a meeting may be called for specific business to be conducted by telephone conference call, video conference, or other synchronous electronic communications methods. Called at the discretion of the chairperson, such meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.~~

Committee on Preparation for Ministry (CPM) will shall normally meet monthly, and at other times on the call of the chairperson of the CPM. A meeting may be called for specific business to be conducted in person or by telephone conference call, video conference, or other synchronous electronic communications methods. At the discretion of the chairperson, meetings may be called for time-sensitive issues provided that adequate means have been extended to CPM members to assure that a deliberative process is available.

5.2003 A quorum for of CPM shall be one-half its current members present in person or through technological means.

Decision Making:

5.2004 Actions of the CPM shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the committee may be decided by unanimous consent. To obtain unanimous consent, the chairperson will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chairperson may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chairperson should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the committee and recorded in the minutes.

Powers and Duties:

- 5.2005 The CPM shall carry out the responsibilities of the committee in accordance with the *Book of Order* sections G-2.06 & 2.07.
- 5.2006 The CPM may enroll, *remove or transfer* inquirers and report the action to the next stated meeting of Presbytery. (G-2.0601) *The CPM may recommend to the Presbytery removal or transfer of a candidate.*(G-2.0608).
- 5.2007 It is the responsibility of the CPM to mentor, consult, and work with each Inquirer/Candidate to determine the type and sequence of experience(s) necessary for preparation for ministry of that individual.
- The CPM shall report regularly to the Presbytery on the status of inquirers and candidates under our care.*
- The CPM ~~shall~~ *must* approve all field education experiences.
- The CPM shall ~~affirm~~ *certify* that candidates have completed all of the *Book of Order* requirements, met regularly with the committee or their CPM liaison, have completed approved field education experiences, and *other requirements of the committee before being certified by the Presbytery and are eligible and ready to receive a call.*
- 5.2008 All inquirers and candidates shall complete the Presbytery ethics seminar or a CPM-approved alternate before the candidate will be certified ready to receive a call. (See Presbytery Policy - *Ethical Conduct by Persons in Positions of Religious Leadership*)
- 5.2009 The CPM shall follow the policy adopted by the Presbytery and the Synod of the Trinity regarding the procedures to be followed when standard examinations for ordination are failed. (See Presbytery Policy - *Procedure when Standard Examinations for Ordination are Failed*)
- 5.2010 The CPM shall submit names of nominees to read ordination exams to the Nominating Committee of the Presbytery according to General Assembly guidelines so they may be elected at the May stated meeting of the Presbytery.
- 5.2011 The CPM serves the Presbytery of Redstone in oversight of those seeking certification as Church Educators in cooperation with the denominational Educator Certification Council. The committee shall also be responsible for assigning a mentor to each candidate seeking certification as a Church Educator.
- 5.2012 Through the AP/CP subcommittee, the CPM shall give oversight to the training and certifying of Authorized Preachers and Commissioned Pastors. [See Handbook *Ruling Elders in Particular Pastoral Services.*]
- 5.2013 The CPM shall approve the disbursement of scholarship funds to Inquirers, Candidates, and Certified Christian Educator Candidates who are under care of the Presbytery.

5.3000 NOMINATING COMMITTEE

Membership:

5.3001 The membership of the Committee will consist of three persons: teaching elder, ruling elder, or lay person. (G-3.0103). *The members shall be elected by the Presbytery in three classes, divided as evenly as possible among ruling elder and teaching elder members of the Presbytery.*

Meetings and Quorum:

5.3002 Nominating Committee will normally meet monthly, and at other times on the call of the chairperson of the Nominating Committee. Meetings may be called for specific business to be conducted in person or by telephone conference call, video conference or other synchronous electronic communications methods. At the discretion of the chairperson, meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.

5.3003 A quorum ~~for~~ of the Nominating Committee shall be ~~one-half~~ *two-thirds* its current members present in person or through technological means.

Decision Making:

5.3004 Actions of the Nominating Committee shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee may be decided by unanimous consent. To obtain unanimous consent, the chairperson will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chairperson should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee and recorded in the minutes.

Powers and Duties:

5.3005 The Nominating Committee shall nominate persons who have indicated a willingness to serve, for the following:

- a. all committees, councils, and boards *[except for the Nominating Committee (3.2008)] for three-year terms beginning January 1 for the calendar year. This includes board members of Pine Springs Camp, Inc. and when applicable a nominee for President of the Board of Directors.*

- b. *any unexpired or vacant committees, councils and boards will be nominated expeditiously.*
- c. other bodies requiring election by the Presbytery;
- d. commissioners to Synod and General Assembly including Young Adult Advisory Delegates *based upon GA, Synod and Redstone Presbytery guidelines;*
- e. all officers of the Presbytery;
- f. ~~Presbytery of Redstone board members to Camp Pine Springs, Inc., and when applicable the nominee for President of the Board of Directors;~~
- g. readers for Standard Ordination exams *to be elected by the May Presbytery meeting;*

5.3006 The committee shall search for and recommend names for nomination to boards and agencies of the General Assembly and Synod.

5.3007 The procedure for election of commissioners to General Assembly shall be as follows:

- a. Commissioners and alternates shall be nominated and elected at the November stated meeting of Presbytery.
- b. *The Moderator and Vice Moderator of the Presbytery at the time of the General Assembly will be afforded the opportunity to be nominated to serve as commissioners to the General Assembly before other commissioners are nominated.*
- c. *Any remaining Ruling Elder commissioner openings and alternates to the General Assembly shall be nominated by a rotation based on alphabetical listing of the churches.*
 - i. Only ruling elders from churches that have been represented at a minimum of seventy percent (70%) of the stated meetings of the Presbytery during the previous two years shall be eligible for nomination as a commissioner or alternate. Failure to supply a nominee for either a commissioner or alternate, when eligible, shall cause the church to be passed over on the rotation list.
- d. *Any remaining Teaching Elder commissioner openings and alternates to the General Assembly shall be nominated in accordance with the following:*
 - i. date of enrollment in the Presbytery of Redstone, date of ordination, and date of last attendance at General Assembly as a Commissioner but without eligibility during the first year. [Teaching elders will be assigned one point for each year since their date of enrollment, plus one point for each year since their date of ordination, plus one point for each year since their last attendance at General Assembly as a Commissioner. Teaching Elders who have never attended General Assembly as a Commissioner will be assigned a bonus of 100 points.]
 - ii. only teaching elders who have attended a minimum of seventy percent (70%) of the stated meetings of the Presbytery during the previous two years shall be eligible for nomination as either a commissioner or alternate, excepting military chaplains, fraternal workers, and employees of other governing bodies.

- iii. At least one teaching elder commissioner shall be serving a church of the Presbytery in a pastoral relationship.
 - iv. A teaching elder who declines nomination as a Commissioner will be treated as though they had attended General Assembly that year.
 - v. A teaching elder who declines nomination as a Commissioner Alternate will still be eligible for nomination as Commissioner Alternate in regular rotation. A teaching elder who declines a second time will be considered as having attended General Assembly.
- e. Young Adult Advisory Delegates and alternates to General Assembly and Young Adult Advisory Delegates and alternates to Synod shall be nominated, when applicable, at the November stated meeting in the following manner:
- 1 The Nominating Committee shall seek names from the Presbytery at large for persons to be reviewed and nominated for Young Adult Advisory Delegate to General Assembly and Young Adult Advisory Delegate to Synod.

5.3008 The procedure for election of ~~Synod Committee Members~~ and commissioners to the Synod shall be as follows:

- a. Those persons shall be nominated and elected at a stated meeting of Presbytery.
- b. If a commissioner or a ~~Synod Committee Member~~ is unable to complete their term, a replacement will be elected by the Presbytery to complete that unexpired term.

5.4000 COMMITTEE ON REPRESENTATION

Membership:

5.4001 The membership of the Committee will consist of three persons: teaching elder, ruling elder, or lay person. (G-3.0103). *The members shall be elected by the Presbytery in three classes, divided as evenly as possible among ruling elder and teaching elder members of the Presbytery.*

Meetings and Quorum:

5.4002 The Committee on Representation will meet as it deems necessary on the call of the chairperson of the Committee on Representation. At the call of the chairperson, a meeting may be called for specific business to be conducted in person or by telephone conference call, video conference or other synchronous electronic communications methods. At the discretion of the chairperson, meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.

5.4003 A quorum ~~for~~ of the Committee on Representation shall be ~~one-half~~ *two-thirds* its current members present in person or through technological means.

Decision Making:

5.4004 Actions of the Committee on Representation shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee may be decided by unanimous consent. To obtain unanimous consent, the chairperson will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chairperson may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chairperson should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee and recorded in the minutes.

Powers and Duties:

5.4005 The Committee on Representation shall fulfill the requirements of the Form of Government as described (F-1.0403 and G-3.0103).

5.4006 The Committee on Representation shall report annually *through the Stated Clerk* to the Presbytery.

5.4007 The Committee on Representation shall work proactively with the Nominating Committee to advocate for inclusion of under-represented groups on the Committees of Presbytery. The Committee shall also recruit persons in the under-represented categories for recommendation to the Nominating Committee. (G-3.0103)

CHAPTER VI

6.1000 GENERAL PROVISIONS

- 6.1001 Special task forces for specific assignments of the Presbytery may be appointed by the Moderator with the approval of the Presbytery. Task forces which have not reported on the floor of Presbytery for a period of one year shall automatically be dissolved as of December 31st of that year.
- 6.1002 Clerks of Session shall be required to furnish a statistical report conforming to the order of the General Assembly by the date established by the Stated Clerk. Clerks shall also furnish evidence of appropriate insurance coverage, identifying the carrier and stating that the policy is current.
- 6.1003 Any member of Presbytery Council or a standing committee who is absent from three ~~(3)~~ consecutive meetings without excuse shall automatically cease to be a member. Notification by the chairperson shall be made to the person and to the Nominating Committee. Committee chairpersons should take the responsibility of notifying members of their committees who have two (2) unexcused absences of the provisions of this article. It will be the responsibility of the Committee Chairperson to enforce this provision. A quorum is based upon the number of elected and active members of the Council or standing committee.
- 6.1004 The new class of committee members shall be elected by the Presbytery at a stated meeting to take office January 1 of the following year.
- 6.1005 Chairpersons have the responsibility of notifying and inviting new members to their first meeting following their election and orienting them to the work of the committee.
- 6.1006 In all cases not provided for in this Manual, the Presbytery shall be guided by the most current edition of Robert's Rules of Order.
- 6.1007 The personnel policies and practices of the Presbytery shall be in accordance with the Equal Employment Opportunity Guidelines of the Presbyterian Church (U.S.A.)
- 6.1008 A staff person from another governing body serving this Presbytery and holding membership in another Presbytery may be enrolled as a corresponding member of Presbytery of Redstone.
- 6.1009 All committees are empowered to co-opt additional members with the approval of the Nominating Committee.
- 6.1010 The membership of each committee shall be divided into three ~~(3)~~ classes. No member of a standing committee shall serve more than six years aggregate. No person shall be eligible to serve more than three ~~(3)~~ consecutive years as a standing committee chairperson, unless approved by the Presbytery. All ex-officio and co-opted members of committees shall be without vote.
- 6.1011 Each standing committee shall elect, from its membership, a secretary, who shall keep an accurate record of the proceedings of each meeting, including the roll, for a minimum of three ~~(3)~~ years. Each committee is responsible for maintaining records of expenditures against budget

provisions. Each Standing Committee shall submit a report to Presbytery Council at its first meeting of the new year.

- 6.1012 All committees will ordinarily meet regularly, with the exception of the Committee on Representation, which shall meet as it deems necessary. All Task Forces meet as needed until the completion of their assigned task.
- 6.1013 In consultation with the Associate Stated Clerk, the Moderator of the Presbytery shall appoint an Investigating Committee of a Disciplinary case of no more than five but no less than three members and report the names of those appointed to the Presbytery at its next stated meeting. (D-10.0201b)
- 6.1014 The makeup and quorum of any Administrative Commission shall be decided on a case-by-case basis, appointed by the Moderator and published at the next meeting of the Presbytery. An Administrative Commission formed for the purpose of ordaining and / or installing teaching elders shall consist of at least five members – ruling elders and teaching elders in numbers as nearly equal as possible. (G-3.0109b)
- 6.1015 By rule, all retired clergy who are not serving churches and all clergy living outside the bounds of the Presbytery will be granted excuse from all meetings of the Presbytery. They will, however, be counted “present” whenever they are in attendance.
- 6.1016 *In Presbytery gatherings and communications, we should strive to use language about God that is intentionally diverse as the Bible and our theological traditions. Language that authentically describes and addresses the people of God is inclusive, respecting the diversity of persons, cultures, backgrounds, and experiences that flow from God’s creative work. Such language allows for all members of the community of faith to recognize themselves as equally included, addressed and cherished by God.* (W-1.0302)

CHAPTER VII

7.1000 AMENDMENTS

- 7.1001 The Presbytery may, by a two-thirds vote, temporarily suspend the provisions of this Manual *for a particular action*, provided that such provisions are not required by the Constitution of the Presbyterian Church (U.S.A.)
- 7.1002 All proposed amendments to this Manual shall be submitted in writing to the Presbytery at a stated meeting for information only and voted upon by the Presbytery at the next stated meeting unless stipulated otherwise. Prior to the Presbytery's vote the Council shall review the proposed amendment and make recommendations. All amendments require a two-thirds vote of members present for adoption.
- 7.1003 Policy Statements, Guidelines, and Procedures may be adopted and / or revised by a simple majority vote.
- 7.1004 The Stated Clerk is authorized to make editorial changes to the Presbytery Manual and present the recommended changes to the Council. Such changes shall be reported to the Presbytery at the next Stated Meeting.

CHAPTER VIII - SPECIAL RELATIONS

8.1000 THE PRESBYTERIAN HOME OF GREATER JOHNSTOWN

787 Goucher Street, Johnstown, PA 15905

- 8.1001 ~~(a) The Presbyterian Home of Greater Johnstown, formerly known as The Presbyterian Home of Conemaugh Presbytery, is a nonprofit corporation, organized and existing and having been incorporated on October 9, 1961 under and pursuant to the Nonprofit Corporation Law, as of the Commonwealth of Pennsylvania. The Articles of Incorporation, including amendments thereto, and the By laws, including amendments thereto, of the reference to the extent that the same are not inconsistent with or contrary to the provisions of this manual. To the extent that any of the same are inconsistent with or contrary to the provisions of this manual, the provisions of this manual shall be conclusive and controlling.~~
- 8.1002 ~~(b) The primary purpose of The Presbyterian Home of Greater Johnstown (hereinafter referred to as "The Johnstown Home") is to provide and maintain long term care in a Christian setting on a nonprofit basis, and to provide for and carry on such other activities in connection therewith as may be necessary and convenient to properly establish, maintain and operate such a home.~~
- 8.1003 ~~(c) The Presbytery of Redstone shall nominate 3 members representing the Presbytery of Redstone (one for each class) to the nominating committee to be presented and elected by the Board of Directors. [This is a direct quote from the most recent by laws of the Presbyterian Home of Greater Johnstown Article IV, Section 4 D.].~~
- 8.1004 ~~The following additional manual provisions shall be applicable to the relationship between The Presbyterian Home of Greater Johnstown and the Presbytery of Redstone:~~
- ~~(1) The Executive Presbyter of Redstone Presbytery shall be an ex-officio member, without vote, of the Board of Governors.~~
 - ~~(2) The Presbyterian Home will report to each meeting of the Presbytery regarding the work of the Presbyterian Home and provide an Annual Report showing the work of the Presbyterian Home for the previous year. [From the "Covenant" Agreement between Redstone Presbytery and the Presbyterian Home of Greater Johnstown.]~~
 - ~~(3) The Administrator of The Presbyterian Home and the Presbytery of Redstone, and/or members of the Board of Directors, may be present at Presbytery Council of the Presbytery to consult with the Council or to review programs and progress, as needed or as directed by the Council and/or the Presbytery.~~
 - ~~(4) Presbytery Council acting as the Board of Trustees of the Presbytery shall receive a copy of the annual audit of The Johnstown Home.~~
 - ~~(5) Any and all amendments of the Articles of Incorporation and/or the by laws of The Johnstown Home shall be reported to the Presbytery through its Presbytery Council acting as the Board of Trustees.~~

8.1000 REDSTONE PRESBYTERIAN SENIORCARE

6 Garden Center Drive, Greensburg, PA 15601

- 8.1001 Redstone Presbyterian Senior Care, formerly known as the Greensburg Home, was founded by the Presbytery of Redstone in 1978. In 1990, the Presbytery authorized the transfer of property to the Board of Directors of Redstone Highlands Retirement Community and permitted the adoption of new by-laws to protect the Presbytery of Redstone from any legal or financial responsibility for the operation of this facility.
- 8.1002 Redstone Presbyterian Senior Care is a continuing mission of the Presbytery of Redstone.
- 8.1003 *The Executive Director of Redstone Presbyterian Senior Care or designee will be given privilege of the floor and recognized with voice only as long as they are serving in that capacity.*
- 8.1004 The Executive Presbyter of the Presbytery of Redstone shall be an ex-officio member, without vote, of the Board of Directors.

8.2000 PINE SPRINGS CAMP, INC.; P.O. Box 186, Jennerstown, PA 15547

- 8.2001 Pine Springs Camp, Inc. is a nonprofit corporation, organized and existing and having been incorporated (September, 1981) under and pursuant to the Nonprofit Corporation Law, as amended, of the Commonwealth of Pennsylvania. The Articles of Incorporation, including amendments thereto, and the by-laws, including amendments thereto, of Pine Springs Camp, Inc. are incorporated herein by reference to the extent that the same are not inconsistent with or contrary to the provisions of this manual. To the extent that any of the same are inconsistent with or contrary to the provisions of this manual, the provisions of this manual shall be conclusive and controlling.
- 8.2002 The primary purpose of Pine Springs Camp, Inc. is the operation of a camp, conference, and retreat facility known as Pine Springs Camp, situated in Jenner Township, Somerset County, Pennsylvania.
- 8.2003 Under agreement adopted by Presbytery of Redstone on November 18, 1980 and by Washington Presbytery on October 31, 1980, and effective January 1, 1981, the aforesaid nonprofit corporation known as Pine Springs Camp, Inc., as amended on January 1, 2003, was organized and incorporated by Presbytery of Redstone and Washington Presbytery. The terms, conditions and provisions of the said agreement are incorporated herein by reference to the extent that the same are not inconsistent with or contrary to the provisions of this manual. To the extent that any of the same are inconsistent with or contrary to the provisions of this manual, the provisions of this manual shall be conclusive and controlling. It is expressly understood and provided that ownership of and title to the real estate, and improvements thereto, comprising Pine Springs Camp in Jenner Township, Somerset County, PA, is and remains vested in Presbytery of Redstone, subject to the use of the same by the said nonprofit corporation known as Pine Springs Camp, Inc. under the terms, conditions and provisions of the said agreement, effective January 1, 1981.
- 8.2004 The Presbytery of Redstone will elect six directors to the Pine Springs Camp, Inc. Board. There shall be three classes of directors, and each class shall consist of two directors elected for a three year term. A director may serve only two consecutive three-year terms, exclusive of any partial term. The President of the Board will be named to a two-year term and will alternate between the Presbyteries. Each Presbytery will choose their President using its own selection method. The President will be in addition to the twelve regular directors on the camp Board. The other officers of Pine Springs Camp, Inc. will be elected by the Board of Directors in accordance with the by-laws, as amended of the said nonprofit corporation.
- 8.2005 The following additional manual provisions shall be applicable to the relationship between Pine Springs Camp, Inc. and Presbytery of Redstone:
- 1) The Executive Presbyters of Redstone and Washington Presbyteries, along with the Executive Director of Pine Springs Camp shall be ex-officio advisory members, without vote, of the Board of Directors;
 - 2) The Executive Director of Pine Springs Camp, and/or members of the Board of Directors, shall present to Presbytery Council of the Presbytery of Redstone a report detailing status and progress not less than two times each year. Said report shall include fundamental statistical and financial information, details of which to be stipulated by the Directors representing Redstone,

and shall be presented to the Presbytery at a stated meeting. All other requests for access to the floor of Presbytery shall be presented to the Council.

- 3) Presbytery Council of the Presbytery of Redstone shall receive a copy of the annual ~~audit~~ *financial review* of Pine Springs Camp, Inc., and Presbytery Council shall be consulted prior to any action undertaken to physically improve, change or alter the real estate, including improvements thereto, comprising Pine Springs Camp in Jenner Township, Somerset County, Pennsylvania. [See Presbytery Manual 3.2026]
- 4) Any and all amendments of the Articles of Incorporation and/or the by-laws of Pine Springs Camp, Inc. shall be reported to Presbytery of Redstone through its Presbytery Council.

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POLICIES, PROCEDURES, AND GUIDELINES LIST

The following are the Presbytery approved policies, procedures, and forms. *These are **not** part of the Manual and may be changed by the particular body responsible for their creation by a majority vote.* See the Stated Clerk for additional information. NOTE: Forms are subject to change as new policies are adopted.

Presbytery

CHILD ABUSE POLICY	Presbytery - January 21, 2017
DEPENDENT CARE POLICY	Presbytery - November 19, 1991
GUIDELINES FOR CHURCHES REQUESTING TO LEAVE PCUSA	Presbytery - March 19, 2011
PERSONAL PRIVACY POLICY	Presbytery - September 18, 2012
RECORDS RETENTION.....	Presbytery - March 24, 2007
SEXUAL MISCONDUCT POLICY	Presbytery - April 16, 2017
FAMILY AND MEDICAL LEAVE POLICY.....	Presbytery-- November 23, 2019

Council

INVESTMENT POLICY.....	Board of Trustees - July 22, 1999
PERSONNEL POLICIES	Council - February 5, 2001
POWERPOINT PRESENTATIONS GUIDELINES.....	Council - May 2006
PRESBYTERY WORSHIP GUIDELINES.....	Council - September 5, 2006
PROCESS FOR CONSIDERATION OF OVERTURES.....	Council - April 2016
RESOURCE LIBRARY LENDING POLICY.....	Council - November 7, 2006
COMPUTER USE IN REDSTONE PRESBYTERY.....	Presbytery - May 19, 2002

Committee on Ministry

COMMITTEE ON MINISTRY MANUAL	COM - 2002
COMMITTEE ON MINISTRY POLICY GUIDANCE	Presbytery - November 20, 2007
CALLING A NEW PASTOR GUIDELINES	COM --June 24, 2004
GUIDLEINES FOR AUTHORIZED PREACHERS.	Presbytery - November 17, 2008
GUIDELINES FOR COMMISIONED RULING ELDERS	Presbytery - March 16, 1999
HANDBOOK FOR RULING ELDERS IN PARTICULAR SERVICE	Presbytery - October 18, 2016
INDEBTEDESS POLICY	Presbytery - November 2018
RETIRED TEACHING ELDERS	Presbytery - May 18, 2004
SEVERANCE PROVISIONS.....	Presbytery - May 18, 1999
VALIDATION OF MINISTRY.....	Presbytery - March 2007
SABBATICAL GUIDELINES.....	Presbytery - March 2017
STUDY LEAVE POLICY.....	Presbytery - November 2002

Committee on Preparation for Ministry

HANDBOOK FOR RULING ELDERS IN PARTICULAR SERVICE.....	CPM - October 18, 2016
INDEBTEDESS POLICY	Presbytery - November 2018
PROCEDURE FOR FAILED EXAMS.....	Presbytery/Synod - October 30, 1999
RECORDS RETENTION POLICY.....	Presbytery - November 19, 2002

FORMS LIST

Authorized Preacher
Annual Report
Preaching Evaluation

Commissioned Ruling Elders
Mentor Annual Report
Moderator Annual Report

Commission to Ordain and/or Install Guidelines

Commission to Ordain and/or Install Proposed Commissioners

Compensation Forms - for the Current Year

Criminal Background Check

Dissent Form - Book of Order

Districts **Configuration**

Emma Johnston Funds Application

Ethical Conduct Acknowledgement

Commitment to Redstone Presbytery for the Mission of the Larger Church Remittance Form

Interim Pastor Contract (Sample)

Non-Installed Pastors - Annual Report

Release and Authorization for Adults

Release and Authorization for Minors

Pastoral Call Forms

Protest Form - Book of Order

Scholarship Application - Individual Use

Session Minute Review Checklist

Session Register Review Checklist

Temporary Supply Pastor Agreement

Waiver from Rotation of Term

Waiver from Election of Men and Women

Young Adult Advisory Delegate Application – General Assembly/Synod

PRESBYTERY OF REDSTONE

Policy On Non-Presbyterian Pastors serving as Moderators of Sessions and Congregations

Background

In 2018, the General Assembly acted upon an overture from the Presbytery of Coastal Carolina requesting an Authoritative Interpretation on G-3.0104 and G-3.0201 and replacing a 1992 Authoritative Interpretation. This 1992 ruling of the Book of Order (at that time) prohibited a non-Presbyterian minister from serving as moderator.

Since that 1992 Authoritative Interpretation, two significant changes have taken place. The Formula of Agreement was approved which includes the orderly exchange of ministers and the Form of Government was revised to maximize flexibility in governance at all levels of the church. G-2.0506 permits a presbytery to enroll ministers of another Christian church as temporary members for the duration of their service. Those temporary members received under the Formula of Agreement are permitted to serve in installed relationships and serve as moderators. Other temporary members may serve as moderator if the presbytery has satisfied itself as to the minister's preparation for such service. The minister would also need to affirm the order and discipline of the Presbyterian Church (U.S.A.) in the context of their service in a manner satisfactory to the presbytery. The requirements of preparation for such services are established by each presbytery according to its rule and hence, the establishment of such a policy.

Policy

While care should be taken ordinarily to have Presbyterian pastors to moderate sessions and congregations, in some special circumstances non-Presbyterian pastors may be approved to serve as a moderator based upon fulfillment of all of the following conditions. Fulfillment of these prerequisite conditions does not automatically permit moderatorial leadership. Each case will be reviewed and approved or not by the Committee on Ministry.

- The non-Presbyterian pastor has been approved previously by the Committee on Ministry to serve as a "temporary pastor" for that particular congregation. The "temporary pastor" has served in this pastoral leadership for a minimum of two years.
- The non-Presbyterian pastor and the Clerk of Session has participated in at least one educational offering on Presbyterian polity offered either in Redstone Presbytery or by another presbytery or educational institution.
- The non-Presbyterian pastor has participated and been mentored by the current moderator of that congregation for a period of at least one year.
- The Session and the non-Presbyterian pastor must jointly apply for the initial approval by the Committee on Ministry. Approval will be only be granted for one year at a time. Renewal of that approval must be submitted for review annually using the request form.

Implementation

As part of the ongoing practices of permitting non-Presbyterian pastors to moderate, the Committee on Ministry will implement the following:

APPENDIX "D"

- The request for permission to serve as moderator will be submitted annually on the enclosed form (see below). Each request will be considered, reviewed and approved or not by the Committee on Ministry.
- A PCUSA Minister of Word and Sacrament will be assigned as a mentor to each non PCUSA moderator to be available to answer questions and interpretation of Presbyterian polity and practices.
- The non-Presbyterian pastor and Clerk of Session will provide copies of the session and congregational minutes regularly to the assigned mentor to ensure their consistency with Presbyterian polity.

Request to Moderate Form

Non-PC(USA) Pastor as Moderator Form

The Presbytery of Redstone permits the Committee Ministry to authorize non-Presbyterian Church (USA) pastors to moderate the session and congregation in cases where they have been approved as the temporary pastor. Pastors and sessions who wish for this arrangement need to fill out this form annually and meet the requirements listed below.

Name of Pastor: _____

Name of Congregation: _____

The above-mentioned pastor and session request that the Commission on Ministry allow the pastor to moderate the session and congregation meetings as spelled out in the Book of Order. The reason(s) for this request is/are:

We agree that both the non-PC(USA) pastor and the session will be instructed in Presbyterian Polity through an educational course or workshop provided by the Presbytery of Redstone or another educational offering receiving prior approval by the Presbytery of Redstone. This Presbyterian Polity training took place on the following date/location:

This request must be made annually. This request must be approved by the Commission on Ministry and filed with the Stated Clerk of the Presbytery.

Signature of Pastor

Date

Signature of Clerk of Session

Date

COM

Date

Brian Kilbert
BIO

APPENDIX "E"

Brian is a Teaching Elder serving currently in Washington Presbytery. He has been the pastor of the Center United Presbyterian Church in Midway, PA since June 2009. Before that he was the pastor of the Fairview Presbyterian Church in New Manchester, WV and the First Presbyterian Church of Newell, WV for 5 years. He did his field education under the Rev. Dan Corl at the Mt. Pleasant Presbyterian Church in Wexford, PA.

Brian has served the church in other ways as well; such as:

- Served on the Mission/Outreach Committee of Upper Ohio Valley Presbytery (2006-2009)
- Overture Advocate to the 214th General Assembly in Pittsburgh, PA 2012 (for Washington Presbytery)
- Served two consecutive terms on Washington Presbytery's Committee on Ministry (2010 - 2016)
- Served as Vice-Moderator of Washington Presbytery (2018) and then Moderator (2019)
- Served as President of the local McDonald Area Ministerial Association - ecumenical/multi-denominational (September 2014 - 2017) then Secretary (2018 to present)

Brian received a BA in Christian Thought from Grove City College where he graduated Summa Cum Laude in 2001. He received a Master of Divinity from the Pittsburgh Theological Seminary in 2004.

PUCKETY PRESBYTERIAN CHURCH
TERMS OF CALL

Effective Salary: 52,000 (salary; housing allowance; manse value-11,500)

Board of Pensions: 20,145 (Pastors Participation + Dental)

Social Security (SECA) Offset: 3,978

Study Leave: 2 weeks; 1,000

Vacation: 4 weeks; (4 Sundays)

Moving Expenses (one time): 3,000

1 I believe in one God: Father, Son, and Holy Spirit - the Creator of all that exists. With the Father, the Son and the Spirit
2 fully participate in the creation, redemption and sustaining of God's work. The Son became incarnate in the person of
3 Jesus of Nazareth, fully God and fully human, in order to redeem humanity *and* the rest of creation from the state of Sin
4 that all were subjected to in the Fall.

5 The Bible is the inspired Word of God and the primary rule of faith and practice for *all* God's people. The Incarnation was
6 the fulfillment of the all the messianic prophecies in the Old Testament. Jesus lived a life of perfect obedience to the
7 Father, fulfilling the Law where we in our sin could not. The culmination of Christ's saving work was accomplished on the
8 cross – the event to which all the sacrifices of the Old Testament pointed. Christ is the Lamb of God who atones for all
9 our sins. The resurrection of Jesus is the confirmation of God's promises and the heart of the Christian faith.

10 Jesus ascended to heaven to reign in glory, but he did not leave his people orphaned; he sent another Counselor, the
11 Holy Spirit, who fell upon his disciples at Pentecost. And the Church was born. The Church is the body of Christ on earth
12 and has been filled with the Holy Spirit to complete the work of Christ until he returns in judgment. The Church is
13 responsible for the proclamation of the gospel – the good news of Jesus Christ and how he has enabled reconciliation
14 with God, in which by faith we may enjoy eternal fellowship with God and his covenant people. The Church
15 is to work towards the vision of the Kingdom that Jesus bestowed – where Christ's disciples *go* and give tangible
16 expressions of love to all, and where each believer uses the particular gifts they have received from the Spirit to serve
17 others and edify Christ's Church.

18 Jesus Christ instituted two sacraments to be practiced until he comes again. The first is baptism, where a person is
19 marked by the sign of water to show: the act of God in cleansing sin, God's adopting that individual into the family of
20 God, and the initiation of that person into a life of discipleship and fellowship with the rest of the Church. Baptism is a
21 witness to a person's dying to sin and being raised with Christ to live a new life - a source of comfort, hope and challenge
22 throughout the life of a Christian. The second sacrament is Holy Communion, where the Passion and death of Christ are
23 represented by the physical signs of bread and wine. By the power of the Spirit, we are raised to dine with Christ in his
24 *real*, spiritual presence. By invisible grace our faith is continually nourished. We celebrate the Lord's Supper not only to
25 remember Christ's suffering for us (past), but also discern his body in the gathered assembly (present) and look forward
26 in anticipation to the day when he returns (future). We will worship him for eternity for the chief end of humanity is to
27 glorify God and enjoy God forever.

YES, CONGREGATIONS CAN LEARN NEW HABITS

A regional church officer told of visiting a church with a puzzling worship practice. Whenever it came time to recite the Apostle's Creed, worshippers turned toward the back of the church. Puzzled, he asked why. A long-time member explained that years ago the words to the creed were posted on the rear wall. The fixture was removed when the sanctuary was renovated, but the habit remained.

Three Ways Habits Are Formed

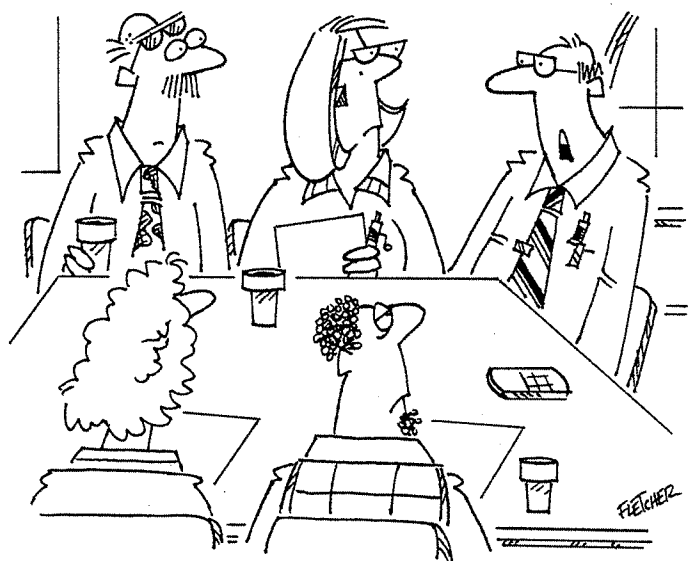
Like it or not, church life is governed to a large extent by habit. According to psychologist Wendy Wood, despite the importance we place on decision making, much of life resists executive control, operating outside of human awareness as a "second self." In a widely publicized study, Wood investigated the role that automatic actions (habits) played in everyday life. To her surprise, she found that 43 percent of the time our actions are habitual. This includes not only common morning routines, but also working, eating, socializing, and exercising.¹

For the congregation, habits may govern how meetings are designed, how decisions are made, who speaks to whom after worship, where the light bulbs are stored, or any of a wide array of practices that make up church life in its totality. Given how pervasive habits are, it's more realistic to think in terms of dropping and adding habits rather than rejecting them and there are three key ways these habits are formed.

Context Makes a Difference. Context includes anything in the surrounding world that either drives or restrains our action, including people. In 1970, a new federal law banning cigarette ads on television and radio led to a decline in smoking in a way that the Surgeon General's warnings failed to do. This change in the environment interfered with the automatic nature of smoking, allowing change.

For congregations, the physical context can either make it easier or more difficult for a habit to form. Redesigning the seating in a sanctuary or introducing café tables in the lobby or vestibule can strengthen the habit of conversation. Occasionally shifting the governing board's meeting to a local café can change the way board members relate to each other and their work.

Repetition Makes it Second Nature. Habits do not develop all at once, but rather develop gradually through repetition. Every time an action is repeated, it takes both less time and less conscious thought than before. Eventually it becomes second nature. For example, every week in worship the collection plate is passed at the same time and in the same manner as before. Through the repetition of this habit, church members and guests learn the importance of giving. While the fall stewardship campaign highlights the importance of consciously determining what to give,



"SINCE NO ONE CAN REMEMBER THE ORIGIN OF THIS PARTICULAR CHURCH HABIT, I MOVE THAT IT BE UPGRADED TO A TRADITION."

passing the offering plate reinforces the stewardship ideal at a less conscious level. It does this through repetition.

Rewards Keep it Going. The repetition required to develop a habit from scratch can become monotonous. Rewards can keep motivation high. When development workers in Western Cape, South Africa, pondered how to motivate four-year-olds from impoverished families to wash their hands before meals or after using the toilet, they hit upon the idea of child-sized, toy-filled soap. Each bar was translucent and brightly colored, with a ball or plastic fish in the center. They gave out a new bar every two weeks for two months. It worked.

Can playful rewards work for congregations? Unexpected rewards seem to work best, which explains why electronic slots and video poker are the most popular activities at casinos, and why the average American checks a smartphone forty-six times per day.² This fact, if nothing else, argues for introducing a variety of themes, prayers, songs, and messages to every worship service. This variety rewards repeated attendance and fosters strong worship habits.

The Role of Disruption

Though unexpected and sometimes unwelcome, disruptions can make it easier to let go of old habits and adopt new ones. Major life events such as moving, a new job, marriage, or children can remove the predictability and the cues that trigger habits, freeing the individual to act in new ways. Congregations can experience major disruptions, as the Reverend Sylvia Barrett found when fire destroyed her United Methodist church in the upstate village of Milford, New York. Engaging a study process to determine whether to rebuild, church leaders stumbled upon an insight: “It’s not about the building, but the people.” After rebuilding, the group also chose to form new habits by paying more attention to their neighbors and offering new small-group opportunities.

In 2017, Jason Butler, pastor of Trinity United Methodist Church in Raleigh, North Carolina, called a total halt in operations. The church, founded in 1942, had dwindled to fifty members. Butler believed “an excess of bad habits” was to blame. For six months, the church stopped all its regular activities—worship, Sunday school, choir, prayer groups, women’s studies, and leadership meetings. Instead, church members

spent time getting to know people in the neighborhood and planning for a relaunch. After the hiatus, the church relaunched as Open Table United Methodist Church. Years later, its membership has grown to two hundred and fifty. “Disruption allowed us to stop doing the things that were probably preventing us from seeing ourselves and our future clearly. . . . It opened a crack in the system for change and opened our minds to a reimagination.”³

The Role of Other People

Context is not just physical. Other people can serve as the context that shapes habits. When Rick Warren founded Saddleback Church, Irvine, California, in 1979, he focused on persons who never developed the habit of church attendance. “We thought long and hard about habitualizing faith, breaking it down into pieces. . . . The only way to get people to take responsibility for their spiritual maturity is to teach them *habits* of faith.” As the church grew, and Warren struggled with exhaustion, he shifted teaching responsibility from his shoulders to church members themselves, and from the church building to members’ homes. Eventually, every church member was assigned to a small group that met once a week. This made church participation into a habit and the home meetings are the cornerstone of growth. Within the group, “close friends help you focus on how to be faithful.”⁴

Any congregation can benefit from closer attention to its “second self.” Habits that are aligned with the church’s goals can replace habits that cut against those goals. By keeping a set of clearly defined, ambitious goals front and center, church leaders can move the congregation in the direction of its dreams, but only if its automatic actions are aligned with those goals.

1. Wendy Wood, *Good Habits, Bad Habits: The Science of Making Positive Changes That Stick* (New York: Farrar, Straus, and Giroux, 2019), 24.

2. *Ibid.*, 123-129.

3. Jason Butler, “Disruption Is Often the Key to Renewal,” *Faith & Leadership*, July 23, 2019. https://faithandleadership.com/jason-butler-disruption-often-key-renewal?utm_source=albanweekly&utm_medium=content&utm_campaign=faithleadership

4. Charles Duhigg, *The Power of Habit: Why We Do What We Do in Life and Business*, (New York: Random House, 2012), 235-237.

SIX TOOLS FOR MANAGING VOLUNTEERS

At its most basic level, managing volunteers means supporting their work in order to sustain their activity over time. The apostle Paul urges leaders “to equip the saints for the work of ministry, for the building up of the body of Christ” (Eph 4:12), which indicates that as we prepare others (equipping), we make them and other believers (the body of Christ) stronger and stronger (building up). The equipping metaphor as applied to volunteer management is both positive and growth oriented, but it does not explain how to accomplish it. Volunteer management requires at least six tools.

Orientation

The volunteer should be provided with a job description laying out what he or she will be doing.¹ An orientation program goes further by offering an introduction to what it will be like for the volunteer once the work begins. An effective orientation can reinforce the volunteer’s initial decision to get involved, provide a connection with the wider purpose of the program, and reduce volunteer turnover. Of course, the orientation also should provide information a new volunteer will need. If unclear about what to include, ask several of the more experienced volunteers for their opinion.²

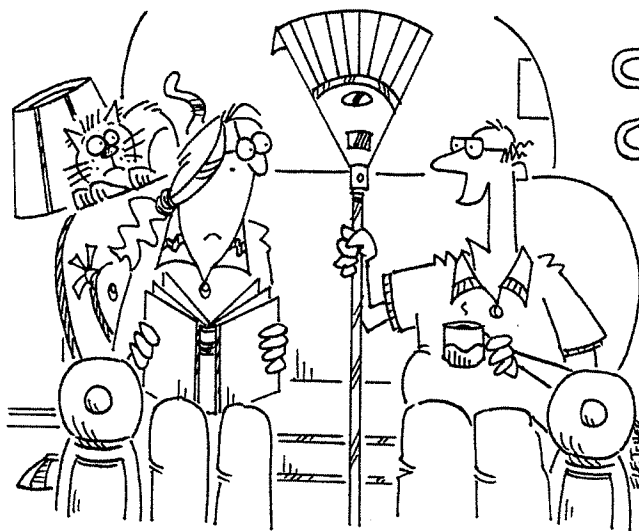
Volunteer Handbook

At the orientation, plan to distribute a volunteer handbook. This book provides information about procedures and policies that may have been reviewed verbally in the orientation but may not be readily remembered due to information overload. *Policies* provide general guidance for what is expected of the volunteer on the job. For example, youth mission volunteers need to agree to a policy of never having an adult with a minor in a car alone. *Procedures* have to do with practical guidance on how to get the job done. For example, volunteers may need to be told the best procedure for lining up a substitute volunteer in case of sickness. Additionally, the handbook can include areas such as the ministry’s purpose and values,

organizational structure, dress codes, safety and security information, and how the work will be evaluated.

Training Session

Nearly all volunteer positions require some sort of training, which might be anything from an informal conversation about how to operate the copy machine or a detailed set of instructions for volunteers canvassing the neighborhood. Before planning to hold a training session, first determine the need. Some experts refer to this practice as “gap analysis” because it involves identifying the space between what people know and what they need to know. Begin by writing a few learning objectives for the students. What can realistically be accomplished by the end of the session? Next, write a class outline. Some trainers might regard an outline as a creativity killer, but it need not be so. Having a sequence of steps prepared ahead of time can lend confidence and cure unexpected jitters that may arise once the training session begins. Spontaneity can still occur within structure. Be sure to practice ahead of time by walking through the session,



“SUNDAY’S SERMON ON THE SIGNIFICANCE OF CHURCH VOLUNTEERS WAS TRULY INSPIRING... I SIGNED YOU UP FOR THE LAWN CARE TEAM.”

paying attention to the timing of the activities and thinking about how to set up the location where the training will take place. Finally, ask for feedback from students through a simple evaluation near the end of the session.³

Setting Expectations

Expectations, defined as “our assumptions about the future—how we anticipate things will go,” can often determine whether the volunteer has a worthwhile experience.⁴ Be clear with volunteers about expectations. Assume they want to do their best and that it may be the trainer’s own failure to communicate that is at fault whenever expectations are not met. Tell the volunteer not just what is to be done but how it is to be done. Every three to six months, ask what they need that they’re not getting and what they’d like to know about their volunteer job that they don’t know.⁵

Evaluation

There are two types of evaluation that must be done: evaluating the ministry itself and evaluating the volunteers as individuals. Evaluation and planning are closely connected. Only by developing a mission statement and strategic plan will it be possible to evaluate it later. Did the plan get accomplished within the expected timeline and within budget?⁶

Evaluating volunteers as individuals constitutes the second task, and it can be affirming and celebratory. Performance reviews offer an opportunity for the leader who assigned the job and the volunteer who performs it to talk about how things are going. It is important to schedule such meetings on a regular basis. Marlene Wilson sums up the attitude that leaders should take toward evaluation: “Performance reviews should be nonthreatening, constructive, supportive, flexible, and empowering. The aim: to encourage volunteers to stretch for high standards and determine how the church can help the volunteer achieve his or her goals.”⁷

Recognition

Leaders should formally recognize the volunteer’s contribution. It’s not possible to offer too much appreciation! While we tend to think of recognition as occurring at the end of a project, recognition should take place throughout the volunteer experience. Betty Stallings, a recognition expert, describes the “Four Ps” of recognition: make it *personal*, *plentiful*, *powerful*, and *practical*.

Making it personal means crafting a thank you that validates the person in a way unique to them. For instance,

one organization sent its staff members a card of recognition on the anniversary on the date when they started working there. *Making it plentiful* means doing it early and often in order to help spread the attitude of recognition throughout the entire work team. *Making it powerful* means recognizing the importance of small symbolic acts, such as the conference organizer who drew out of her pocket a partial roll of Lifesavers at the end of the meeting, handed one to her most trusted assistant, and said, “You’ve been a real Lifesaver today!”⁸ *Making it practical* means addressing the excuses people make for not providing recognition, such as lack of money in the budget or arguing that volunteers say they do not need recognition. To counter these objections, point out the ways in which recognition sustains the work by encouraging everyone involved.⁹

A Process, Not a Program

Managing volunteers is a process, not a program. It is too complex to be encapsulated neatly in a short space.¹⁰ As the apostle Paul’s metaphor implies, maintaining a healthy body of volunteers requires an ongoing effort of nourishment and support. The more continual the encouragement and support, the stronger the body grows in its ministry to the community.

1. See Marlene Wilson, *Volunteer Job Descriptions and Action Plans*, vol. 3, *Group’s Volunteer Leadership Series* (Loveland, CO: Group, 2004) for detailed instruction on how to design job descriptions.

2. Marlene Wilson, *Volunteer Orientation and Training*, vol. 5, *Group’s Volunteer Leadership Series* (Loveland, CO: Group, 2004), 9–19.

3. *Ibid.*, 55–69. For a sample evaluation form, see p. 101.

4. Marlene Wilson, *Volunteer Encouragement, Evaluation, and Accountability*, vol. 6, *Group’s Volunteer Leadership Series* (Loveland, CO: Group, 2004), 9.

5. *Ibid.*, 17.

6. For more detail on planning and evaluating programs, see Kathleen A. Cahalan, *Projects That Matter: Successful Planning and Evaluation for Religious Organizations* (Lanham, MD: Rowman and Littlefield, 2014).

7. Wilson, *Volunteer Encouragement*, 67.

8. *Ibid.*, 91.

9. *Ibid.*, 83–92.

10. To go deeper into this subject, see Wilson, *Group’s Volunteer Leadership Series*, or Sue Mallory and Brad Smith, *The Equipping Church Handbook* (Grand Rapids: Zondervan, 2001). For general resources on working with volunteers, see the website of Energize, Inc., a training, consulting, and publishing firm specializing in volunteerism, at www.energizeinc.com.

* This article has been adapted from Dana Horrell’s book, *Engage! Tools for Ministry in the Community* (Fortress Press, 2019).