

Presbytery of Greater Atlanta

Manual

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PROLOGUE

The first Manual of the Presbytery of Greater Atlanta was developed by a Special Committee consisting of John Baird, Elder in the Roswell Church, who served as Chair; Lawrence Bethel, Pastor of the West End Church; Leon Jeffords, Pastor of the First Church of Douglasville; Mary Kuhns, Associate Pastor of the Church of St. Andrew who transferred to the General Assembly Council during its preparation; and Clede Locey, Elder in the Clairmont Church.

The Special Committee began its work in February of 1988. The First Draft was distributed on August 12, 1988. It was considered at a Called Meeting of the Presbytery held on September 26, 1988, at the North Decatur Church and was amended and approved at the Stated Fall Meeting held on Tuesday, October 25, 1988, at the Memorial Drive Church, to become effective on January 1, 1989.

The first major amendments were approved at the Stated Meeting held on June 26, 1993, at the Westminster Church, all to become effective immediately.

A major revision of the Manual of the Presbytery of Greater Atlanta was undertaken in 2000 by a Restructuring Panel to incorporate the Five-Year Goals and Priorities begun under the leadership of the new Executive Presbyter, Ed Albright. This revision also codified numerous changes in the practices of Presbytery that had evolved since 1993, added additional sections and references to the Book of Order, and addressed the issues brought to the attention of the Restructuring Panel. An extensive Issues Record provided supporting information.

The major theme of this restructuring was for the Presbytery of Greater Atlanta to become less regulatory and more supporting and empowering in its function to better equip the saints for the work of ministry for building up the body of Christ. The design objectives of this restructuring were intended to achieve greater coordination, efficiency, communications, and flexibility. Opportunities were created for greater involvement by more people with better representation at the working level. Requirements for large bodies for oversight and approval were reduced. Knowledge of how Presbytery works was made readily available.

This major revision manual was first presented at the Stated Meeting held on May 8, 2001 and approved at the Stated Meeting held on July 10, 2001 to commence implementation in order to become fully effective on January 1, 2002. The manual has been subsequently revised as approved by the Coordinating Council and the plenary Presbytery.

SECTION I

**Five-Year Mission Goals and Priorities for
the Presbytery of Greater Atlanta 2000-2005**

A. Vision Statement

The Presbytery of Greater Atlanta is a supportive network of churches determined to help each church be the best it can be – to connect, equip, and empower congregations to carry out their missions – especially those objectives particular churches cannot accomplish alone. The focus of the Presbytery of Greater Atlanta’s missional life is connecting congregations to each other and to the larger church of Jesus Christ.

B. Shaping Insights

The purpose in forming goals and priorities is to express a sense of God’s will for our Presbytery and to carry it out as faithful disciples of Jesus Christ. The accomplishment of these goals and priorities will be in concert with the broader responsibilities of presbyteries outlined in Chapter XI of the Book of Order.

Improved communication and the development of significant relationships among the members of Presbytery are central to any missional efforts that we undertake. It is expected that Presbytery will reallocate human and financial resources to serve the goals and priorities adopted.

C. Oversight

The process of forming specific action plans and budgets for each priority will be guided by the Operations Ministry Team. Progress toward the accomplishment of mission goals and priorities will be evaluated and updated at midyear so that future budgets may be formed in a timely and fiscally responsible manner. In the design, which follows, the specific points within each priority are not intended to be exhaustive.

D. The Top Five Priorities

Priority #1: To Strengthen the Connections Among Churches

- A. Help congregations connect and engage in shared ministry.
- B. Clearly and consistently communicate the purpose and functions of Presbytery.
- C. Provide frequent and in-depth communications about programs and resources.
- D. Coordinate congregational partnerships in regional and global mission.
- E. Develop mission programs and emphases that congregations cannot accomplish alone (i.e., Calvin Center, campus ministry).
- F. Encourage diversity and inclusiveness within the life of Presbytery.
- G. Work together for peace and justice within Presbytery and larger society.

Priority #2: To Initiate, Resource and Assist the Development of Churches Throughout their Life Cycles.

- A. Promote an aggressive strategy for new church development, which includes NCDs that are regional in nature and respond to growth projections, respond to unique missional opportunities, and respond to the needs of various racial ethnic groups.
- B. Promote and support congregational redevelopment and revitalization efforts.
- C. Equip congregations to do appropriate long range planning.
- D. Provide congregations with up-to-date demographic information.
- E. Encourage diversity and inclusiveness within congregations.
- F. Provide resources and training on various models of evangelistic outreach.
- G. Train congregations on the theology and skills for church health, growth, new church development, and redemptive closings.
- H. Oversee church mergers and closings.

Priority #3: To Resource and Train Congregations for Excellence in Youth and Young Adult Ministry.

- A. Provide additional staff time for congregational and regional youth and young adult ministry.
- B. Equip, train, and care for both volunteer and paid youth ministry leaders.
- C. Encourage and equip congregations for evangelistic outreach to unchurched youth and young adults.
- D. Make youth ministry a priority in new church development efforts.
- E. Link Presbytery's congregations with ITC/Johnson C. Smith and Columbia Theological Seminary's Youth Ministry faculty.

Priority #4: To Provide Outstanding Support in the Calling of Pastoral Leadership and in Care for Pastors, Staff and Congregations.

- A. Assist congregations during time of pastoral transition.
- B. Provide training and support to Pastor Nominating Committees.
- C. Develop new and creative ways to care for pastors, staff and congregations.
- D. Initiate "pastoral" visits with sessions to provide encouragement, support and connection.

Priority #5: To Equip and Empower Lay Leaders for Effective Ministry.

- A. Provide contexts for lay leadership development and networking within local churches and clusters of churches (bring training events to churches in addition to hosting larger regional events).
- B. Create opportunities for the spiritual growth of lay leaders.
- C. Ensure training and skills development opportunities for church leaders in areas of practical ministry such as children's ministry, Christian education, stewardship, worship, care-giving, etc.

SECTION II

PRESBYTERY MEETINGS

A. General

Presbytery shall hold a minimum of four Stated Meetings each year. Special Meetings may be held as necessary for program or business matters at the call of the Coordinating Council or when the requirements of the Book of Order are met.

A quorum of Presbytery shall be at least 10% of the eligible elder commissioners, representing at least 10% of the congregations, and at least 10% of the eligible minister commissioners. The determination of a quorum shall be made by the Stated Clerk.

B. Basis and Places of Meetings

The responsibilities of Presbytery are defined in the Book of Order.

In general, while retaining responsibility for all actions, the Presbytery would prefer to delegate authority for carrying out its responsibilities and reporting on their actions as delineated in the Manual of the Presbytery of Greater Atlanta to the five Ministry Teams, the Coordinating Council, the Committees and Commissions of Presbytery, and the Staff of Presbytery.

All entities should exercise discretion in the exercise of their authority to stay within the scope of their responsibilities as defined in this Manual of Presbytery, within their approved budgets and consistent with the purposes for which budget approval was obtained, and consistently reflect the principles and values of the Presbytery of Greater Atlanta. Should there be potential issues regarding the exercise of an entity's authority, such issues should be referred first to the Coordinating Council and then, if necessary, to Presbytery for concurrence or approval.

Major program/policy changes or initiatives shall be presented to Presbytery at a Stated or Special Meeting, but must await a subsequent meeting of Presbytery for approval.

At the first stated meeting of each calendar year, the Coordinating Council shall make a recommendation regarding the number, dates, times, and observance of the Lord's Supper for the Stated Meetings of Presbytery for the following calendar year.

Invitations for meetings shall be received and accepted by the Coordinating Council from churches or institutions able to accommodate the membership of

Presbytery comfortably, with seating for at least 400 and handicap access. Larger churches and smaller churches are encouraged to serve as co-hosts.

C. Commissioner's Handbook for Meetings

The docket and related materials for each meeting shall be prepared by the Stated Clerk in consultation with Presbytery's Coordinating Council, the Moderator, and with a representative of the host church or institution. Copies of the docket and a handbook of supporting information shall be made available to all ministers, Christian Educators, Clerks of Session, and elder commissioners in the Presbytery at least two weeks before the meeting. Items for the Commissioner's Handbook not received by the due date posted by the Presbytery Office will not be included in the Commissioner's Handbook and cannot be considered at the forthcoming Presbytery meeting.

D. Overtures and New Business

An overture should be in the hands of the Stated Clerk at least four weeks before a meeting of Presbytery to be considered at that meeting. Late overtures or items of new business shall be presented to the Stated Clerk no later than the adoption of the docket and may be considered only when Presbytery votes to suspend the rules.

E. Worship

All meetings shall be opened and closed with prayer. Each Stated Meeting will include worship. The Moderator and the Worship Committee will work with the hosting church or institution in planning worship. The Lord's Supper will be celebrated at least once each calendar year.

F. Issues for Discussion or Debate at Presbytery Meetings

The Coordinating Council should bring to each Stated Meeting of Presbytery an issue of theological or ethical substance, concern for the life of the Presbytery, or the Goals and Priorities of the Presbytery for discussion or debate. The Coordinating Council should announce at the previous Stated Meeting the issue for discussion or debate for the following Stated Meeting. If needed, a special meeting of Presbytery should be called to discuss important theological issues before the Church, including, but not limited to, issues referred by the General Assembly.

G. Rules of Parliamentary Procedure and Guidelines for Presbytery Meetings

The rules governing the transaction of business in the meetings of Presbytery shall be those found in the latest edition of Robert's Rules of Order.

The specific guidelines for meetings of the Presbytery of Greater Atlanta are:

1. Every effort will be made to maintain a conscious awareness of time and inclusiveness at all meetings.
2. Matters that can be delegated to and addressed by the Coordinating Council, Ministry Teams, Commissions, Committees, Sub-groups, etc., should be reported in the Commissioner's Handbook and received at the meeting.
3. Nothing that is printed in the Commissioner's Handbook should be read at a meeting. Commissioners will be expected to come to meetings having read the Commissioner's Handbook.
4. [Deleted].
5. Ministry Teams shall report directly to Presbytery as necessary with advice from the Coordinating Council.

H. Membership and Attendance

1. All ministers belonging to the Presbytery and the elder commissioners elected by their sessions and Certified Christian Educators who are elders comprise the voting membership of the body. An alternate or alternates should also be named. All elders are welcome to attend meetings of Presbytery, even when not serving as commissioners.
2. Registration – The members of Presbytery shall indicate their attendance by completing the appropriate form, which will be made available by the Stated Clerk.
3. Attendance – Ministers and elders are expected to arrive promptly at the announced hour for convening and to remain throughout the meeting until adjournment. Those who cannot attend shall present in writing their reasons for absence to the Stated Clerk prior to the meeting. Repeated failure in the matter of attendance on the part of a minister shall be reported by the Stated Clerk to the Committee on Ministry, as shall a like failure of a congregation to send a commissioner. Sessions should take seriously their responsibility of electing elders as commissioners to Presbytery well before the actual time of meeting. Sessions are encouraged to designate specific elders as ongoing commissioners to Presbytery meetings, in order to develop greater involvement, understanding and continuity.
4. The requirement for an equal number of elders to ministers as commissioners at each meeting will be met by the process described in Book of Order Section G-11.0101b.

SECTION III

OFFICERS OF PRESBYTERY

A. MODERATOR

The Moderator shall be elected by Presbytery upon recommendation of the Nominating Committee at the last Stated Meeting of each calendar year and shall preside at all meetings of the Presbytery for the following calendar year. In the case of the Moderator's absence, the last former Moderator who is present and who is a commissioner shall preside. If it is necessary or expedient for the Moderator to vacate the chair temporarily, any commissioner may be asked to preside.

The Moderator shall appoint such committees as are authorized by the Manual of Presbytery. The Moderator's actions shall at all times be governed by the principles laid down in the Book of Order and in the Rules of Parliamentary Procedure, including the authentication of the records of the governing body, session minutes, and other documents within the sphere of office.

The Moderator shall be an *ex officio* member of the Coordinating Council with voice and vote and is expected to attend each Coordinating Council meeting. The Moderator shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

B. MODERATOR-IN-NOMINATION

The Moderator-in-Nomination shall be elected by Presbytery upon recommendation of the Nominating Committee at the last Stated Meeting of each year and shall serve as an *ex officio* member of the Coordinating Council with voice and vote and is expected to attend each Coordinating Council meeting.

C. IMMEDIATE PAST MODERATOR

The immediate past Moderator shall serve as the chair of the Coordinating Council for one year following his/her term of office as Moderator.

D. STATED CLERK

The Stated Clerk shall be elected by Presbytery upon recommendation of the Nominating Committee. The Executive Presbyter shall normally be the Stated Clerk of Presbytery for renewable five-year terms. Should the office of Stated Clerk (Executive Presbyter) become vacant or the officeholder become incapacitated, an Associate Executive Presbyter shall be designated as Acting Stated Clerk (Executive Presbyter) by an *ad hoc* committee consisting of the

Moderator of Presbytery, the immediate past Moderator of Presbytery, and the Chair of the Coordinating Council. The responsibilities of the Stated Clerk shall be:

1. To publish notices of the time and place of each Stated Meeting of presbytery, at least two months in advance, (and of each Special Meeting of Presbytery not less than ten days in advance) to each minister and to the session of every church;
2. To ascertain and then declare a quorum at meetings of Presbytery;
3. To prepare all official papers for Presbytery and to send to the other governing bodies of the Church all papers and reports ordered by Presbytery or required by the governing bodies;
4. To edit the minutes as adopted, being scrupulously careful to retain the purpose of Presbytery in every action recorded;
5. To keep a correct record of the minutes of Presbytery, and with the Associate Stated Clerk, to prepare them for printing and make copies available upon request, with other appropriate distribution;
6. To forward historical material, documents, and copies of the printed minutes to the appropriate historical agencies;
7. To receive all papers and communication addressed to the Presbytery and to present them at the proper time. All official communications shall be acknowledged promptly on receipt and answered;
8. To notify the Stated Clerks of the General Assembly and of the Synod promptly of all ministers received, dismissed, or changing the fields within the bounds of Presbytery;
9. To prepare in advance of the first Stated Meeting of the year an accurate alphabetical list of ministers and candidates, and a complete list of churches of Presbytery with their mailing addresses. These shall be furnished to the Stated Clerk of General Assembly and Synod on the forms and in the manner required;
10. To prepare promptly after the close of the church year accurate reports of the Presbytery to the General Assembly on the forms furnished for that purpose;
11. To remind everyone reporting at a Stated Meeting of Presbytery of the policy which calls for their recommendations to be submitted in time to be included in the Commissioner's Handbook;
12. To determine the appropriate number of minister and elder commissioners, including ascertaining at the beginning of each year the number of resident ministers who are members of the presbytery, the number of Certified Christian Educators who are elders, and the number of elders which the churches are required to send as commissioners to presbytery, maintaining a balance of elder commissioners and clergy members. The Coordinating Council will then invite sessions of particular churches to elect additional commissioners to ensure this balance and report the action to Presbytery.

13. To administer ministers who labor outside of the Presbytery of Greater Atlanta;
14. To keep a current roster of those members of the permanent judicial commission whose terms have expired within the past six years.
15. To prepare an annual report to Presbytery and forward it to the Coordinating Council;
16. To simplify and expedite the business of Presbytery by every appropriate means.

E. ASSOCIATE STATED CLERK

The Associate Stated Clerk shall be elected for renewable two-year terms upon recommendation by the Nominating Committee and the Stated Clerk. The Associate Stated Clerk shall receive such compensation as may be determined by the Operations Ministry Team. The responsibilities of the Associate Stated Clerk shall be:

1. To keep a full record of the proceedings of Presbytery;
2. To secure copies of all reports as presented to Presbytery for inclusion in the minutes and a written copy of all motions presented to Presbytery;
3. To convey the minutes, properly recorded, to the Stated Clerk for editing and publishing as soon as practicable; and
4. To prepare an annual report to Presbytery and forward it to the Coordinating Council.

F. TREASURER

1. The Treasurer shall be elected by Presbytery upon recommendation of the Operations Ministry Team. The Treasurer shall normally be the Chief Financial Officer of the Presbytery for renewable two-year terms.
2. The Treasurer shall be bonded for not less than \$100,000.
3. The Treasurer shall receive from each church treasurer all the money given by that church for the causes of Presbytery, Synod and General Assembly, making proper record of them, returning a receipt for each amount received, and keeping a duplicate in Presbytery's office;
4. The Treasurer, after applying all designated gifts to specified causes, shall determine if there is going to be a significant (as determined by the Operations Ministry Team) overage or shortfall in budgeted income. If there is significant overage or shortfall, the Operations Ministry Team should advise the Treasurer as to the appropriate distribution of available and projected funds;
5. The Treasurer shall provide in the Commissioner's Handbook for each Stated Meeting of Presbytery a written report showing all receipts,

- disbursements and cash balances on hand and indicating the status of Presbytery's funds;
6. The Treasurer shall make monthly reports to the treasurer and pastor of each particular church concerning funds received from that church. As soon as possible after the close of the church year, an itemized report shall be sent to each church showing how its contributions have been distributed;
 7. In the handling of all other funds, it shall be the responsibility of the Treasurer of Presbytery:
 - a. To receive the money intended for the operation of Presbytery;
 - b. To disburse these funds as directed by the properly constituted authorities;
 - c. To maintain accounts in depositories approved by the Operations Ministry Team;
 - d. To sign checks for the disbursement of these funds under such regulations and with such co-signers as may be designated by the Operations Ministry Team;
 - e. To keep an accurate record of all receipts and disbursements, with vouchers, which records shall be subject to review by any member of Presbytery, and which shall be audited or reviewed annually;
 - f. To prepare financial reports at such intervals as may be requested by those agencies which administer the funds entrusted to the Treasurer's custody;
 - g. To give proper notice to all parties from whom payments should be received;
 - h. To report delinquent accounts to the Operations Ministry Team; and
 - i. To prepare an annual report to Presbytery and forward it to the Coordinating Council;

SECTION IV

PRESBYTERY'S COORDINATING COUNCIL

A. GENERAL

For the implementation of its principles and programs, Presbytery shall have a Coordinating Council with the responsibilities delineated by this Manual.

B. MEMBERSHIP

The membership of the Coordinating Council shall be representative as defined by the Committee on Representation.

The *ex officio* (i.e., by virtue of their office) members of the Coordinating Council shall be: the immediate past Moderator of Presbytery, the Moderator of Presbytery, the Moderator-In Nomination of Presbytery, the Moderator of Presbyterian Women, and one designated representative from each of the five Ministry Teams of Presbytery, the Committee on Ministry, and the Committee on Preparation for Ministry. The five Ministry Team, the Moderator of Presbyterian Women, the Committee on Ministry, and the Committee on Preparation for Ministry *ex officio* members should designate an alternate to attend Coordinating Council meetings and respond to meeting calls by the Chair.

Presbytery shall elect nine members of the Coordinating Council in three classes. Elected members of the Coordinating Council shall be elected at the last Stated Meeting of Presbytery annually for terms of three years, and shall take office on the first of January succeeding their election. Elected members shall be eligible for re-election to a second three-year term. A person who has served a total of six consecutive years shall be ineligible for re-election to the Coordinating Council for a period of at least one year.

Nominations for elected Coordinating Council memberships shall be made by the Nominating Committee following the advice of the Committee on Representation, but the floor shall be open for the nomination of any other minister, elder or layperson. Such nominations from the floor must be made with due regard to preserving representation.

Lay members of Presbytery's Coordinating Council are encouraged to attend meetings of Presbytery with the privilege of the floor.

C. RESPONSIBILITIES

The responsibilities of Presbytery's Coordinating Council shall include the following:

1. To provide for the regular review of the functional relationship between Presbytery's structure and practices and its mission;
2. To be assigned responsibilities for action between Stated Meetings of Presbytery on such specific areas as Presbytery may deem appropriate;
3. To make a recommendation to Presbytery at the first stated meeting of each calendar year regarding the number, dates, times, and observance of the Lord's Supper for the Stated Meetings for the following calendar year;
4. To receive and accept invitations from churches and institutions to host meetings of Presbytery;
5. To plan the docket for Stated Meetings of Presbytery;
6. To invite sessions to send elder commissioners to meetings of Presbytery and review their attendance;
7. To establish budget guidelines and resolve budget deviations as referred by the Operations Ministry Team;
8. To provide advice to bodies of Presbytery regarding their plans and proposals, to mediate and coordinate as needed, and to voice prudent concerns regarding plans and proposals at meetings of Presbytery;
9. To exercise responsibility for the Executive Presbyter, including nomination, terms of call, and performance;
10. To nominate candidates to the Nominating Committee;
11. To consult with the synod concerning the overall mission needs of synod;
12. To prepare an annual report to Presbytery and forward it to the Committee on Review of Work of the Coordinating Council;
13. To review proposals for changes to the Manual of the Presbytery of Greater Atlanta and make recommendation to Presbytery thereupon;
14. To bring to each Stated Meeting of Presbytery an issue for discussion or debate;
15. To direct the Board of Directors of the Presbytery of Greater Atlanta, Inc. to acquire and hold property;
16. To receive and review current minutes of the Ministry Teams;
17. To determine responsibilities within the Presbytery of Greater Atlanta for Presbyterian Church (U.S.A.) Special Emphases, and
18. To provide guidelines for, receive, and review the annual reports of the following officers and bodies of Presbytery and make appropriate recommendations:
 - a. Moderator
 - b. Stated Clerk
 - c. Associate Stated Clerk

- d. Treasurer
- e. The five Ministry Teams of Presbytery
- f. The Executive Presbyter
- g. The Nominating Committee
- h. The Committee on Ministry
- i. The Committee on Preparation for Ministry
- j. The Committee on Representation
- k. The Board of Directors of the Presbytery of Greater Atlanta
- l. The Permanent Judicial Commission
- m. The New Church Development Commission
- n. The Worship Committee
- o. The Committee on Bills and Overtures
- p. The Examinations Commission
- q. The Georgia Commission for Presbyterian Campus Ministry

D. CHAIR OF THE COORDINATING COUNCIL

The Chair shall be elected by the Coordinating Council from members who have completed at least two years of service on a Ministry Team and at least one year on the Coordinating Council. The term shall be one year, with eligibility for re-election to a second one-year term, after which the person shall be ineligible to be Chair for a period of one year.

E. SCHEDULE AND QUORUM

The Coordinating Council shall fix a schedule, which provides for its meeting at least quarterly. Additional meetings may be held upon the call of the Chair with sufficient notice having been given to all members to be able to attend, participate via electronic means, or waive such right. The quorum of Presbytery's Coordinating Council shall be a majority of members with at least half of the quorum being lay persons.

F. RELATIONSHIPS

The Executive Presbyter shall be an advisory member of the Coordinating Council. The Executive Presbyter shall designate an alternate to attend Coordinating Council meeting and respond to calls for Coordinating Council meetings in the absence of the Executive Presbyter.

The Coordinating Council shall elect its own Secretary.

The Coordinating Council shall prepare an annual report to Presbytery and shall forward it and the minutes of the Coordinating Council to the Committee on Review of Work of the Coordinating Council.

SECTION V

THE MINISTRY TEAMS OF PRESBYTERY

A. GENERAL

Presbytery shall have five Ministry Teams to which specific responsibilities shall be assigned:

1. The Operations Ministry Team
2. The Camp and Conference Ministry Team
3. The Christian Education Ministry Team
4. The Outreach Ministry Team
5. The Congregational Ministry Team

The Ministry Teams shall meet as often as may be necessary. Ministry Teams shall seek the advice of the Coordinating Council in regards to their plans and proposals. The programs and budgets of the Ministry Teams should reflect the adopted Mission Goals and Priorities of the Presbytery of Greater Atlanta. Ministry Teams are encouraged to establish liaison relationships as needed. A copy of Ministry Team meeting minutes shall be sent to the Coordinating Council, and an annual report shall be prepared by each Ministry Team and forwarded to the Coordinating Council for review.

Ministry Teams shall provide encouragement, guidance, and resources to the churches in the areas of leadership development, church officer training, worship, nurture, witness, service, stewardship, equitable compensation, personnel policies, and fair employment practices.

Events sponsored by an entity of the Presbytery and travel by individuals or groups on behalf of the Presbytery should adhere to the following guidelines:

1. Serve a responsibility appropriate to Presbytery;
2. Be covered by an approved budget;
3. Take into consideration matters of timeliness, weather, safety, prevention of sexual abuse, security, etc. including contingency and emergency contact plans;
4. Receive prior approval from the appropriate Ministry Team or Staff supervisor;
5. Give notification to the Presbytery Office for placement on the planning calendar;
6. Make requests and reservations for use and set-up of facilities, equipment, transportation, etc. per established procedures;
7. Secure permissions, emergency contacts, medical consents, waivers, etc. as needed and verify appropriate insurance coverage;

8. Utilize cost effective means of promotion;
9. Be conducted decently and in order;
10. Clean up and restore as appropriate;
11. Account for costs, pay bills, and process reimbursements; and
12. Follow-up with an evaluation.

B. MEMBERSHIP

Each Ministry Team of Presbytery, in consultation with the Coordinating Council, shall propose to Presbytery the appropriate number of members to fulfill its defined responsibilities. The membership of Ministry Teams shall be representative as defined by the Committee on Representation.

Presbytery shall elect members of each Ministry Team in three classes at the last Stated Meeting of Presbytery annually for terms of three years, and they shall take office on the first of January succeeding their election. The Nominating Committee shall make nominations for Ministry Team membership, but the floor shall be open for the nomination of any other minister, elder, or layperson. Such nominations from the floor shall be made with due regard to representation.

Ministry Team members shall be eligible for re-election to a second three-year term. A person who has served a total of six consecutive years shall be ineligible for re-election to a Ministry Team for a period of at least one year. Ministry Team members shall be eligible for election to the Coordinating Council but shall not exceed the two-term six-year service limitation either as Coordinating Council or Ministry Team member.

The appropriate committee chairs of Presbyterian Women may serve by invitation as *ex officio* members of the appropriate Ministry Teams of Presbytery.

C. CHAIRS OF MINISTRY TEAMS

Each Ministry Team shall elect a Chair from its members who shall have completed at least one year of service on the Ministry Team. The term shall be one year, with eligibility for re-election for a second term. A Ministry Team may choose to elect a Chair-in-Nomination.

D. REPRESENTATION ON THE COORDINATING COUNCIL

Each Ministry Team shall have one *ex officio* membership on the Coordinating Council. Ministry Teams shall designate their representative to the Coordinating Council on a calendar year basis. Ministry Teams shall also designate an alternate to attend Coordinating Council meetings and respond to calls for Coordinating Council meetings in the absence of the designated Ministry Team representative.

E. SUB-GROUPS

The Ministry Teams are encouraged to do their work through committees or task forces as necessary. Committees are for ongoing work, while task forces are for specific purposes and are to be concluded with appreciation when their task is completed. Both groups ordinarily will be appointed by the Chair of the Ministry Team and confirmed by the Ministry Team. The membership of Ministry Team committees and task forces shall be representative as defined by the Committee on Representation.

Ministry Teams are fully responsible for the actions of their committees and task forces. Ministry Teams committees and task forces shall meet as often as may be necessary and shall seek the advice of the Ministry Team in regards to their plans and proposals and shall work through the Ministry Team on items requiring Presbytery approval. A copy of Ministry Team committee and task force meeting minutes shall be sent to the Ministry Team, and an annual report shall be prepared by each Ministry Team committee and task force and forwarded to the Ministry Team for review. The minutes and annual report of Ministry Teams shall incorporate significant items concerning their committees and task forces.

F. THE OPERATIONS MINISTRY TEAM

The purposes of the Operations Ministry Team are to communicate to pastors, professional staff, and lay members the ministry and mission of the Presbytery of Greater Atlanta and to oversee the administrative responsibilities of the Presbytery including: personnel, finance, technology, property, and strategic planning.

The Operations Ministry Team shall have the following functions and responsibilities:

1. To coordinate the budget needs of Presbytery by receiving budget requests from all Ministry Teams and other Committees and Commissions of the Presbytery;
2. To prepare and present an annual budget to the Presbytery;
3. To administer the funds of Presbytery according to the adopted budget, referring significant deviations to the Coordinating Council for resolution;
4. To recommend candidates for Treasurer and Assistant Treasurer;
5. To arrange for an annual audit or review of all funds;
6. To provide an efficient and effective office of Presbytery to include:
 - a. updating the Manual of the Presbytery of Greater Atlanta and assuring its accessibility,
 - b. maintaining the property of Presbytery,
 - c. implementing technology, and
 - d. providing for insurance needs;
7. To provide the mechanism for the continual setting of goals and objectives for Presbytery, with a view to organizational renewal as needed including the encouragement and development of a program of research and evaluation which renews the ongoing life of Presbytery;
8. To serve as the Board of Directors of the Presbytery of Greater Atlanta, Inc. in keeping with the corporate Charter of Presbytery to include authority over the real property of Presbytery;
9. To see to the maintenance of good minutes and records of Presbytery and the development of an historical file;
10. [Deleted];
11. To develop and offer to congregations effective administrative programs including:
 - a. personnel,
 - b. finance,
 - c. technology,
 - d. property,
 - e. records,
 - f. communications, and
 - g. strategic planning;

12. To develop and recommend to Presbytery, in cooperation with the appropriate Ministry Team, plans for securing capital funds, special causes, and campaigns as needed and desired;
13. To develop effective internal and external public relations and communications for Presbytery, its program and its member churches;
14. To prepare an annual report to Presbytery and forward it to the Coordinating Council;
15. To provide for a Personnel Committee which shall be responsible for:
 - a. formulating personnel policies and affirmative actions/equal employment opportunity policies, and periodically reviewing those policies;
 - b. considering development and implementation of a Presbytery-wide employee assistance program; and
 - c. providing assistance to the Executive Presbyter in the development of position descriptions, conducting performance reviews, and evaluations of professional staff, and
 - d. developing and maintaining the Personnel Manual of the Presbytery of Greater Atlanta; and
16. To determine compensation for the Associate Stated Clerk.

The primary Presbytery Staff liaison to the Operations Ministry Team shall be the Executive Presbyter.

G. THE CAMP AND CONFERENCE MINISTRY TEAM

The purposes of the Camp and Conference Ministry Team are to plan, develop, and promote an effective year-round Camp and Conference program for children, youth, adults, and congregations on behalf of the Presbytery of Greater Atlanta through Calvin Center, to develop and maintain the facility of Calvin Center, to resource and support other areas of mission and ministry in accordance with the priorities of the Presbytery, and to promote the availability of Calvin Center within and beyond the Presbytery.

The Camp and Conference Ministry Team shall have the following functions and responsibilities:

1. To encourage the congregations of this Presbytery to participate fully in the opportunities offered, and to utilize the facilities for camp, conferences and retreats as a part of the larger Presbytery efforts;
2. To work with the staff in developing and promoting the use of Calvin Center, beyond this Presbytery, at the Synod and General Assembly level, as well as in ecumenical, civic, government, industry and business areas; always aware that Presbytery's programs and use by local congregations take priority;
3. To be a resource for the Calvin Center Staff in the day-to-day operation and maintenance of the Center;
4. To work with the Director of Calvin Center in the development of the annual budget;
5. In cooperation with Calvin Center Staff, promote an effective year-round program of camps and conferences which is planned by staff;
6. To offer opportunities for special training and development for staff, through institutes, seminars, and retreats;
7. To encourage our ministers and professional educators to use Calvin Center as a place for retreat and fellowship;
8. To develop the Calvin Center Endowment Fund and to assist the Director in other fund raising efforts;
9. To seek persons with special interests in Calvin Center to serve on either the Camp and Conference Ministry Team or as special consultants;
10. To assist in the development of the property and facilities and to develop long range plans; and
11. To prepare an annual report to Presbytery and forward it to Coordinating Council.

The primary Presbytery Staff liaison to the Camp and Conference Ministry Team shall be the Executive Director for Calvin Center.

H. THE CHRISTIAN EDUCATION MINISTRY TEAM

The purpose of the Christian Education Ministry Team is to support and resource the congregations of Presbytery by providing training for ministries to senior adults, adults, young adults, college students, youth, and children in the areas of spirituality and nurture, education for stewardship, and leadership training.

The Christian Education Ministry Team shall have the following functions and responsibilities:

1. To assist congregations in the selection and use of curriculum and educational materials;
2. To train church officers, teachers and other leaders in the areas of:
 - a. Christian Leadership Development
 - b. Lifestyle Stewardship Education;
3. To provide leadership to enable both Presbytery and congregations to minister to college and university students;
4. To provide a Resource Center for the congregations of Presbytery, including resources for the total program;
5. To provide programs for various age groups to help them understand the good news of the faith and to witness to it in the church and in the community;
6. To coordinate and encourage the work of Presbyterian Women, Presbyterian Men, and the Association of Presbyterian Church Educators;
7. To provide leadership and programs especially for singles, youth, young adults, and senior adults;
8. To develop intergenerational activities and strengthening of family life;
9. To provide for spiritual retreats and renewal opportunities for ministers, educators, and other staff persons;
10. To provide support for programs including, but not limited to, the following:
 - a. Means of Grace
 - b. Senior Adult Ministry
 - c. Atlanta Ministry to International Students (AMIS)
 - d. Youth Ministry Council, and
 - e. Campus Ministry; and
11. To prepare an annual report to Presbytery and forward it to Coordinating Council.

The primary Presbytery Staff liaison to the Christian Education Ministry Team shall be the Associate Executive Presbyter for Christian Education in association with the Resource Center Director, Director of Youth Ministries, and Director of AMIS.

I. THE OUTREACH MINISTRY TEAM

The purposes of the Outreach Ministry Team are to proclaim, teach, guide, and develop for the Presbytery of Greater Atlanta prophetic, compassionate, just, and specialized ministries for persons and institutions.

The Outreach Ministry Team shall have the following functions and responsibilities:

1. To promote the global mission of the church, emphasizing that work which is carried out through the General Assembly of the Presbyterian Church (U.S.A.);
2. To address hunger and human need, both locally and globally, seeking to attack root causes, and to promote long-range development;
3. To work for peace and justice at every level of our society – family, community, nation, and world;
4. To deal with matters of conscience;
5. To promote personal and corporate lifestyles which will preserve and enhance God's creation;
6. To advocate those policies in our Presbytery and its congregations, in our cities, state, and nation that will increase justice, especially for the poor, for ethnic minorities, and for women;
7. To pursue meaningful and effective ecumenical relations in all areas of the life of the Presbytery;
8. To support and promote specialized ministries for health and human welfare, including Presbyterian homes for special age groups,
9. To provide support for programs including, but not limited to, the following: PATH, AIDS, Justice for Women, Peacemaking, Women of Color, Worldwide Ministries, Health Ministries, Special Housing Projects, Institutional Support, Public Policy Advocacy, Racism, and Inclusion;
10. To make recommendations for and provide support to the Public Policy Advocate;
11. To administer funding from the Compassion Fund;
12. To seek effective ways of addressing urban issues on an ecumenical basis in conjunction with community and governmental agencies;
13. To plan and promote consultations on urban issues;
14. To establish and maintain those ecumenical relationships which will enlarge the life and mission of the church in its district; and
15. To prepare an annual report to Presbytery and forward it to Coordinating Council.

The primary Presbytery Staff liaison to the Outreach Ministry Team shall be the Associate Executive Presbyter for Mission and Institutions in association with the Public Policy Advocate and the Director of PATH.

J. THE CONGREGATIONAL MINISTRY TEAM

The purposes of the Congregational Ministry Team are to develop strategies, resources, support, and care for all congregations, including urban, racial/ethnic, and small congregations, to proclaim with boldness the prophetic and compassionate Word of the Lord, especially as it relates to the issues of the church and the society in which we live, and to develop strategy to expand the ministry and growth of the Church in all geographical areas of the Presbytery via coordination with the New Church Development Commission.

The Congregational Ministry Team shall have the following functions and responsibilities:

1. To provide support and guidance to help the Presbytery and its churches proclaim the gospel effectively and bring others into a committed relationship with Jesus Christ and with the Church;
2. To develop and offer to the congregations an effective plan for evangelism and spiritual growth;
3. To plan and develop a strategy for alternative and new church development and church redevelopment throughout the Presbytery via coordination with the New Church Development Commission;
4. To assist congregations in carrying out special ministries in their own parishes as well as Presbytery-wide;
5. To assist in development, redevelopment, and revitalization of ministry in all churches, especially those in transition, and to facilitate cooperative programs between churches;
6. To provide support for a development and revitalization process;
7. To encourage especially urban, racial/ethnic, and small churches and develop strategies to strengthen them;
8. To negotiate with congregations all necessary matters pertaining to loans and grants;
9. To prepare an annual report to Presbytery and forward it to the Coordinating Council; and
10. To read and review the session minutes.

The primary Presbytery Staff liaison to the Congregational Ministry Team shall be the Executive Presbyter in coordination with the Associate Presbyter team.

SECTION VI

THE STAFF OF PRESBYTERY

Presbytery shall employ such staff as necessary to carry out its ministry. All executive and administrative staff positions shall be filled in accordance with the principles of participation and representation with the advice of the Committee on Representation regarding a representative search committee.

A. EXECUTIVE PRESBYTER

An Executive Presbyter shall be called to serve as the Administrative Officer of the Presbytery.

1. QUALIFICATIONS OF THE EXECUTIVE PRESBYTER

Presbytery's Coordinating Council, through a Search Committee, shall nominate to Presbytery its recommendation for Executive Presbyter. The nominee shall be a person of strong Christian faith and character, shall be either a minister or elder in the Presbyterian Church (U.S.A.), shall have appropriate education for the task, shall have diversified experience in the life of the church, shall possess demonstrated skills in administration, shall be a person of proven commitment to Reformed doctrine, Presbyterian polity, and the cultivation of ecumenical relationships.

2. TERMS OF CALL OF THE EXECUTIVE PRESBYTER

- a. The Executive Presbyter shall be called by the Presbytery for an indefinite term.
- b. The terms of call and the description of the duties and responsibilities of the Executive Presbyter shall be reviewed annually by the Personnel Committee.
- c. The performance of duties and responsibilities by the Executive Presbyter shall be reviewed annually by the Personnel Committee.
- d. Termination of the Executive Presbyter shall be in accordance with the Book of Order Section G-9.0705.
- e. The Executive Presbyter shall be immediately responsible to the Coordinating Council and ultimately to Presbytery.

3. RESPONSIBILITIES OF THE EXECUTIVE PRESBYTER

- a. To be eligible for election as Stated Clerk as provided for in Section III;
- b. To seek to promote the total ministry of Presbytery;
- c. To interpret the policies, programs, and decisions of Presbytery to the sessions, the local churches, and the general public (each and

every communication with the media concerning the Presbytery shall be given by, or shall have been explicitly approved by, the Executive Presbyter with the advice of the Coordinating Council as appropriate given the seriousness of the matter and time permitting);

- d. To interpret the policies, programs and decisions of the Synod and General Assembly to the Presbytery;
- e. To be responsible for the performance of all responsibilities specifically assigned, and for seeing that the policies and programs of the Presbytery are carried into effect as promptly and efficiently as possible;
- f. To provide leadership in assuring the full participation in the life of the church by persons of all racial/ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions, and different marital conditions as described and provided for in Book of Order (G-4.0403);
- g. To assist in implementing the church-wide plan for Employment Opportunity, Book of Order (G-13.0201b);
- h. To provide primary staff to the Operations Ministry Team, the Congregational Ministry Team in coordination with the Associate Presbyter team, the Nominating Committee, the Committee on Representation, the Committee on Bills and Overtures, and the Permanent Judicial Commission and an advisory member of the Coordinating Council and all committees and task groups of Presbytery unless that body should specify otherwise when an *ad hoc* or *ad interim* committee is established;
- i. To be responsible for the immediate supervision of all professional staff, under the authority of the Coordinating Council and appropriate Ministry Team;
- j. To be responsible for the employment, supervision, evaluation and termination of support staff as necessary, under the authority of the Coordinating Council and appropriate Ministry Team; and
- k. To prepare an annual report to Presbytery and forward it to the Coordinating Council.

B. CALLING OF OTHER PROFESSIONAL STAFF

Presbytery may call such Associate Executive Presbyters as the mission and circumstances of Presbytery may require. When needed, a Search Committee elected by Presbytery shall be nominated by the Coordinating Council to work with the Executive Presbyter and the Personnel Committee of the Operations Ministry Team in making recommendations for other professional staff. In each instance, the Executive Presbyter shall present a position description for the Coordinating Council's approval.

SECTION VII

THE COMMITTEES AND COMMISSIONS OF PRESBYTERY

A. PERMANENT COMMITTEES OF PRESBYTERY:

1. THE NOMINATING COMMITTEE

a. Purpose and Scope

In fulfilling the provisions of the Book of Order, the fundamental duty of this committee shall be to determine the best available persons to perform the Presbytery's work and to present their names to Presbytery as candidates for election to the respective offices and positions. Mindful of this major purpose, care shall be taken to use the available talents of as many as possible of those in the Presbytery. Membership on the Coordinating Council, Ministry Teams, and permanent committees shall be representative as defined by the Committee on Representation and approved by Presbytery.

The committee shall make a study of potential personnel for each position of Presbytery to be filled and shall maintain a "capability file" of ministers and lay leaders of the Presbytery.

The Committee should seek leadership and service from all of the congregations of Presbytery but with an awareness of the difference in the size of the leadership base in different congregations. Individuals will normally be limited to one area of service.

b. Membership

There shall be nine members of this committee. Members shall serve terms of three years in three classes with a limit of two terms.

Paid employees of Presbytery shall not be eligible to serve on the Nominating Committee. The Executive Presbyter shall serve as an Advisory Member. The membership of the Nominating Committee shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Method of Selection

Presbytery shall elect the members of the Nominating Committee at the last Stated Meeting of Presbytery annually. Nominations to serve on this committee shall be presented to Presbytery by the Coordinating Council.

Nominations may also be made from the floor with the prior consent of the person nominated and with designations as to minister, laywomen or laymen category.

d. Chair

The Nominating Committee shall elect a Chair from its members who shall have completed at least one year of service on the committee. The term shall be one year, with eligibility for re-election for a second term.

e. Meetings

The Nominating Committee shall meet at the call of its Chair, normally at least four weeks before each Stated Meeting of Presbytery. It shall give notice of the time of its meetings and receive suggestions for possible nominees.

1. The Committee shall prepare nominations for the following offices and positions, advise the nominees of the responsibilities of the offices and positions, and include relevant information regarding the nominee in the Commissioner's Handbook:

- Moderator
- Moderator-In-Nomination
- Stated Clerk
- Associate Stated Clerk
- Elected Members of the Coordinating Council
- Ministry Teams
- Commissioners to Synod and General Assembly
- The Committee on Ministry
- The Committee on Preparation for Ministry
- The Committee on Representation
- The Worship Committee
- The Permanent Judicial Commission
- The Committee on Bills and Overtures
- The New Church Development Commission
- The Committee on Review of the Work of the Coordinating Council

2. The Nominating Committee shall ask the chairs of the Coordinating Council, Ministry Teams and other groups of Presbytery to report on the service rendered by members whose terms are expiring and to suggest others who might serve well. The chairs shall also report the names of members who are inactive. It is to be understood that the Nominating Committee shall not be bound by such suggestions, but shall use its discretion in recommending the most effective use of Presbytery's people.

3. Nominations to fill vacancies shall be presented by the Nominating Committee at the next regular scheduled meeting of Presbytery held after the vacancy occurs. Nominations to fill vacancies shall be considered as carefully as are regular nominations.

f. Nomination of the Officers of Presbytery

1. The Moderator-In-Nomination. At the last Stated Meeting of the Presbytery for each year the Nominating Committee shall propose the name of a person for election as Moderator-In-Nomination. In selecting this person, consideration shall be given to such questions as those of seniority, geography, general service to the church, and the timeliness of the election. Care shall be exercised to see that the number of elders and ministers nominated is approximately equal, though there need not be an exact alternation in the sequence of those elected. The consent of the person to be nominated is to be secured with full knowledge of the fact that he or she will be expected to serve *ex officio* as a member of Presbytery's Coordinating Council. The floor shall always be open for other nominations provided that the consent of the nominee has been secured in advance after full information has been given to the responsibilities that must be performed.
2. The Associate Stated Clerk is to be nominated by this committee after full consideration with the approval of the Stated Clerk of the Presbytery.

g. Nominations of Commissioners to the General Assembly

The Nominating Committee shall prepare one slate of nominees for commissioners and alternates to the General Assembly, which shall be submitted to the last Stated Meeting of Presbytery for the year for election. The following general principles and procedures shall be applicable for such nominations.

1. The Committee shall, after inviting all members and sessions in Presbytery of Greater Atlanta to submit names for its consideration, nominate as many elders and ministers as commissioners and alternates as Presbytery is entitled to elect.
2. Nominations shall be made from the following categories:
 - a. Women Ministers (2 nominees – 1 commissioner and 1 alternate)
 - b. Racial Ethnic Ministers (2 nominees – 1 commissioner and 1 alternate)
 - c. Racial Ethnic Elders (2 nominees – 1 commissioner and 1 alternate)
 - d. Women Elders (2 nominees – 1 commissioner and 1 alternate)
 - e. Other Ministers
 - f. Other Elders

- g. Advisory Participants as authorized
- 3. The consent of persons to be nominated shall be secured in advance of submission of their names. Nominees must be willing and able, barring unforeseen emergencies, to serve for the entire duration of the General Assembly.
- 4. A brief biographical sketch for each nominee shall be presented to Presbytery by the Nominating Committee by including it in the Commissioner's Handbook.
- 5. Nominations from the floor, in the appropriate categories, shall be in order, provided the consent of the person nominated has been obtained. Nominations from the floor shall be accompanied by written biographical information.
- 6. Election shall be by ballot and majority.
- 7. If a person elected as commissioner finds it necessary to be excused from attendance, the alternate receiving the largest number of votes in the same category as enumerated in paragraph (2) shall serve. If this is not possible, the alternate with the largest number of votes shall serve.
- 8. The Moderator shall designate one of the elected commissioners as chair of the delegation and such person shall be responsible for orientation for the commissioners. Following the meeting of the General Assembly, the Chair shall see that a report is prepared and presented to Presbytery summarizing the work of the Assembly.
- 9. The following criteria shall be considered by the Nominating Committee in determining nominees:
 - a. Nature of service to the church and governing bodies;
 - b. Special skills, knowledge or expertise in relevant areas; and
 - c. Length of time since the particular church was represented by an elder at General Assembly, and length of time since the minister was a Commissioner to General Assembly.
- h. The Nominating Committee shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

2. THE COMMITTEE ON MINISTRY

a. Purpose and Scope

The purposes of the Committee on Ministry (COM) are to give professional guidance and pastoral care to congregations and church professionals and to resource congregations in transition and conflict. The Committee on Ministry (COM) shall have the following specific functions and responsibilities:

1. To be the Committee on Ministry in accordance with the Book of Order Section G-11.0500 and all other sections covering the work and relationships of ministers;
2. To initiate and provide pastoral care for congregations;
3. To initiate and provide pastoral care for Church Professionals: ministers, educators, interim pastors, retired pastors, and specialized ministers;
4. To provide for visits with each session at least once every three years as called for in the Book of Order;
5. To advocate for adequate financial support for all ministers and educators;
6. To provide for the services of a career support system for ministers and educators;
7. To provide for examinations of all ordained ministers and all candidates for ordination seeking admission to Presbytery;
8. To concur with sessions regarding securing or dissolving relationships with interim pastors or interim co-pastors;
9. To serve as Presbytery's "shoulder of compassion" for those needing special care or assistance;
10. To provide assistance in matters of conflict management, sexual misconduct, etc.
11. To grant permission to labor within or outside the bounds of Presbytery;
12. To oversee Commissioned Lay Pastors;
13. To annually nominate two members to represent the Committee on Ministry on the Examinations Commission;
14. To submit a report of its interim actions and its current recommendations at each Stated Meeting of Presbytery; and
15. To prepare an annual report for the Committee on Ministry and forward it to the Coordinating Council. The report shall include visits with ministers and visits with sessions.

b. Membership

Presbytery shall elect thirty-six members to the Committee on Ministry in three classes at the last Stated Meeting of Presbytery annually for terms of three years, and they shall take office on the first of January succeeding their election.

The Committee on Ministry shall have one *ex officio* membership on the Coordinating Council. The Committee on Ministry shall designate their representative to the Coordinating Council on a calendar year basis and shall designate an alternate to attend Coordinating Council meetings and respond to calls for Coordinating Council meetings in the absence of the designated representative.

The membership of the Committee on Ministry shall be representative as defined by the Committee on Representation. The Nominating Committee shall make nominations for Committee on Ministry membership, but the floor shall be open for the nomination of any other minister or elder. Such nominations from the floor shall be made with due regard to representation.

Committee on Ministry members shall be eligible for re-election to a second three-year term. A person who has served a total of six consecutive years shall be ineligible for re-election for a period of at least one year. Committee on Ministry members shall be eligible for election to the Coordinating Council but shall not exceed the two-term six-year service limitation either as Coordinating Council or Committee on Ministry member.

The appropriate committee chair of Presbyterian Women may serve by invitation as an *ex officio* member of the Committee on Ministry.

The Executive Presbyter and the Associate Executive Presbyter for Ministry shall be advisory members of the committee. The primary Presbytery Staff liaison to the Committee on Ministry shall be the Associate Executive Presbyter for Ministry.

c. Chair

The Committee on Ministry shall elect a Chair from its members who shall have completed at least one year of service on the committee. The term shall be one year, with eligibility for re-election for a second term.

d. Meetings

The Committee shall meet at the call of its Chair or at the request of any two of its members.

3. THE COMMITTEE ON PREPARATION FOR MINISTRY

a. Purpose and Scope

It is important that those who are considering ordination to the office of Ministers of the Word and Sacrament receive full preparation for their task. For this purpose, the Committee on Preparation for Ministry (CPM) enters into a covenant relationship with those preparing to become Ministers of the Word and Sacrament by guiding them through the inquirer and candidate processes. The Committee on Preparation for Ministry (CPM) shall (a) uphold all standards of ordination; (b) examine every candidate rigorously; (c) protect the exercise of freedom of conscience as expressed in G-6.0108; and (d) trust in the judicial review process to provide guidance, control and nurture. Therefore, the Committee on Preparation for Ministry (CPM) follows these specific functions and responsibilities:

1. To be the Committee on Preparation for Ministry in accordance with Book of Order Section G-14.0300 and all other sections covering the work and relationships of ministers;
2. To explore, with those who believe themselves called to the Ministry of the Word and Sacrament, their call in such a way that a decision regarding the individual's suitability for this ministry may be reached;
3. To work in partnership with sessions and seminaries to ensure that inquirers and candidates for the Ministry of the Word and Sacrament receive full preparation, nurture, guidance and care as they explore their suitability;
4. To assist those who believe themselves called to the Ministry of the Word and Sacrament, as early as possible, to make a decision about whether Ministry of the Word and Sacrament is in fact God's call for his or her life's work;
5. To affirm the call of those who seem called of God to be Ministers of the Word and Sacrament by receiving them as inquirers or candidates;
6. To dismiss candidates and enroll inquirers;
7. To submit a report of its interim actions and its current recommendations at each Stated Meeting of Presbytery; and
8. To prepare an annual report for the Committee on Preparation for Ministry and forward it to the Coordinating Council.

b. Membership

Presbytery shall elect thirty-six members to the Committee on Preparation for Ministry in three classes at the last Stated Meeting of Presbytery annually for terms of three years, and they shall take office on the first of January succeeding their election.

The Committee on Preparation for Ministry shall have one *ex officio* membership on the Coordinating Council. The Committee on Preparation for Ministry shall designate their representative to the Coordinating Council on a calendar year basis and shall designate an alternate to attend Coordinating Council meetings and respond to calls for Coordinating Council meetings in the absence of the designated representative.

The membership of the Committee on Preparation for Ministry shall be representative as defined by the Committee on Representation. The Nominating Committee shall make nominations for Committee on Preparation for Ministry membership, but the floor shall be open for the nomination of any other minister, elder, or layperson. Such nominations from the floor shall be made with due regard to representation.

Committee on Preparation for Ministry members shall be eligible for re-election to a second three-year term. A person who has served a total of six consecutive years shall be ineligible for re-election for a period of at least one year. Committee on Preparation for Ministry members shall be eligible for election to the Coordinating Council but shall not exceed the two-term six-year service limitation either as Coordinating Council or Committee on Ministry member.

The appropriate committee chair of Presbyterian Women may serve by invitation as an *ex officio* member of the Committee on Ministry.

The Associate Executive Presbyter for Ministry shall be an advisory member of the committee and the primary Presbytery Staff liaison.

c. Chair

The Committee on Preparation for Ministry shall elect a Chair from its members who shall have completed at least one year of service on the committee. The term shall be one year, with eligibility for re-election for a second term.

d. Meetings

The committee shall meet at the call of its Chair or at the request of any two of its members for the purposes of guiding inquirers and certifying candidates. The CPM shall ask all candidates that stand ready for certification whether they declare a scruple (will not uphold) of any standard set forth in the *Constitution*. If a candidate does not declare a scruple, the Committee on Preparation for Ministry may recommend certification. If a candidate, who would otherwise be recommended for certification, declares a scruple, the candidate shall be approved for certification only by the vote of the full Presbytery.

4. THE BOARD OF DIRECTORS OF THE PRESBYTERY OF GREATER ATLANTA, INC.

a. Membership

The membership of the Board shall be identical with that of the Presbytery's Operations Ministry Team.

b. Responsibilities

All things affecting this Board or pertaining to its business shall be as set forth in the corporate charter of the Presbytery of Greater Atlanta, Inc., and its By-Laws. The Presbytery of Greater Atlanta, Inc., shall have the authority to acquire property for the Presbytery and to hold the same at the direction of the Coordinating Council. When the Coordinating Council shall purchase property and make deferred payments, the Presbytery of Greater Atlanta, Inc. shall have the authority to execute a security deed to secure any unpaid balance of the purchase money and to execute all necessary papers in connection with such transaction.

c. Meetings and Reports

The Board shall meet at the call of its Chair or upon request of the Coordinating Council. It shall report to Presbytery annually at the first Stated Meeting of the year.

5. THE COMMITTEE ON REPRESENTATION

a. General

In accord with Book of Order Section G-9.0105 there shall be a Committee on Representation with the responsibilities prescribed. The Committee on Representation shall:

- (1) recommend to Presbytery for adoption a Plan for Representation for each body of the Presbytery of Greater Atlanta,
- (2) seek out appropriate candidates for achieving representation and maintain a “capability file” of ministers, elders, and lay leaders of the Presbytery, and
- (3) advise the Nominating Committee.

b. Membership

There shall be twelve members serving terms of three years in three classes. Nominees shall be presented by the Nominating Committee and nominations may also be made from the floor with the prior consent of the person nominated. The Committee shall elect its own Chair. The membership of the Committee on Representation shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Reports

The Committee on Representation shall prepare an annual report to Presbytery and forward it to the Coordinating Council each year. The report shall include the representation on each body of Presbytery for the past three years and specific actions taken or planned to address areas of where representation is low.

6. THE COMMITTEE ON BILLS AND OVERTURES

a. Purpose and Scope

The Committee on Bills and Overtures shall consider and make recommendations on all matters referred to it by Presbytery. An overture must be in the hands of the Stated Clerk four weeks prior to the meeting of Presbytery at which it is to be considered.

b. Membership

Presbytery shall elect six members to the Committee on Bills and Overtures. Members shall serve terms of three years in three classes with a limit of two terms. The primary Presbytery Staff liaison to the Committee on Bills and Overtures shall be the Executive Presbyter.

The membership of the Committee shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Method of Selection

Presbytery shall elect the members of the Committee on Bills and Overtures at the last Stated Meeting of Presbytery annually. Nominations to serve on this committee shall be presented to Presbytery by the Nominating Committee. Nominations may also be made from the floor with the prior consent of the person nominated.

d. Chair

The Committee shall elect a Chair from its members who shall have completed at least one year of service on the committee. The term shall be one year, with eligibility for re-election for a second term.

e. Meetings

The Committee shall meet at the call of its Chair.

f. Reports

The Committee on Bills and Overtures shall report to Presbytery on those matters that have been referred to it. The Committee shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

7. THE WORSHIP COMMITTEE

a. Purpose and Scope

The Worship Committee will assist the Moderator in planning worship at meetings of Presbytery.

b. Membership

The Worship Committee shall consist of nine members elected by Presbytery in three classes serving three-year terms. The Host Pastor shall be an *ex officio* member of the Worship Committee.

The membership of the Committee shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Method of Selection

Presbytery shall elect the members of the Worship Committee at the last Stated Meeting of Presbytery annually. Nominations to serve on this committee shall be presented to Presbytery by the Nominating Committee. Nominations may also be made from the floor with the prior consent of the person nominated.

d. Chair

The Committee shall elect a Chair from its members who shall have completed at least one year of service on the committee. The term shall be one year, with eligibility for re-election for a second term.

e. Meetings

The Committee shall meet at the call of its Chair.

f. Reports

The Worship Committee shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

g. Guiding Principles for Presbytery Worship

1. to reflect the culture and hospitality of the host church;
2. to reflect Presbytery's variety and diversity over the course of a given year;
3. to reflect variety beyond our bounds;

4. to incorporate wishes of chosen preachers and Ministry Teams in reflecting the topic of the day; and
5. to reflect our Reformed Tradition and the movement of the liturgical year.

h. Procedures

1. An established liaison from the Worship Committee will communicate with the Presbytery office and the host churches.
2. The Moderator will introduce the offering at the meeting of Presbytery.
3. The Pastor and the musician of the host church along with the preacher for the day will be invited to the planning meeting of the committee five weeks before the upcoming Presbytery meeting.
4. Starting in September 2003, invitations to preachers for Presbytery meetings will be made provisionally, contingent upon Ministry Teams' focus.

B. PERMANENT COMMISSIONS OF PRESBYTERY

1. THE PERMANENT JUDICIAL COMMISSION

In accord with Book of Order Section D-5.0000 there shall be a Permanent Judicial Commission with the duties prescribed. There shall be at least seven members serving terms of six years in three classes. The membership of the Permanent Judicial Commission shall be representative as defined by the Committee on Representation and approved by Presbytery. Nominees shall be presented by the Nominating Committee and nominations shall also be made from the floor with the prior consent of the person nominated. The Commission shall elect its own Moderator.

The primary Presbytery Staff liaison to the Permanent Judicial Commission shall be the Stated Clerk.

The Permanent Judicial Commission shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

2. THE NEW CHURCH DEVELOPMENT COMMISSION

a. Purpose and Scope

The purposes of the New Church Development Commission are to study and choose the best locations for New Church Developments (NCDs), call organizing pastors, seek and allocate funding, and initiate New Church Developments in the Greater Atlanta, Cherokee, and Northeast Georgia tri-Presbytery area. The New Church Development Commission will coordinate with the Congregational Ministry Team.

b. Membership

There shall be six members of this Commission from the Presbytery of Greater Atlanta. Members shall serve terms of three years in three classes with a limit of two terms. The primary Presbytery Staff liaison to the New Church Development Commission shall be the Associate Executive Presbyter for Mission and Institutions.

The Presbytery of Greater Atlanta's membership on the Commission shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Method of Selection

Presbytery shall elect the members of the New Church Development Commission at the last Stated Meeting of Presbytery annually. Nominations to serve on this committee shall be presented to Presbytery by the Nominating Committee. Nominations may also be made from the floor with the prior consent of the person nominated.

d. Chair

As determined by the New Church Development Commission.

e. Meetings

As determined by the New Church Development Commission.

f. Reports

The New Church Development Commission shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

3. THE EXAMINATIONS COMMISSION

a. Purpose and Scope

The Examinations Commission shall conduct any and all parts of examinations for ordination and/or installation (including sermons) for all Ministers of the Word and Sacrament and candidates seeking admission to the Presbytery; and any other examinations specifically assigned to it by Presbytery on an occasional basis. The Examinations Commission shall (a) uphold all standards of ordination; (b) examine every candidate rigorously; (c) protect the exercise of freedom of conscience as expressed in G-6.0108; and (d) trust in the judicial review process to provide guidance, control, and nurture.

Following its examination of a candidate or minister, the Examinations Commission may vote to:

- 1) Approve the candidate or minister for ordination / installation,
- 2) Disapprove the candidate or minister for ordination / installation, or
- 3) Recommend such candidate or minister for examination by the full Presbytery.

b. Membership

The Examinations Commission shall consist of twelve members, including six elders and six Ministers of the Word and Sacrament, nominated by the Presbytery's Nominating Committee and elected by Presbytery in three classes serving three-year terms. Members shall be eligible to serve no more than two consecutive terms. The membership of the Commission shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Chair

The Commission shall elect a Chair from its members who shall have completed at least one year of service on the Commission. The term shall be one year, with eligibility for re-election for a second term.

d. Meetings

The Commission shall meet at the call of its Chair to examine every candidate or minister for approval or disapproval. The candidate or minister shall provide the Commission a statement of faith and a biographical narrative as part of his or her examination. At its discretion, the Commission may request additional report(s) from the candidate or minister as needed to complete its work. The Commission shall ask all candidates and ministers whether they declare a scruple (will not uphold)

of any standard set forth in the *Constitution*. If the candidate or minister does not declare a scruple, the Examinations Commission may approve or disapprove. If the candidate or minister, who would otherwise be approved by the commission, declares a scruple of any standard set forth in the *Constitution*, the Examinations Commission shall recommend examination by the full Presbytery.

e. Reports

The Examinations Commission shall prepare an annual report of its work to Presbytery and forward it to the Coordinating Council. Additionally, the Examinations Commission shall introduce for reception into the Presbytery each candidate or minister whom it has examined and approved for ordination and/or installation. A statement of faith and a biographical paragraph written by the candidate or minister shall be included in the Commissioner's Handbook. After presentation by the chair of the Commission, each candidate or minister shall be given a brief period to make a statement concerning his or her call and Christian experience, following which the floor shall be opened to questions. The Examinations Commission shall also introduce those who have declared a scruple during the examinations process but whom it recommends for examination for ordination and/or installation by the full Presbytery. After the examination, the Presbytery shall vote to approve or disapprove the candidate or minister for ordination and/or installation.

f. Reception

The Presbytery votes to receive all ministers and candidates whose examinations have been approved.

4. GEORGIA COMMISSION FOR PRESBYTERIAN CAMPUS MINISTRY

a. Purpose and Scope

In order to nurture the mission of campus ministry within the State of Georgia, a permanent Commission for Presbyterian Campus Ministry in Georgia was established by action of each of the five presbyteries in Georgia, replacing the Georgia Cabinet on Campus Ministry.

Presbytery granted this Commission the following responsibilities:

1. To define the mission/vision for campus ministry within the State of Georgia to accomplish the 25/10 goal of campus ministry as stated by the Georgia Cabinet on Campus Ministry in the brochure *Renewing the Campus Connection*;
2. To interpret this vision to the congregations, interested constituencies, and presbyteries of the State of Georgia and create opportunities for mutual engagement in campus ministry;
3. To raise funds from a variety of sources, including individuals, churches, presbyteries, corporations, and foundations; to receive from each presbytery all its budget funds for campus ministry; to develop and promote the Georgia Campus Ministry Endowment Fund;
4. To distribute funds by allocating a proportionate share of such funds to the Presbyterian Church (U.S.A.) affiliated campus ministries located in each of the five Presbyteries of Georgia based on the effectiveness of each ministry (as defined by item 8 below); for the first three years, the existing campus ministries will be assured their present level of funding, and existing covenants between presbyteries and congregationally-based campus ministries will be honored;
5. To research, study, and share effective models for campus ministry with local boards and other governing bodies;
6. To foster the creation of new campus ministries with due attention to the impact on existing campus ministries;
7. To support campus ministries in the formation of effective boards; to assist boards and sessions as they oversee and review their particular campus ministries;
8. To evaluate the effectiveness of campus ministries under its support as determined by common mission criteria, seeking accountability for results;
9. To assist calling bodies as they seek to fill vacant or additional campus ministry positions; one commission member from the calling presbytery shall be a voting member of each search committee, except in the congregational model where the commissioner will serve in an advisory capacity;

10. To create bridges between campus ministry and other aspects of the Church's leadership development ministries;
11. To foster effective communication in and between various interested parties in campus ministries;
12. To provide opportunities for campus ministries to be nurtured pastorally, spiritually, and professionally;
13. To report to at least two stated meetings of each of the five Presbyteries annually.

b. Membership

This Commission shall be composed of four representatives (two elders and two ministers) elected from each presbytery. Campus ministers from each campus ministry and presbytery staff will serve exclusively as advisory members. These representatives will be elected to three-year terms, renewable for a second term, not to exceed six years in succession; the Commission shall arrange itself in classes. The membership of the Commission shall be representative as defined by the Committee on Representation and approved by Presbytery.

c. Method of Selection (not specified in the adopted resolution)

d. Chair (not specified in the adopted resolution)

e. Meetings (not specified in the adopted resolution)

f. Reports

A member of the Commission shall report to at least two stated meeting of Presbytery annually. A review team composed of one member from each Presbytery Council shall review the work of the Commission triennially and report its finding to Presbytery.

The Georgia Commission for Presbyterian Campus Ministry shall prepare an annual report to Presbytery and forward it to the Coordinating Council.

C. NON-STANDING COMMITTEES OF PRESBYTERY

1. Committee on Review of Work of the Coordinating Council

At the first Stated Meeting of Presbytery of each year the Presbytery shall elect an *ad hoc* Committee on Review of Work of the Coordinating Council consisting of three ministers and three elders nominated by the Nominating Committee. Nominations may also be made from the floor with the prior consent of the person nominated and with designations as to minister or elder category.

The records of the Coordinating Council shall be submitted to this committee for review. This committee shall give careful study to the Minutes and other aspects of the work of the Coordinating Council and shall bring a report and recommendations concerning them to the second Stated Meeting of Presbytery.

D. OTHER COMMITTEES

By authorization of Presbytery, the Moderator shall appoint such other committees and commissions as circumstances require. The membership of said committees will vary in size but an approximate balance in the number of ministers and elders is to be preserved.

SECTION VIII

EXCEPTIONS TO THE STANDING RULES OR AMENDMENTS TO THE
MANUAL OF THE PRESBYTERY OF GREATER ATLANTA

A. EXCEPTIONS

Any Standing Rule contained in this manual, except those relating to amendments to the Standing Rules, may be temporarily suspended by a two-thirds vote of all the members present at a meeting of Presbytery.

B. AMENDMENTS TO THE MANUAL OF THE PRESBYTERY OF GREATER ATLANTA

1. It is desired to achieve and maintain a current, coordinated and consistent operating guide. Thus, proposed amendments to this Manual shall be forwarded to the Coordinating Council, the Operations Ministry Team, and any other affected entities for study and for recommendation, with indication as to those sections of the Manual that would be affected. Before taking final action, Presbytery shall hear and consider the recommendation of the Coordinating Council but shall not be bound by it.
2. Recommendations concerning proposed amendments to the body of the Manual of the Presbytery of Greater Atlanta shall be submitted by the Coordinating Council in writing at a Stated Meeting of Presbytery and voted on at the next meeting of Presbytery. Adoption shall be by a majority vote of all members present at the meeting.

A proposed amendment that has been published in the Commissioner's Handbook may be adopted by a 3/4 approval of Presbytery during the Stated Meeting of its first reading.

3. Recommendations concerning proposed changes to the appendices of the Manual of the Presbytery of Greater Atlanta shall be submitted to the Coordinating Council in writing. Adoption shall be by a majority vote of all members present at the meeting.