

Standing Rules
and
Manual of Operations

of the
Presbytery of Plains & Peaks

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STANDING RULES

Preamble: Foundational Principles of Presbytery Mission

The organization of the Presbytery of Plains and Peaks contained in these *Standing Rules* is based on the following principles:

- The Stated Meetings of the Presbytery are central events in the mission of the Presbytery.
- Parity and equality among ministers and elders are essential to a healthy Presbytery, and constant, intentional effort is required to maintain these values.
- The Presbytery's organization is to provide for deliberate and caring use of power to serve the common good of the Church.
- All parts of the Presbytery's organization and work are accountable to the Presbytery for faithful implementation of its Mission, Commitments and Strategies, and for biennial evaluation.
- The Presbytery is organized upon the Historic Principles of the Presbyterian Church Government, especially
 - that a majority will govern, and
 - that a minority's right to be heard will be protected.
- The Presbytery is a community of people whom God has chosen and given to one another so that by God's grace we can enjoy and share the good news in joy.
- As a community of Christians, the Presbytery depends for its energy and imagination on the Risen Christ and the fellowship of its members in an atmosphere of compassion and trust.
- This organization will seek to be led by the Holy Spirit.
- The churches of the Presbytery and the Presbytery depend upon one another in the mission of the Church.
- Public worship of God is a primary means by which we demonstrate the Rule of God at meetings of the Presbytery as well as in every congregation. Listening for the Word of God is the most important discipline in every gathering of Christians, in sessions, in Presbytery, and in committee meetings.

1. MISSION

1.1 Mission/Vision Statement (adopted October 2005)

[We are] called to be
 a community of congregations
 united under the Lordship of Jesus Christ
 committed to growing for new generations.

1.2 Statement of Mission Commitments (adopted February 2006)

1.2.1 Foundational Principles

As Presbyterian people of God, **united under the Lordship of Jesus Christ**, we believe that:

- Mission is informed by Scripture, inspired by prayer, and is an expression of our worship, by which we glorify God and bear witness to God's love for the world in Jesus Christ.
- Trusting in God we are called to take risks and to dream as we fulfill Christ's mission.
- The Presbytery's primary role is to advance the mission of congregations.
- The Presbytery conducts mission within the polity of the PCUSA and the theology of the Reformed tradition.

1.2.2 Mission Priorities

God calls us to **grow for new generations** by demonstrating:

- *A new willingness* to partner in mission.
- *A new willingness* to equip leaders for ministry and mission.
- *A new willingness* to form and to transform congregations for mission.

1.2.3 Support Commitments

To realize our mission priorities **as a community of congregations**, God requires us to:

- Pray for and encourage one another in our mission efforts
- Develop new models of mission and mission support.
- Enhance communication within and among congregations.
- Conduct regular and appropriate assessment and evaluation to identify and build upon existing strengths.
- Facilitate necessary programs and opportunities for leadership development and spiritual growth.
- Exercise faithful stewardship of resources and facilities.

2. BASIC DEFINITIONS

- 2.1 *Boundaries:* The Presbytery of Plains and Peaks is a governing body of the Presbyterian Church (U.S.A.). It has jurisdiction over the minister members on its rolls and over particular churches of the Presbyterian Church (U.S.A.) Located in the following counties: **In Colorado** – Boulder, Broomfield, Jackson, Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma; **In Nebraska** – Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux.
- 2.2 *Corporation:* The Presbytery of Plains and Peaks is a corporation under the Non-profit Corporation Act of the State of Nebraska, and successor to the Presbytery of Box Butte, a Nebraska corporation, and to the Presbytery of Boulder, a Colorado corporation.
- 2.3 *Governance:* The Presbytery of Plains and Peaks is governed by the Constitution of the Presbyterian Church (U.S.A.), by these *Standing Rules*, and by policies it may, from time to time adopt.
- 2.3.1 A current book of *Presbytery Policies* and *Presbytery Standing Rules and the Manual of Operations* will be published and made available by the Stated Clerk.
- 2.3.2 Meetings of the Presbytery, its organizational units, subcommittees, and task forces will be conducted according to the most recent edition of *Robert's Rules of Order (Newly Revised)* except where otherwise required by the Constitution of the Presbyterian Church (U.S.A.).
- 2.4 *Membership:* Membership of the Presbytery consists of ministers of the Word and Sacraments, and elders, in numbers as equal as possible.
- 2.4.1 All ordained ministers enrolled by the Presbytery as active members or members-at-large are voting members.
- 2.4.2 Each church in the Presbytery is represented by at least one elder commissioned by the session to be a voting member.
- 2.4.3 Churches with more than 500 members are represented as provided in the *Form of Government* G-11.0101a.
- 2.4.4 To correct imbalance in the numbers of minister and elder members (G-11.0101b), at the end of the year the Stated Clerk will notify the churches how many extra elder members they will receive for the next year. The process is to determine the number of ministers within the bounds of the Presbytery. The number of elder members (G-11.0101b) is subtracted from the number of ministers. The resulting number will determine the number of elder members to be equally distributed among the churches.
- 2.4.5 Sessions are encouraged to name elder commissioners and alternates for one-year terms that begin in January of each year, and to report their names, addresses, email addresses, and telephone numbers to the Stated Clerk.
- 2.4.6 The moderator or the moderator's appointee of Presbyterian Women of the Presbytery of Plains and Peaks who is an elder will be enrolled as a member of the Presbytery for the term of her office, whether or not commissioned by her session (G-11.0101c).
- 2.4.7 Each elder elected to the office of Moderator or Vice-Moderator of the Presbytery, as a moderator of an organizational unit, or as a member of the Council of Presbytery will be enrolled as a member of Presbytery for the term of office (G-11.0101c).

- 2.4.8 Each elder elected by the Presbytery as Executive Presbyter, or other exempt staff position, will be enrolled as a member of the Presbytery for the duration of service in that staff position (G-11.0101c).
 - 2.4.9 Each elder elected as Synod commissioner will be enrolled as a member of Presbytery for the term of office.
 - 2.4.10 Each elder elected by the Presbytery as Stated Clerk will be enrolled as a member of the Presbytery for the duration of service in that staff position.
- 2.5 *Mission Framework:* The work of the Presbytery of Plains and Peaks is defined by a Framework for Planning the Presbytery's Mission.
- 2.5.1 This Framework includes a Mission Statement and Commitments.
 - 2.5.2 All parts of the Presbytery's organization (constitutional and mission units; staff and staffing patterns; Presbytery meeting patterns; *Standing Rules* and manuals) will be held accountable in their work through regular review and evaluation to ensure that they are faithful and effective in implementing the Mission and Commitments of the Presbytery.
 - 2.5.3 Responsibility for review and evaluation is lodged in the Council.
 - 2.5.4 The Presbytery's Mission Statement will be reviewed and revised every ten (10) years; Mission Commitments every five (5) years; and descriptions of organizational units of Presbytery contained in the *Manual of Operations*, every two (2) years.
- 2.6 *Geographic Representation:* For purposes of geographic representation as may be required in the *Standing Rules* and manuals of the Presbytery, the following regions are established:
- 2.6.1 Boulder/Broomfield, consisting of the counties of Boulder and Broomfield in the state of Colorado, or their legal successors.
 - 2.6.2 Larimer, consisting of the county of Larimer in the state of Colorado, or its legal successors.
 - 2.6.3 Panhandle/Plains, consisting of all other regions of the Presbytery not encompassed by the preceding sections.

3. MEETINGS

3.1 *Stated meetings:* The Presbytery will hold four (4) stated meetings each year. Council will determine, and Presbytery will announce, meeting dates for the upcoming calendar year at its final stated meeting each year. These stated meetings will be held

- on a Friday and Saturday in February
- on a Friday and Saturday in May
- on a Saturday in August;
- on a Friday and Saturday in late October or early November

The February and October/November meetings will be overnight meetings. The May meeting will ordinarily have planned education and fellowship events on Friday evening; all business will ordinarily be conducted on Saturday. The August meeting will be a one-day meeting. Churches through the Presbytery will be invited to host meetings, with opportunity being given to all churches within Presbytery's bounds to host.

3.2 *Special Meetings:* Special meetings may be called as provided in the *Form of Government*. If the Stated Clerk determines the purpose of the special meeting may be unusually controversial, it shall be noted in the call. Special meetings by telephone conference call and/or electronic mail may be held, provided notice in given to all members and opportunity afforded to all who desire to participate. Costs for meetings called for the benefit and convenience of particular persons and congregations may be assessed to them.

3.3 *Meeting Cancellation/Postponement:* The Moderator of Presbytery, in consultation with the Stated Clerk, may cancel or postpone a meeting of Presbytery in extraordinary circumstances. Notice will be provided to all members of Presbytery.

3.4 *Conduct of meetings:* All meetings of the Presbytery, its councils, committees, workgroups, and commissions will be conducted in accord with the most recent edition of *Robert's Rules of Order (Newly Revised)*, except where otherwise permitted by the *Constitution of the Presbytery Church (U.S.A.)*.

3.5 *Expenses:* Expense reimbursement for attendance at Presbytery meetings will be made as follows:

3.5.1 The Presbytery reimburses members who drive to meetings at the standard IRS mileage rate for volunteer work plus 2 cents per mile for each passenger eligible to receive reimbursement.

3.5.2 The Presbytery pays costs of common meals served at the meetings for all persons whose attendance is required; visitors are asked to pay for their own meals.

3.5.3 Churches or other employing agencies are responsible for all other expenses of their ministers and elder commissioners.

3.5.4 Child care at Presbytery meetings will be provided at Presbytery expense. Request must be received at least seven days prior to the Presbytery meeting.

3.6 *Quorum:* A quorum for transaction of Presbytery business shall be any three ministers and at least three elder commissioners who represent three different churches (G-11.0202).

3.7 *Annual meeting:* The first stated meeting of the year will include the Annual Meeting of the Presbytery Corporation.

3.8 *Elections:* All regular elections, except as otherwise provided in the *Standing Rules*, will take place at the last stated meeting of the year. The terms of office in the Presbytery will begin on January 1.

- 3.9 *Business and Mailing Deadlines:* All reports, papers, and overtures to be considered at any stated meeting must be placed in the hands of the Office Administrator no less than twenty-one (21) calendar days before the first day of the meeting, and must be sent to ministers, organizational unit moderators, CLPs, Council members, and elder members enrolled by virtue of office, no less than fourteen (14) calendar days before the first day of the meeting with the exceptions noted below.
- 3.9.1 The Committee on Ministry, Committee on Preparation for Ministry, and Council may have a supplemental report distributed at the Presbytery meeting, provided the Moderator of COM, CPM, or Council has informed the Moderator of Presbytery about the business to be transacted.
- 3.9.2 Moderators of other organizational units may request the Presbytery to suspend this rule at the beginning of a stated meeting, for particular items of late business.
- 3.9.3 Overtures to the General Assembly may be presented to the Presbytery by a session or organizational unit of Presbytery. They must be in the hands of the Stated Clerk no later than forty-five (45) calendar days before the meeting at which it will be considered, to allow for distribution in the Presbytery packet, discussion by Sessions, and for study and recommendation by the Council. The Council may distribute its report on overtures at the beginning of a stated meeting.
- 3.10 *Consent Agenda:* Moderators of permanent committees, Council, and mission workgroups may designate items for a consent agenda, to be considered with the report of the originating unit.
- 3.11 *Dialogue and Information Groups:* Dialogue and Information Groups will be convened according to the business before the Presbytery. This will allow members of the Presbytery to become informed about a particular area of the Presbytery's work and to have an opportunity to discuss especially important or controversial issues. Each minister and elder commissioner will attend a Dialogue and Information Group during stated meetings. Notice of groups will be included in the call to the meeting. Individuals may request assignment to a particular Dialogue and Information Group. The Stated Clerk will assign to a group anyone who does not request assignment to a specific group.
- 3.11.1 Moderators of organizational units shall be assigned to the Dialogue and Information Group in which their business is discussed. In the event the moderator of an organizational unit is unable to attend, that moderator shall appoint a member of that organizational unit to serve in the moderator's place.
- 3.11.2 Moderators of the particular organizational unit in each Dialogue and Information Group will co-facilitate the Dialogue and Information Group. Ordinarily, each moderator will present issues emerging from that moderator's organizational unit while the other moderator facilitates the discussion, with time split between organizational unit issues as moderators deem appropriate.

4. OFFICERS AND STAFF

4.1 *Moderator*

- 4.1.1 Elected from one or more candidates nominated by the Nominating Committee at the last stated meeting of the year, to begin a term of office on January 1 and serve for one year (G-9.0202b). The Vice-Moderator may be one of the nominees for Moderator.
- 4.1.2 Authority and duties are those specified in the *Form of Government*.
- 4.1.3 At the beginning of each stated meeting of the Presbytery, the Moderator shall appoint three (3) persons, one of whom shall be the convener, to serve for the duration of the meeting as a Resolutions Committee. The Committee is responsible for preparing resolutions that recognize particular service to the Presbytery, to be offered as the last item of business in the docket of each stated meeting.
- 4.1.4 When the need arises for an inquiry by an Investigating Committee to determine whether charges should be filed in a disciplinary case as provided in the *Rules of Discipline* (D-10.0103), the Moderator, after consultation with the Stated Clerk of the Presbytery, shall appoint not more than five (5) nor less than three (3) persons to serve on the Committee, as proved in D-10.0201a. In cases involving alleged violations of the Presbytery Sexual Misconduct Policy, the Moderator will appoint the Committee from a list of persons previously selected and trained for this purpose by the Committee on Ministry.
- 4.1.5 When the need arises for appointment of a Committee of Counsel to represent the Presbytery in a remedial case on complaint filed with the Synod of the Rocky Mountains, the Moderator is authorized to appoint up to three (3) persons for that purpose, after consultation with the Stated Clerk of the Presbytery.
- 4.1.6 When vacancies occur in organizational units between the meetings of Presbytery, the Presbytery moderator, in consultation with the Nominating Committee, may appoint persons to fill the vacancies temporarily until the next Presbytery meeting.
- 4.1.7 The Moderator has authority to appoint persons to represent the Presbytery in responsibilities not otherwise provided for in the *Standing Rules*, or where timing and meeting schedules do not allow for them to be named by the Nominating Committee or some other group. In all cases, the Moderator will consult with other appropriate elected persons before making such appointments.
- 4.1.8 The Moderator shall nominate to the Presbytery candidates for election to Administrative Commissions and committees empowered to conduct Special Administrative Review.

4.2 *Vice-Moderator*

- 4.2.1 Elected from one (1) or more candidates nominated by the Nominating Committee at the last stated meeting of the year, to begin a term of office on January 1st and serve for one year.
- 4.2.2 The Vice-Moderator performs functions and duties as may be assigned by the Moderator. If the Moderator becomes unable to carry out the duties of the office, the Vice-Moderator will assume those duties until the Presbytery elects a Moderator.
- 4.2.3 The Vice-Moderator is eligible for nomination to the office of Moderator. If elected to complete the unexpired term of a Moderator, the Vice-Moderator is eligible for election to a succeeding full term.

4.3 *Treasurer*

- 4.3.1 The Treasurer receives and disburses all funds for the Presbytery according to its annual budget and fiscal policies established by the Presbytery. The Treasurer is not authorized to make any disbursements not properly authorized under the Presbytery's fiscal policies.
- 4.3.2 The Treasurer shall be an employee of the Presbytery. A position description will specify the Treasurer's authority, responsibility, and assigned tasks under the Presbytery's fiscal and personnel policies.
- 4.3.3 Upon nomination by the Treasurer, the Presbytery Moderator may appoint one or more Assistant Treasurers who will be authorized to receive and disburse funds under the Treasurer's supervision. Assistant Treasurers will serve without compensation.
- 4.3.4 The Presbytery will bond all persons who receive and disburse funds, in an amount sufficient to protect the assets of the Presbytery.

4.4 *Stated Clerk*

- 4.4.1 The Presbytery shall elect a Stated Clerk for a definite term.
- 4.4.2 The Stated Clerk possesses all necessary authority to carry out the responsibilities of the office as set forth in the *Book of Order of the Presbyterian Church (U.S.A.)*.
- 4.4.3 The Stated Clerk shall be an employee of the Presbytery. A position description will specify the Stated Clerk's authority, responsibility, and assigned tasks under the Presbytery's policies.
- 4.4.4 Upon nomination by the Stated Clerk, the Presbytery Moderator may appoint one or more Recording Clerks to assist the Stated Clerk in keeping minutes and other tasks. If a Recording Clerk is otherwise an employee of the Presbytery, compensation will be included in his/her regular compensation package; otherwise, s/he will ordinarily be paid a stipend for services rendered.
- 4.4.5 The Stated Clerk is authorized to make editorial and grammatical adjustments in producing the record of Presbytery action as long as the substance is not thereby changed.
- 4.4.6 The Stated Clerk shall coordinate the Presbytery's responsibility to conduct the administrative review of session minutes and records at least once each year (G-11.0103x), and to communicate concerns or needs to the appropriate organizational units for their attention.

4.5 *Executive Presbyter*

- 4.5.1 The Executive Presbyter is the principal administrative officer of the Presbytery and, as head of staff, supervises the work of all employees of the Presbytery and compensated officers, with the exception of the Stated Clerk.
- 4.5.2 The Executive Presbyter is accountable through the Council for the implementation of decisions and matters of strategy, program, and resources. S/he shall also provide staff services for all agencies, committees, and organizational units of the Presbytery (G-9.0701).
- 4.5.3 The Executive Presbyter will be elected by the Presbytery with or without a definite term, with annual and end-of-term evaluations. The office will be filled in accordance with the principles of participation and representation found in G-9.0104 and with the requirement of a representative search committee in G-9.0704.

4.5.4 A position description, reviewed annually by the Council or its Personnel Subcommittee, will specify the Executive Presbyter's authority, responsibility, and assigned tasks.

4.5.5 The Executive Presbyter represents the Presbytery ex-officio in the Colorado Council of Churches, according to its rules.

4.6 *Executive Director of Highlands Presbyterian Camp and Retreat Center (Highlands)*

4.6.1 The Director of Highlands is elected by the Presbytery Council upon nomination by the Highlands Presbyterian Camp and Retreat Center Committee.

4.6.2 Terms of employment, terms of service, and evaluation of the Executive Director's work, including authority to recommend that the Council terminate an Executive Director's services, are assigned to the Highlands Presbyterian Camp and Retreat Center Committee and the Executive Presbyter.

4.6.3 The Highlands Presbyterian Camp and Retreat Center Committee will maintain personnel policies for the Executive Director and other employees and volunteers who work at the Camp. The policies will conform to the personnel policies of the Presbytery and to principles of participation, representation, and equal employment opportunity in the *Form of Government*.

4.6.4 The Executive Director will give leadership in discovering ways for Highlands to support the mission and service of the Presbytery and its churches, as well as seeking support from the Presbytery for Highlands facilities and programs.

4.6.5 Ordinarily the Executive Director and the Presbytery Executive will consult at least twice a year about common concerns for a healthy relationship between the Highlands program and other parts of the Presbytery's work.

5. ORGANIZATIONAL STRUCTURE

5.1 *Common Rules for Organizational Units*

- 5.1.1 *Membership:* All organizational units shall have membership which includes at least one minister or elder from each of the areas of the Presbytery defined in section 2.6 for purposes of geographical representation.
- (1) Here and elsewhere, where the *Form of Government* provides for the membership of a committee to include ministers and layperson, the requirement that the layperson be an elder is waived.
 - (2) The following organizational units shall have membership which includes at least one minister and one elder from each of the three areas of the Presbytery: Council, Committee on Ministry, and Nominating Committee.
- 5.1.2 *Nominations:* The Nominating Committee is responsible for nominating persons to fill all elected positions in the Presbytery in accordance with G-9.0501b except:
- (1) The Nominating Committee will be elected by the Presbytery upon nomination by Council.
 - (2) Exempt staff will be elected upon nomination by a representative search committee.
- 5.1.3 *Moderators:* The Moderators of all Organizational Units will be elected annually by the Presbytery upon nomination by the Nominating Committee.
- 5.1.4 *Elections:* All regular elections will be held at the October/November stated meeting, with terms to begin on January 1.
- 5.1.5 *Terms:* Unless otherwise provided for in the *Standing Rules*, members will be nominated and elected to classes for terms of three (3) years.
- (1) Members may be elected to additional terms to serve for a maximum of six (6) years, and must rotate off the organizational unit for at least twelve (12) months before they may begin a new term on the same organizational unit.
 - (2) Persons elected to fill vacancies will be assigned to the same classes as the person they replace.
- 5.1.6 *Meetings:* Each organizational unit will meet as specified in the Presbytery *Manual of Operations*.
- 5.1.7 *Quorum:* Unless otherwise specified in the *Standing Rules* or *Manual of Operations*, a quorum for transaction of business in any meeting of the organizational units shall be one-third of the current membership, but not less than three (3).
- 5.1.8 *Subcommittees:* Organizational units may organize their members into subcommittees or task forces to perform their assigned responsibilities effectively and efficiently.
- (1) In the action authorizing creation of a subcommittee or task force, the organizational unit will specify the following:
 - *Validation:* the adopted strategy or strategies of the organizational unit that require creation of the subcommittee or task force;
 - *Task:* the specific tasks the organizational unit assigns to the subcommittee or task force and expects it to accomplish;
 - *Time Line:* date(s) by which the organizational unit expects the subcommittee or task force to complete its assignment(s);

- *Size and composition* of persons to serve on the subcommittee or task force;
 - *Funds* authorized for the subcommittee or task force to do its work; and
 - *Relationships* for reporting and accountability to the organizational unit.
- (2) The organizational unit is responsible for regular oversight and review of any subcommittee or task force it forms. The establishment of subcommittees and task forces shall be reviewed annually.
 - (3) Subcommittees and task forces of organizational units shall be moderated by an elected member of the unit.
 - (4) Unless otherwise provided in the *Standing Rules*, organizational units may appoint additional person from the membership of the Presbytery or its constituent churches to serve on subcommittees or task forces. Such persons are not entitled to vote in the main organizational unit. The appointment of co-opted members shall be renewed annually.
 - (5) No one may serve in a committee, Council, or workgroup in either an elected or appointed position for more than six (6) consecutive years aggregate.

5.1.9 *Absent*: If a member is absent without excuse from two (2) successive meetings of an organizational unit, the moderator of the unit shall consult with the member and may report to the Stated Clerk that the member has resigned and the Nominating Committee will proceed to fill the vacancy.

5.1.10 *Vacancies*: When vacancies occur in organizational units between the meetings of Presbytery, the Nominating Committee is responsible for nominating persons to fill such vacancies. The Presbytery moderator, in consultation with the Nominating Committee, may appoint persons to fill the vacancies temporarily until the next Presbytery meeting.

5.1.11 *Manual/Handbook*: Each organizational unit shall maintain a written Manual of Operations/Handbook, if necessary for conducting its work, which contains its internal organization, and its Presbytery and internal policies, forms, and procedures used in its work. Such Manuals/Handbooks shall be reviewed by the Organizational Unit for which it is written and communicated to the Presbytery a minimum of every three (3) years.

5.2 *Organizational Units*

5.2.1 The organizational units of the Presbytery shall consist of permanent committees, mission workgroups, Council, and the Permanent Judicial Commission.

5.2.2 The (1) Purpose, (2) Membership, (3) Responsibilities, (4) Officers and Organization, (5) Reporting and Accountability, and (6) Meetings of the organizational units of the Presbytery shall be as specified in the *Manual of Operations*.

5.2.3 Permanent Committees authorized by these *Standing Rules* are the following:

- (1) Committee on Ministry
- (2) Committee on Preparation for Ministry
- (3) Committee on Representation
- (4) Highlands Presbyterian Camp and Retreat Center Committee
- (5) Nominating Committee

5.2.4 Mission Workgroups authorized by these *Standing Rules* are the following:

- (1) Congregational Leadership and Equipping
- (2) Congregational Mission and Partnership
- (3) Congregational Vitality

- 5.2.5 The Presbytery shall have a Council as authorized by these *Standing Rules*.
- 5.2.6 The Presbytery shall have a Permanent Judicial Commission as required by the *Book of Order* and as authorized by these *Standing Rules*.
- 5.2.7 Needs for the creation of new organizational units or for dissolution or structural change in existing organizational units are to be referred to the Council for consideration in its responsibility for ongoing review of the relationship between the Presbytery's structure and its mission (G-11.0103v). Council shall recommend any changes to Presbytery.
- 5.3 *Temporary Committees and Task Forces*. Temporary committees and task forces may be created by the Presbytery to accomplish specific tasks.
- 5.3.1 In the action authorizing creation of a temporary committee or task force, the Presbytery will specify the following:
- (1) *Validation*: the adopted strategy or strategies of the Presbytery that require creation of the temporary unit;
 - (2) *Task*: the specific tasks the Presbytery assigns to this unit and expects it to accomplish;
 - (3) *Time Line*: date(s) by which the Presbytery expects this unit to complete its assignment(s);
 - (4) *Size, composition, and method of election or appointment* of persons to serve on the unit;
 - (5) *Funds* authorized for the unit to do its work; and
 - (6) *Relationships* for reporting and accountability to the Presbytery or to a permanent committee, Council, or workgroup of the Presbytery.
- 5.3.2 Ordinarily temporary committees and task forces will be authorized for no more than one (1) year.

6. ENDOWMENT FUND

6.1 *Name:* The name of the fund shall be the Endowment Fund of Plains and Peaks, and it shall be governed by these standing rules as an instrument of the Presbytery of Plains and Peaks.

6.2 *Mission Rationale and Purpose*

6.2.1 The mission rationale of the Endowment Fund of Plains and Peaks is the establishment of a perpetual fund which obtains and distributes annual income for the support of the mission and program of the Presbytery of Plains and Peaks and its congregations in accordance with the wishes of the donors.

6.2.2 The purpose of the Endowment Fund of Plains and Peaks is to serve donors who, through gifts of current income and/or accumulated resources, wish to give evidence of their concern for others and their abiding faith in the work of the Church of Jesus Christ. These “gifts that keep on giving” will continue through coming generations to help bring all people into a closer relationship with God through Jesus Christ.

6.3 *Ownership and Management*

6.3.1 The Endowment Fund of Plains and Peaks is not intended to be a legal entity. Unless otherwise designated by a donor, the assets of this endowment are owned by the Presbytery of Plains and Peaks.

6.3.2 The Endowment Fund of Plains and Peaks shall be composed of several sub-funds as required to maintain compliance with donor designations. Gifts for similar purposes and with similar restrictions may be combined in the same sub-fund.

6.3.3 The Presbytery of Plains and Peaks specifically delegates to the Endowment Fund Committee the authority to receive, purchase, sell, invest, and otherwise manage the assets of the Endowment Fund of Plains and Peaks.

(1) The Endowment Fund Committee is authorized to receive property of all types and nature including, but not limited to, cash, stocks, bonds, in kind contributions, life insurance, and real property, which may come to it by way of gift, grant, transfer in trust, by bequest, or transfer in any other way acceptable to the Committee.

(2) Upon receipt of any property which is not then in cash, the Endowment Fund Committee shall make a determination whether or not to convert it into cash, or into other forms of investment.

(3) The Endowment Fund Committee is authorized to refuse to accept any asset offered if, in its sole discretion, acceptance would not be in the best interest of the Presbytery of Plains and Peaks, or its ability to honor the designations is questionable.

6.3.4 The Endowment Fund Committee, at the expense of the Endowment Fund of Plains and Peaks, shall call upon professional and/or legal counsel deemed in the Fund’s best interest, including the service of the Presbyterian Church (U.S.A.) Foundation.

6.3.5 The Presbytery of Plains and Peaks assigns to the Council the role of being the Endowment Fund Committee until such time as the Presbytery reassigns that responsibility by amending these *Standing Rules*. The Council may delegate this role to a subcommittee consisting of no fewer than three (3) unrelated persons.

- 6.3.6 The Endowment Fund Committee shall meet as described in these *Standing Rules* and keep minutes of its proceedings which shall be submitted at least annually to the Presbytery Council (Trustees) for review.

6.4 *The Endowment Fund Committee*

- 6.4.1 The Endowment Fund Committee shall meet at least three times a year.
- 6.4.2 The Endowment Fund Committee shall be responsible for investment, management, and reporting of the Endowment Fund of Plains and Peaks.
- 6.4.3 The Endowment Fund Committee shall keep before the Presbytery the opportunity for special gifts, deferred gifts, bequests, and memorials for Presbyterian mission and program.
- 6.4.4 The Endowment Fund Committee may establish such rules and policies as are reasonably necessary to fulfill its management responsibilities.
- 6.4.5 The financial records of the Endowment Fund of the Presbytery of Plains and Peaks are the property of the Presbytery of Plains and Peaks. These records shall be included in the audit or financial review regularly conducted on the Presbytery's books.

6.5 *Distribution of Income*

- 6.5.1 Unless otherwise directed by the donor, only income generated from the assets of the Endowment Fund of the Presbytery of Plains and Peaks shall be disbursed.
- 6.5.2 Donor designations for the use of funds shall be honored. The Endowment Fund Committee shall recommend to Presbytery's budget consultation the annual distribution of income from the endowment.
- (1) Designations for a specific mission or program entity shall be honored as long as that entity exists. If an entity ceases to exist, the designation may be shifted to the entity most closely matching the terms of the original designation.
 - (2) Designations for types of ministry or program shall be honored as long as the need for those ministries or programs exist. If a ministry or program ceases to exist, the designation may be shifted to a ministry or program most closely matching the terms of the original designation.
 - (3) When a designation specifies the kinds of ministry and/or program to be supported but does not specify the entity to conduct the ministry and/or program, and a Presbytery organizational unit does not do so, applications for the funds will be sought from churches in the Presbytery willing to conduct such a ministry and/or program.
- 6.5.3 If a designation becomes no longer practical for the support of the mission and ministry of the Presbytery of Plains and Peaks, the original donor shall be given the opportunity to re-designate the use of those funds. If the original donor is not available, the Endowment Fund Committee shall recommend to Presbytery a re-designation which, if approved by a two-thirds vote of those present and voting at a Presbytery Meeting, shall become the new use of those funds.

7. ELECTION OF COMMISSIONERS TO OTHER GOVERNING BODIES

7.1 *Synod of the Rocky Mountains*

- 7.1.1 Ministers, elder commissioners, alternates, and the Synod Coordinating Council member to the Synod of the Rocky Mountains will be nominated by the Nominating Committee and elected ordinarily at the February stated meeting. In the event a Synod commissioner or the Coordinating Council member is unable to serve, the Moderator of Presbytery may appoint a replacement to serve until the following stated Presbytery meeting.
- 7.1.2 Classes and terms of service will be arranged by the Nominating Committee.
- 7.1.3 Ordinarily, terms of service begin with the first stated meeting of the Synod following election and end when a successor's term begins.
- 7.1.4 The Nominating Committee will maintain lists of persons who have served as Synod Commissioners and alternates in the past, and will seek over time to ensure that persons from the three (3) geographic areas of the Presbytery have opportunity to participate in the work of the Synod.

7.2 *General Assembly of the Presbyterian Church (U.S.A.)*

- 7.2.1 The full number of minister and elder commissioners permitted in the Constitution of the Presbyterian Church (U.S.A.), one (1) minister and one (1) elder alternate, and one (1) youth advisory delegate and alternate to the General Assembly will be nominated by the Nominating Committee and elected at the February stated meeting of the year General Assembly meets. The Moderator of Presbytery may appoint a commissioner to General Assembly in the event an elected commissioner and his or her alternate are unable to serve.
- 7.2.2 Election of these persons shall conform to the rules of the General Assembly.
- 7.2.3 The Presbytery has adopted as a policy an orderly process and criteria for nomination of General Assembly Commissioners, to ensure:
 - (1) Consideration of service and leadership in the Presbytery and in the Presbyterian Church (U.S.A.); seniority in service in the Presbyterian Church (U.S.A.) and in the Presbytery and its predecessors; and whether or not an elder or minister has previously served as a General Assembly Commissioner. Information relevant to these considerations will be offered by the Nominating Committee when it presents a nominee for election.
 - (2) Opportunity for sessions to propose names of ministers and elders to be considered as alternates and Commissioners.
 - (3) Fair representation of minister and elder Commissioners from the three (3) geographic areas of the Presbytery.
- 7.2.4 The Nominating Committee will maintain lists of persons who have served as General Assembly Commissioners and alternates in the past, and of ministers who have never served in these offices.

8. ECUMENICAL AND OTHER PARTNERSHIPS

- 8.1 *Presbytery Partnerships*: The Presbytery Council shall have the responsibility of coordinating the Presbytery's participation in ecumenical organizations, including, but not limited to the Colorado Council of Churches and the Nebraska Council of Churches. The process by which Council exercises this function is described in the *Manual of Operations*.
- 8.2 *Congregational Partnerships*: Individual congregations and networks of congregations are encouraged to develop and participate in ecumenical ministry and mission within and beyond the bounds of the Presbytery.

9. OTHER PROVISIONS

9.1 *Officers and Directors Liability*

- 9.1.1 The Presbytery will maintain officers and directors liability insurance to protect each person who acts as an officer, employee, Council or organizational unit member, or as a trustee of the corporation of the Presbytery, or as a member of an Administrative Commission, or as a member of the Permanent Judicial Commission, whether elected by the Presbytery or appointed by an officer of the Presbytery, and each such person shall be indemnified by the corporation for all sums which said person may become obligated to pay, including fees of counsel, expense, and court costs actually and necessarily incurred by said person or persons in connection with any action, suit or proceeding in which said person or persons are made a party by reason of election or appointment to any of the offices set forth above, except in relation to matters as to which said person or persons shall be adjudged in action, suit, or proceeding to be liable for bad faith or misconduct in the performance of duties as such officer, employee, member or trustee, in settlement of an action, suit or proceeding based upon bad faith or misconduct in the performance of duties related to said election, employment, or appointment.
- 9.1.2 The right of indemnification provided herein shall be assured to each person named in paragraph 9.1.1, notwithstanding that said person or persons may not be such an officer, employee, member, or trustee at the time said person or persons shall become obligated to pay such sums, and whether or not the claim asserted against said person or persons is based on matters which antedate the adoption of this article.
- 9.1.3 In the event of the death of a person or persons subject to the rights of indemnification set forth herein, said rights of indemnification shall be insured to said person or persons' heirs, assigns, or legal representatives.
- 9.1.4 Each person named in paragraph 9.1.1 shall be deemed as doing so in reliance upon such right of indemnification; and such right shall not be deemed exclusive of any other right to which the person or persons may be entitled under any by-law, standing rule, agreement, vote of representatives, or otherwise.
- 9.1.5 The Presbytery Council, acting as the Trustees of the Corporation of the Presbytery at a meeting at which a majority of the quorum is unaffected by self-interest, notwithstanding that other members of the quorum present but not voting may be so affected, shall determine the propriety and the reasonableness of any indemnity claimed under this article, and such determination shall be final and conclusive. If, however, a majority of the quorum of the Presbytery Council which is unaffected by self-interest and willing to act is not attainable, the Presbytery Council may appoint from among the members of the Presbytery a committee of three (3) persons who are not members of the Presbytery Council to consider and determine any such question; and the determination of said special committee shall be final and conclusive.

10. AMENDMENTS AND SUSPENSION

- 10.1 *Amendments:* The *Standing Rules and Manual of Operations* may be amended, by a two-thirds vote of the members of the Presbytery present and voting at any stated meeting of the Presbytery, provided:
- 10.1.1 that notice of the exact wording of a proposed amendment in writing has been given at the preceding stated meeting (first reading); and
 - 10.1.2 that the Presbytery has received a recommendation from the Council about approval or disapproval of the amendment, in light of its effect on the relationship between the Presbytery's structure and its mission.
- 10.2 *Suspension:* The *Standing Rules and Manual of Operations* may be suspended temporarily at any stated meeting of the Presbytery by a two-thirds vote of the members of the Presbytery present and voting.

MANUAL OF OPERATIONS

DESCRIPTIONS OF ORGANIZATIONAL UNITS OF THE PRESBYTERY

All organizational units are to be guided by the mission priorities of the Presbytery which state:

God calls us to **grow for new generations** by demonstrating:

- *A new willingness* to partner in mission.
- *A new willingness* to equip leaders for ministry and mission.
- *A new willingness* to form and to transform congregations for mission.

11. PERMANENT COMMITTEES

11.1 Committee on Ministry

11.1.1 *Purpose:* to fulfill the responsibilities assigned to the Committee on Ministry by the *Form of Government* (G-11.0500), including responsibility for visitation of sessions and churches and assisting pastors in implementation of their role in the process of calling to pastoral leadership.

11.1.2 *Membership and Quorum:* Eighteen (18) – including one (1) elder and one (1) minister from each of the three (3) geographic areas of the Presbytery plus six (6) additional elders and six (6) additional ministers elected at-large from the Presbytery or its constituent congregations. A quorum shall be a majority of the current membership, as required by the *Form of Government* (G-11.0501b).

11.1.3 *Responsibilities:* In addition to those responsibilities assigned to it in the *Form of Government* (G-11.0500 and elsewhere), the committee is responsible for:

- (1) care for ministers and pastoral relationships:
 - providing for celebrations of retirements and other significant milestones
 - orienting new ministers to the Presbytery
 - cultivating ordination and installation services as festive Presbytery events
 - to maintain a relationship with the Board of Pensions and its regional representative, to designate persons to attend the annual Board of Pensions regional consultation, and endorse requests for grants and other assistance.
- (2) the following responsibilities hereby delegated to it by the Presbytery under G-11.0103v, G-9.0403, and G-11.0502h, and to report any actions to the presbytery at its next stated meeting:
 - to find in order calls issued by churches
 - to approve and present calls for service of ministers
 - to conduct and approve the satisfactory completion of an in-depth examination by ministers who seek membership in the Presbytery (G-11.0402), including those transferring from other presbyteries required by G-11.0402
 - to grant permission to labor within or outside the bounds of the Presbytery
 - to dismiss ministers to other presbyteries
 - to dissolve the pastoral relationship in cases where the congregation and pastor concur
 - to receive and order the installation of pastors (G-11.0103n)
 - to establish administrative commission to install pastors and associate pastors and to ordain candidates previously approved for ordination by the calling or validating presbytery
 - to renew the commission of a commissioned lay pastor (CLP), upon satisfactory review of the work of the CLP

- (3) Conducting triennial visits to congregations to inquire into the health of the pastoral relationship, and conducting other congregational visits as needed. Triennial visits should not coincide with triennial visits of the Congregational Vitality Mission Workgroup.
- (4) Administering the sexual misconduct policy of the Presbytery.
- (5) Taking cognizance of conflict within congregations and to develop and implement strategies for conflict prevention, management, and resolution.
- (6) When the health of a congregation imperatively demands it, recommending to Presbytery the formation of an administrative commission for the purpose of conducting special administrative review or of assuming original jurisdiction of the session.
- (7) Recommending to Presbytery standards of minimum compensation of ministers, commissioned lay pastors, and others serving in pastoral capacities.
- (8) Developing Presbytery expectations for the process of calling a pastor, and to communicate those to Pastor Nominating Committees.
- (9) Developing criteria and approving requests for placement of Commissioned Lay Pastors within the Presbytery.

11.1.4 *Committee Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the committee; a Vice-Moderator and Secretary elected by the committee at its first meeting in each calendar year. The officers of the committee will meet annually with the officers of the Congregational Vitality Mission Workgroup to coordinate the work of the units with ministers and churches. The committee will develop its own internal organization following guidelines suggested in the General Assembly *Handbook for Committees on Ministry*. Ordinarily the Stated Clerk of the Presbytery will serve as staff to the Committee.

11.1.5 *Reporting and Accountability:* Reporting to the Presbytery at each stated meeting accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

11.1.6 *Meetings:* The committee may meet as often as needed, but in no case less often than bi-monthly.

11.2 Committee on Preparation for Ministry

11.2.1 *Purpose:* To oversee the processes by which persons are prepared for ordination as Ministers of the Word and Sacrament in the Presbyterian Church (U.S.A.) as provided in G-14.0305-G-14.0314, and to implement Presbytery policies governing these processes.

11.2.2 *Membership:* Twelve (12) – consisting of six (6) elders and six (6) ministers of Word and Sacrament, including at least one minister or elder from each geographic area of the Presbytery.

11.2.3 *Responsibilities:* The committee is responsible for:

- (1) all duties assigned to it by the *Form of Government*, as specified in the *Handbook for Committees on Preparation for Ministry of the Presbyterian Church (U. S.A.)*.
- (2) Electing elder and minister readers of standard ordination examinations, upon request of the Presbyteries' Cooperative Committee for the Examination of Candidates.
- (3) Responsibilities hereby delegated to it by Presbytery under G-11.0103v, including dismissing candidates, receiving and transferring persons in covenant relationship to and from other presbyteries, enrolling inquirers, and certifying candidates as ready for examination for ordination; with the provision that all such actions be reported to the next stated meeting of the Presbytery.

11.2.4 *Committee Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the committee; a Vice-Moderator and Secretary elected by the committee at its first meeting in each calendar year. The committee will observe forms and procedures required or recommended by the General Assembly of the Presbyterian Church (U.S.A.). Ordinarily the Stated Clerk of the Presbytery will serve as staff to the Committee.

11.2.5 *Reporting and Accountability:* Reports to the Presbytery and is accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

11.2.6 *Meetings:* At least four (4) times each year.

11.3 Committee on Representation

11.3.1 *Purpose:* The purpose of the committee is that identified by the *Form of Government* in G-9.0105b.

11.3.2 *Membership:* Six (6), at least one-half of whom shall be laypersons, with at least one (1) representative from each geographic area of the Presbytery, conforming as closely as possible to the membership requirements of G-9.0105a.

11.3.3 *Responsibilities:* The responsibilities shall be those specified in the *Form of Government* G-9.0105.

11.3.4 *Committee Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the committee. The committee is responsible for any additional internal organization necessary to fulfill its responsibilities.

11.3.5 *Reporting and Accountability:* Reports to the Presbytery and is accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

11.3.6 *Meetings:* At least annually, prior to the October/November stated meeting of Presbytery.

11.4 Highlands Presbyterian Camp and Retreat Center Committee

11.4.1 *Purpose:* HPCRCC shall oversee the program, facility management, personnel, marketing, and financial development of Highlands Presbyterian Camp and Retreat Center in order to support the ministry of Jesus Christ through the Presbytery of Plains and Peaks and the Presbytery of Denver, in accord with the mission commitments of the presbyteries.

11.4.2 *Membership:* Eighteen (18) members, nine from each of the Presbyteries no more than half of the total being clergy, with interest and dedication to the ministry of Highlands. They shall be elected according to processes established by each presbytery. Those elected by the Presbytery of Plains and Peaks shall be nominated through the Council in consultation with HPCRCC and the Nominating Committee of Presbytery. Terms shall be subject to the provisions for all organizational units described in this manual. The Executive Director shall be an ex-officio member of the HPCRCC with voice but not vote. The Executive Presbyter of the Presbytery of Plains and Peaks shall serve as ex-officio member of the committee with voice but not vote. The Presbytery of Denver shall be entitled to appoint one staff person as committee resource with voice but not vote.

11.4.3 *Responsibilities:* HPCRCC is responsible for operating the Highlands Camp and Retreat Center in an accountable and responsible manner, including:

- (1) acting in accordance with the polity and theology of the Presbyterian Church (U.S.A.) in the conduct of its ministry and programs;

- (2) meeting the standards of accreditation of the American Camp Association (ACA) and Presbyterian Camp and Conference Center Association (PCCCA), and the licensing standards of the State of Colorado;
- (3) operating in a fiscally responsible manner:
 - managing annually budgeted financial support from the presbyteries;
 - submitting regular financial reports to the Presbyteries through the Councils and submitting to an annual financial review by the Presbytery of Plains and Peaks; and
 - conducting capital fund-raising campaigns within each Presbytery to develop and improve the facilities upon approval by the respective Presbytery.

11.4.4 *Committee Officers and Organization:* The HPCRCC shall have a Moderator and Vice-Moderator who shall be elected biennially by the HPCRCC from its membership for two-year terms. To share leadership, Moderators will be elected alternately from each of the two Presbyteries, and each Vice-Moderator will be from the partner Presbytery.

- (1) The Committee is authorized to create and oversee such subcommittees and task forces as may be necessary for its work. Members of these subcommittees and task forces shall be elected by the HPCRCC for terms as it may deem practical, provided that no person shall serve on any subcommittee or task force for more than six years without a sabbatical of one year. Moderators of task forces or subcommittees shall be elected members of the HPCRCC.
- (2) The Committee shall develop and maintain its own Manual of Operations, personnel policies, sexual misconduct policy, and other policies, subject to review by the Presbyteries through the appropriate entity of each (Council for Presbytery of Plains and Peaks). The Committee shall review and revise its Manual of Operations at least biennially in even numbered years.

11.4.5 *Reporting and Accountability*

- (1) The Committee shall be accountable to the Council of Presbytery by maintaining accurate records of the actions of the HPCRCC and its subcommittees, available for review by Presbytery Council upon request.
- (2) The Committees shall be accountable to the Council of Presbytery by making regular reports on the ministry of HPCRCC to the Presbytery Assembly.

11.4.6 *Meetings:* As determined by the Committee in its Manual of Operations, meetings will normally be held six (6) times per year, taking into account the timely needs of both Presbyteries. The meetings shall be held at such places as the Committee may determine.

11.4.7 *Amendments:* Amendments to this section of the Manual of Operations shall be proposed in consultation with the HPCRCC and the Presbytery of Denver.

11.4.8 *Real Property:* The Trustees of the Presbytery of Plains and Peaks hold title to the camp and retreat center property and are responsible for making all decisions regarding encumbrance or disposition of the property, in consultation with the Trustees of Denver Presbytery.

11.5 Nominating Committee

11.5.1 *Purpose:* To equip the Presbytery organizational units with the people they need to do their work, and to nominate commissioners for service to higher governing bodies.

11.5.2 *Membership*: Nine (9) – one (1) layman, one (1) laywoman, and one (1) minister from each of the three (3) geographic areas of the Presbytery. These provisions are to ensure conformity with G-9.0800.

11.5.3 *Responsibilities*:

- (1) To secure information annually from all units of the Presbytery about their needs for personnel and skills to fulfill their responsibilities.
- (2) The Nominating Committee is responsible for nominations to fill all positions and organizational units named in the *Standing Rules*, except for itself and those staff positions nominated by a representative search committee. Organizational units are responsible for filling positions in subcommittees and task forces over which they have responsibility, but may consult with the Nominating Committee for assistance in filling these positions.
- (3) When vacancies occur in organizational units between the meetings of Presbytery, the Nominating Committee is responsible for nominating persons to fill such vacancies. The Presbytery moderator, in consultation with the Nominating Committee, may appoint persons to fill the vacancies temporarily until the next Presbytery Meeting.
- (4) The committee will maintain appropriate liaison with the Committee on Representation.

11.5.4 *Committee Officers and Organization*: A Moderator elected annually by the Presbytery from the membership of the committee; a Vice-Moderator and Secretary elected by the committee at its first meeting in each calendar year.

11.5.5 *Reporting and Accountability*: Reports to the Presbytery and is accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

11.5.6 *Meetings*: At least two (2) times each year, and as required by vacancies.

12. MISSION WORKGROUPS

12.1 Congregational Leadership Equipping Workgroup

12.1.1 *Purpose*: To equip leaders for ministry and mission.

12.1.2 *Membership*: Twelve (12) – consisting of six (6) elders and six (6) ministers, including at least one (1) minister or elder from each geographic area of the Presbytery.

12.1.3 *Responsibilities*:

- (1) To provide events and opportunities for the education and training of pastors and congregational leaders.
- (2) To maintain and promote the Presbytery resource center.
- (3) To administer the Commissioned Lay Pastor program of the Presbytery.
- (4) To endorse programs and educational events to congregations on behalf of the Presbytery.
- (5) To appoint Presbytery representative(s) to the Western National Leadership Training Event Planning Team and to administer WNLTS scholarships.
- (6) To develop regular training events for congregational leaders with specific responsibilities, such as Clerks of Session, treasurers, Christian educators, and church officers.
- (7) To assist the Presbytery Council as requested in the development of education and training events at Presbytery meetings.

12.1.4 *Workgroup Officers and Organization:*

- (1) A Moderator elected annually by the Presbytery from the membership of the workgroup; a Vice-Moderator and Secretary elected by the workgroup at its first meeting in each calendar year.
- (2) The workgroup shall maintain a permanent committee on Commissioned Lay Pastors, the composition, responsibilities, and oversight of which shall be determined by the workgroup. The rotation of membership shall conform to Section 5.1.6 of the *Standing Rules* of the Presbytery.

12.1.5 *Reporting and Accountability:* Reports to the Presbytery and is accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

12.1.6 *Meetings:* At least four (4) times each year, and as needed.

12.2 Congregational Mission and Partnership Workgroup

12.2.1 *Purpose:* To expand the mission and witness of congregations locally, nationally, and globally; and to facilitate partnership in mission between and among congregations, and with other governing bodies.

12.2.2 *Membership:* Thirteen (13) – consisting of six (6) elders and six (6) ministers, including at least one (1) minister or elder from each geographic area of the Presbytery. In addition, the moderator of Presbyterian Women of the Presbytery, or her representative, shall be a member of the workgroup.

12.2.3 *Responsibilities:*

- (1) Congregational mission assistance and partnership
 - To inform congregations of mission needs and opportunities, including the financial support of the mission of the Presbytery and higher governing bodies.
 - To assist congregations in mission through the administration of mission grants and by connecting them to resources for education and training in mission.
 - To identify and facilitate opportunities for congregations to collaborate in mission
 - To coordinate the mission of congregations and the Presbytery with resources and needs beyond the jurisdiction of the Presbytery (e.g., PDA, Red Cross, Volunteers in Mission)
 - To interpret the world-wide mission of the Presbyterian Church (U.S.A.) To the Presbytery and its constituent churches
 - To invite the Presbytery to celebrate the mission accomplishments of congregations.
- (2) Justice ministries
 - To promote and interpret the public ministry of the church for the promotion of social righteousness.
 - To administer justice grants and disburse them to congregations of the Presbytery.
- (3) Ministry in higher education
 - To implement and enforce the Presbytery policy on ministries in higher education.
 - To endorse grant applications of ministries in higher education to higher governing bodies upon satisfactory evaluation of the ministries.
 - To communicate with and support both ecumenical and congregational ministries in higher education, including the appointment of liaisons to higher education ministry boards as requested.

- To maintain a relationship with the Theological Education Fund and its representative in order to keep before the Presbytery this fund and the importance of its mission.

(4) Presbyterian Women

- To coordinate the mission of Presbytery with that of Presbyterian Women in congregations, Presbytery, and the wider church.
- To provide opportunity through the workgroup for communication from Presbyterian Women at meetings of the Presbytery.

(5) Mission Advocates

- The workgroup may appoint mission advocates for such purposes as it may determine and may co-opt these advocates to the workgroup.

12.2.4 *Workgroup Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the workgroup; a Vice-Moderator and Secretary elected by the workgroup at its first meeting in each calendar year.

12.2.5 *Reporting and Accountability:* Reports to the Presbytery and is accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

12.2.6 *Meetings:* At least four (4) times each year, and as needed.

12.3 Congregational Vitality Workgroup

12.3.1 *Purpose:* To fulfill the Presbytery mission priority to form and transform congregations for mission.

12.3.2 *Membership:* Twelve (12) – consisting of six (6) elders and six (6) ministers, including at least one (1) minister or elder from each geographic area of the Presbytery.

12.3.3 *Responsibilities:*

- (1) To consult with, to educate, to encourage, and to assist congregations in the process of congregational transformation (renewal, revitalization, redevelopment).
- (2) To advise Presbytery on the feasibility of alternative ministry models for congregations.
- (3) To undertake any necessary training of its members to equip them to consult with congregations.
- (4) To meet at least triennially with each congregation of the Presbytery concerning the vitality of its ministry and mission; to identify with them appropriate models of ministry taking special cognizance of the needs of small, rural, and racial-ethnic congregations. These meetings should not coincide with the Committee on Ministry triennial visit regarding the pastoral relationship.
- (5) To oversee, support, and evaluate the progress of new church developments established by the Presbytery.
- (6) To consult with and to guide congregations in the completion of a mission study as part of the pastoral transition period.
- (7) To administer and disburse congregational transformation grant funds in a manner determined by the Workgroup.
- (8) To communicate to the Committee on Ministry matters pertaining to the responsibilities of that committee including but not limited to: to changes in ministry models, congregational conflict, and the pastoral transition process.
- (9) To invite the Presbytery to celebrate the ministry of congregations, and special progress in congregational transformation.

12.3.4 *Workgroup Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the workgroup; a Vice-Moderator and Secretary elected by the workgroup at its first meeting in each calendar year.

12.3.5 *Reporting and Accountability:* Reports to the Presbytery and is accountable through participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

12.3.6 *Meetings:* At least four (4) times each year, and as needed.

13. COUNCIL (TRUSTEES)

13.1 *Purpose:* To fulfill the responsibility assigned to presbytery Councils in G-11.0103v for review of the functional relationship between the Presbytery's structure and its mission, to perform other duties assigned by the *Standing Rules*, and to exercise the powers of the Trustees of the Presbytery corporation.

13.2 *Membership:* Eighteen (18), as follows:

13.2.1 one (1) elder and one (1) minister from each of the three (3) geographic areas of the Presbytery;

13.2.2 six (6) persons ex-officio with voice and vote:

- (1) the moderator or moderator's designee from the Committee on Ministry;
- (2) the moderator or moderator's designee from the Committee on Preparation for Ministry;
- (3) the moderator or moderator's designee from the Congregational Vitality Workgroup;
- (4) the moderator or moderator's designee from the Congregational Leadership Equipping Workgroup;
- (5) the moderator or moderator's designee from the Congregational Mission and Partnership Workgroup;
- (6) the Moderator of Presbytery; and

13.2.3 six (6) elders or ministers elected at-large from the Presbytery or its constituent congregations, selected so as to ensure that at least one-half of the Council shall consist of laypersons.

13.2.4 The Executive Director of Highlands Presbyterian Camp and Retreat Center and the current Vice-Moderator of Presbytery shall be an ex-officio member of Council with voice but without vote.

13.3 *Responsibilities:*

13.3.1 General responsibilities:

- (1) To serve as Trustees of the Presbytery Corporation in accordance with the by-laws of the Corporation.
- (2) To monitor, evaluate, and initiate corrective action to ensure the health and effectiveness of the Presbytery (G-11.0103v).
- (3) To review and recommend revisions to the Presbytery's Mission Statement every ten (10) years; to Presbytery's Mission Commitments every five (5) years; and to descriptions of organizational units of the Presbytery every two (2) years.
- (4) To make recommendations to the Presbytery regarding organizing, receiving, and uniting churches (G-11.0103H), and for dividing, dismissing, and dissolving churches (G-11.0103i).
- (5) To ensure that orders of higher governing bodies are carried out (G-11.0103t).
- (6) To oversee and correspond in all ecumenical relationships between the Presbytery and other governing bodies.
- (7) To nominate persons to serve on the Presbytery Nominating Committee (G-11.0103w).

- (8) Between meetings of Presbytery, to act on behalf of Presbytery in regard to congregational property matters (G-11.0103y).
- (9) Upon recommendation of the Committee on Ministry, to authorize elders to administer the Lord's Supper (G-11.0103z).

13.3.2 Personnel responsibilities:

- (1) To implement the Presbytery's policy of participation and inclusiveness in staffing (G-11.0103d).
- (2) Other responsibilities specified in the *Personnel Policies and Manual* of the Presbytery.

13.3.3 Presbytery meeting responsibilities:

- (1) To design and plan stated meetings of the Presbytery including worship, study, order, agenda, format, meals and snacks, and offerings.
- (2) To arrange for location, speakers, seminars, training, celebrations, and installations of Presbytery officers.
- (3) To integrate constitutional requirements into Presbytery meeting designs.
- (4) To set, if it so chooses, a year-long theological theme and coordinate its development at stated meetings

13.3.4 Stewardship and finance responsibilities:

- (1) To review annually, and revise as needed, the Presbytery's investment policies and practice in its stewardship of accumulated funds.
- (2) To develop and manage the processes by which the Presbytery builds annual budgets.
- (3) Together with the Treasurer, to develop policies to govern the Presbytery's financial practices and management.
- (4) To oversee financial accounting and reporting procedures and formats to ensure that the Presbytery and its units have current information about income, expenditures, and resources available for their use.
- (5) To provide for an annual review of the Presbytery's finances and to report the results to the Presbytery. A full audit shall be conducted at least every five (5) years, or when indicated by the Presbytery.
- (6) To serve, or to select a subcommittee to serve, as the Endowment Fund Committee as required by the *Standing Rules*.
- (7) To review annually the adequacy of the insurance policies.

13.3.5 Bills and overtures responsibilities:

- (1) To provide information to the Presbytery for action on Constitutional amendments from the previous General Assembly.
- (2) To provide information and to make recommendation on overtures brought to the Presbytery by sessions.

13.3.6 Highlands Presbyterian Camp and Retreat Center responsibilities:

- (1) To maintain such oversight of and relationship to the HPCRCC as may be required in Section 11.4 of this manual.

13.3.7 Ecumenical responsibilities:

- (1) To coordinate the Presbytery's participation in ecumenical organizations, including, but not limited to the Colorado Council of Churches and the Nebraska Council of Churches.
- (2) To appoint persons to represent the Presbytery in positions to which the Presbytery is entitled on the board of the Colorado Council of Churches and its committees and commissions in which the Presbytery elects to participate.

13.4 *Officers and Organization:*

13.4.1 The Council shall have a moderator, elected annually by the Presbytery from the membership of the Council, a Vice-Moderator, elected by the Council at its first meeting in each calendar year, and a Secretary. The Stated Clerk of the Presbytery shall serve as Secretary of the Council.

13.4.2 When acting as Trustees, officers of the Corporation shall be determined in the manner prescribed by the Corporation by-laws. The Presbytery Treasurer shall serve as Treasurer for the Trustees.

13.4.3 Moderators of Council or any subcommittees shall ordinarily be members who are not moderators of a permanent committee or workgroup.

13.5 *Reporting and Accountability:* Reports to the Presbytery and is accountable to the Presbytery through the management of and participation in budgeting and evaluation processes for implementation of Presbytery mission commitments.

13.6 *Meetings:* Four (4) stated meetings each year, no later than thirty (30) calendar days prior to the upcoming stated Presbytery meeting. One (1) meeting each year shall include a consultation with representatives organizational units for

- evaluation;
- presentation of plans, budgets, and projects proposed for the coming year; and
- consideration of needs and plans of Synod and General Assembly;

and other meetings as needed.

14. **PERMANENT JUDICIAL COMMISSION²**

14.1 *Purpose:* To fulfill the requirements of the *Book of Order of the Presbyterian Church (U.S.A.)* regarding provision for judicial processes.

14.2 *Membership:* Seven (7) members, ministers and elders in numbers as nearly equal as possible, elected to terms of six (6) years, in three (3) classes as nearly equal as possible and with no more than one half of the members to be in one class. Not more than one (1) elder member may be from any one (1) church. Any vacancy due to resignation, death, or any other cause may be filled by the Presbytery at any stated meeting by election of a person to fill the unexpired term. Members are not eligible for reelection until after four (4) years have elapsed. The Moderator, Stated Clerk, or any staff of the Presbytery, its agencies or councils shall not serve on the Commission. All necessary expenses of the Commission shall be paid by the Presbytery.

14.3 *Responsibilities:* As specified in the *Rules of Discipline*.

14.4 *Committee Officers and Organization:* A Moderator and a Clerk elected by the Commission from its members.

²The Permanent Judicial Commission, Investigating Committees, and Administrative Commissions are listed here primarily for administrative purposes. Ordinarily their work and relationships to the Presbytery are governed by the *Form and Government* and the *Rules of Discipline*.

- 14.5 *Reporting and Accountability:* To the Presbytery as specified in the *Book of Order*.
- 14.6 *Meetings:* To elect officers when vacancies occur, for training on call of the Moderator, and whenever required to fulfill its constitutional responsibilities.

15. INVESTIGATING COMMITTEES²

Investigating Committees will be appointed and serve in conformity with requirements in the *Book of Order of the Presbyterian Church (U.S.A.)*. Those Investigating Committees appointed to deal with alleged violations of the Presbytery Sexual Misconduct Policy by minister members of the Presbytery will be appointed by the Moderator of the Presbytery from a list of persons previously trained by the Committee on Ministry for this purpose.

16. SPECIAL COMMISSIONS/COMMITTEES²

- 16.1 *Administrative Commissions:* Administrative Commissions will be appointed and serve in conformity with provisions of the *Book of Order of the Presbyterian Church (U.S.A.) G-9.0500*. Ordinarily, the Presbytery will appoint members to an Administrative Commission at the time it establishes the commission, upon nomination by the Moderator. If the Presbytery for any reason is unable to appoint the members at the time it meets, the Moderator is authorized to fill the membership of the commission and shall report all appointments to the Presbytery at its next stated meeting.
- 16.2 *Special Administrative Review Committees:* The Presbytery may establish committees to conduct Special Administrative Review under G-9.0408. The manner for appointment of members shall be the same as for Administrative Commissions.

²The Permanent Judicial Commission, Investigating Committees, and Administrative Commissions are listed here primarily for administrative purposes. Ordinarily their work and relationships to the Presbytery are governed by the *Form and Government* and the *Rules of Discipline*.