

MANUAL OF OPERATIONS

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I. INTRODUCTION

This Manual of Operations is divided into three sections, Governance, Ministry and Mission, and Appendices. The section on **Governance** refers to all entities and policies related to the ecclesiastical functions of the presbytery. The section on **Ministry and Mission** refers to the work of the Presbytery and its various committees. The **Appendices** include miscellaneous policies and related documents not included in other sections of the Manual of Operations. The **membership** of some entities is restricted to ordained Teaching or Ruling Elders. When the word “lay” is used, membership is open to all members of the Presbyterian Church (U.S.A.). In addition, some committees may include non-Presbyterians in their membership.

All committees will be described in the Manual of Operations, but, in addition, some will have **procedural handbooks or guidelines**, approved by the Presbytery, which are in compliance with the *Book of Order*. They can be found on the PTCA website. Hard copies may be found in the presbytery office. Documents found on the website or in the presbytery office will be noted beside the specific entity in the Manual of Operations. A list of available online documents will also be found in the Appendices of this Manual.

II. GOVERNANCE

A. PRESBYTERY

1. MEETINGS OF PRESBYTERY

As stated in the bylaws, Presbytery will meet in regular stated meetings at least twice and normally up to six times each year, during the months of January, March, May, July, September, and November. The facility must be totally accessible and have room for 125 to 150 people, for meetings and eating. The dates, host churches, and times of the meetings will be set by the Leadership Team. The intent will be to hold two Saturday meetings and other meetings on Tuesday evenings. The arrangements for the meetings will be handled by the office staff working with the Leadership Team and the host church.

The Moderator will preside at all meetings, including any special meetings called during the year. If the Moderator cannot preside, or wishes to step down temporarily, the Vice-Moderator will assume the chair. *Robert's Rules of Order, Latest Edition*, is the parliamentary authority to be followed.

2. MEMBERS OF PRESBYTERY: The members of Presbytery, as stated in the Bylaws of the Presbytery, consist of three groups of commissioners. These groups include the following

- a. **Teaching Elder Members:** All clergy who are ordained as Teaching Elders in the Presbyterian Church (U.S.A.) who have been examined and approved for membership by the Presbytery.

- b. **Ministers of Other Christian Churches** serving temporarily in a validated ministry or installed provision under the terms of G-2.0506.
- c. **Ruling Elder Commissioners:** All Ruling Elder commissioners are duly elected by their sessions as representatives to Presbytery. The elected must be in accordance with the latest published Redress of Imbalance which is necessary to provide for parity between clergy, lay membership and elder commissioners.
- d. **Other Ruling Elder Members:** Commissioned Lay Pastors, all elected officers and committee chairs, or their designees*. The Ruling Elders in this category are included in the Redress of Imbalance, computed annually.

* Chairs of committees must be eligible for membership in Presbytery in order to have the privilege of voting.

3. OFFICERS

The Officers of the Presbytery of The Twin Cities Area shall be:

- a. **MODERATOR:** The Moderator shall be elected by the Presbytery for a term of one year. At the time of election, the Moderator must be a continuing member of, or a commissioner to, the Presbytery (G-3.0104). The Nominating Committee will give full consideration to maintaining a balance of teaching and ruling elders and male/female.

Responsibilities:

- 1) Preside over the business meeting of the Presbytery in an orderly and efficient manner in accordance with the most recent edition of Robert's Rules of Order, Newly revised.
- 2) Attend meetings of the Presbytery Leadership Team working closely with its chair, the Executive Presbyter, and Stated Clerk.
- 3) Act on behalf of the Presbytery for all clergy ordinations and installations, or may appoint a designee.
- 4) Serve as a voting member of the Personnel Committee, or designate another member of the Presbytery Leadership Team to do so.
- 5) In consultation with the Executive Presbyter and Stated Clerk, appoint Investigating Committees.

- 6) In consultation with the other Officers, chair of the Presbytery Leadership Team and Executive Presbyter nominate to the Presbytery Administrative Commissions, and committees and task forces of the Presbytery Leadership Team, and others authorized by Presbytery for which provision for appointment has not been made.
 - 7) Call special meetings of Presbytery as needed (G-3.0304).
 - 8) Involve the Vice-Moderator to participate in ways that provide experience and exposure to the Presbytery.
 - 9) Execute documents as required by the position.
 - 10) Maintain good working relationship with the members of the Presbytery and its committees and commissions.
- b. **VICE-MODERATOR:** The Vice- Moderator shall be elected by the Presbytery for a term of one year and will ordinarily succeed to the position of moderator, if proposed by the Nominating Committee.

Responsibilities:

- 1) Participate as a member of the Presbytery Leadership Team.
 - 2) Preside over Presbytery business meetings at the Moderators request.
 - 3) Preside at Installations and Ordinations at the Moderator's request.
 - 4) Perform duties of the Moderator in his/her absence.
 - 5) Learn the duties of Moderator.
- c. **TREASURER:** The Treasurer is the financial officer of the Presbytery under the Minnesota Nonprofit Corporation Act (Minn. Stat. Chap. 317A), and the bylaws of the Presbytery of the Twin Cities Area. The Treasurer is an officer of the Presbytery and is accountable to the Presbytery Leadership Team.

Responsibilities:

- 1) Serves as one of the primary authorized signers on Presbytery bank accounts.
- 2) Comprehends the bookkeeping methods and procedures of the Synod of Lakes and Prairies' bookkeeping services and maintains good communication with the director of those services.

- 3) Reviews monthly financial reports and interprets them to the Board of Trustees.
 - 4) Assists in preparation of the annual financial review.
 - 5) Recommends investment vehicles to the Board of Trustees that are compatible with the investment of cash assets and spending policy.
 - 6) Serves as a member of the Budget Task Force in developing draft budgets for the Presbytery's consideration.
 - 7) Attends the meetings of the Board of Trustees and Presbytery. Additionally, the Treasurer may choose to attend the annual Fiscal Officers training offered by General Assembly. (Traditionally scholarships have been available through the Synod for this event.)
 - 8) Serves as a member of Presbytery Leadership Team.
 - 9) Serves as a resource to the Presbytery and Board of Trustees.
- d. **STATED CLERK:** The Stated Clerk shall record the transactions of the body, keep its rolls of membership and attendance, preserve its records, write official correspondence, give constitutional opinions, and staff administrative and judicial commissions. In these ecclesiastical functions, the Stated Clerk is responsible to the Presbytery.

The Stated Clerk serves as corporate secretary under the Minnesota Non-profit Corporation Act (Minn. Stat. Chap. 317A).

Responsibilities:

- 1) Serves as Secretary to the Presbytery Leadership Team.
- 2) Oversees the process for collection and submission of statistical data from the churches to the General Assembly; oversees the review of session minutes; provides training to clerks of sessions and responds to questions and requests for assistance; manages the process that determines the number of ruling elder commissioners to Presbytery.
- 3) Takes responsibility for the collection of data and preparation of reports required by the Bylaws of the Presbytery, the Synod, the General Assembly, and the *Book of Order*.
- 4) Maintains, reviews and recommends any needed changes in the Manual of Operations, policies and procedures, articles of incorporation, and files the Annual Registration Statement for Non-profit Corporations.

Executes legal documents on behalf of the Presbytery, as requested, and is authorized to sign checks.

- 5) Performs such miscellaneous duties as assigned by the Presbytery.
- 6) Attends staff meetings; meets regularly with the Personnel Committee, and trains and directs the work of any assistant stated clerks; provides staff services to the Board of Trustees and Committee on Ministry in the absence of, or at the direction of the Executive Presbyter.

4. STAFF

The approved Personnel Policies of the Presbytery will govern the employment practices of all paid staff, including the Stated Clerk and Treasurer.

- a. EXECUTIVE PRESBYTER:** The Presbytery of The Twin Cities Area may elect an Executive Presbyter for an indefinite term, according to the following procedures. The Nominating Committee will nominate candidates for a search committee, the number of members to be decided upon by the Presbytery. The Search Committee will proceed to identify candidates who are compatible with the position and person descriptions, which have been approved by the Presbytery upon recommendation by the Presbytery Leadership Team.

The Search Committee will then present their preferred candidate for election at a stated meeting of the Presbytery.

The Executive Presbyter will serve as the Chief Administrative Officer, with supervisory responsibilities for the office, and as resource to the Presbytery Leadership Team and to most of the committees of the Presbytery, including all of the committees, except the Permanent Judicial Committee and Bills and Overtures.

b. OTHER STAFF

- 1) **Associate Executive Staff:** As set forth in the Bylaws, the Presbytery may elect additional associate executive staff, as it deems necessary, and as funds permit.
- 2) **Support Staff:** The Executive Presbyter, working with the Personnel Committee, may employ support staff as needed, and as funds permit.

5. OTHER ELECTED POSITIONS

a. GENERAL ASSEMBLY COMMISSIONERS

The Presbytery Nominating Committee shall prepare a slate of recommended commissioners, ruling elder and teaching elder, proportionate to the total membership as reported as of December of the past year and in accordance with the schedule set forth in the Book of Order (G-3.0501). An equal number of ruling elders and teaching elders shall be on the slate. A slate of eligible alternates shall also be prepared by the Nominating Committee.

Following a request for nominations from the floor, the election shall be by secret ballot, unless there are no additional nominations. Nominations made from the floor must be accompanied by biographical sketches, in sufficient numbers for distribution, and include the nominees' agreement to serve. Also included in the biographical information must be the nominee's qualifications, service in the Presbytery, and commitment. Presbyters will vote for their preferred nominees, equal to the number and balance required. The nominees with the most votes will be elected. Persons who are named on the slate of alternates are eligible for nomination from the floor.

Following the election of commissioners, the slate of alternates, plus eligible nominations from the floor will be elected by secret ballot. Commissioners will be asked to prioritize their choices. Alternates will be called upon to serve according to the number of votes each receives. The same rules, which apply to nominations from the floor for commissioners, apply in presenting nominations from the floor.

The Young Adult Advisory Delegate (YAAD) may be elected by voice vote if there are no additional nominations. Nominations from the floor for YAAD require several support documents, and these must be completed and presented to the Nominating Committee prior to the meeting. YAAD nominees must meet the required age qualification: YAAD's must be between 17 and 23 during the duration of the assembly.

b. SYNOD COMMISSIONERS

The Presbytery of the Twin Cities Area elects two ruling elder commissioners, two teaching elder commissioners, and a young adult advisory delegate (age 17-23 during the duration of service) to the Synod of Lakes and prairies. Ruling elder and teaching elder commissioners serve three year terms, and the YAAD serves a one year term. Service begins in January.

The Presbytery elects its commissioners and young adult advisory delegate to Synod at the September meeting of the Presbytery in which a current person's term expires. Persons may be nominated by the Nominating Committee or from the floor of the Presbytery Meeting at the time of the election.

To be considered for nomination by the Nominating Committee, persons must complete an application form and return it to the presbytery office by August 1st. Application forms are available on line each year in May; a hard copy may be requested from the presbytery office. A call for applicants will be made at the May and July presbytery meetings and by general presbytery-wide e-mail notice, including to all teaching elders, churches, and committee/council/other entity chairpersons. Current Commissioners and YAADS may be nominated for re-election, if eligible, without repeating this process.

Applications from ruling elders, teaching elders, and young adults require a letter of recommendation from a session, presbytery entity, or teaching elder member of the Presbytery. Ordinarily, ruling elders and teaching elders are eligible to be nominated by the Nominating Committee two years after ordination and with two years of membership in the presbytery or one of its churches. In order to present a balanced slate, the Nominating Committee may seek additional applicants.

In consultation with the Committee on Representation, the Nominating Committee prepares a slate for the Presbytery to elect its ruling elder commissioners, teaching elder commissioners, and young adult advisory delegate to Synod. For each person nominated by the Nominating Committee, a written biographical sketch outlining the nominee's qualifications, service, and commitment to serve is published.

For each person nominated from the floor, the Nominating Committee recommends that a written biographical sketch outlining the nominee's qualifications, service, and commitment to serve be published in quantities sufficient for distribution at the presbytery meeting when elections will occur.

If there is only one nominee for a position, election may be by voice vote. If there is more than one nominee, election shall be by written ballot.

B. STRUCTURAL DEFINITIONS:

1. The ministry and mission of the Presbytery is fulfilled primarily through **COMMISSIONS, COMMITTEES or BOARDS** which are continuing entities with defined areas of responsibility.

Membership: The Presbytery, through its Nominating Committee, elects representative members of Commissions, Committee and Boards. Sub-committee conveners who are not members of the parent entity serve ex-officio, with vote. Members may also serve on related sub-committees, ministry/mission teams or task forces.

Terms: Three classes of three years each. Individual members are eligible to serve a maximum of six years of full or partial terms. The chairperson is elected annually.

Reports to: The Presbytery.

2. When it is advantageous to draw upon individuals possessing expertise, experience or interest in an ongoing specific function established by the Presbytery and/or requiring Presbytery approval a **SUB-COMMITTEE** to a continuing commission, committee, or board may be established by Presbytery action upon recommendation of the Presbytery Leadership Team.

Membership: Composed of individuals possessing expertise, experience and interest in the area of responsibility. The Presbytery, through its Nominating Committee, elects sub-committee members. Eligible sub-committee conveners who are not members of the parent entity serve on it ex-officio, with vote.

Terms: Three years, renewable. The convener is elected annually upon recommendation of the Nominating Committee following consultation with the sub-committee and parent committee.

Reports to: The Presbytery giving the continuing commission, committee or board opportunity to comment on any report or its recommendation.

3. **MINISTRY AND MISSION TEAMS AND TASK FORCES** are established by a continuing commission, committee or board to facilitate their work. Those established by a presbytery entity are noted in the Manual of Operations by action of the Presbytery Leadership Team.

CONGREGATIONS ARE ENCOURAGED TO ESTABLISH JOINT MISSION TEAMS ACCOUNTABLE TO THEIR SESSIONS.

- a. **PRESBYTERY MINISTRY TEAMS** are established by entities related to presbytery membership, ordination, or commissioning to oversee a particular ongoing function.

Membership: The parent entity annually designates the convener and membership from among those who bring expertise to, and have expressed an interest in, that area of the Presbytery's life.

Terms: Annually designated or re-designated

Reports to: The continuing commission, committee or board.

- b. **PRESBYTERY MISSION TEAMS** are established by entities to oversee a particular ongoing function related to the presbytery's mission and witness in the world.

Membership: The parent entity annually designates the convener and membership from among those who bring expertise to, and have expressed an interest in, that area of the Presbytery's life.

Terms: Annually designated or re-designated.

Reports to: The continuing commission, committee or board.

- c. **TASK FORCES** may be established by any ongoing presbytery entity to complete a specific assignment.

Membership: The parent entity designates the convener and membership to accomplish the task from among those who bring expertise to the function and have expressed an interest in that area of the Presbytery's life.

Terms: Completion of the task.

Reports to: The continuing commission, committee or board.

C. PRESBYTERY LEADERSHIP TEAM (PLT)

Meetings: Monthly, at least eight times each year.

Members: Members are as stated in the Bylaws.

Quorum: One-half of the membership, eligible to vote.

Decisions: Decisions of the Presbytery Leadership Team shall take effect immediately and be reported to Presbytery.

Responsibilities:

1. Have general supervision of the Presbytery between its meetings within the delegated powers of the Bylaws of the Presbytery.

2. Identify strategic directions in the presbytery's mission and ministry for the next several years and recommend to Presbytery new policies, programs and organizational structures to support that strategic direction.
3. Oversee, review and recommend amendments to the Bylaws and Manual of Operations to the presbytery.
4. Oversee and review the development of Presbytery budgets.
5. Oversee work of the Personnel Committee.
6. Oversee task forces and ad hoc committees established by the Presbytery unrelated to existing committees or commissions.
7. Nominate members of the Nominating Committee.
8. Coordinate Presbytery-wide events.
9. Responsible for Stated Meetings of the Presbytery:
 - a. Set the dates, times and places for Stated Meetings.
 - b. Design in consultation with the chairs of the Presbytery's committees and commissions the stated meetings and other gatherings of the Presbytery to address emerging issues and for considering the business originating from the various entities.
 - c. Provide meaningful worship experiences for the Presbytery with at least one service which includes preaching a sermon and the observance of the sacrament of the Lord's Supper.
 - d. Report at each meeting of Presbytery, items of business transacted by the Presbytery Leadership Team.

The Chair of the Presbytery Leadership Team, Officers and Executive Presbyter shall constitute an **Operations Team** within the PLT to:

1. Consult with the Moderator in the Moderator's nomination to Presbytery of Administrative Commissions, and committees and task forces of the Presbytery Leadership Team and others authorized by Presbytery for which provision for appointment has not been made.
2. Meet as needed before Presbytery meetings to:
 - a. Approve the final docket for the Presbytery meeting.
 - b. Perform such other duties as assigned by the Presbytery Leadership Team at its regular meetings.
3. Consult with the chair of the Presbytery Nominating Committee regarding the skills and areas of expertise needed on the Presbytery Leadership Team.

D. PERSONNEL COMMITTEE (PC): The Personnel Committee is a Committee of the Presbytery Leadership Team, reporting to Presbytery through the Leadership Team.

Meetings: At least quarterly

Membership: Four members, clergy and lay. The Moderator, or the Moderator's designee from the Presbytery Leadership Team, shall serve as a voting member.

Responsibilities:

1. Administers personnel matters for the Presbytery staff according to the *Book of Order* and the *Employee Handbook*.
2. Develops personnel policies, position descriptions, and employment criteria.
3. Conducts staff reviews and recommends compensation and benefits.
4. Oversees the use of staff time.
5. May provide training for Personnel Committees from constituent churches upon request.

E. BOARD OF TRUSTEES (BOT)

Meetings: At least quarterly

Membership: Twelve members, in three classes of four. The Presbytery Treasurer and Executive Presbyter are ex officio members, with voice and no vote. The Stated Clerk is a resource, attending meetings when needed.

Quorum: Simple majority (7 members).

Preferred Skills: Financial management experience, legal, real estate, insurance, knowledge of PC(U.S.A.) polity.

Responsibilities:

1. Manages the financial and property affairs of the Presbytery, and the functions of the Presbytery as a not-for-profit corporation.
2. Oversees the legal processes involved for the Presbytery as a non-profit corporation.
3. Recommends fiscal policy.
4. Provides financial reports.
5. Manages investments and capital assets of the presbytery.
6. Maintains insurance.
7. Provides for an annual financial review.
8. Makes recommendations on loan, lease, and sale applications of congregations and the Presbytery.
9. Provides financial and property guidance to congregations upon request.
10. Reports to Presbytery, and may ask the Presbytery Leadership Team for support prior to the report, if needed.

F. NOMINATING COMMITTEE (NOM)

Meetings: Monthly

Membership: Fifteen members according to the Bylaws. Nominees are named by Presbytery Leadership Team and elected by the Presbytery. In order to meet the membership requirements, suggested names will be welcomed by the Leadership Team. If there is no member of COR also serving on the NC, a member of COR will always be invited, ex-officio, without vote.

Quorum: Simple majority of elected members

Responsibilities: Committee nominates persons to be elected by the Presbytery to serve in elected positions. This includes all committees of Presbytery and at-large members of Presbytery Leadership Team, Treasurer, Stated Clerk, Synod and GA Commissioners and YAADs, and Presbytery members serving on related bodies, such as the Board of Directors of the Minnesota Council of Churches and Presbyterian Clearwater Forest. They shall recommend persons to the Synod and GA Nominating Committees when requested.

When selecting persons to fill the staff positions of Stated Clerk and Treasurer, they shall consult with the Personnel Committee (for both) and Board of Trustees (for Treasurer) as appropriate.

The current committee chair of each committee may be encouraged to suggest nominees as well.

When selecting nominees for committee or other continuing entity, individuals will be placed into 3 classes in numbers as nearly equal as possible unless otherwise specified in the Bylaws or Manual of Operations. Sub-committee membership will be for three years, renewable. Nominees will be sought who have expertise, passion, and time for the particular service; every effort will be made to represent the diversity within the presbytery on committees. Except for very large committees (COM and CPM), ordinarily only one person from a particular congregation will be nominated for a committee; a teaching and ruling elder may occasionally serve together also. Ordinarily no person will be nominated to serve on more than one committee/entity at the same time; exceptions being for the following committees which meet infrequently or have coordinated responsibilities: Bills and Overtures, Committee on Representation, and Self Development of People. Persons serving on higher councils or as our representatives on boards beyond the presbytery may serve internally as well.

G. COMMITTEE ON REPRESENTATION (COR)

Meetings: At least quarterly

Membership: The Committee on Representation shall be composed of 6-9 persons, teaching elders, ruling elders, and/or lay church members, representing the diversity within the presbytery; divided into 3 classes, elected annually for three year terms.

The chairperson shall be elected annually. At least half the members of this committee shall be encouraged to also serve on other committees, including one on the Nominating Committee.

Quorum: A majority of its members

Responsibilities:

1. Will advise the presbytery regarding the implementation of principles of unity and diversity. (F- 1.0403, G-3.0103)
2. Working with the Nominating Committee, will advocate for diversity in leadership.
3. Will consult with the Personnel Committee on the employment of personnel, in accordance with the principles of unity and diversity outlined in the Book of Order.

H. PERMANENT JUDICIAL COMMISSION (PJC)

Meetings: At least once each year.

Membership: Elected for a six year term by the Presbytery from nominations proposed by the Nominating Committee. The Commission elects its own moderator and clerk. No fewer than seven members composed of Teaching Elders and Ruling Elders in as nearly equal numbers as possible, with no more than one of its Ruling Elders from any of its constituent churches.

Quorum: A majority of the members, except for a disciplinary case, which shall be a majority of the membership other than the two members assigned responsibilities such as conducting a hearing for review of procedures (D-5.0100, D-10.0204 and D-10.0303). Former members are eligible to be called to constitute a quorum, when needed. (D-5.0206b)

Responsibilities: The PJC, in considering the cases transmitted to it, shall conduct its business using only the powers prescribed by the *Constitution* of the PC(U.S.A.).

III. MINISTRY AND MISSION

A. COMMITTEES

1. COMMITTEE ON MINISTRY (COM)

Meetings: Monthly.

Membership: 15-21 members; one-half Ruling Elders, one-half Teaching Elders plus any teaching or ruling elder sub-committee conveners who are not a core member of the COM, ex-officio with vote.

Quorum: Simple Majority

Reports to: The Presbytery

Preferred Skills:

1. Strong interpersonal and relational skills.
2. Sensitivity to the variety of theological and missional expressions represented in the Presbytery.
3. Willingness to familiarize oneself with the requirements of the *Book of Order*, particularly Chapters 2: “Ordered Ministry, Commissioning, and Certification” and to keep updated on changes as they occur.
4. Email capability and internet access as all COM documentation is transmitted electronically.

Responsibilities:

1. To:
 - a. Serve as pastor and counselor to, and
 - b. Support, assist, nurture and resource all ordained, commissioned and certified members of the Presbytery as well as the recipients of Presbyterian Church (U.S.A.) Board of Pensions benefits who reside within the bounds of the Presbytery in accord with G-3.0307.

In addition, the Presbytery empowers the COM to develop policies and procedures that will promote healthy ministries and enable teaching elders as well as commissioned and certified members of the Presbytery to fulfill their call in service to God in word and deed.

2. To serve the Presbytery according to *Book of Order* and the COM Procedural Manual for those functions related to congregations without pastors and “membership support” (persons seeking to transfer in or out of the presbytery outside of a called position, continuing membership, parish associates, emerita/us relationships, validation of ministries, “transitions” (entrance and

exit interviews, recognitions), and temporary PASTORAL SERVICES. Maintains a list of experienced transitional teaching elders.

3. To oversee sub-committees and ministry teams related to membership in the presbytery.

Sub-Committees include:

- **Called Positions:** 4-8 teaching or ruling elder members elected or re-elected by the Presbyter, geographically representative and who are experienced or skilled in assisting a Pastor/Associate Pastor Nominating Committee. Functions as currently described in the Committee on Ministry Procedural Manual. Meets at least twice a year for coaching and updates on denominational policies. Individual members are assigned by the convener to congregations as needed and are responsible for bringing to the Committee on Ministry for its approval and/or recommendation to Presbytery Ministry Information Forms and Terms of Call for pastoral service.

Ministry teams include:

- Pension and Retiree Support
- Temporary Pastoral Relations

4. To maintain regular contact with all ordained, commissioned and certified members of Presbytery.
5. To serve as the Presbytery's agent in responding to and addressing difficulties in particular churches.
6. Between the Stated Meetings of the Presbytery, COM has the authority to perform the following functions, with the provision that all such actions be reported to the next stated meeting of the Presbytery.
 - a. Appoint administrative commissions to install teaching elders who have received a properly approved call.
 - b. Appoint a moderator of a session, due to the resignation, departure, or disability of the teaching elder.
 - c. Receive teaching elders, in good standing in another presbytery, who are without pastoral charge.
 - d. Upon recommendation from the Sub-committee on Called Positions representative, approve Ministry Information Forms and the Terms of Call of a congregation to a teaching elder to be its pastor or associate pastor, provided the call conforms to the presbytery's minimum terms of compensation.
 - e. Place a properly approved ministerial call in the hands of a minister member of the presbytery.

- f. Dismiss teaching elders to other presbyteries upon the request of the teaching elder.
 - g. Transmit a properly approved call to a minister member of another presbytery to that presbytery through the stated clerk, and
 - h. Permit a teaching elder in good standing who has received a ministerial call, properly approved by the Presbytery or Committee on Ministry, to labor within the bounds of presbytery prior to dismissal by the minister's presbytery of membership.
7. Examine and evaluate persons seeking to become Commissioned Ruling Elders, and if approved, oversee their work in the place of commission.

2. COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

Meetings: Normally monthly

Membership: Fifteen to twenty-one members.

Quorum: Simple Majority (11)

Preferred Skills: Interpersonal, relational skills for dealing with candidates and inquirers; organizational skills for dealing with the process; a clear understanding of what it means to be Presbyterian.

Responsibilities: According to *Book of Order* and the CPM Procedural Manual determine if the various individuals who come before the CPM are indeed called by the Holy Spirit to become Teaching Elders in the Presbyterian Church (U.S.A.) and to work with them on the journey toward ordination. Steps followed in this process:

1. Evaluate, and vote to take under care new seekers. This action is reported to Presbytery.
2. Annually evaluate, and vote to continue under care all inquirers and candidates. This action is reported to Presbytery.
3. Evaluate, and vote to recommend to Presbytery, inquirers to be enrolled as candidates.
4. Present inquirers seeking enrollment as candidates to Presbytery.
5. Evaluate, and vote to certify, candidates ready to receive a call. This action is recommended to Presbytery.
6. Vote to recommend to Presbytery approval of an Administrative Commission for the ordination of candidates when a call has been received and approved.
7. Provide guidance and training to sessions taking people under their care.
8. Oversee the preparation and training of persons seeking to become Commissioned Ruling Elders.

Member Expectations:

1. Be open to the working of the Holy Spirit in all the work of the committee.
2. Develop and maintain a relationship with assigned persons under care, becoming their first line of communication with the Presbytery, and their advocate as necessary.
3. Learn the process in preparation for explaining to persons under care and their sessions, and anyone else who asks.
4. Participate in the process of discernment with both the person under care and the Presbytery.
5. Be aware of the gate-keeping function of the committee and be prepared to participate in it.
6. Be willing to help with the mechanics of the committee as needed.

3. COMMITTEE ON ETHICS (COE) - (Formerly Advocates for Integrity in Ministry (AIM))

Meetings: Monthly

Membership: 9 members, lay and Teaching Elders.

Responsibilities: In accordance with the *Book of Order* and the Sexual Misconduct Prevention and Response Policy Manual:

1. To be advocates for integrity in ministry.
2. Provide resources to congregations and clergy for education and training in promoting respectful and ethical relationships, boundary observance, privacy maintenance, and misconduct prevention.

4. MISSION AND WITNESS COMMITTEE

Meetings: As determined by Chair and Executive Presbyter

Membership: The committee shall consist of seven to eleven members elected by Presbytery including teaching elders and members of congregations. One will be nominated as chair. The Executive Presbyter will be *ex officio*.

Purpose: The mission of the Mission and Witness Committee is to proclaim the love of Jesus Christ by facilitating partnerships that support the mission of the Church. Partnerships may be with other churches or denominations within the Twin Cities Area, Presbyterian Church (U.S.A.), partner churches around the world, ecumenical partners, or appropriate community agencies that witness to that love.

Responsibilities:

1. The Mission and Witness Committee will administer the disbursement and distribution of funds as designated in the budget. This will include the Presbytery portion of the Peacemaking Offering.
2. Oversee all mission teams:

a. MISSION TEAMS

i. Disabilities Concerns Mission Team

Meetings: Monthly

Membership: 15. Members have personal or professional experience with disabilities.

Purpose: The purpose of this mission team is to promote awareness of disability issues and provide resources for churches interested in the inclusion of persons with disabilities.

Responsibilities: Within the Disability Concerns Mission Team Policy:

1. Promoting awareness of disability issues in the Presbytery.
2. Challenge local congregations to be inclusive Christian communities.
3. Resource churches as they move toward full inclusion and participation by people with disabilities.
4. Raise awareness in churches about social justice issues that affect the lives of people with disabilities.
5. Cooperate with Presbyterians for Disability Concerns (a network of PHEWA), the Church Resource Center, and other interfaith and community groups that share the goals and concerns of the Mission Team

ii. Kwanzaa Community Development Mission Team

Meetings: Monthly

Membership: Partner Churches

Purpose: The goal of this mission team is to establish partnerships within the Presbytery, which will enhance the work of Kwanzaa in meeting their community mission goals.

Responsibilities:

1. Develop partners who will provide financial support to help in matching Presbyterian (U.S.A.) and community grant.
2. Develop partners who will provide people resources to work with Kwanzaa in fellowship, study, mentoring, worship, and advocating issues such as employment, education, housing, reduction in teen pregnancies, reduction in substance abuse, and HIV/AIDS ministry, spiritual growth and racism.
3. Develop and implement a plan to build capacity for sustaining Kwanzaa's community mission.
4. Develop support for the transitions involved in becoming a two campus ministry in North Minneapolis.

iii. **Environmental Stewardship Mission Team**

Meetings: Four times a year.

Membership: Open

Responsibilities:

1. Build an environmental network and encourage communication.
2. Make PTCA churches aware of the 2006 General Assembly Resolution 09-22 "On Calling All Presbyterians to Take Positive and Immediate Steps to Live Carbon Neutral Lives".

iv. **Peace and Justice Mission Team**

Meetings: Monthly

Membership: 10

Purpose: To provide leadership development, resources and other support to congregations desiring to be involved in Peace and Justice issues.

Responsibilities:

1. Encourage and support local Presbyterian congregations and members of the Presbytery as well as building collaborations with ecumenical partners to be advocates for social justice and peacemaking.
2. Manage the missional uses of the Presbytery's portion of the Peacemaking offering with thoughtful stewardship.
3. Raise awareness within the Presbytery of issues and concerns regarding justice and peace through communication, conferences, workshops, etc.

4. Cooperate with PC(U.S.A.) advocacy agencies and mission ministries, local seminaries, churches, and community groups involved in Peace and Justice issues.

5. COMMITTEE ON CONGREGATIONAL VITALITY (CCV)

- Meetings:** Monthly.
- Members:** 9 to 15 members
- Quorum:** Simple majority
- Reports to:** The Presbytery

Responsibilities:

1. To support, assist, nurture and resource all congregations and their leaders by:
 - a. Assisting congregations in developing mission strategies
 - b. Aiding congregations in transformation, and
 - c. Supporting leadership development and continuing education opportunities.
2. Developing new churches and fellowships, and guiding congregations who are interested in starting new churches.
3. CCV accomplishes its work in a variety of ways, including:
 - a. Maintaining regular contact with each congregation.
 - b. Tracking and exploring church development trends in the wider church;
 - c. Helping congregations discern God's call for their ministry, identify needs and plan for their future;
 - d. Building networks, partnerships and resources in post-modern church growth, including consultants and coaches;
 - e. Helping to identify potential funding sources;
 - f. Assisting with writing and submission of General Assembly Church Development grants; and
 - g. Writing grant reviews with input from grant recipients.

6. SELF DEVELOPMENT OF PEOPLE (SDOP)

Meetings: The SDOP committee meets in the Spring to coordinate its publicity and outreach for the year. On August 1, it mails information and applications to a variety of churches, community groups, and individuals, letting them know how to apply for a grant. Applications are due by September 30. In October and November, the committee meets to review submitted applications. The national SDOP office requires that requests for grant payments be made by December 15, so that money can be disbursed before the end of the calendar year.

Membership: 7 to 9 members, a majority of whom shall be racial-ethnic, and 50% must be members of Presbytery of Twin Cities Area, or one of its constituent churches.

The Chair must be Presbyterian

Funding: The national SDOP office determines the amount of money the SDOP committee of the PTCA has to disburse each year.

Responsibilities:

To assist the Presbyterian Church (U.S.A.) in carrying out its global commitment to work toward the self-development of economically poor, oppressed, and disadvantaged people who own, control, and benefit directly from projects that promote long-term change in their lives and communities. Every two years, the SDOP committee must submit a Certification Application.

Every three years, the committee must hold a training workshop.

7. BILLS AND OVERTURES COMMITTEE

Meetings: As needed

Membership: The committee on Bills and Overtures shall consist of eight persons, Teaching Elders and laypersons, elected by the presbytery, at least half of whom shall be laypersons.

Three members shall be placed in three classes of three years, elected in May. Members elected should not serve more than six consecutive years.

Five members shall be nominated for two-year terms, elected in September. At least three of these persons shall be from among those who recently attended General Assembly as commissioners. Commissioners shall serve for two years. These members shall not serve for more than six years.

Responsibilities:

1. In the months following the General Assembly, educates and informs the Presbytery on proposed amendments, to the *Constitution*, and the voting process to be followed.
2. Receives proposed overtures submitted by congregations or committees of the Presbytery, in preparation for submitting to the Presbytery for recommendation to the upcoming General Assembly.
3. Evaluates proposed overtures from other presbyteries and entities, to aid the Presbytery in making decisions of support.

IV. AMENDMENT AND SUSPENSION OF MANUAL OF OPERATIONS

Individual items in the Manual of Operations can be amended or suspended by a majority vote at any business meeting without previous notice. It will remain in effect until rescinded or amended. Any item can be added in the same manner.

V. APPENDICIES

A. POLICIES AND GUIDELINES

1. INCLUSIVE LANGUAGE

Because we are called to be one with God and each other in a Christian community, it is appropriate to use language which clearly demonstrates that we intend to be an inclusive community of faith. Words are powerful and both reflect and influence reality and our perception of reality. We encourage presbytery leaders to be cognizant of the power of language and sensitive as to all people as they plan and lead presbytery functions and worship services. Our intended use of inclusive language will focus attention on the following areas of concern:

Language About God

God is ultimately indescribable. All words about God are symbols pointing to part of the totality of God's nature. Traditionally, God has been described with predominantly male images. However, since God is spirit and, therefore, neither male nor female, we will, wherever possible, avoid describing God with images that are exclusively either male or female. We will use a variety of metaphors and similes for God. We will use terms that expand rather than limit the experience of God's action in our lives.

Language About Persons - The People of God

While terms such as "man" and "mankind" were once understood and accepted generically as well as with reference to human males, increasingly this is not the case. Underlying the accustomed use of male language in a generic sense was the assumption (conscious or unconscious) that males were more representative of humankind than females; indeed, that females were subordinate or inferior. It is imperative that we do not perpetuate such concepts by continuing to use sexually exclusive language even among those who still "hear" it generically. For generic terms such as man, brotherhood, mankind, etc., we will substitute such terms as humanity, humankind, human beings, persons, people, folk, everyone, family, and/or children. Additionally, we will avoid the use of masculine pronouns when referring to men and women together.

The Use of Scripture

Scripture, in the original Hebrew and Greek, is more inclusive than most English translations. Therefore, when we read the words and the intention is not exclusive, we will read it inclusively. When preparing for scripture to be read in unison, it is appropriate to rephrase and reprint the passage to eliminate exclusive language.

Use of Hymns and Worship Resources

For the worship services of this presbytery and its committees, we will choose hymns and other aids that do not contain gender exclusive images. We encourage the writing and use of new hymns that reflect the sensitivity of our times.

Printed Communication and Common Language

In all our verbal communication, we will be sensitive to and aware of the need to use inclusive language in all of our meetings, including the stated meetings of the presbytery. All printed material that is by the presbytery for its work shall use inclusive language. The use of inclusive language in other materials is strongly encouraged.

Adopted May 9, 2000, updated May, 2003

2. ALCOHOL USE POLICY

The Presbytery of the Twin Cities Area expects that all teaching elders and ruling elder members and commissioners acting in and on behalf of the PTCA shall adhere to the laws of the State of Minnesota governing the consumption and distribution of alcoholic beverages. Participants in events are also expected to behave in a manner that is in accordance with Minnesota laws and appropriate behavior befitting and reflecting the values of our Christian faith. Those invited to attend events at which alcohol will be available will be alerted in advance so that they may decide if they wish to participate in the activity.

Wherever and whenever alcoholic beverages are served, it is expected that attractive and desirable non-alcoholic beverages will also be served for the sake of those who do not wish to consume alcohol or who must not consume alcohol to maintain sobriety.

3. CONFLICT OF INTEREST

Background:

Potential conflicts of interest are a source of increasing concern for all governing bodies of the Presbyterian Church USA; whether in governing, program, personnel or judicial areas of our common life. In response to this concern, the Personnel Committee of the PTCA proposed a policy on conflict of interest to

guide all PTCA board, leadership team, committee, task force team and work group members; officers; employees and regular volunteers; as well as family members/employers, legal representatives, contractors and organizational partners; specifically in relation to the Presbytery's own membership, the congregations and specialized ministries within its bounds, and to the higher governing bodies to which it has certain accountabilities and responsibilities. The Presbytery adopted a policy at its regular meeting on July 8, 2003. This policy is intended to assure that all persons place the welfare of the PTCA above personal interest, the interest of family members, or special groups who may be involved in substantial affairs affecting the PTCA.

In formulating this statement of policy, the initial impulse of the Personnel Committee has been to identify all possible danger zones and specific circumstances in which the appearance and reality of conflict of interest has been known to arise. That impulse is resisted, because of the deep conviction by the Personnel Committee that there can be no substitute for human sensitivity, intelligence and good judgment by all persons affected in the disposition of conflict of interest matters which may, from time to time, arise. The PTCA Personnel Committee shall review this policy every three years and recommend updates as needed to the Presbytery Leadership Team.

POLICY ON CONFLICT OF INTEREST

Scope: This statement of policy is applicable to all PTCA board, leadership team, committee, task force team members; officers; employees and regular volunteers; as well as family members/employers, legal representatives, contractors and organizational partners.

Definition: This statement of policy defines conflict of interest as follows:

1. Accept any gift, gratuity, service or special favor from any person or persons, agents, or businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from PTCA entities, however, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received;
2. Participate in a decision in which the interests of the PTCA conflict with a person or entity's personal interests.
3. Hold a paid or regular volunteer position with another judicatory or outside organization where performance of those duties are in conflict with the duties carried out by the person or entity in the PTCA; and
4. Become an employee of or otherwise render compensable services to PTCA entities during the term of election or appointment, even if the person resigns from the elected or appointed position.

Disclosure: This statement of policy requires that the person or persons disclose in writing all material facts and relationships pertaining to transactions with or by PTCA entities when there is or appears to be a conflict of interest.

Implementation: All disclosures required under this policy must be made in writing at the time of hiring, appointment, election or approval and annually thereafter by the end of January. Written disclosures from staff and regular volunteers are to be directed to the Executive Presbyter. Written disclosures from all other persons are to be directed to the Moderator of the Presbytery Leadership Team. All written disclosures shall be retained on file in the PTCA office.

The Nominating Committee will circulate copies of the Conflict of Interest Policy as a part of the materials sent to nominees to elected Councils and Committees. The Stated Clerk will distribute the policy annually to continuing appropriate persons for signature. Newly elected persons should return signed copies of Conflict of Interest Policies by July 1st annually. A signed copy of the Conflict of Interest Policy must be on file within six weeks of beginning service with an applicable entity. The Stated Clerk will monitor the files of appropriate persons to be sure they contain the necessary signed Disclosure Forms. The Moderator of the Presbytery and of the Leadership Team shall appoint a committee of five people to review the signed Conflict of Interest Policies. They should look first at members and former members of Permanent Judicial Commissions of Presbytery, Synod and General Assembly.

Role of Interested Person (s): A person, persons, or entities that have declared or been found to have possible conflict of interest in any matter related to PTCA entities shall refrain from participating in consideration of the proposed transaction involving such conflict of interest, unless specifically requested to provide information. The person, persons, or entities involved should not vote or be present at the time of vote on such matters.

Resolution: A person, persons, or entities with uncertainty about possible conflict of interest in any matter may request the Presbytery Leadership Team to review and offer advice on whether a possible conflict prevails. Unresolved issues shall be decided by a special committee named by the Presbytery Leadership Team. When possible, the question of potential conflict of interest shall be referred to a Stated Clerk for an opinion prior to a decision by the special committee and the Presbytery Leadership Team.

DISCLOSURE FORM
PTCA Policy on Conflict of Interest

Staff and regular volunteers: Please address your Disclosure Form to the PTCA Executive Presbyter by name and position. Deliver your completed Disclosure Form to that person.

All other persons (as identified in **Scope** of the policy): please address your Disclosure Form to the PTCA Moderator of Presbytery Leadership Team by name and position. Deliver your completed Disclosure Form to that person.

Name	Position
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I have received and read the current PTCA Policy on Conflict of Interest, and I believe:

A. I am in compliance with the policy; _____(initials)

B. I am in compliance with the policy EXCEPT as described below;
_____ (initials)

Exception(s): describe exception(s) in detail here:

Sincerely,

SIGNED

DATE

POSITION

NOTE: Your completed Form, after submission by you, will be retained in the appropriate files of the PTCA office. All Forms on file will be reviewed at least annually by an appropriate PTCA committee.

4. DEATH NOTICE

1. When a current or former Teaching Elder, Moderator of Presbytery, Stated Clerk, or Presbytery staff member dies while still residing within the bounds of the Presbytery, that person's minister or colleague in ministry should notify the Presbytery office as soon as possible.
2. All teaching elders and clerks of session of the Presbytery are to be notified of the death and, if there is sufficient time, the time and place of the funeral or memorial service. The process for such notification will be online, as a special communication.
3. The Moderator of Presbytery or designee will communicate the Presbytery's concern and love for the deceased and his or her family.

5. IMMIGRANT MINISTRIES POLICIES

Definitions:

Immigrant Group: A group of persons who are new arrivals in this country

International Group: A group of persons who have racial, ethnic, or cultural bonds with countries outside of the United States.

Becoming a Fellowship: An Immigrant or International Christian Group that desires to become a Fellowship of the Presbyterian Church (U.S.A.) in this Presbytery shall follow the procedures outlined below.

The group must approach the Presbytery through the Committee on Church Vitality (CCV) and request status as a “Fellowship”. Subject always to review of and control by the Presbytery through a CCV liaison, the Fellowship may elect its own officers, incorporate as a 501(c)3 group as an entity of the Presbyterian Church (U.S.A.), and be self-determined in its actions.

The Fellowship, in doing its work, shall follow the Constitution of the Presbyterian Church (U.S.A.). It shall keep minutes of its meetings and accounts of all monies received and disbursed. Pastoral leadership shall be a Commissioned Ruling Elder commissioned by the Presbytery of the Twin Cities Area or a Minister of Word and Sacrament who is a member of the Presbytery. The group will be encouraged to contribute to Presbyterian basic mission. The lay leadership shall operate as if it were a Church session with the pastor moderating. All records shall be submitted annually to the Presbytery through CCV for review and inclusion in the records of the Presbytery.

A group becomes a Fellowship when it meets all of the following criteria:

1. Requests the Presbytery, in writing, to make it a Fellowship through CDT.
2. Indicates that the leader and the congregation intend to be a part of the Presbyterian Church (U.S.A.).

3. Shows an understanding of Presbyterian belief and polity, and indicates the group's full cooperation with the supervision of the Presbytery.
4. Agrees with the Presbytery through CCV on a plan to implement the requirements of the Presbyterian Church (U.S.A.) including the following:
 - a. Including both women and men as officers in the Fellowship and as officers when a new Church is chartered.
 - b. Instituting a two or three year rotation of officers.
 - c. Adjusting the size of the body of church officers to the Presbyterian Church (U.S.A.)'s recommendation for sessions.
 - d. Agreeing to women and men as candidates to become pastors.
 - e. Having a place located and secured to gather and worship regularly.
 - f. Demonstrating through a budget and budget projections the group's ability to pay its pastoral leadership fairly and reasonably as approved by CCV and the Committee on Ministry (COM). In some cases, approval may be given to having a pastor serve without compensation. The Presbytery commits itself to be sensitive to issues within the International or Immigrant Community that might arise if the pastor receives a full professional salary per Presbytery guidelines.
 - g. If the International or Immigrant Community does not already have a pastor or commissioned ruling elder, one of its first responsibilities is to find one and form a covenant with them through a contract or call, following COM procedures. She or he shall be selected on the basis of having the necessary vision and skills, both in new Church gathering and organization and the capacity to identify with and relate to people in the International or Immigrant Community.
 - h. This person shall exercise pastoral care of the group, preach, administer sacraments with concurrence and stipulations from the COM, and conduct regular worship, as well as organize the group to be of service in the community and participate in the ministry of the Presbytery. Presbytery's COM oversees the contract and calling of pastors already ordained and oversees commissioned ruling elders.
5. By vote of Presbytery, is received as a Fellowship.

Upon approval by the Presbytery to administer the sacraments, the COM on behalf of the Presbytery will oversee the authority to administer the Sacrament of Baptism in accordance with Book of Order W-2-3011b, and the authority to administer the Sacrament of the Lord's Supper in accordance with Book of Order W-2-4012b and c.

Pursuant to Book of Order G-3.0109b(4), the Presbytery may recognize formally the role of the lay leadership of the Fellowship as elders and may formally recognize the existence and ministry of the Fellowship by granting its leadership voice and vote at Presbytery meetings.

6. BACKGROUND CHECKING POLICY

This policy was developed by the Committee on Ministry, proposed to Presbytery and approved November 11, 2008.

During the PNC process, a Background Check will be initiated by the Stated Clerk. At that point in the process, when a minister is asked to preach in a neutral pulpit; the congregation will be asked to pay one-half the cost (presently \$6.25) of each background check made.

7. LABORING IN/OUT OF BOUNDS OF PRESBYTERY

This policy was developed by the Committee on Ministry, proposed to Presbytery and approved November 11, 2008.

Presbytery no longer requires ministers to ask permission to Labor Outside/Inside the Bounds for a one-time event, i.e. a wedding or administering the sacraments. Permission continues to be required for ministers who work in a position of a contractual nature and labor outside the Presbytery's jurisdiction or geographical bounds. (G-3.0306)

8. SABBATICAL LEAVE GUIDELINES

The following "Sabbatical Leave Guidelines" were approved by the Committee on Ministry at its December 17, 2007 meeting and by the Presbytery of the Twin Cities Area at its January 12, 2008 meeting. The guidelines are commended to churches in the Presbytery to encourage them to write their own policy.

Sabbatical Leave Guidelines

After six years of continuous service, a full-time pastor may seek session approval for a Sabbatical Leave with full pay for up to a three month period. A Sabbatical Leave is time away for study, reflection and/or spiritual growth. The request will include a detailed written plan with clearly identified goals. If granted, the Sabbatical Leave may be combined with earned vacation within a particular year. The plan should include:

- a. provisions for leadership in the pastor's absence
- b. establishing the philosophy behind the sabbatical

The pastor must agree to return to his/her present position for a period of at least one year following the completion of the Sabbatical Leave. If the pastor chooses to leave his/her position voluntarily within the period of one year following the

Sabbatical Leave, the salary attributable to the Sabbatical Leave shall be refunded. After completion of one Sabbatical Leave, the individual shall not be eligible for another Sabbatical Leave until a period of at least six years shall have elapsed.

B. MANUALS AND POLICIES

1. Article of Incorporation Bylaws (most recent edition)
2. Crisis Response Policy
3. Employee Handbook
4. Committee on Ministry Manual
 - a. Policies on Membership Status
 - b. Validated Ministry
 - c. Separation Ethics (Also available as a free standing manual)
 - d. Offerings Received at services of Installation and Ordination
5. Committee on Preparation for Ministry Manual
 - a.. Process for Inquirer and Candidate Status
6. Commissioned Lay Pastors Manual
 - a. Process for Entering Lay Pastor Training Program
7. Board of Trustees Manual
 - a. Per Capita
 - b. Honoraria
 - c. Reimbursement
 - d. Guidelines and Application for Loans and Mortgages on Church Property
 - e. Guidelines and Application Sale or Lease of Church Property
8. Sexual Misconduct Prevention and Response Policy Manual
9. Disabilities Concerns Task Force Policy

Passed 11-08-08

Revised 07-14-2009 – Mission and Witness – elders changed to lay members

Revised 09-12-2009 – III Ministry b. Other Elected Positions 21. Synod Commissioners

Revised 09-14-2010 – III Ministry A. Committees 2. Other Committees d. CLPC Reduced Membership

Revised 05-08-2012 – III Ministry A. Committees 1. Mandated c. Nominating Committee

Revised 05-08-2012 – III Ministry A. Committees 1. Mandated d. COR

Revised 06-12-2012 – Added Gracious Separation Policy

Revised 07-17-2012 – III Ministry A. Committees 1. Mandated b. CPM Reduced Membership

Revised 09-11-2012 – III Ministry A. Committees 1. Mandated a. COM Change in Responsibilities

Revised 09-10-2013 – III Ministry A. Committees 1. Mandated a. COM Change in Responsibilities

Revised 11-12-2013 - Presbytery Leadership Team.

Revised 01-11-2014 – II.D Presbytery Leadership Team decisions.

Revised 03-08-2014 – II.A. and II.D. Moderator on Personnel; Presbytery Leadership Team

Revised 03-08-2014 - editorially reformatted by Office of Stated Clerk

Revised 03-14-2015 – Structural Definitions added, Task Forces changed to Mission Teams and moved under Mission and Witness Committee. Church Development changed to Committee on Congregational Vitality.

Revised 09-08-15 – Name of Advocates for Integrity in Ministry (AIM) Changed to Committee on Ethics (COE)

Revised 05-10-16 – Changes to Governance and committees