

BYLAWS
AND
MANUAL OF ADMINISTRATIVE OPERATIONS



PRESBYTERY OF TRES RIOS
PRESBYTERIAN CHURCH (U.S.A.)

**[Adapted to conform to the new Form of Government
adopted by PCUSA, 2011:Effective 7-11-2011]**

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PRESBYTERY OF TRES RIOS BYLAWS

First reading of revised Bylaws February 22, 2013. Second reading June 14, 2013.
Bylaws Adopted at June 14, 2013 Stated Meeting and Effective June 14, 2013.

ARTICLE I. NAME

The name of this presbytery is: The Presbytery of Tres Rios of the Presbyterian Church (U.S.A.). It is a council of the Synod of the Sun and the Presbyterian Church (U.S.A.)

ARTICLE II. PURPOSE

The Presbytery of Tres Rios shall exercise all of the rights, responsibilities, and authorities assigned to the presbyteries in the *Book of Order* and all other rights, responsibilities, and authorities granted by the Bylaws and the Manual of Administrative Operations not inconsistent with the *Book of Order*. This presbytery shall be missional and guided by the following mission statement:

“God calls and empowers the Presbytery of Tres Rios in our worship and work to invite, encourage and challenge all we encounter to seek what God is doing in the world and join God there”.

ARTICLE III. BOUNDARIES

The geographical area of the Presbytery of Tres Rios includes the following counties in the State of Texas, U.S.A.: Andrews, Brewster, Coke, Concho, Crane, Crockett, Culberson, Ector, El Paso, Gaines, Jeff Davis, Glasscock, Howard, Hudspeth, Irion, Loving, Martin, Midland, Pecos, Presidio, Reagan, Reeves, Runnels, Schleicher, Sterling, Sutton, Terrell, Tom Green, Upton, Ward, and Winkler.

ARTICLE IV. CONSTITUTION

The Constitution of the Presbytery of Tres Rios shall consist of the *Book of Confessions* (Part I) and the *Book of Order* (Part II) of the Presbyterian Church (U.S.A.).

ARTICLE V INCORPORATION

The Presbytery of Tres Rios of the Presbyterian Church (U.S.A.) has been organized under the Texas Non-Profit Corporation Act exclusively for charitable, religious, and benevolent purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code. The management of the affairs of the corporation is vested in its members. The duties and responsibilities usually vested in officers of a non-profit organization are hereby vested in the presbytery.

The corporation's principal office is located at 1201 W. Wall, Midland, Texas 79701. The corporation will maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the corporation's principal office in Texas, and the presbytery may change the registered office and agent as permitted in the Texas Non-Profit Corporation Act.

ARTICLE VI - TRUSTEES

Three trustees shall be elected by presbytery for a three year term in annual classes. One trustee shall be elected annually at a stated meeting. Trustees may succeed themselves. One trustee shall be the stated clerk, and one trustee shall be an attorney-at-law. Only teaching and ruling elders who are at least 18 years of age shall be eligible to be elected as trustees.

The trustees, as directed by presbytery, shall receive, hold, encumber, manage and transfer property and facilitate the management of its civil affairs according to the constitution of the church and the laws of the State of Texas.

ARTICLE VII - ALL PROPERTY HELD IN TRUST

All property of the Corporation, both real and personal, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.) as per the *Book of Order*.

ARTICLE VIII. MEMBERS

The members of the Presbytery of Tres Rios shall be: all the congregations and teaching elders of the Presbyterian Church (U.S.A.) within its boundaries. When the presbytery meets, each church shall be represented by one or more ruling elder(s) commissioned by each session as allowed by the PC (U.S.A.) Constitution, and determined by the presbytery. In addition, the following persons shall be enrolled as voting members of the presbytery:

- A. All ruling elders who are chairs of their permanent teams or permanent commissions shall be enrolled as members for the tenure of their office;
- B. All ruling elders who are elected moderator or moderator-elect of presbytery, stated clerk, treasurer, general missioner and the PW moderator.
- C. All certified Christian educators;
- D. Those commissioned ruling elders who by virtue of their commission are given voice and vote at presbytery meetings.

ARTICLE IX. PRESBYTERY OFFICERS

There shall be a general missioner, moderator, stated clerk, and treasurer as officers of the presbytery.

ARTICLE X. MEETINGS AND QUORUM

Presbytery shall meet at least twice per year as required by the *Book of Order* and may call special meetings as necessary in accordance with the Manual of Administrative Operations. A quorum for stated meetings shall be: four (4) teaching elders who are members of presbytery; and four (4) ruling elder commissioners from four (4) different congregations. Presbytery shall only meet as a constituted body in a specific location and only those members physically present shall vote. Each stated meeting shall include worship with the celebration of the Lord's Supper. Both ecclesiastical and corporate business may be conducted at the same meeting.

The presbytery shall use the most current addition of *Roberts Rules of Order Newly Revised* except where the Manual of Administrative Operations or the Constitution of the church shall provide otherwise.

ARTICLE XI. ELECTIONS AND TERMS OF OFFICE

Presbytery shall elect officers, *trustees* and new classes, fill vacancies to its permanent and required teams and commissions, elect commissioners to upper councils at a stated meeting each year upon nominations by the proper group in accordance with the Manual of Administrative Operations.

ARTICLE XII. PRESBYTERY STRUCTURE

All necessary business of the presbytery as defined by the *Book of Order* shall be accomplished through the work of teams, task forces and commissions as described in the Manual of Administrative Operations. They shall meet as required by the Manual of Administrative Operations including meeting and voting electronically. Commissions may be appointed by presbytery for specific purposes authorized by the presbytery.

ARTICLE XIII. PERMANENT JUDICIAL COMMISSION

The Permanent Judicial Commission (PJC) shall be established as provided in the *Book of Order*, and shall have all the rights, responsibilities, and powers designated in the Rules of Discipline. The commission shall consist of nine teaching and ruling elders, in as near equal numbers as possible. Members shall be elected for three year staggered terms. The PJC shall be accountable to the stated clerk of presbytery only for transmission of its decisions to the presbytery.

ARTICLE XIV. FISCAL YEAR

The fiscal year of the Presbytery of Tres Rios will be January 1 through December 31.

ARTICLE XV. AMENDMENTS TO THE BYLAWS

Proposed amendments to the Bylaws shall be sent to the stated clerk at presbytery office for distribution at least four weeks before a stated meeting of the presbytery. The stated clerk shall include the proposed amendment in the report to the presbytery and may include an opinion.

If its consideration is approved by a majority of those present, it shall be docketed for the next stated meeting of the presbytery. If, at the second reading, the recommendation is passed by a majority, it shall become effective at that time.

ARTICLE XVI. MANUAL OF ADMINISTRATIVE OPERATIONS

A Manual of Administrative Operations shall be established that outlines rules and policies for administration of internal organizational operating procedures and interrelationships of the presbytery while in session and between meetings. The Manual of Operations supplements the By-Laws and may be suspended in whole or in part for the duration of a session as stipulated in the Manual of Operations.

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PRESBYTERY OF TRES RIOS

MANUAL OF ADMINISTRATIVE OPERATIONS

First reading of revised Manual of Administrative Operations June 14, 2013. Second reading October 18, 2013. Adopted at 99th Stated Meeting and Effective February 7, 2014. Revised June 6, 2014.

MANDATE

The Book of Order states that each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. The provisions of this Manual of Administrative Operations are subordinate to the Bylaws of the Presbytery of Tres Rios and to the *Book of Order* of the Constitution of the Presbyterian Church (U.S.A.).

PURPOSE

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which the presbytery implements its decisions, and enables the church to give effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.

This Manual of Administrative Operations establishes the rules for the interrelationships of the presbytery's various *ordered ministries* and agencies and for its internal operating procedures.

METHOD OF AMENDMENT

This Manual of Administrative Operations may be amended by a two-thirds vote of present voting members at a meeting of the Missional Networking Team. The action shall be reported at the immediately following stated presbytery meeting. Said action may be reviewed, affirmed or removed by a simple majority of present voting members of the presbytery. Presbytery may also amend this Manual of Administrative Operations by a simple majority. Amendments may originate with a team, member of presbytery or the session of a particular church.

The Manual of Administrative Operations may be suspended in whole or in part for the duration of the session of that meeting.

NUMBERING SYSTEM IN THE MANUAL

The decimal numbering system in the left-hand column of this Manual, beginning with Section 4, will indicate the subjects as follows: .1 – Area of Responsibility; .2 – Membership; .3 – Quorum; .4 – Duties and Functions; .5 – Meetings; .6 – Finances; .7 – Reports; .8 – Relationships; and .9 – Special Committees, Officers, or Other Provisions

SECTION 1

INTRODUCTION

Presbytery Mission Statement

“God calls and empowers the Presbytery of Tres Rios in our worship and work to invite, encourage and challenge all we encounter to seek what God is doing in the world and join God there”.

Presbytery Vision Statement

We are a community called by God continually seeking to JOIN and CONNECT with each other by NURTURING those within and REACHING beyond.

JOIN God’s mission in the world serving in love, justice and peace.

CONNECT with one another and the universal Church in community: Identify and pursue opportunities to enhance the connections and corporate life of Tres Rios Presbytery, developing means of communication that foster collegiality and trust, and strengthen relationships among member congregations. This new sense of connection opens us to new visions and dreams as the Spirit leads.

NURTURE and equip congregations and leaders for ministry and mission:

- Support those who carry out ministry, education, and mission in the presbytery and its member congregations.
- Provide consistent and effective leadership both lay and ordained and continue to strive for spiritual maturity through persistent and continuous prayer while practicing spiritual discernment that is rooted in worship.
- Provide resources, training and support to equip the presbytery’s congregations for ministry, including a process by which the presbytery regularly involves sessions in conversations aimed at helping clarify their own ministry and mission. Provide faithful attention to the needs and status of smaller churches working in partnership with those congregations, and responding to each unique situation with sensitivity, compassion and creativity.

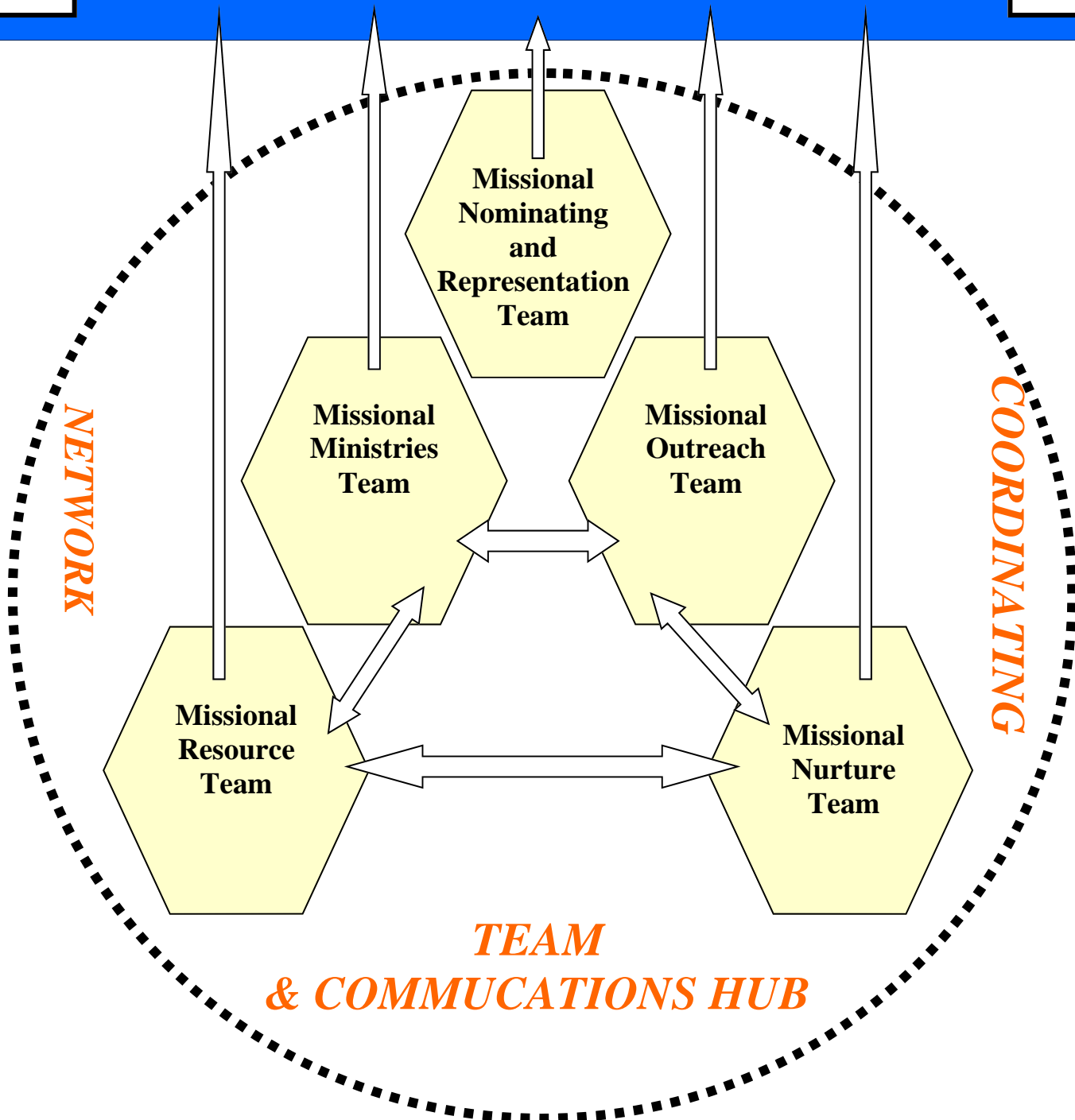
REACH beyond ourselves by maintaining and/or establishing relations with ecumenical, international and covenant partners as well as in fostering new worshipping communities.

Organizational Essentials

- Collegial trust grounded in covenantal living into vision and values
- Commitment to guarantee full representation and participation in our worship, governance and emerging life to all persons within our membership regardless of race, ethnicity, age, sex, disability, geography, or theological conviction
- Frequent, clear communication
- Flexibility, resiliency, openness to creativity and emerging possibilities

UPPER COUNCILS - PRESBYTERIAN CHURCH

PW The Presbytery of Tres Rios **PJC**



SECTION 2

OFFICERS, TRUSTEES, STAFF AND REGIONAL GROUPINGS

I. MODERATOR

A. Area of Responsibility

The moderator is the presiding officer at the meetings of the presbytery as prescribed in the constitution and has all authority necessary for the preservation of order and for the proper conduct of all business before the presbytery.

B. Duties and Functions

The moderator shall fulfill all the provisions of office as specified in *Book of Order*.

The moderator shall preside at all meetings of the presbytery, and shall be a member of the Missional Networking Team.

The moderator shall attend an orientation and training session with the moderator-elect and all team and task force chairs as per Section 6.9.

C. Election

The moderator shall be elected at each fall stated meeting of presbytery from the members of the presbytery and shall serve until a successor is elected. The Missional Nominations and Representation Team shall nominate the moderator.

D. Finance

Expenses as budgeted shall be paid by presbytery.

II. MODERATOR-ELECT

A. Area of Responsibility

The moderator-elect will fulfill all the duties and functions of the office of moderator in the absence of the moderator.

B. Duties and Functions

The moderator-elect shall attend all meetings of the presbytery, and shall be a member of the Missional Networking Team.

The moderator-elect shall attend an orientation and training session with the moderator and all team and task force chairs as per Section 6.9.

C. Election

The moderator-elect shall be elected at each fall stated meeting of presbytery and shall be elected the moderator the following year. The moderator-elect shall serve until a successor is elected. The Missional Nominations and Representation Team shall nominate the moderator-elect.

D. Finance

Expenses as budgeted shall be paid by presbytery.

III. STATED CLERK**A. Area of Responsibility**

The stated clerk shall perform those duties and functions prescribed in the *Book of Order*.

B. Duties and Functions

The stated clerk shall:

1. Record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another council of the church.
2. Serve as parliamentarian for meetings of the presbytery.
3. Serve as a trustee and secretary of the corporation.
4. Attend all stated and special meetings of the presbytery.
5. Relate to upper councils and other agencies of the PCUSA.
6. Serve as a member of the Missional Networking Team, and as an advisory member of the Missional Resource Team.
7. Responsible for the preparation of the docket for all meetings, and the presentation of the docket and Omnibus motion to presbytery for adoption.

C. Election

A stated clerk shall be elected by the presbytery at a stated meeting for a term of three years. The stated clerk shall be eligible for re-election. The Missional Nominations and Representation Team shall nominate the stated clerk.

Should a vacancy occur during the term of office, the moderator shall appoint an interim stated clerk, until such time as a new stated clerk is elected upon nomination by the Missional Nominations and Representation Team.

D. Finance

Expenses as budgeted shall be paid by presbytery.

E. Reports

The stated clerk shall annually report to presbytery, and as necessity dictates..

IV. RECORDING CLERK

The stated clerk may appoint recording clerk(s) as needed at the meetings of presbytery.

V. TREASURER

A. Area of Responsibility

The treasurer shall receive all contributions and disburse funds according to the direction of presbytery. The treasurer shall be bonded.

B. Duties and Functions

The treasurer shall:

1. Prepare financial reports for each stated meeting of the presbytery, and annually report on the previous year's finances at a stated meeting of presbytery.
2. Administer the financial transactions of presbytery according to the adopted budget and any specific actions of presbytery. Remit the benevolences and per capita funds from local churches to the upper councils and agencies.
3. Assist the Finance & Stewardship Task Force in the preparation of the annual budget of presbytery.
4. Attend all stated meetings of the presbytery, and as required at special meetings.
5. Serve as a member of the Missional Networking Team, and an advisory member of the Missional Resource Team.

C. Election

The treasurer shall be elected by presbytery at a stated meeting for a term of three years. The treasurer shall be eligible for reelection. The Missional Nominations and Representation Team shall nominate the treasurer.

Should a vacancy occur during the term of office, the moderator shall appoint an interim treasurer, until such time as a new treasurer is elected upon nomination by the Missional Nominations and Representation Team.

D. Finance

Expenses as budgeted shall be paid by presbytery.

E. Reports

The treasurer shall report annually to presbytery, and as necessity dictates.

VI. STAFF

A. Position Description for the General Missioner:

The responsibilities of the general missioner shall be:

1. Be present in the congregations and mission fields of the presbytery to listen carefully, share the good news and help them understand and interpret their identity and mission.

2. Assist the presbytery in creating new models of ministries in light of the cultural, spiritual and physical realities of presbytery and initiating processes for meeting them.
3. Assist the presbytery in examining its structure and the implementation of the long range planning.
4. Foster shared ministry with adjoining presbyteries.
5. Encourage communications and cooperation between and among congregations/pastors.
6. Serve as executive of the presbytery, head of staff and foster collegiality among staff.
7. Resource the presbytery teams and committees as needed, with special emphasis on working with the Missional Ministries Team when churches are seeking ministerial leadership.
8. Lead presbytery through new ways of meeting, worship and fellowship.
9. Attend General Assembly, Synod Executive Forum, and other approved denominational and ecumenical gatherings in order to help interpret the work of the wider church.
10. Assist the presbytery in developing and encouraging enthusiasm and zeal for the work of the church.
11. Serve as a member of the Missional Networking Team, and an advisory member of the other teams, task forces, and commissions of the presbytery.

B. Annual Evaluation

The general missionary shall receive an annual evaluation of progress, performance, and compensation by the Missional Resource Team. A major evaluation shall be conducted every four years. A representative of the next inclusive governing body shall be invited to participate in this major evaluation.

C. Election

The presbytery shall elect a general missionary who shall be the executive of the presbytery. The general missionary shall be nominated by a search committee elected by the presbytery. The term of office shall be four years and is subject to renewal at the end of each four years. If the general missionary is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office.

E. OTHER PROFESSIONAL STAFF

Presbytery may call or employ other professional staff as needed on a full or part-time basis in accordance with the provisions of the *Book of Order*. In the case of teaching elders, a call shall be properly executed through the Missional Ministries Team. In the case of joint staff, calls shall be executed by both the presbytery and the local church or other calling agency. All calls issued by the presbytery shall be accompanied by job descriptions which shall be included in this section of the manual.

F. REVIEW OF ALL STAFF

The Missional Resource Team shall annually review the performance, terms of call and/or compensation of all staff. The terms of elected/employed staff, general missionary, stated clerk and treasurer, may be terminated before completion by a vote of presbytery for cause upon recommendation of the Missional Resource Team in accordance with presbytery personnel policies.

VII. TRUSTEES

A. Area of Responsibility

The trustees, as directed by presbytery, shall receive, hold, encumber, manage and transfer property, and facilitate the management of its civil affairs according to the constitution of the church in *Book of Order*, and the laws of the State of Texas.

B. Duties and Functions

1. The trustees, as directed by presbytery, shall receive, hold, encumber, manage and transfer property and facilitate the management of its civil affairs according to the constitution of the church and the laws of the State of Texas.
2. They shall serve as directors of the corporation. One member shall be designated the president, and the stated clerk shall be designated the secretary of the corporation.

C. Election

Three trustees shall be elected by presbytery for a three year term in annual classes. One trustee shall be elected at each fall stated meeting. Trustees may succeed themselves. The stated clerk shall be one of the trustees and one trustee shall be an attorney-at-law.

D. Meetings

The trustees shall meet at least annually and may use electronic means of meeting and voting as per Section 6.5.

E. Finance

Expenses shall be paid by presbytery.

F. Reports

The trustees shall annually report to presbytery, and as necessity dictates.

VIII. REGIONAL GROUPINGS OF PRESBYTERY

Regional groupings shall be as follows:

- Group 1
El Paso Cluster Shall include El Paso and Hudspeth Counties. Churches have been established in El Paso.
- Group 2
Permian Basin Cluster Shall include Andrews, Crane, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Reagan, Upton, Ward, and Winkler Counties. Churches have been established in Andrews, Big Spring, Coahoma, Monahans, Midland, Odessa, and Seminole.
- Group 3
Mountain Cluster Shall include Brewster, Culberson, Jeff Davis, Pecos, Presidio, Reeves, and Terrell Counties. Churches have been established in Alpine, Fort Davis, Ft. Stockton, Marfa, Pecos, and Sanderson.
- Group 4
Concho Valley Cluster Shall include Coke, Concho, Crockett, Irion, Runnels, Schleicher, Sterling, Sutton and Tom Green Counties. Churches have been established in Ballinger, San Angelo, and Sonora.

SECTION 3

STATED MEETINGS OF PRESBYTERY

I. AREA OF RESPONSIBILITY

The responsibilities of the presbytery are delineated in the *Book of Order* of the Presbyterian Church (U.S.A.).

II. MEMBERSHIP

The presbytery consists of all the teaching elders and churches within its bounds. Each church shall be represented by a ruling elder, commissioned by the church session in accordance with the provisions of the *Book of Order*. The stated clerk will annually recommend any adjustments in Ruling Elder commissioner representation as required by the *Book of Order*. Sessions are strongly encouraged to elect commissioners and alternates for an annual term. Churches with membership over 500 shall be represented as follows:

501 - 1000	- 2 elders
1001 - 1500	- 3 elders
1501 - 2000	- 4 elders
2001 +	- 5 elders

The chairs of presbytery's permanent teams, and commissions, the moderator, the moderator-elect, the general missioner, the stated clerk and the treasurer shall be ex-officio members of presbytery for the tenure of their office, if they are not ordained teaching elders. All commissioned ruling elders, certified Christian educators, and the Presbyterian Women's moderator who are ruling elders from congregations within the presbytery shall have voice and vote at presbytery gatherings.

All ruling elders who are ex-officio members, or granted voice and vote at presbytery meetings shall be counted as ruling elders for the purpose of the teaching/ruling elder parity.

III. ATTENDANCE AT STATED MEETINGS

Attendance at stated meetings of presbytery shall be required for every teaching elder, every commissioned ruling elder and certified Christian educator along with ruling elders commissioned by sessions of presbytery's congregations. Honorably retired teaching elders, and those who are in service outside the bounds of presbytery, are not required to attend, but are encouraged to attend and participate in the mission of the presbytery as they are able.

A request for excused absence, including clear indication of the reason for making the request, shall be communicated to the stated clerk by telephone, mail, email, or fax no later than 24 hours following the meeting for which the request is being made. A valid excuse for departing a meeting prior to adjournment must be given to the stated clerk.

IV. QUORUM

A quorum shall constitute four teaching elders belonging to the presbytery, and four ruling elders, representing four different churches, meeting at the time and place appointed as per Article X of the Bylaws.

V. PARLIAMENTARY AUTHORITY

The presbytery shall use the most current edition of *Robert's Rules of Order Newly Revised* except where this manual or the constitution of the church shall provide otherwise.

VI. ELECTION OF OFFICERS, TRUSTEES, AND STAFF

Presbytery shall elect officers and new classes, and fill vacancies to its permanent and required teams and commissions personnel at the fall stated meeting upon nominations by the Missional Nominations and Representation Team. Officers and new team classes shall take office upon adjournment of the fall stated meeting at which time previous terms shall end.

Presbytery shall elect staff members as stipulated in Section 2.VI.

VII. DOCKET OF PRESBYTERY

The docket of presbytery shall be prepared by the stated clerk and presented to the presbytery for adoption.

VIII. MEETINGS

Presbytery shall meet at least twice per year, or at the direction of synod as required by the *Book of Order*, and may call special meetings as necessary. Each stated meeting shall be opened and closed with prayer, include worship with the celebration of the Lord's Supper, and will ordinarily be preceded by training for new commissioners, provided by the moderator, moderator-elect and stated clerk. Both ecclesiastical and corporate business may be conducted at the same meeting.

The Missional Networking Team will propose locations for the following year's stated meetings to the final stated presbytery meeting of the year for adoption. Meeting dates, times, locations, themes, special presentations and speakers shall be determined by the Missional Networking Team.

The moderator shall preside at all meetings. If absent or unable to preside, the moderator-elect will preside; if the moderator-elect is absent or unable, then, in order, the most immediate past moderators will preside.

Presbytery meeting packets will be sent by U.S. Mail, sent electronically, or posted on the presbytery website no less than two weeks in advance of the meeting and shall serve as public notice.

Special meetings of presbytery may be held when necessary. The moderator or the stated clerk shall call a special meeting at the request, or with the concurrence of three teaching elders, and three ruling elders all being from different churches. Notice of such meeting shall be sent electronically or by US Mail not less than 10 days in advance to the moderator and clerk of session of every church and to all other teaching elder-members of the presbytery and ruling elders who are members by virtue of office. The notice shall set the purpose of the meeting, and no other business shall be transacted. The quorum shall be the same as a stated meeting.

IX. ELECTRONIC MEETINGS

A principle of Presbyterian Government is that "*decisions shall be reached in governing bodies by vote, following opportunity for discussion, and a majority shall govern*" as per the *Book of Order*. Electronic meetings of the presbytery shall not be permitted, and presbytery shall only meet as a constituted body in a specific location.

X. VOTING

Only members/commissioners of the presbytery (members of the presbytery meeting/session as identified in the above Section II of this manual) physically present shall vote. No proxy votes shall be permitted.

XI. OMNIBUS MOTION

The Omnibus Motion is intended to dispatch items of information and routine recommendations expeditiously in order to allow greater time for reflection on more serious matters. Any member of the presbytery may request that any item be extracted from the Omnibus Motion. When so requested the moderator shall exclude such item without debate and that item will be docketed for the appropriate time. .

XII. APPROVAL OF MINUTES

Minutes shall be read by a minutes audit task force and approved by presbytery.

XIII. CORRESPONDING MEMBERS AND VISITORS

Corresponding members and visitors who are granted privilege of the floor may speak at meetings of presbytery without a vote.

XIV. ADJOURNMENT

Presbytery shall adjourn following prayer and a declaration of adjournment by the moderator, in the following words:

"The Presbytery of Tres Rios is adjourned on the _____ day of its session at _____ (city and state), at _____ (hour of day), _____ (date), to meet at _____ (date and hour) at _____ (city and place)." The pronouncement shall be followed by a benediction.

SECTION 4

TEAMS, TASK FORCES, COMMISSIONS AND SPECIAL COMMITTEES

4.1 AREA OF RESPONSIBILITY

Presbytery work between stated meetings shall be done by permanent or temporary teams, commissions elected by the presbytery, and any task forces appointed by the teams.

4.2 MEMBERSHIP

Members of teams and commissions shall be elected by the presbytery or appointed by the moderator with the approval of the presbytery. Members of administrative commissions shall be composed of teaching and ruling elders in numbers as nearly equal as possible and sufficient to accomplish their work.

Teams may appoint members to permanent or temporary task forces in order to accomplish their tasks and goals. Task force members do not need to be members of the team which appoints the task force.

Temporary teams may be appointed by the presbytery. Temporary committees may be appointed by the moderator.

CATEGORIES OF ADVISORY MEMBERSHIP

Any team, task force or commission may have advisory personnel for specific issues and during a specific term. There are two categories of advisory personnel:

Ex-officio members – Are members of the body by virtue of their office and have the privilege of the floor and vote.

Advisory members – Are members of the body by virtues of their expertise and have the privilege of the floor without vote.

Teams, committees and commissions, may co-opt as many advisory personnel as they choose.

4.3 QUORUM

The quorum of any team, task force or commission shall be a majority of its members. The advisory personnel are not part of the quorum.

4.4 DUTIES AND FUNCTIONS

Permanent Teams:

Shall be as designated in the Manual of Operations.

Task Forces:

Shall be designated by the appointing team, or the presbytery.

Permanent Commissions:

The Permanent Judicial Commission shall be as defined by the *Book of Order*

Administrative Commission functions of the Missional Ministries Team:

Duties and functions shall be as defined by Section 12.4.P of this Manual.

Administrative Commissions:

The scope of an administrative commission powers and restrictions on those powers shall be stated specifically by the presbytery. A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee. The presbytery may rescind or amend an action of its administrative commission in the same way actions of the presbytery are modified.

4.5 MEETINGS

Team, task forces, and commissions will evaluate and establish the number of meetings needed to do their work, and on call of the chair. Business may be conducted via telephone or electronic media and voting permitted as per Section 6.5.

Temporary committees shall meet on call of the chair. Normally, the chair will set meetings following consultation with the moderator.

4.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

4.7 REPORTS

Teams shall report their activities and those of their appointed task forces as necessary, but shall report at least annually to presbytery.

Commissions shall report directly to presbytery. The decisions of an administrative commission shall be reported to the stated clerk of presbytery, who shall report it to the presbytery at its next stated meeting.

Temporary committees shall report to the presbytery during the meeting at which they are appointed.

4.8 RELATIONSHIPS

Teams, commissions, and temporary committees shall be directly accountable to the presbytery.

Task forces are accountable to the team responsible for their creation.

4.9 SPECIAL COMMITTEES

An Investigating Committee may be appointed in accordance with the *Book of Order*, whenever its existence is necessary to investigate a written statement of an alleged offense, filed under the auspices of the Disciplinary Chapters of the *Book of Order*. The Committee will consist of three to five members, and will be created by the moderator, general missionary, and stated clerk.

A Committee of Counsel of no more than three persons shall be appointed by the moderator of presbytery, general missionary, and stated clerk when necessary.

SECTION 5

PRESBYTERY TEMPORARY COMMITTEES

5.1 AREA OF RESPONSIBILITY

Temporary committees necessary for the effective functioning of the meeting of presbytery shall be appointed by the moderator for the duration of that particular meeting, unless otherwise designated in the Bylaws and Manual of Administrative Operations. Ordinarily, this committee would be a Committee on Bills, Resolutions and Overtures.

5.2 MEMBERSHIP

Membership of temporary committees shall consist of teaching and ruling elders who are commissioners to the meeting of presbytery. Size of the committee shall be determined by the moderator. The moderator shall designate the chair. The moderator shall fill any vacancy on a committee as necessary.

5.3 QUORUM

A quorum shall be a majority of the members.

5.4 DUTIES AND FUNCTIONS

Duties and functions of these temporary committees shall ordinarily be given to the appointed chair by the moderator or as directed by presbytery following the appointment of the committee.

5.5 MEETINGS

Temporary committees shall meet on call of the chair. Normally, the chair will set meetings following consultation with the moderator.

5.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

5.7 REPORTS

Temporary committees shall report at the meeting at which they are appointed.

5.8 RELATIONSHIPS

Temporary committees shall be directly accountable to the presbytery.

SECTION 6

PERMANENT TEAMS

6.1 AREA OF RESPONSIBILITY

The permanent teams shall be the Missional Nominations and Representation Team, Missional Resource Team, Missional Networking Team, Missional Nurture Team, Missional Ministries Team, and Missional Outreach Team. Permanent teams elected by the presbytery shall perform the duties and functions as designated at their formation.

6.2 MEMBERSHIP

Membership of permanent teams shall be designated at the formation of such team. Changes to the structure, size and purpose of such teams must be approved by presbytery.

The term of office for all permanent teams shall be three years and shall consist of three classes, unless otherwise provided for in the Manual of Administrative Operations. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. They are eligible to be elected to another team or task force. Members shall assume office upon election.

Two consecutive unexcused absences from two consecutive meetings constitute an automatic resignation. This automatic resignation will be reported to the proper body so that the vacancy can be filled. Some teams may have higher attendance requirements.

6.3 QUORUM

A quorum shall be a majority of the members.

6.4 DUTIES AND FUNCTIONS

Duties and functions of permanent teams are as assigned in the Manual of Administrative Operations. Each team shall develop a handbook that outlines process and policies specific to their functions. Handbooks and policies shall be added to the Manual of Administrative Operations under the appropriate Appendixes.

6.5 MEETINGS

Each team shall have its first meeting as early as feasible, but not later than six weeks after the fall presbytery meeting, utilizing the meeting for orientation, planning and caring for its normal business.

Each team shall elect its chair and clerk at its first meeting after the fall meeting of presbytery. The chair from the past team shall serve as chair/convener until the new chair is elected.

The teams will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Meeting dates shall be cleared with presbytery's office.

Members are expected to be responsible for keeping sensitive team discussion items confidential.

Teams, task forces or commissions may participate in, hold a meeting, conduct business, and vote by means of:

- A. Conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other; or
- B. Another suitable electronic communications system, including videoconferencing technology; or
- C. The Internet, only if:
 - 1. Each member entitled to participate in the meeting consents to the meeting being held by means of that system; and
 - 2. The system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with each other participate.

Voting by email ballot shall be permitted after an agreed upon time period for discussion is observed, and the actions taken shall be validated at the next regular meeting of the team or commission.

Participation in a meeting pursuant to the above shall constitute presence in person at such meeting.

Teams and task forces are encouraged to divide into subgroups as needed for timely and efficient conduct of business. Task Forces shall be composed of members of the teams under which they operate. Additional members may be added if needed. The chair of each team or task force shall be responsible for arranging with the general missioner for staffing needs.

Teams and task forces are encouraged to form joint task groups, where appropriate, to take advantage of the expertise of their memberships in evaluating opportunities and needs for accomplishing their work.

6.6 FINANCES

Expenses of each team and task force shall be paid as budgeted by presbytery.

6.7 REPORTS

Teams will report as necessary, and shall annually report to presbytery.

6.8 RELATIONSHIPS

Teams shall be directly accountable to the presbytery. The work of the teams and task forces are related to each other and the congregations through the mission and vision of the presbytery.

6.9 ANNUAL ORIENTATION AND TRAINING

All team and task force chairs, the moderator and moderator-elect shall attend an annual orientation and training session. This training will include a brief class on parliamentary procedure, a review of the Manual of Administrative Operations, a review of the budget process and any other concerns related to the effective operation of the presbytery. The general missionary, treasurer and stated clerk will be responsible for conducting the orientation and training session.

SECTION 7

PERMANENT JUDICIAL COMMISSION

7.1 AREA OF RESPONSIBILITY

The Permanent Judicial Commission (PJC) of the Presbytery of Tres Rios (U.S.A.) shall perform for the presbytery those functions described in the *Book of Order*.

7.2 MEMBERSHIP

The Permanent Judicial Commission shall consist of nine (9) teaching and ruling elders, in as near equal numbers as possible. No two elders may be from the same church. Members shall be elected for three year staggered terms.

The term of each member shall be six years; elected in three classes **of three each**. Members shall assume office upon election. No person having served on the Permanent Judicial Commission for a full term of six years shall be eligible for reelection until four years shall have elapsed..

Roster of Former Members

The stated clerk of the presbytery shall keep a current roster of those members of the Permanent Judicial Commission whose terms have expired within the past six years. The names shall be arranged alphabetically within classes beginning with the most recent class. Whenever the Permanent Judicial Commission reports its inability to obtain a quorum, the stated clerk shall immediately select, by rotation from that roster, a sufficient number of former members of the Permanent Judicial Commission to constitute a quorum. The stated clerk shall report the roster annually to the presbytery.

7.3 QUORUM

A quorum shall consist of a majority of the members permitted to participate. When a case or appeal involves a church, the members of the commission who are members of that church shall not participate in the hearing, trial or discussion of such case on appeal. If a quorum cannot be achieved, the provisions of the *Book of Order* shall be followed.

7.4 DUTIES AND FUNCTIONS

The Permanent Judicial Commission shall perform the duties required by the constitution of the church in remedial or disciplinary cases transmitted to it by the presbytery.

7.5 MEETINGS

The meetings of the commission shall be held at such times and places as the presbytery shall direct, or, if no directions are given, then at such times and places as the commission shall determine. The moderator or stated clerk shall convene the commission until it is organized. It shall meet at least biannually for organizational and training purposes.

- A. The organizational meeting of the Permanent Judicial Commission should be scheduled following the fall meeting of presbytery.
- B. Arrangements for training should be made through the Office of the Stated Clerk of presbytery.

7.6 FINANCES

Expenses as budgeted shall be paid by the presbytery.

7.7 REPORTS

Decisions of the Permanent Judicial Commission shall be transmitted to the stated clerk who shall report the decision and enter the full decision in the minutes of presbytery.

7.8 RELATIONSHIPS

The decision of the Permanent Judicial Commission sitting in any case shall from the time of its report, be held to be the final judgment of the presbytery. The presbytery shall take no further action after transmitting a case to the commission.

7.9 OFFICERS

Each permanent judicial commission shall meet and elect from its members a moderator and a clerk.

SECTION 8

MISSIONAL NOMINATIONS AND REPRESENTATION TEAM

MISSION STATEMENT: *To promote the church's commitment to inclusiveness and representation in the nomination and election of persons to serve the presbytery, and to review and make recommendations to the presbytery for implementing these goals.*

8.1 AREA OF RESPONSIBILITY

The Missional Nominations and Representation Team shall nominate to presbytery persons needed to fill positions on permanent teams and committees, and persons to represent the presbytery on any other bodies to which the presbytery sends commissioners, faithfully discerning the call of God and considering the full diversity of the people of God.

8.2 MEMBERSHIP

A. The Missional Networking Team shall propose six (6) names for the Missional Nominating and Representation Team representing the four clusters of the presbytery upon implementation of the plan with the chair being elected by the team.

The elected members shall be divided into three annual classes of two each. The membership shall consist of two teaching elders, two laymen and two laywomen. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The most immediate previous and available chair of the team shall convene the team to elect its chair and clerk. The general missioner shall be an advisory member of this team.

B. Each year thereafter, the Missional Networking Team shall nominate the incoming class at the fall stated meeting of presbytery.

C. Nominations may be made from the floor with the consent of the nominee having been previously obtained.

8.3 QUORUM

A quorum shall be a majority of the members.

8.4 DUTIES AND FUNCTIONS

The team shall guide its work as described below and with any additional directions from the presbytery. Duties and functions shall be:

A. Report to the presbytery annually its compliance with the goals of diversity and inclusiveness.

B. Nominate to presbytery at the fall stated meeting all persons necessary to carry out the provisions of the Bylaws and Manual of Administrative Operations and any constitutional requirements. An objective of the team shall be to maintain parity of laypersons and teaching elders in nomination of personnel for all teams when possible.

- C. Consult with appropriate bodies including but not limited to the permanent teams and commissions regarding nominations.
- D. Receive and give serious consideration to recommendations from any team for replacement of vacancies. The moderator of presbytery shall declare any vacancy when the person elected or appointed is unable to serve. Vacancies shall be filled by the moderator of the presbytery in consultation with the Missional Nominations and Representation Team, and reported at the next stated meeting.
- E. Nominate commissioners and delegates to synod and General Assembly including first and second alternates. It shall nominate teaching and ruling elders as readers of standard ordination examinations in consultation with the Missional Ministries Team.
- F. Inform potential nominees of needed commitment of time, responsibilities, before selection.

Presbytery may request the Missional Nominations and Representation Team to make nominations for other positions if needed.

8.5 MEETINGS

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting permitted as per Section 6.5 above.

8.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

8.7 REPORTS

The team shall report nominations as necessary to presbytery, and shall annually report its findings and recommendations on representation to presbytery and upper councils.

8.8 RELATIONSHIPS

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

SECTION 9

MISSIONAL RESOURCE TEAM

MISSION STATEMENT: *To assure the competent, transparent, equitable distribution and accounting of presbytery's financial and other resources; the efficient administration of the operating systems of presbytery; the pastoral care of presbytery staff, with concern with equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff; the review of property matters; and the review of session records.*

9.1 AREA OF RESPONSIBILITY

The Missional Resource Team shall be responsible for the administrative functions of the presbytery. Their work may be accomplished through task forces that will be responsible for the fiscal operations of the presbytery, matters relating to personnel and, property. Any such task forces shall perform these functions in accordance with policies approved by the presbytery and presented to presbytery.

The Missional Resource Team shall serve as an administrative commission of presbytery for the purpose of fulfilling the presbytery's responsibility for Administrative Review as stated in the Book of Order G-3.108 , including General Administrative Review, Special Administrative Review and Directed Response. The Missional Resource Team shall annually appoint members of their team to perform the assigned tasks.

9.2 MEMBERSHIP

Membership of this team shall be twelve (12) elected members with sufficient Ruling and Teaching Elders to perform their task as an Administrative Commission. The elected members shall be divided into three annual classes of four each. The term of office shall be three years. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. They shall elect a chair and clerk from among their members. The general missioner, treasurer and stated clerk will be advisory members of the team.

9.3 QUORUM

A quorum shall be a majority of the members.

9.4 DUTIES AND FUNCTIONS

- A. In matters relating to finances, facilities, investments, and budget preparation:
1. Support and assist the treasurer as may be necessary in performance of the duties of that office.
 2. Prepare and propose to the presbytery at the fall stated meeting of presbytery an asking budget for presbytery's consideration. In the preparation of this budget the team shall receive proposals, projections, and recommendations from the permanent teams and commissions of the presbytery related to their plans and mission objectives. This budget shall be presented to the fall stated meeting of the presbytery so as to elicit the support of the churches. They shall

submit a revised budget at the winter stated meeting reflecting the response of the churches.

3. Provide general oversight of the administration of the presbytery's office.
4. Determine the financial implications and feasibility of all requests for funds from the presbytery that exceed the budget. And shall provide to the presbytery its recommendation as to the financial aspects thereof. The team should be a resource to other teams, task forces and commissions regarding financial matters.
5. The Missional Resource Team and Treasurer shall act as a resource to other teams, task forces and commissions regarding financial matters.
6. Oversee all investments, endowments and designated funds of the presbytery. Propose to presbytery such measures as may be necessary or useful to increase or enhance these funds. Recommend to presbytery the amount to be maintained as the corpus in each fund, and the spending rate of earnings to be made available for grants, loans and gifts by the presbytery based on recommendations from the Missional Teams responsible for each specific fund. The MRT will advise the other Missional Teams at the beginning of each year the amount in each fund available to be used for grants, loans or gifts.
7. Oversee expenditures and receipts for the Hollingsworth Builders Fellowship Fund and make recommendations to presbytery for the issuance of "calls" for contributions to this operation.
8. Recommend to presbytery all capital expenditures for presbytery property in excess of budgeted amounts and must authorize any changes in the use or numbers of designated funds to be approved at the next stated meeting after proposed.
9. Be responsible for contracting with an independent accounting firm for an annual financial review, examination, or audit as may be required, and report the results annually to the presbytery as per the *Book of Order*. A full review or audit shall be conducted upon the resignation or departure of the treasurer or general missionary.
10. Be responsible for obtaining property and liability insurance coverage to protect it facilities, programs, staff, and elected and appointed officers, and shall annually report to presbytery on the insurance coverage as per the *Book of Order*.
11. Be responsible for the administration of the Presbytery Receiving Agency which shall receive, deposit and remit all funds which may be forwarded to it at the direction of the sessions of the Presbytery of Tres Rios. An annual review of the Agency shall be conducted by a firm selected by the task force as described in Section 9.4.A.9 above.
12. Evaluate the annual session review of each church's financial reports and procedures.

B. In stewardship matters

Work with individual congregations and the presbytery as a whole to promote mission interpretation and giving and stewardship.

C. In personnel matters:

1. Create the instruments to evaluate the performance of presbytery's staff, and will communicate the results of evaluations to the presbytery.
2. Encourage professional growth and development for all staff members.
3. Recommend to the presbytery changes in terms of call or employment.
4. Assist the general missionary as needed in the review of office personnel.
5. Act as a support group for all staff.
6. Recommend Personnel Policies, and position descriptions for all staff to the presbytery and advise sessions on these matters when requested.
7. Propose to the creation of new positions or termination of current positions. No personnel position shall be established or terminated without a recommendation from the Missional Resource Team. The Missional Resource Team shall submit these recommendations to the presbytery for final decision.

D. In property matters:

1. Review requests to "sell, mortgage or otherwise encumber" or to lease the real property of churches, and shall make a recommendation to presbytery regarding these requests. The sale of real property used for the purpose of worship requires the vote of Tres Rios Presbytery itself.
2. Review request to mortgage church property in order to remodel existing facilities or to build new facilities.
3. Review requests to finance manses.
4. Review requests for presbytery or higher governing bodies to fund or guarantee loans regarding property.
5. Monitor and oversee the financial conditions of loans co-signed by the presbytery.
6. Serve as liaison for all church building plans that require presbytery approval or that involve presbytery or higher governing bodies funding. Review such plans to see that they include physical access for persons with special needs. Report all findings and recommendations to presbytery.

E. The Missional Resource Team shall be empowered by presbytery to act as the Administrative Commission for Review for the following purposes:

All actions taken as the Administrative Commission for Review" shall be reported as actions taken on behalf of presbytery at the next stated meeting.

1. Review the presbytery Manual of Administrative Operations when necessary and propose any changes to the Missional Networking Team.
2. Review annually the minutes and proceedings of each congregation and its session and determine whether the proceedings have been correctly recorded, have been in accordance with the Constitution of the Presbyterian Church (U.S.A.), have been prudent and equitable, and been faithful to the mission of the whole church, and lawful injunctions of a higher body have been obeyed. It may require lower bodies to produce any necessary records.
3. Communicate to clerks of session in writing the results of annual reviews in an informative manner.
4. Provide resources, information and training opportunities for clerks of session.
5. Provide resources for reviewing Bylaws and developing Manuals of Administrative Operations to sessions and congregations.
6. Consult with advisory personnel to clarify legal or constitutional questions when necessary.
7. The stated clerk will annually provide the Index Sheets and instructions to clerks of session for submitting records, and the guidelines for reviewers.

9.5 MEETINGS

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

9.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

9.7 REPORTS

The team will report as necessary and shall report at least annually to presbytery.)

9.8 RELATIONSHIPS

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

SECTION 10

MISSIONAL NETWORKING TEAM

MISSION STATEMENT and VISION: *To connect the teams and task forces of the presbytery with its congregations, focusing and acting on its vision and values, to ensure a more communal presbytery culture: open, creative and flexible.*

10.1 AREA OF RESPONSIBILITY

Coordinates actions and projects, acts as a permanent discerning group to renew and redirect the life and work of the presbytery; and communications hub for congregations, teams and beyond. The Missional Networking Team shall nominate the members of the Missional Nominations and Representation Team, and will be responsible for the planning and overseeing of presbytery meetings and worship services.

10.2 MEMBERSHIP

The Missional Networking Team shall consist of eleven (11) members; the chairs of the Missional Ministries, Nurturing, Outreach, Nominations and Representation, and Resource Teams or a representative elected by the respective team, the moderator of Presbyterian Women, the presbytery moderator, moderator-elect, general missioner, stated clerk, and treasurer. They shall elect a chair from among their members yearly on a rotational basis. The team may appoint task forces and co-opt additional advisory members as needed to accomplish the work of the team.

10.3 QUORUM

A quorum shall be a majority of the members.

10.4 DUTIES AND FUNCTIONS

- A. Provide guidance and coordination for missional teams and other groups, with the primary goal of ensuring that presbytery's Mission statement and Vision remain at the center of its life together.
- B. Act as a communication hub for congregations and presbytery. The team will develop/utilize technology to connect congregations/people.
- C. Act as an on-going discernment group.
- D. Nominate the members of the Missional Nominations and Representation Team upon implementation of the new presbytery structure plan, and thereafter, nominate the incoming class of the Missional Nominations and Representation Team at the fall stated meeting of presbytery.
- E. Make recommendations regarding presbytery meeting dates, times, locations, structure, themes, guest speakers, and worship leaders.
- F. Make recommendations annually to presbytery for the observance of the Lord's

Supper at presbytery meetings and sponsored events.

10.5 MEETINGS

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

10.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

10.7 REPORTS

The team will report ideas received or developed as necessary and shall report at least annually to presbytery.

10.8 RELATIONSHIPS

This is a facilitating network providing avenues for communication and coordination of presbytery's teams and task forces. It shall be in close working relationship with the other missional teams, and with all congregations of the presbytery.

SECTION 11

MISSIONAL NURTURING TEAM

MISSION STATEMENT: *To continually develop innovative and creative programs, events, and opportunities that will nurture and educate leaders and congregations.*

11.1 AREA OF RESPONSIBILITY

The team is responsible for developing and providing resources for the life of the local congregations, education, program and facilities of local congregations. It shall also serve as liaison between the presbytery and any organizational groups within the presbytery. The team may choose to assign particular functions to task forces.

11.2 MEMBERSHIP

The team shall consist of nine (9) members, divided into three equal classes **of three each**. The term of office shall be for three years. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The team will elect a chair and clerk from among its members. The general missionary shall be an advisory member of the team.

11.3 QUORUM

A quorum shall be a majority of the members.

11.4 DUTIES AND FUNCTIONS

Duties and functions will be:

- A. Provide resources and training opportunities, based on geographical needs. Subjects may include, but are not limited to:

Church Officers	Clerks of Session	Church Treasurers
Moderators	Teachers	Youth Workers

- B. Develop materials and provide enriching training opportunities and/or consultative services for local churches in response to communicated needs and interest, and introduce new areas of study from the larger church. Subjects may include, but are not limited to:

Christian Education	Evangelism	Stewardship
Spiritual Growth	Worship	Small Church Ministry
Multi-Cultural Ministries	Child Protection Policies	

- C. Connect and support the specialized needs of various groups and/or clusters of congregations within the presbytery.

- D. Appoint task forces to assist them in developing materials, providing training opportunities, and the planning and coordinating presbytery-wide or geographically based events.
- E. Develop and implement youth and young adult programs, ministries, and events. They may appoint task forces to assist them in accomplishing these goals.
- F. Develop a presbytery wide gifts/talent resource list.

11.5 MEETINGS

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

11.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

11.7 REPORTS

The team will report as necessary and shall report at least annually to presbytery.

11.8 RELATIONSHIPS

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

SECTION 12

MISSIONAL MINISTRIES TEAM

MISSION STATEMENT: *To serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, certified Christian educators, and facilitate the relations between the presbytery and its congregations. To guide, nurture and oversee those seeking to become a teaching elder.*

12.1 AREA OF RESPONSIBILITY

The Missional Ministries Team shall fulfill the constitutional requirements of the *Book of Order*, serving as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service and certified Christian educators of the presbytery; facilitating the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and settling difficulties on behalf of the presbytery where possible and expedient. The team shall also guide, nurture and oversee the process of preparing individuals to become a teaching elder.

The Missional Ministries Team shall serve as an administrative commission of presbytery for the purpose of: (1) ordaining and installing teaching elders and commissioning ruling elders to particular pastoral service, (2) approving terms of calls and contracts; and, (3) examining and receiving teaching elders by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Tres Rios Presbytery.

12.2 MEMBERSHIP

The team shall consist of twelve (12) presbyters, equal numbers of teaching and ruling elders, divided into three equal classes of four each. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The team shall elect a chair and clerk from among its members. The general missioner shall be an advisory member of the team.

Three absences within one year by a member of the team shall be considered the equivalent of a resignation, and shall be reported to the Missional Nominations and Representations Team so that the vacancy can be filled.

12.3 QUORUM

A quorum shall be a majority of the members.

12.4 DUTIES AND FUNCTIONS

Duties and functions of the team shall be:

- A. Open to communication at all times with teaching elders, commissioned ruling elders, inquirers and candidates, certified Christian educators, and church sessions.

- B. Develop and maintain a Handbook of Policies and Procedures to guide them in their responsibilities, and may look to other councils for information and assistance in the matter of pastoral relations.
- C. Maintain relations with each teaching elder and session of the presbytery. They shall report to the presbytery annually the type of work in which each teaching elder of the presbytery is engaged. They shall require an annual report from every teaching elder performing work which is not under the jurisdiction of the presbytery or a higher governing body of the church.
- D. Recommend to presbytery annually the minimum compensation standards for pastoral calls and certified Christian educators and certified associate Christian educators, and report to presbytery all changes in compensation.
- E. Counsel with churches regarding calls for permanent or temporary pastoral relations, visiting and counseling with every committee elected to nominate a pastor, co-pastor, designated pastor, interim pastor, parish associate pastor or stated supply. They shall advise the committee regarding the merits, availability and suitability of any candidate or teaching elder whose name is contemplated for nomination to the congregation and shall have the privilege of suggesting names to the committee. No call to a permanent pastoral relationship shall be in order for consideration by the congregation unless the pastor nominating committee has received and considered the Missional Ministries Teams' counsel and received their approval before action is taken to issue a call.

Counsel with sessions regarding stated supplies, temporary supplies or interim pastors when a church is without a pastor, and they shall provide lists of pastors and qualified laypersons to supply vacant pulpits.

In the case of a church receiving aid in supporting a pastor, they shall confer with both the church and that agency of presbytery charged with arranging such aid before they shall recommend to the presbytery that a call to such a church be placed in the hands of a teaching elder. The proper agency of the presbytery shall present to the committee a statement of the presbytery's anticipated support of a pastor, which shall be attached to the call of the church.

- F. Encourage the implementation of equal opportunity employment for teaching elders and candidates without regard to race, ethnicity, age, sex, disability, geography, or theological conviction. In the case of each call, they shall report to the presbytery the steps in the implementation taken by the calling group.
- G. Check thoroughly the references of all teaching elders, and candidates/inquirers for admission to the rolls of presbytery. Such checks shall always inquire into candidate's criminal background including any history of sexual misconduct. Written references shall be filed in the permanent records of presbytery.
- H. Welcome and orient to its history, life and work all teaching elders new to the presbytery.
- I. Oversee all phases of the process of those preparing to become a teaching elder; from inquiry to enrollment as a candidate through ordination in accordance with the requirements of the *Book of Order*.

- J. Responsible for the training and oversight of commissioned ruling elders and those seeking to be eligible for commissioning.
- K. Serve as an instrument of presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between teaching elders and churches. Their purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the particular church may be strengthened, that the unity of the Body of Christ may be manifest.
- L. Exercise wise discretion in determining when to take cognizance of information concerning difficulties within a church, proceeding with the following steps: They may:
 1. Take the initiative to bring the information which has come to it to the attention of the session of the church involved, counseling with the session as to the appropriate actions to be taken in correcting the reported difficulties.
 2. Offer its help as a mediator in case the session either finds itself unable to settle the problems peaceably or takes no steps toward settlement.
 3. Act to correct the difficulties if requested to do so by the parties concerned, or if this authority is granted by the presbytery for the specific case. When so doing, the team shall always hold hearings which afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline.
- M. Exercise pastoral care and oversight of retired pastors and spouses and their continued work in the presbytery, and pastoral care of non-ordained church professionals.
- N. Responsible for the pension and benefits programs for the presbytery.
- O. Responsible for the Sexual Misconduct Policy of the presbytery, and any Standards of Ethical Conduct policies regarding teaching and commissioned ruling elders. They may appoint a task force to assist them in accomplishing this work.
- P. The Missional Ministries Team is empowered by presbytery to act as an administrative commission for the following purposes:

All actions taken as an administrative commission shall be reported at the next stated meeting of presbytery.

1. Receive teaching elders and candidates as members of presbytery upon satisfactory examination, approve terms of call, grant permission to move on the field, and name a commission representative of the presbytery to ordain and/or install candidates and teaching elders. The actions performed on behalf of presbytery must be reported at the next stated meeting with proper introduction and reception of the new member. The team may also approve request by a teaching elder or candidate of a task appropriate to the ministry, though not a pastoral relationship to a particular church.
2. Responsible for ordination/installation services in accordance with presbytery's policy.

3. Responsible for commissioning ruling elders to a particular pastoral service, specifying the terms of commission and the functions that are permitted, and for the commissioning service.
4. Dissolve the pastoral relationship in cases where the congregation and pastor concur and so inform the presbytery. When a congregation or other approved agency has concurred in the request of one of its teaching elders to request presbytery to dissolve the existing relationship, the team may act for the presbytery to:
 - a. Dissolve necessary relationships.
 - b. Instruct the stated clerk to issue Certificates of Dismissal.
 - c. Keep accurate minutes and admit them to record at the next stated meeting of presbytery.
 - d. Declare the pulpit vacant.
 - e. Appoint a moderator of the session.
5. Grant permission for teaching elders of the presbytery to labor outside the bounds of presbytery and for teaching elders of other presbyteries to labor within the bounds of this presbytery.
6. Authorize annually ruling elders, who have been properly instructed, to administer the Lord's Supper in cases when the team deems it necessary to meet the needs for the administration of the Sacrament.
7. Receive inquirers on behalf of presbytery and candidates under the care of presbytery, and upon successful completion of requirements, certify candidates ready for examination for ordination, pending a call.

12.5 MEETINGS

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting permitted as per Section 6.5.

12.6 FINANCES

Expenses as budgeted shall be paid by presbytery

12.7 REPORTS

The team shall report completed activities done in the name of presbytery at the next stated meeting. Such actions shall become part of the official records of presbytery.

12.8 RELATIONSHIPS

The team shall be directly accountable to the presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

SECTION 13 MISSIONAL OUTREACH TEAM

MISSION STATEMENT: *To help congregations serve the world in Christ's name, witnessing to the truth of the Gospel.*

13.1 AREA OF RESPONSIBILITY

The Missional Outreach Team shall be responsible to encourage the health and vitality of the Presbyterian and Reformed witness in every church and community within the bounds of the presbytery in exploring, defining, supporting and implementing local, national and international mission outreach. It shall assist the churches to provide leadership, resources and support for existing congregations and seeking opportunities to expand, develop and extend the Presbyterian Church in every community and county within the presbytery.

13.2 MEMBERSHIP

Membership of the team shall be twelve (12) elected members. The elected members shall be divided into three annual classes of four each. The term of office shall be three years. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The team shall elect a chair and clerk from among its members. The general missioner shall be an advisory member of the team.

13.3 QUORUM

A quorum shall be a majority of the members.

13.4 DUTIES AND FUNCTIONS

Duties and functions will be:

- A. Coordinate and connect congregations and presbytery in mission partnerships and covenants at local, national and international level;
- B. Work with congregations to establish new worshipping communities and renewed faith communities;
- C. Resource and provide grants for missional and church projects;
- D. Promote evangelism;
- E. Develop long-range strategy for presbytery's mission outreach and help particular churches evaluate their mission when so requested;
- F. Make recommendations to the presbytery regarding the policies, governing the funds assigned to the team that are available for grants and loans. Receive, evaluate, and make recommendations to the presbytery regarding requests for grants and loans from funds designated by the presbytery for these purposes. The MOT will develop application and evaluation processes for grants and loans, and will annually report to presbytery the status of each. In the case of grants

that extend over multiple years, the MOT will make recommendations to the presbytery for the continuance of such grants as per the term of the grant.

- G. Serve as presbytery's agent in negotiations with upper governing bodies on mission strategy and support;
- H. Act as presbytery disaster response group in emergencies, coordinating efforts with Presbyterian Disaster Assistance program;
- I. Elect or appoint representatives to the Board of Directors of St. Andrew Mission, Pasos de Fe Border Ministry, Project Vida, and Project Dignidad;
- J. Propose to presbytery the addition, merger, yoking, dissolution, relocation of churches as may be appropriate (in consultation with their members);
- K. Since pastoral staff leadership is crucial to the ministry of any particular church the team shall do its work with careful communication, consultation and coordination with the Missional Ministries Team in all its work.

13.5 MEETINGS

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

13.6 FINANCES

Expenses as budgeted shall be paid by presbytery.

13.7 REPORTS

The team will report as necessary, and shall report at least annually to presbytery.

13.8 RELATIONSHIPS

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

SECTION 14

PRESBYTERIAN WOMEN OF THE PRESBYTERY OF TRES RIOS

MISSION STATEMENT: *Forgiven and freed by God in Jesus Christ, empowered by the Holy Spirit, we commit ourselves:*

- *to nurture our faith through prayer and Bible study,*
- *to support the mission of the church worldwide,*
- *to work for justice and peace, and*
- *to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.*

14.1 ORGANIZATION

The Presbyterian Women of Tres Rios Presbytery shall be organized according to their Bylaws and Manual of Operations in accordance with the Presbyterian Women Churchwide Bylaws and Manual of Operations.

14.2 MEMBERSHIP

Members of Presbyterian Women in the Presbytery of Tres Rios shall be all women within the presbytery who choose to participate in, or be supportive of Presbyterian Women in the Presbytery of Tres Rios in any way. The Moderator of the Tres Rios Presbyterian Women shall be a member of the Missional Networking Team and shall have voice and vote at presbytery meetings if an elder.

14.3 QUORUM

As defined by PW Bylaws and Manual of Operations

14.4 DUTIES AND FUNCTIONS

As defined by PW Bylaws and Manual of Operations

14.5 MEETINGS

As defined by PW Bylaws and Manual of Operations

14.6 FINANCES

Expenses as budgeted shall be paid by presbytery and the organization.

14.7 REPORTS

The moderator shall annually report to presbytery.

14.8 RELATIONSHIPS

Tres Rios Presbyterian Women shall be supportive of and have a close working relationship with the Missional Networking Team and with all the congregations of the presbytery.

2011-2013 Book of Order Reference Guide

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