

**BYLAWS
AND
MANUAL OF 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

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. 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 III. CONSTITUTION & AUTHORITY

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 IV 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.

ARTICLE V - TRUSTEES

Trustees shall be elected by presbytery according to the process specified in the Manual of Operations.

The trustees, as directed by presbytery and the Book of Order, 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 VI - 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 VII. 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 Presbyterian Church (U.S.A.) Constitution.

ARTICLE VIII. PRESBYTERY OFFICERS

Officers of the Presbytery shall be established and defined in the Manual of Operations.

ARTICLE IX. MEETINGS AND QUORUM

Presbytery shall meet at least twice per year or at the direction of synod as a constituted body in a specific location as required by the *Book of Order*. Special meetings may be called as necessary and may be conducted by electronic videoconferencing 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. Only those members physically present at meetings or present by electronic videoconference means at special meetings shall vote.

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 X. 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 Operations.

ARTICLE XI. 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 Operations including meeting and voting electronically. Commissions may be appointed by presbytery for specific purposes authorized by the presbytery.

ARTICLE XIII. FISCAL YEAR; SEAL; OFFICE

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

Seal. The Corporation shall not be required to have any corporate seal.

Office. The principal office and mailing address of the Corporation is 1201 W. West 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 XIV. 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 on the docket of the presbytery meeting and may include an opinion.

If, the amendment is passed by a two-thirds majority of those present and voting, it shall become effective at that time.

ARTICLE XV. MANUAL OF OPERATIONS

A Manual of 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.

ARTICLE XVI. INDEMNIFICATION OF TRUSTEES AND OFFICERS

Each Trustee and officer of the Corporation shall be indemnified by the Corporation against expenses reasonably incurred in connection with any action, suit, or proceeding to which the Trustee or officer may be made a party by reason of being or having been a Trustee or officer of the Corporation (whether or not he or she continues to be a Trustee or officer at the time of incurring such expenses), except in relation to matters as to which he or she shall finally be adjudged in such action, suit, or proceeding to be personally liable. The foregoing right of indemnification shall not be exclusive of other rights to which any Trustee or officer may be entitled as a matter of law.

ARTICLE XVII. DISSOLUTION

In the event of dissolution of the corporation, its remaining assets, after payment or provision for payment of all the remaining liabilities of the organization, shall be distributed as required by the form of government of the Presbyterian Church (U.S.A.) and to such organizations as shall qualify at that time under Section 501(c)3 of the Internal Revenue Code of 1954, as amended (or the corresponding provisions of any future Internal Revenue Code).



PRESBYTERY OF TRES RIOS

MANUAL OF OPERATIONS

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 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 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

Presbytery may also amend this Manual of Operations by a simple majority of those present and voting in a stated presbytery meeting. 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.

SECTION 1

INTRODUCTION

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged and inspired.

Our presbytery is built upon the foundation of partnership. Why? So that all pastors and congregations feel respected, encouraged and inspired. We are partners. We work together and come alongside one another. We show respect for our shared Presbyterian tradition, heritage and form of government; for our diverse perspectives and ministry contexts; and simply for each other as brothers and sisters in Christ. We encourage one another not merely to feel good, but to build one another up, to demonstrate our care for one another, and to embolden each other in our ministry and witness. We inspire one another to move beyond ourselves, to see our communities and be empowered to serve and share the love of Jesus with those outside our churches.

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged, and inspired. All our efforts should be filtered through this desired impact. How can we partner? Does it show respect? Does it encourage? Does it inspire?

Presbytery Vision and Mission Statement

[As a first order of business for the newly re-formed presbytery, the Vision and Outreach team will consider the creation of a specific Vision and Mission Statement that, in accordance with the primary mandate of the Great Commission would set specific expectations for enhancing the lives of its congregations.”]

Presbytery Structure and Governing Philosophy

1. Tres Rios Presbytery is governed by three teams; The Administrative Team, the Pastoral Team, and the Vision and Outreach Team:
 - The Administrative Team partners with pastors and congregations to facilitate the business of the presbytery and ensure proper fulfillment of the Book of Order requirements.
 - The Pastoral Team partners with pastors and congregations to encourage spiritual growth and guidance.
 - The Vision and Outreach Team partners with pastors, congregations and officially established projects of the presbytery to inspire vision and service to the community.
- (1A) Each of these teams will consist of 4 nominated and elected members: two clergy and two ruling elders, each representing one of the four clusters. Each will serve a two-year term, with the exception of one clergy and one ruling elder from the first class who will serve a three-year term.
- (1B) The teams will function as commissions, having authority to make their own decisions and spend within their budget, with the exception of items that require a vote of the full presbytery.
- (1C) Each team will have the power to create sub-committees and task forces as necessary.

- (1D) Each team will participate in a “Team Meet” at least quarterly to report on their activity and decisions, presided over by the moderator. This is not a decision-making body, but it intended to promote communication, transparency and collaboration among the teams.
 - (1E) Each team will be resourced by a part-time staff member and the full-time Office Manager.
2. Tres Rios Presbytery is gathered two times per year as a presbytery.
- (2A) One of these gatherings will be a one-day worship and business meeting planned by the Administrative Team.
 - (2B) The other gathering will be a “Big Event” to include a brief business meeting but primarily consist of an energetic, inspiring, equipping and/or mission-oriented event to be planned and organized alternately by the Pastoral Team and the Vision and Outreach team.
3. Tres Rios Presbytery is resourced by three part-time and one full-time employee as follows:
- (3A) Administrative Presbyter/Stated Clerk, paid part-time employee who resources the Administrative Team and fulfills the Book of Order duties of a Stated Clerk.
 - (3B) Pastoral Presbyter, paid part-time employee who resources the Pastoral Team.
 - (3C) Vision and Outreach Presbyter, paid part-time employee who resources the Vision and Outreach Team.

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

1. The moderator shall fulfill all the provisions of office as specified in *Book of Order*.
2. The moderator shall preside at all meetings of the presbytery, and at his or her discretion, may exercise the option to serve as an ex-officio non-voting member of any team, task force, or committee of the presbytery.
3. The moderator shall fill any vacancy on presbytery's teams as necessary based on nominations from the Recruitment and Representation Committee.

C. Election

The moderator shall be elected at a stated meeting of presbytery from the members of the presbytery and shall serve until a successor is elected. The Recruitment 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 officer of moderator in the absence of the moderator.

B. Duties and Functions

The moderator elect shall attend all meeting of the presbytery and all Team Meets. The moderator elect shall attend an orientation and training session provided by the General Assembly.

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 Recruitment and Representation Team shall nominate the moderator elect.

D. Finance

Expenses as budgeted shall be paid by presbytery

III. ADMINISTRATIVE PRESBYTER/STATED CLERK

A. Area of Responsibility

The Administrative Presbytery/Stated Clerk serves the Presbytery as both an officer and a member of the Presbytery staff assisting the Presbytery in carrying out its stated vision and goals, fostering collegiality among churches, pastors, elected leaders, and staff, and responding in a timely manner to their needs.

B. Duties and Functions

Leadership Tasks

- Serves as the Administrative Presbyter/Stated Clerk representative to other presbyteries, the Synod of Sun, and the General Assembly, Presbyterian Church (U.S.A.) and its agencies.
- Participates in the Mid Council Leaders and Stated Clerks Associations, and synod sponsored peer groups.
- Serves as an ex-officio member with vote and provides staff support of the Administrative Team in matters pertaining to ordered ministry of teaching elders, preparation for ministry, budget, finance, property, and insurance.
- Performs those duties and functions of the Stated Clerk prescribed in the *Book of Order*; 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.
- Interprets and facilitates the implementation of actions taken by Presbytery, synod, and the General Assembly; train GA Commissioners/Young Adult Advisory Delegates (YAAD): receive and present Overtures on behalf of the Presbytery; serve as key communications link between Presbytery and the General Assembly.

Life of the Presbytery Tasks

- Attends all stated and special meetings of the Presbytery, participating in the planning of the annual worship and business meeting, and small business portion of the Tres Rios Big Event.
- Provides resource and support to administrative commissions and other Presbytery issues as needed.
- Participates in staff meetings and the quarterly team meet.

Administrative Leadership Tasks

- Serves as a member of the leadership team of Tres Rios Presbytery.
- Serves as parliamentarian for meetings of the Presbytery.
- Prepares the docket for all meetings and presents the docket and Omnibus motion to Presbytery for adoption.
- Reports annually to Presbytery membership statistics and teaching elder/ruling elder parity and recommend method to redress any imbalance.

- Receives and refers correspondence and official papers to the appropriate committee or task force and conduct Presbytery's official correspondence with other governing bodies, including certification of calls and dismissals of ministers to other governing bodies.
- Serves as the Presbytery's executive contact for the pastoral call process and conducts background/reference check on ministers seeking membership in the Presbytery.
- Oversees the annual review of session records and the reports to Presbytery.
- Serves as trustee and secretary of the corporation providing general information and guidance to the board regarding civil matters concerning property and legal issues, engaging/coordinating with professionals in those fields as needed.
- Serves as manager of judicial process per the *Book of Order* and a resource to the Permanent Judicial Commission.

C. Election

An Administrative Presbyter/Stated Clerk shall be elected by the Presbytery at a stated meeting for a term of three years. The Administrative Presbyter/Stated Clerk shall be eligible for re-election. The Administrative Presbyter/Stated Clerk shall be nominated by a search committee elected by the presbytery composed of two members from the affected team; and 1 member each from the Personnel and Recruitment and Representation Committees. The search committee shall be composed of teaching and ruling elders in numbers as near equal as possible. If the Administrative Presbyter/Stated Clerk is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office.

Should a vacancy occur during the term of office, the moderator shall appoint an interim stated clerk, until such time as a new Administrative Presbyter/Stated Clerk is elected.

D. Accountability & Evaluation

The Administrative Presbyter/Stated Clerk is accountable to the Presbytery thru the Personnel Committee. The annual performance and adequacy of compensation review shall be conducted by the Personnel Committee.

E. Position Classification and Compensation

This is a part-time, exempt position. Compensation and expenses as budgeted shall be paid by Presbytery. Includes 4 weeks paid vacation; 2 weeks study leave, and other benefits as outlined in the Presbytery's personnel policy.

F. Reports

The Administrative Presbyter/Stated Clerk shall annually report to Presbytery, and as necessity dictates.

IV. VISION AND OUTREACH PRESBYTER

A. Area of Responsibility

Assists the Presbytery in carrying out its stated vision and goals, fostering collegiality among churches, pastors, elected leaders, and staff, and responding in a timely manner to their needs.

B. Duties and Functions

Leadership Tasks

- Serves as an ex-officio member with vote and facilitates the Vision and Outreach Team's development of a strategy to partner with pastors and congregations to inspire vision and service to the community.
- Participates in the implementation of this strategy as necessary.

Life of the Presbytery Tasks

- Develops relationships with each congregation.
- Collaborates with other Presbytery staff.
- Facilitates and directs the development of ecumenical and interfaith relationships and relationships with other presbyteries, synods, and General Assembly.
- Partners with established agencies and missions (such as Project Vida, Pasos de Fe, etc.)

Administrative Leadership Tasks

- Serves as a member of the leadership team of Tres Rios Presbytery.
- Attends to all necessary documentation and reporting.
- Serves as official point of contact for the Vision and Outreach Team.

C. Election

The Vision and Outreach Presbyter shall be elected by the Presbytery at a stated meeting. The Vision and Outreach Presbyter shall be nominated by a search committee elected by the presbytery composed of two members from the affected team; and 1 member each from the Personnel and Recruitment and Representation Committees. The search committee shall be composed of teaching and ruling elders in numbers as near equal as possible. If the Vision and Outreach Presbyter is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office

D. Accountability & Evaluation

The Vision and Outreach Presbyter is accountable to the Presbytery through the Personnel Committee. The annual performance and adequacy of compensation review shall be conducted by the Personnel Committee.

E. Position Classification and Compensation

This is a part-time, exempt position. Compensation and expenses as budgeted shall be paid by Presbytery. Includes 4 weeks paid vacation; 2 weeks study leave, and other benefits as outlined in the Presbytery's personnel policy.

F. Reports

The Vision and Outreach Presbyter shall annually report to Presbytery, and as necessity dictates.

V. PASTORAL PRESBYTER

A. Area of Responsibility

Assists the Presbytery in carrying out its stated vision and goals, fostering collegiality among churches, pastors, elected leaders, and staff, and responding in a timely manner to their needs.

B. Duties and Functions

Leadership Tasks

- Serves as an ex-officio member with vote and provides resourcing and assistance to the Pastoral Team and its sub-teams and enact the new ministry and mission vision of the Presbytery.
- Provides resourcing and assistance for the annual Tres Rios Youth Connection retreat, and attend the retreat, as available.
- Provides resources and continuing education events for Commissioned Ruling Elders and Pastors.
- Serves as a proactive leader, guiding and nurturing the Presbytery towards an understanding of the shared vision and purpose among the leaders of the Presbytery.

Life of the Presbytery Tasks

- Encourages healthy Presbytery life.
- Provides care, support, advocacy, and encouragement to the ministers, commissioned pastors, elders, church educators, lay leaders of the Presbytery.
- Maintains encouraging relationships with the congregations of the Presbytery by regularly attending and providing leadership as requested in worship. Also providing support as congregations navigate significant transitions in their lives.

Administrative Leadership Tasks

- Serves as a member of the leadership team of Tres Rios Presbytery.
- Participates in the Synod of Sun EP forum and Church-wide staff gatherings as time permits.

Mission of the Presbytery Tasks

- Works with the Presbytery to review and evaluate the mission, ministry, and structures of the Presbytery.
- Works with the staff, Presbytery, and its entities to implement actions designed to lead the Presbytery in achieving its mission.
- Interprets and advocates for the mission and ministry of the Presbytery, Synod, and General Assembly to the Presbytery and its churches, in collaboration with other Presbytery staff and leaders.
- Encourages, supports, and, as needed, resources leadership development for the laity and clergy of the Presbytery.

C. Election

The Pastoral Presbyter shall be elected by the Presbytery at a stated meeting. The Pastoral Presbyter shall be nominated by a search committee elected by the presbytery composed of two members from the affected team; and 1 member each from the Personnel and Recruitment and Representation Committees. The search committee shall be composed of teaching and ruling elders in numbers as near equal as possible. If the Pastoral Presbyter is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office.

D. Accountability & Evaluation

The Pastoral Presbyter is accountable to the Presbytery thru the Personnel Committee. The annual performance and adequacy of compensation review shall be conducted by the Personnel Committee. The Pastoral Team recognizes that this job description is aspirational and the responsibilities of this position will need to be prioritized. The pastoral team work with the pastoral presbyter to prioritize these responsibilities.

E. Position Classification and Compensation

This is a part-time, exempt position. Compensation and expenses as budgeted shall be paid by Presbytery. Includes 4 weeks paid vacation; 2 weeks study leave, and other benefits as outlined in the Presbytery's personnel policy.

F. Reports

The Pastoral Presbyter shall annually report to Presbytery, and as necessity dictates.

VI. RECORDING CLERK

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

VII. FINANCES

The Administrative team shall designate one or more persons as responsible for the following:

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 Administrative Team in the preparation of the annual budget of presbytery.

VIII. 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 Administrative 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.

VIII. 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. Composition

The members of the Administrative Team and the Administrative Presbyter/Stated Clerk shall be the trustees of the presbytery.

IX. 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.

The members of presbytery's permanent teams, and commissions, the moderator, the moderator elect, the stated clerk shall be ex-officio members of presbytery with the privilege of voice and vote for the tenure of their office, if they are not ordained teaching elders. All commissioned ruling elders and certified Christian educators, 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. ELECTION OF OFFICERS, TRUSTEES, AND STAFF

Presbytery shall elect officers and new classes, and annually fill vacancies to its permanent and required teams and commissions upon nominations by the Recruitment and Representation Team. Officers and new team classes shall take office upon adjournment of said stated meeting.

V. DOCKET OF PRESBYTERY

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

VI. 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, and at least one stated meeting shall 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 moderator shall preside at all meetings. If absent or unable to preside, the moderator's designee 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.

Electronic Meetings - Special meetings of presbytery may be conducted by electronic means, so long as the meeting provides conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. (See RONR, pp. 97-99). Technology used for an electronic meeting may include Zoom, or other internet videoconference means (such as Skype, Go-to-Meeting). Presbytery shall provide the videoconferencing software necessary for electronic meetings.

- The notice for the electronic meeting shall include an adequate description of how to participate in it.
- No specific location for the meeting will be required, but provision shall be made for a location in each community for members to gather who are without internet access.
- Members participating must use the visual and audio features (face and voice must be clear). Connecting by telephone only is not permitted.
- A roll call will be taken for the purpose of establishing a quorum and for voting.
- If a member is present before the vote and is dropped but returns to the videoconference within 5 minutes of the vote, he/she may vote.
- Members may obtain the floor by a show of hand on the camera, by voice, or by use of the chat feature. If it is unclear to the moderator who wants to be recognized, he/she may ask them to type in the chat box that they want to be recognized. In any case, the moderator must consider the delay that comes with electronic meetings. With this, he/she must at all times give ample time for members to respond.

- Motions may be submitted by voice or written by use of the chat feature.
- The video and audio together with the chat log will be recorded. In case there is conflict between what is said in the video and what is found in the chat log, the video prevails.
- The minutes of the meeting will be done in the same manner as it would be done in physical meetings.

(Note: "Presbytery may also amend this Manual of Operations by a simple majority of those present and voting in a stated presbytery meeting.)

VII. VOTING

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

SECTION 4

ADMINISTRATIVE TEAM

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged and inspired.

Membership:

The Administrative Team shall be comprised of at least 4 members with total number determined in consultation with the team moderator and staff. Membership shall be composed of teaching and ruling elders in numbers as near equal as possible nominated by the Recruitment and Representation Team and elected by the presbytery. Members shall ordinarily represent the four clusters. The Administrative Presbyter/Stated Clerk serves as an ex-officio member with vote.

Terms for members are two years, and no member may serve for more than two consecutive terms or five years.

The Administrative Team has the power to appoint sub-committees and task forces as deemed necessary.

The Administrative Team is resourced by the Administrative Presbyter/Stated Clerk and Office Manager.

Mechanics:

The Administrative Team will serve as a commission, having authority to make decisions and spend within its budget, except for items requiring approval by the presbytery.

- At first meeting of each new class, the Administrative Team will elect a team moderator and clerk.
- The team clerk will provide minutes of all meetings to the Office Manager and Stated Clerk for presbytery packets, Team Meets, record keeping, website and any other shared communications.

Responsibilities:

The Administrative Team partners with pastors and congregations to facilitate the business of the presbytery and ensure proper fulfillment of the Book of Order requirements. This includes:

1. All financial duties such as the budget and the annual financial review.
2. Matters concerning property and insurance.
3. Maintain the Manual of Operations.
4. In partnership with the Stated Clerk:
 - Records Review
 - Matters pertaining to General Assembly and Synod
5. Plan the annual worship and business meeting
6. Plan the annual small business portion of the Tres Rios Big Event
7. Organize and participate in the Team Meet at least quarterly.
8. Acts as a commission on behalf of presbytery to:
 - a. Ordain and install teaching elders, approving terms of calls and contracts; and, examining and receiving Teaching Elders by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Tres Rios Presbytery.
 - b. Commission ruling elders to a particular pastoral service, specifying the terms of commission and the functions that are permitted, and for the commissioning service.

- c. 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:
 - o Dissolve necessary relationships.
 - o Declare the pulpit vacant.
 - o Appoint a moderator of the session.
- d. 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.
- e. 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.
- f. 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.
- g. Respond to reported difficulties within congregations, consulting with the Pastoral and Vision & Outreach teams as needed.
- h. Validate calls of teaching elders to ministry beyond the jurisdiction of the church in consultation with the Pastoral Team.
- i. Appoint teaching and ruling elders to serve as readers of standard ordination examinations.

The Team will consider the following in all their responsibilities:

1. How can we partner?
2. Does this decision/action show respect?
3. Does this decision/action offer encouragement?
4. Does this decision/action inspire?

SECTION 5

PASTORAL TEAM

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged and inspired.

Membership:

The Pastoral Team shall be comprised of at least 4 members with total number determined in consultation with the team moderator and staff. Membership shall be composed of teaching and ruling elders in numbers as near equal as possible nominated by the Recruitment and Representation Team and elected by the presbytery. Members shall ordinarily represent the four clusters. The Pastoral Presbyter serves as an ex-officio member with vote.

Terms for members are two years, and no member may serve for more than two consecutive terms or five years.

The Pastoral Team has the power to appoint sub-committees and task forces as deemed necessary.

The Pastoral Team is resourced by the Pastoral Presbyter and the Office Manager.

Mechanics:

The Pastoral Team will serve as a commission, having authority to make decisions and spend within its budget, except for items requiring approval by the presbytery.

At the first meeting of each new class, the Pastoral Team will elect a moderator and clerk.

The team clerk will provide minutes of all meetings to the Office Manager and Stated Clerk for presbytery packets, Team Meets, record keeping, website and any other shared communications.

Responsibilities:

The Pastoral Team partners with pastors and congregations to equip congregations and congregational leaders for the work of ministry.

This includes:

- Provide pastoral care for pastors and congregations
- Conduct congregational visits
- Create connections and relationships among congregations
- Participate in the Team Meet at least quarterly
- Plan the Tres Rios Big Event every other year

Other examples may include:

- Oversight of TRYC and/or other youth events
- Providing Officer training, Confirmation or other shared seminars/classes
- Facilitating participation in CRE training
- Providing continuing education opportunities to pastors
- Recommending educational resources
- Oversight of the newsletter and other social media

The Team will consider the following in all their responsibilities:

How can we partner?

Does this decision/action show respect?

Does this decision/action offer encouragement?

Does this decision/action inspire?

SECTION 6

VISION AND OUTREACH TEAM

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged and inspired.

Membership:

The Vision and Outreach Team shall be comprised of at least 4 members with total number determined in consultation with the team moderator and staff. Membership shall be composed of teaching and ruling elders in numbers as near equal as possible nominated by the Recruitment and Representation Team and elected by the presbytery. Members shall ordinarily represent the four clusters. The Vision and Outreach Presbyter serves as an ex-officio member with vote.

Terms for members are two years, and no member may serve for more than two consecutive terms or five years.

The Vision and Outreach Team has the power to appoint sub-committees and task forces as deemed necessary.

The Vision and Outreach Team is resourced by the Vision and Outreach Presbyter and Office Manager.

Mechanics:

The Vision and Outreach Team will serve as a commission, having the authority to make decisions and spend within its budget, except for items requiring approval by the presbytery.

At the first meeting of each new class, the Vision and Outreach Team will elect a team moderator and clerk.

The team clerk will provide minutes of all meetings to the Office Manager and Stated Clerk for presbytery packets, Team Meets, record keeping, website and any other shared communications.

Responsibilities:

The Vision and Outreach Team partners with pastors, congregations and officially established projects of the presbytery to inspire vision and service to the community. The Vision and Outreach Team will plan the Tres Rios Big Event Every other year.

Examples of the team's other work may include:

- Partnership with established agencies and missions (such as Project Vida, Pasos de Fe, Presbytery of Tres Rios Border Ministry Foundation, etc.) {Add} Acts as a commission on behalf of presbytery to enter into covenant agreements with these agencies and appoints representatives and directors to such boards.
- Church Development
 - Conducting community needs assessments
 - Promoting dialogue within the community
 - Partnering with Sessions to create life-giving vision
- Development of ecumenical and interfaith relationships
- Actively partnering with other presbyteries and/or the larger church

The Team will consider the following in all their responsibilities:

How can we partner?

Does this decision/action show respect?

Does this decision/action offer encouragement?

Does this decision/action inspire?

SECTION 7

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 seven to nine teaching and ruling elders (exact number at the discretion of the Leadership Recruitment and Representation Team), in as near equal numbers as possible. Members shall be elected for staggered terms, and should be representative of the geographical diversity of the presbytery.

Pursuant to the Rules of Discipline in the *Book of Order*, an Investigating Committee or a Committee of Counsel shall be appointed whenever its existence is necessary. Said committee shall consist of three to five members, and will be appointed by the moderator in consultation with the presbyters and Stated Clerk.

SECTION 8

STANDING COMMITTEES

The two standing committees of the Presbytery are the Personnel Committee and the Recruitment & Representation Committee. The membership of each committee consists of one representative from each of the three Teams (Administrative, Pastoral, and Vision & Outreach), selected by its respective team at the first meeting of the term. Additionally, an “at-large” member for each standing committee shall be nominated by the Recruitment & Representation Committee and elected by the Presbytery along with nominations for Team members.

The two standing committees shall pay particular attention to the principles of diversity and inclusiveness (see F-1.0403 and G-3.0103) in the appointment of members.

Terms for committee members are one year, and no committee member may serve for more than three consecutive terms. At its first meeting of each term, each committee shall choose for itself a moderator and a clerk. It is recommended that the committees meet regularly (quarterly) and more often as needed. The committees shall report at least annually and as necessary to the presbytery.

Personnel Committee Responsibilities:

- A. Develop and recommend Personnel Policies in accordance with guidelines and resources provided by the Presbyterian Church (U.S.A.).
- B. Create the instruments to be used in evaluating the performance of presbytery’s staff. The evaluation process shall offer the opportunity for staff self-assessment and desired goals.
- C. Develop new or revised position descriptions for staff positions as needed to be recommended to presbytery.
- D. Conduct the annual review of the adequacy of compensation for all staff.
- E. Consult with the appropriate Team(s) regarding the creation of any new position or changes in terms of call or salary prior to being submitted to the presbytery.
- F. The results of evaluations and recommendations regarding changes in terms of call, salary, and position descriptions shall be made to the presbytery.
- G. Encourage professional growth and development for all staff members.
- H. Act as a support group for all staff by establishing relationships and communicating on a regular basis.
- I. At-large member shall serve as the liaison for the Office Manager.

Recruitment and Representation Committee Responsibilities:

- A. To nominate the members of each team (Administrative, Pastoral, and Vision & Outreach).
- B. To nominate the moderator and moderator-elect of Tres Rios Presbytery.
- C. To nominate the members of the Permanent Judicial Commission
- D. To nominate “at large” members of the two Standing Committees.
- E. To nominate commissioners and delegates to Synod and General Assembly.
- F. Develop procedures and mechanisms for promoting and reviewing implementation of the presbytery’s commitment to inclusiveness and representation, to advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the presbytery on the employment of personnel, in accordance with those principles.