

**PROVISIONAL
OPERATIONS
MANUAL**



Presbytery of Florida

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“THE PRESBYTERY OF FLORIDA IS CALLED TO SERVE GOD
USING OUR GIFTS AND SKILLS
TO *EXCITE, ENCOURAGE, EQUIP, AND EMPOWER*
OUR CONGREGATIONS AND CLERGY
IN MISSION AND MINISTRY”

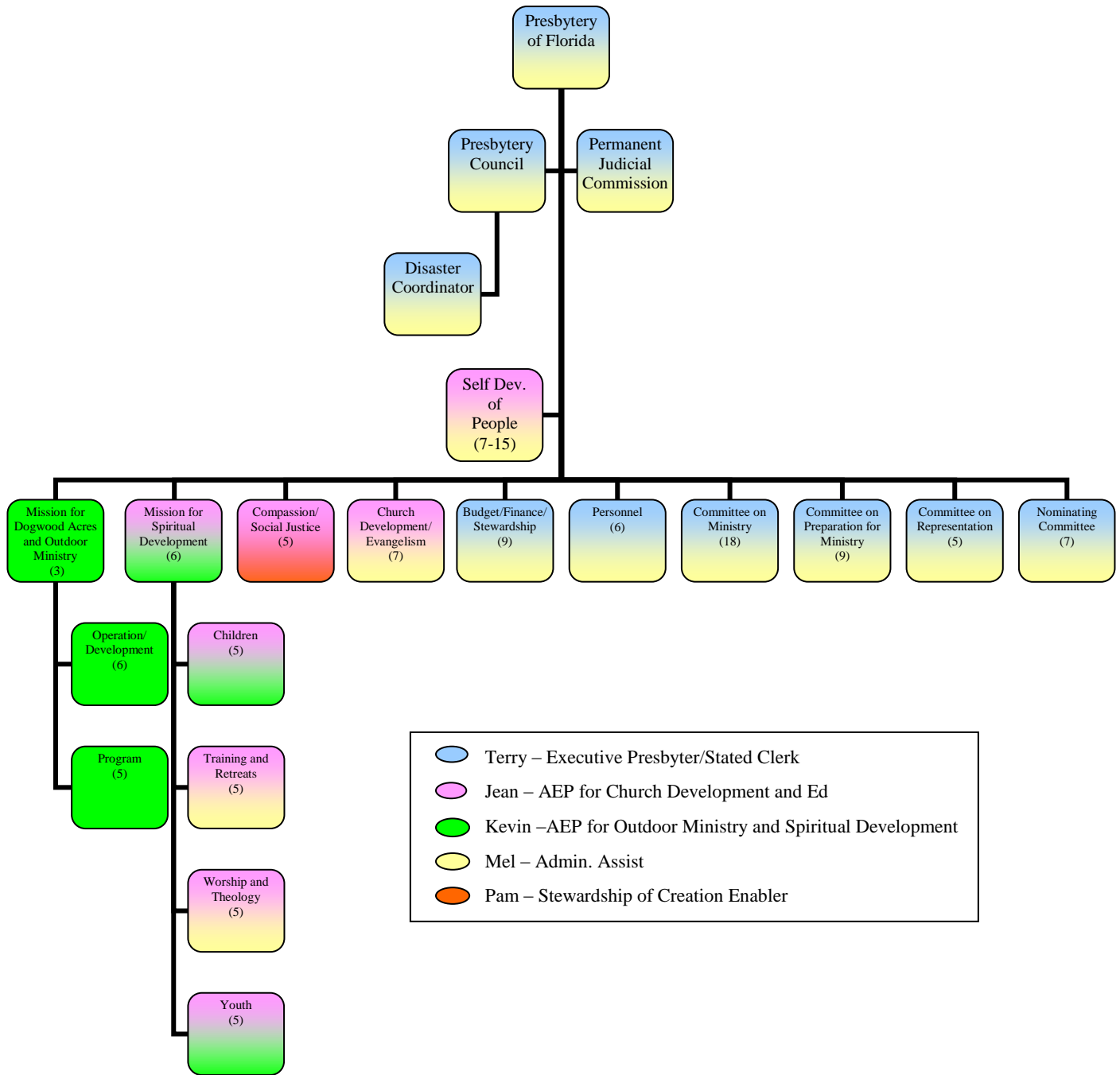
MISSION AND MINISTRY MANUAL OF THE PRESBYTERY OF FLORIDA

SECTION I: INTRODUCTION

1 In accordance with the Word of God; “Go therefore and make disciples of all nations, baptizing them in the name
2 of the Father and of the Son and of the Holy Spirit” (Matthew 28:19), “The gifts God gave were...to equip the
3 saints for the work of ministry, for building up the body of Christ” (Ephesians 4:11 and 12), and, “For the Son of
4 Man came not to be served but to serve, and to give His life as a ransom for many” (Mark 10:45), therefore:

5 **“The Presbytery of Florida is called to serve God**
6 **using our gifts and skills**
7 **to Excite, Encourage, Equip, and Empower**
8 **our Congregations and Clergy**
9 **in Mission and Ministry.”**

10 To this end, the Presbytery of Florida is organized in such a manner that it promotes its two major goals and
11 priorities: The Development of Healthy Churches and Evangelism / Discipleship AND a Healthy Outdoor Ministry
12 at Dogwood Acres and Spiritual Development for all ages. The Presbytery is responsible for organizing in the most
13 effective way to help our congregations and clergy fulfill God’s purpose for the Presbytery. The purpose of the
14 “Provisional Operations Manual” is to serve as a tool for guiding the Presbytery in exciting, encouraging,
15 equipping, and empowering the congregations and clergy of the Presbytery in mission and ministry through a
16 streamlined, participatory process focused on hands-on mission and ministry opportunities through which God’s
17 people can become active agents of Jesus Christ. The Presbytery shall, therefore, organize to accomplish these
18 goals according to the procedure stated herein.



- Terry – Executive Presbyter/Stated Clerk
- Jean – AEP for Church Development and Ed
- Kevin – AEP for Outdoor Ministry and Spiritual Development
- Mel – Admin. Assist
- Pam – Stewardship of Creation Enabler

SECTION II: COUNCIL

1 The Council of Presbytery ordinarily shall meet at least four weeks prior to each stated meeting of Presbytery and at
2 such other times as needed upon call of the Chair. The Council shall be responsible for the harmonious and effective
3 ministry of the governing body and of its Missions and Committees. It shall assign the defined objectives of the
4 Presbytery to appropriate groups and make certain that they are pursued. It shall undertake to look ahead and, in
5 consultation with the Missions and Committees, shall recommend to the Presbytery future forms of mission and
6 ministry. All Missions and Committees shall have direct access to the Presbytery in the presentation of reports, but
7 the Council shall promote cooperation among these groups to avoid duplication, overlapping, conflict and confusion.

8 It is to be understood that all recommendations to the Presbytery from the Missions and Committees are supported by
9 the Council unless otherwise noted. If Council does not support a recommendation, the reason for not supporting the
10 recommendation shall be reported by the Council at the time such recommendation is presented to the Presbytery for
11 action.

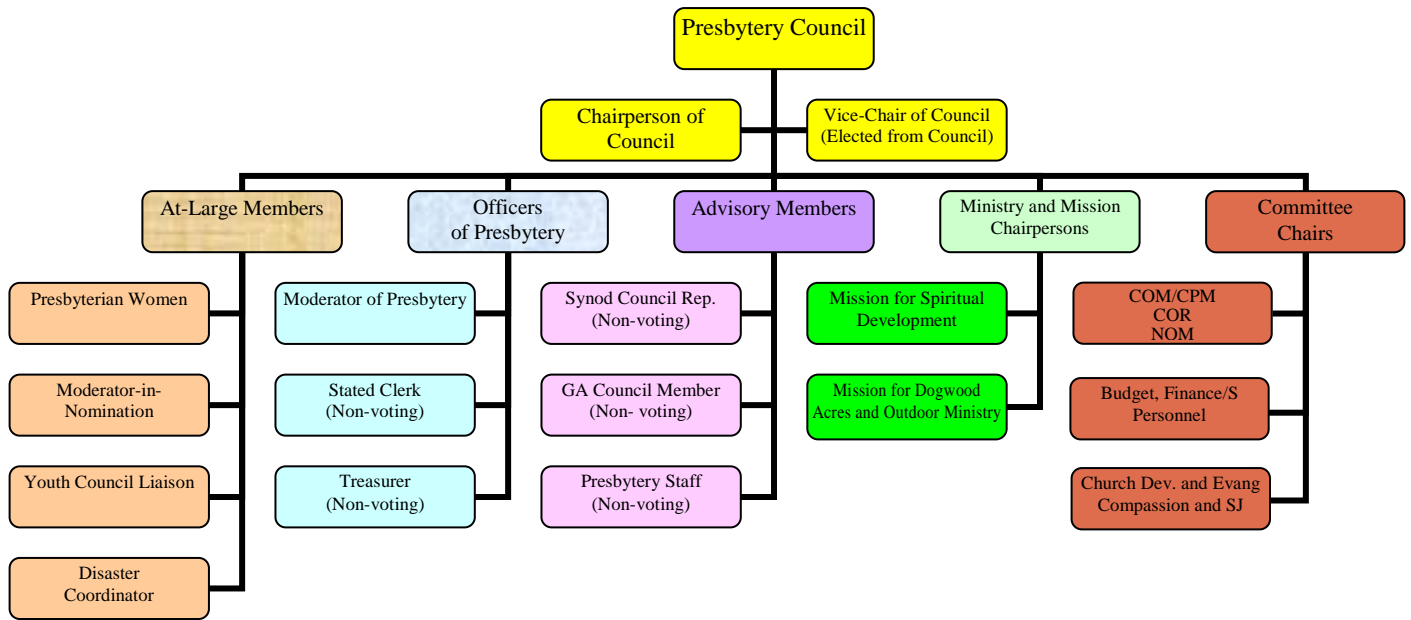
12 The Council shall be composed of fifteen (15) voting members, exempt staff and five (5) non-voting members as
13 follows:

14 Chairperson of the Council, Moderator, Moderator-in-Nomination, Chairperson (or Alternate) of the Mission for
15 Dogwood Acres and Outdoor Ministry, Mission for Spiritual Development, COM, CPM, COR, Nominating, Church
16 Development and Evangelism, Budget/Finance and Stewardship, Compassion and Social Justice, Personnel, Self-
17 Development of People and the Disaster Coordinator, Moderator of Presbyterian Women, and Presbytery Youth
18 Council Liaison. The Executive Presbyter and other exempt staff of Presbytery, the Stated Clerk, Treasurer, and one
19 member of Council of Synod and any member of the General Assembly Council shall serve as non-voting members.
20 The Stated Clerk of Presbytery shall serve as Clerk of the Council. The Vice-Chairperson of Council shall be elected
21 by the Council and must be one of its voting members.

22 The Council shall constitute the Board of Trustees of the Presbytery of Florida, Inc. The Moderator of Presbytery and
23 the Stated Clerk of Presbytery are authorized to execute on behalf of the Trustees any deed or other legal papers
24 relating to property transactions or other corporate matters, when such action has been properly approved by
25 Presbytery or Council. In addition to its duties as Trustees, the Council shall be responsible to the Presbytery for the
26 following:

- 27 • Receive and review reports from the Missions and Committees to be presented for action by the Presbytery.
- 28 • Recommend an Omnibus Motion for all action that has an apparent overwhelming consent from a Committee.
29 Any item in the Omnibus Motion can be lifted out of the report for discussion, debate, and vote.
- 30 • Develop and maintain a mission strategy for the Presbytery which involves the Missions and Committees in
31 developing long-range planning and establishing priorities for Mission and Ministry development and the
32 allocation of resources.
- 33 • Coordinate and facilitate the planning process for the Missions and Committees to develop goals and objectives
34 consistent with long-range goals and priorities adopted by the Presbytery.
- 35 • Design and implement a process for annual review and evaluation of all work of the Presbytery through Missions,
36 Committees, the Council, and Presbyterian Women.
- 37 • Submit annually budget requests to the Budget and Finance Committee for the ecclesiastical expenses to operate
38 the Council, the Governing Body and the administrative expenses ordinarily supported by an annual per capita
39 apportionment.
- 40 • Review annually next year's budget proposed by the Budget and Finance Committee, and present an Interim
41 budget at the January Meeting of Presbytery for information. A final operating budget will be submitted to the
42 April Meeting of the Presbytery for adoption
- 43 • Nominate to the Presbytery the Stated Clerk, the Treasurer, and the members and chairperson of the Nominating
44 Committee.

- 1 • Annually review and, where appropriate, make recommendations regarding changes in this Manual.
- 2 • Serve as a Committee for visioning and direction and report needed organizational and directional changes to
- 3 the Presbytery. This review shall be done annually based on the mission goals of the Presbytery as well as the
- 4 activity of each Committee, which may then result in a change in the Mission and Ministry goals of the
- 5 Presbytery. This review shall be done at the October meeting of Council in order to convey to Budget and
- 6 Finance the financial priorities of Presbytery when they present their final budget for the upcoming year.
- 7 • Approve the docket for meetings of the Presbytery, after receiving a proposed docket from the Stated Clerk.
- 8 • Make sure that at two of the meetings of Presbytery there is docketed time set aside each morning for small group
- 9 discussions on issues coming before the Presbytery [such as: Amendments, General Assembly Reports/Papers,
- 10 Resolutions]. Should there not be such an issue coming before the Presbytery that time will be used for small
- 11 group discussions so commissioners can get to know each other better and share concerns, celebrations, etc., that
- 12 are going on in their congregations.
- 13 • Ensure the celebration of the Lord's Supper at least annually.
- 14 • Provide reports to Presbytery from Presbytery Representatives to other ecclesiastical bodies.
- 15 • In carrying out these responsibilities, the Council is authorized to appoint ad hoc committees to study and make
- 16 recommendations about particular issues coming before the Council or the Presbytery.



SECTION III: ORGANIZING FOR MISSION AND MINISTRY

1 All activities of the Presbytery of Florida shall be organized and carried out
 2 through either the Mission for Dogwood Acres and Outdoor Ministry or Mission for Spiritual Development
 3 or our Committees.

4 **Missions and Committees** include the main areas of emphasis established by the Presbytery and the effective
 5 administration of the Presbytery and the Book of Order (BOO) mandated roles of a Presbytery. These agreed upon
 6 missions and committees shall be the basis of financial stewardship, and the common goals around which the
 7 majority of Presbytery activity revolves. The purpose of the Book or Order mandated committees is to intentionally
 8 make every effort to assist the entire Presbytery in accomplishing the Mission of the Presbytery. Presbytery, upon
 9 majority vote, shall add or remove areas of mission priority for the entire Presbytery.

10 Each area of Mission and Committee shall have or be independently operating committees that will carry out the
 11 work of the Mission.

12 **I. Responsibilities of persons elected to serve on Missions and Committees:**

13 **Mission Chairpersons shall:**

- 14 • Meet with Committee Chairpersons and facilitate the work of all Committees in their Mission.
- 15 • Represent all Committees in the various Missions before Council and Presbytery. Mission Chairpersons
 16 may defer to Committee Chairpersons for reporting purposes as needed.
- 17 • Serve as members of Council, but shall not serve on one of their Mission Committees. However, may
 18 attend committee meetings as desired.
- 19 • Coordinate the budgeting process for their Mission.

- 1 • Have all Committees within their Mission meet together at least once a year to coordinate their internal
2 mission or with mission with our other Committees.
- 3 • Receive budget requests for each Committee under a particular Mission and prepare a final budget for the
4 entire Mission when they meet in late spring, summer or early fall to be submitted annually to the Budget,
5 Finance and Stewardship Committee no later than October 1 of each year.

6 **Meetings of Missions shall:**

- 7 • Consist of all Committee Chairpersons and the Chairperson of the specific Mission.
- 8 • Have a quorum of 51%.
- 9 • Ordinarily meet four weeks prior to Council meetings and have their reports submitted to the Presbytery
10 office three weeks prior to Council meetings.

11 **All Committees shall have a:**

- 12 1. Chairperson whose responsibilities include, but are not limited to:
 - 13 • Coordinate the work of his / her Committee with Mission Chairperson if there is one.
 - 14 • Attend the Mission meetings to report on the work of his / her specific committee if they fall under a
15 Mission.
 - 16 • Convene his / her Committee as many times a year as is necessary for that Committee to successfully
17 accomplish its specific tasks. Make sure the Committee determines its budget needs to carry out its
18 tasks and annually submit a budget request to the Mission Chair, who will prepare a final budget for
19 that overall Mission to be submitted to the Budget, Finance and Stewardship Committee. The
20 Committee chairs that do not fall into a Mission shall determine its budget needs to carry out its tasks
21 and annually submit a budget to the Budget / Finance and Stewardship Committee.
 - 22 • Prepare a final budget to be submitted annually to the Budget, Finance and Stewardship Committee no
23 later than October 1 of each year.
 - 24 • Annually review the Committee's responsibilities, duties, and number of members, and the
25 Committee's location within the organizational chart and make comments / suggestions to their
26 Mission Chairperson or the Chair of Council to be discussed by Council for consideration or action by
27 Presbytery.
- 28 2. Membership, whose responsibility shall include, but not be limited to:
 - 29 • Attend meetings on a regular basis to fulfill the tasks of the committee.
 - 30 • Work toward fulfilling the goals and objectives of the committee.
 - 31 • Have a quorum of 51%.
 - 32 • Meet as many times a year as needed to fulfill their work. The Committee Chairs shall have a written
33 report submitted to their Mission Chairperson three weeks prior to when they have their joint meeting
34 so reports can be presented at any or all of the four Stated Presbytery meetings.
35

36 **Mission and Committee Chairpersons serve for one year, and the election is renewable upon**
37 **recommendation of the Nominating Committee – see page 13**

38 **II. Presbyterian Women:**

- 39 • The Presbyterian Women shall organize for Mission and Ministry through a structure and manual approved by the
40 General Assembly and under a constitution and by-laws approved by Presbytery. The Presbyterian Women shall
41 be responsible to the Presbytery and the Moderator shall report, including a financial report, to the Presbytery at
42 least once each year.
- 43 • A liaison shall be appointed by the Moderator of Presbyterian Women, who will serve as an advisory member
44 with voice but no vote for a year on the Budget, Finance and Stewardship Committee, and a committee in
45 Mission for Dogwood Acres and Outdoor Ministry, and a committee in Mission for Spiritual Development.

SECTION IV: DISASTER COORDINATOR

1 The Disaster Coordinator is responsible for all matters relating to the preparation, mitigation, response and recovery
2 from a disaster (natural, human-caused, or other) within, but not limited to, the bounds of the presbytery; especially
3 one that affects one or more congregations. The Disaster Coordinator will assist churches through their Disaster
4 Liaison and presbytery for a wide variety of possible disasters.

- 5 • With the help of the Executive Presbyter, write and maintain a presbytery disaster preparation and response
6 plan and manual and implement the manual following a disaster in one of our churches or within the
7 bounds of the presbytery.
- 8 • Help Church Disaster Liaisons receive training from a variety of sources in disaster response and recovery
9 and are credentialed prior to a disaster.
- 10 • Contact and maintain a working relationship with community and governmental organizations such as, but
11 not limited to: Presbyterian Disaster Assistance (PDA), Florida Presbyterian Disaster Assistance Network
12 (FLAPDAN), local Community Organizations Active in Disaster (COADs), Voluntary Agencies Active in
13 Disaster (VOADs), Florida Interfaith Active In Disaster (FIND), county Long Term Recovery committees
14 (LTRCs), state and federal agencies, and county response agencies as often as possible.
- 15 • Offer annual training for congregational leaders/liaisons in the area of disaster preparation, response and
16 recovery, so that individual churches can develop an operational plan to be in place before, during and after
17 disasters.
- 18 • Provide clear communication with pastors, clerks of session, and congregational liaison on all matters
19 relative to disaster preparation, response and recovery.
- 20 • Work closely with the presbytery's Committee on Ministry and Executive Presbyter to jointly provide
21 emotional/spiritual care for pastors, educators, congregations and church staffs in the presbytery. The
22 Mission may train the COM in disaster pastoral care.
- 23 • Work closely with the appropriate Mission, Committee and Executive Presbyter to raise and distribute
24 funds (including grants) to be used within the bounds of the Presbytery of Florida following a disaster. The
25 Mission may also have the ability to employ temporary staff as needed following consultation with the
26 Personnel Committee and Budget Committee.
- 27 • Establish and maintain networks and/or partnerships with other Presbyteries to cooperate in volunteer
28 services in disaster preparation.
- 29 • Ensure equipment (donated/purchased) is maintained and stored at Dogwood Acres.
- 30 • Use of this equipment will be coordinated by the Disaster Coordinator and the Executive Presbyter, and it
31 will be used by churches within the bounds of the Presbytery of Florida [unless special permission is
32 granted by this Committee for use outside our geographical bounds].
- 33 • Volunteer needs for such a mission response will be communicated and coordinated with the chairs of the
34 Mission Activities, PDA, or FLAPDAN.
- 35 • Act as an advocate /liaison for the Presbytery with existing community, state, denominational, and national
36 organizations. These efforts shall include, but not be limited to:
 - 37 • Utilizing resources such as:
 - 38 A. Red Cross
 - 39 B. Salvation Army
 - 40 C. Presbyterian Disaster Assistance (PDA)
 - 41 D. Florida Disaster Preparedness Assistance (FLAPDAN)
 - 42 E. Existing State Agencies

SECTION V: MISSION FOR DOGWOOD ACRES AND OUTDOOR MINISTRY

1 The Mission for Dogwood Acres and Outdoor Ministry is responsible for all matters relating to short- and long-
2 term planning, management, development, operations and programs connected with Dogwood Acres in conjunction
3 with the short- and long-term goals for the Presbytery that are recommended by Council and adopted by Presbytery.

4 *a. Operations and Development (6 members)*

5 The Operations and Development Committee shall be able, but not limited, to:

- 6 • Provide facilities and food services for groups using the camp.
- 7 • Consult with the Personnel Committee on hiring.
- 8 • Work with the Associate Executive for Outdoor Ministry and Spiritual Development to establish and
9 update rules and regulations for use of the Camp.
- 10 • Arrange for all routine maintenance, forest management, minor improvements and additions to existing
11 facilities.
- 12 • Work with the Associate Executive for Outdoor Ministry and Spiritual Development and the Personnel
13 Committee to develop Personnel Policies for Part-time Dogwood Acres Summer Staff and Contract
14 Staff. Propose to Presbytery possible alternatives in connection with the future of Dogwood Acres,
15 including major improvements to existing facilities, and development of additional facilities, to
16 develop, propose and, in cooperation with the Budget, Finance and Stewardship Committee, implement
17 financial plans for such development in accordance with the Financial Policies of the Presbytery of
18 Florida.

19 *b. Program: (5 members)*

20 The Program Committee shall be able, but not limited, to:

- 21 • Develop, schedule, and publicize programs using Dogwood Acres.
- 22 • Provide reformed Christian Education material for the Summer Camp Director and other program staff.
- 23 • Recruit volunteer help; to coordinate camp activities with the Youth and Children's Committee goals.
- 24 • Recommend budget needs related to these responsibilities.
- 25 • Work with Church Development and Evangelism Committee, Compassion and Social Justice
26 Committee, and Spiritual Development Committees that would relate to Dogwood Acres and
27 coordinate activities when possible.

SECTION VI: MISSION FOR SPIRITUAL DEVELOPMENT

1 The Mission for Spiritual Development is responsible for the development of resources, programs and training for
2 church leaders and teachers to enhance and enrich ministries on the local church level Adults to Children, Theology
3 and Worship, and Youth with particular concern for the mission and ministry of the smaller churches of the
4 Presbytery of Florida.

I. Children: (5 members)

5 The Children's Committee shall develop resources, programs and training in the following areas, but not
6 limited to these areas, for the Presbytery of Florida:

- 7 • Children's worship
- 8 • VBS
- 9 • Mid-week programs
- 10 • Sacraments education
- 11 • Sunday School Curriculum and Programming
- 12 • Development of resources for children's ministry with emphasis on the smaller church

II. Training and Retreats: (5 members)

14 The Training and Retreats Committee shall plan and implement educational and growth events for the
15 Presbytery of Florida including, but not limited to:

- 16 • Disciplefest
- 17 • Spirituality events
- 18 • Officer Training

III. Worship and Theology: (5 members)

20 The Worship and Theology Committee shall assist in the planning and enrichment of the worship and
21 theological life throughout the Presbytery through, but not limited to:

- 22 • Worship at Presbytery
- 23 • Workshops at Presbytery
- 24 • Music Enrichment Opportunities
- 25 • Theological Convocations
- 26 • Letters of appreciation from the Presbytery for the services and hospitality provided by churches
27 hosting meetings of Presbytery.

IV. Youth: (5 members)

29 The Youth Committee shall provide ministries and programs geared for participation by the youth of the
30 Presbytery of Florida and resources for the enhancement of youth ministry in local churches including, but
31 not limited to:

- 32 • Presbytery Youth Council
- 33 • Presbytery Youth Connection Assembly
- 34 • Presbytery Youth Triennium
- 35 • Other Presbytery retreats and events
- 36 • Youth leadership opportunities, including Disciplefest Youth Track
- 37 • Promotion of Pentecost Offering
- 38 • Montreat and other youth conferences/events
- 39 • Development of resources for youth ministry, with emphasis on the smaller church

SECTION VII: CHURCH DEVELOPMENT AND EVANGELISM COMMITTEE

1 *Church Development and Evangelism (9 members)*

2 The Church Development and Evangelism Committee is responsible for the promotion and implementation
3 of Healthy Vital Churches and for the revitalization of our struggling congregation. These efforts shall
4 include, but not be limited to:

- 5 • Encouraging and assisting existing churches to assess and evaluate their ministry and potential, and
6 where necessary, aiding in realistic development, responding to the possibilities of shared- time
7 ministries, and making recommendations to the Presbytery for the establishment of such ministries.
8 Motivating, aiding, and mobilizing church members for responsible evangelism and Christian
9 discipleship.
- 10 • Coordinating with other Committees to utilize their expertise
- 11 • Developing strategies for the encouragement of small churches in their ministries and optimizing
12 opportunities using resources within the Presbytery
- 13 • Applying for grants from the appropriate governing bodies to secure funding for such projects.

SECTION VIII: COMPASSION AND SOCIAL JUSTICE COMMITTEE

14 *Compassion and Social Justice: (5 members)*

15 The Compassion and Social Justice Committee shall encourage the implementation and participation in
16 programs including, but not limited to:

- 17 • 2-cents-a-meal
- 18 • Issues related to hunger
19 Well-structured and integrated programs of compassion through other Missions, Ministries and
20 Committees of the Presbytery
- 21 • Environmental Concerns
- 22 • Peacemaking, including promotion of the Peacemaking Offering
- 23 • Fair and Affordable Housing
- 24 • Homelessness
- 25 • Work with Florida Impact
- 26 • Work with Florida Council of Churches
- 27 • Recommendation of an individual to serve on the Florida Council of Churches to the
28 Nominating Committee
- 29 • Work with Florida farm workers
- 30 • SERV, 10,000 Villages, Coalition of Appalachian Ministries, and Alternative Gift Market, Inc.
- 31 • Racism
- 32 • Sexism

SECTION VIX: BUDGET, FINANCE AND STEWARDSHIP: (9 MEMBERS)

Budget, Finance and Stewardship (9 members)

The Budget and Finance Committee is responsible for budget and fiscal control, property management and promotion of responsible stewardship. The Committee shall:

- Develop effective accounting and reporting procedures.
- Prepare and present an annual balanced budget to the presbytery.
- Annually review the audit of the Presbytery accounts in accordance with BOO G.11.0307 and recommend appropriate changes where needed.
- Act as an Endowment/Grants Committee and manage long-term investments, ensuring that donor's wishes are followed.
- Maintain the building which houses the Presbytery office; recommend improvements and changes to the building and in office equipment to carry on the work of Presbytery; secure adequate insurance on all Presbytery buildings / property and contents and other types of insurance as needed.
- Recommend to Presbytery the purchase, sale or encumbrance of property, and with the approval of Presbytery, arrange for the disposal and acquisition of such property.
- Fulfill the responsibilities of BOO G-8.0500 relative to the purchase, sale, lease, or encumbrance of property by churches within the bounds of our Presbytery.
- Establish policies relative to Capital Funds Campaigns conducted within the bounds of our Presbytery from both internal and external organizations.
- Establish guidelines requiring approval for the solicitation of extra giving to funds and projects not covered in the Operating Budget.
- Provide stewardship education, resources and training to churches.
- Challenge congregations to be generous stewards of God's gifts.
- Prepare and distribute information/promotional materials that emphasize the mission thrusts of the Presbytery.
- Develop and promote a Presbytery-wide program of planned gifts, bequests, and endowments, emphasizing planned giving as a means of supporting the mission thrusts of the Presbytery.
- Annually in August develop a program version of the Presbytery proposed budget and distribute copies widely in soliciting the financial underwriting of the budget by our congregations.
- Annually in August make contact with a selected number of church sessions (perhaps 5 each year on a rotating basis) to solicit financial support of the Presbytery's Mission and Ministry.

SECTION VIX: PERSONNEL

Personnel (6 members)

The Personnel Committee shall have general responsibility for the personnel function of Presbytery.

Personnel responsibilities shall include, but not be limited to:

- Pastoral concern for the welfare of the staff.
- Annual performance and compensation reviews.
- Administration of the Personnel Policies of the Presbytery of Florida.

SECTION XI: COMMITTEE ON MINISTRY

Committee on Ministry (18 members)

The Presbytery shall have a Committee on Ministry that is consistent with BOO G-11.0500 and G-14.0506b/c. The committee shall be composed of ½ ministers and ½ elders.

Committee on Ministry shall be able, but not limited, to:

- Provide guidance for congregations throughout the search process for a new pastor/associate pastor/Certified or Certified Associate Christian Educator.
- Find calls for service in order.
- Approve and present calls for pastors/associate pastors/Certified Christian Educators/CLP's.
- Conduct criminal, financial and driver's license background checks for candidates before their examination by COM can occur.
- Conduct and approve the examination of ministers transferring from other presbyteries as required by G-11.0400/02/03/04.
- Be in conversation with the CPM when dealing with a candidate for ordination.
- Conduct a preliminary examination and make recommendations to Presbytery for candidates for ordination pending the candidates' successful examination on the floor of presbytery. [G-14.0402a]
- Appoint commissions for the installation/ordination for a minister/candidate.
- Authorize the Stated Clerk to issue letters of dismissal of ministers to other presbyteries.
- Dissolve pastoral relationships when agreed upon by both the minister and congregation and report such action to the next Stated Presbytery Meeting.
- Negotiate and dissolve pastoral relationships between congregations and ministers when there are conflicted situations, where both parties agree to the terms of dissolution, and report such action to the next Stated Presbytery Meeting unless an Administrative Commission is required to settle the difficulties.[G-11.0505j.3]
- Request a called meeting of Presbytery for the appointment of an Administrative Commission when they are unable to satisfactorily resolve conflicted situations.
- Recommend that the status of Honorably Retired be granted to a minister when so requested and make sure an appropriate service of recognition occurs at the Presbytery Meeting when that recommendation is made.
- Promote opportunities for continuing education.
- Provide institutes, retreats, and counseling opportunities for ministers and their families.
- Provide orientation for incoming ministers / Christian Educators and other church staff.
- Conduct triennial visits with sessions and pastors.
- Provide information about Board of Pensions' policies and programs.
- Recommend to Presbytery guidelines for ministers / Certified or Certified Associate Christian Educators salaries / benefits and monitor their implementation. [G-14.0700]
- Receive annual remuneration forms from all ministers / Certified Christian Educators or Certified Associate Christian Educators and act upon any changes in their calls by the end of February so they can become effective.
- Maintain a pastoral concern for persons within pastoral relationships, validated calls or in certified church vocations.
- Recruit, train, and oversee persons for the Commissioned Lay Pastor Program. [G-14.0800]

SECTION XII: COMMITTEE ON PREPARATION FOR MINISTRY

1 *Committee on Preparation for Ministry (9 members)*

2 The Presbytery shall have a Committee on Preparation for Ministry that is consistent with BOO G-14.0309.
3 The Committee on Preparation for Ministry shall be able, but not limited, to:

- 4 • Enlist, support, care for, and supervise inquirers and candidates for ministry by seeking out persons of
5 promise for the ministry.
- 6 • Convey to such persons the opportunities and demands of the ministry.
- 7 • Cooperate with the session in guiding applicants for candidacy.
- 8 • Conduct the examinations for inquirers/candidates for ministry and report such actions and make
9 recommendations to the next Presbytery Meeting. [G-14.0303 e] [G-14.0305 d,e,f]
- 10 • Approve a candidate's request to take the standard ordination exams.
- 11 • Require Clinical Pastoral Education courses and other courses as deemed necessary.[G-14.0306 (2)]
- 12 • Be in conversation with the COM when dealing with a candidate for ordination.
- 13 • Work with COM when a minister from another denomination seeks to become a member of the
14 Presbyterian Church to make sure they can take and pass the standard ordination exams.
- 15 • Authorize the Stated Clerk to provide letters of dismissal of candidates to another presbytery.

SECTION XIII: COMMITTEE ON REPRESENTATION

16 *Committee on Representation (5 members)*

17 The Presbytery shall have a Committee on Representation that is consistent with BOO G-9.0105 and G-
18 11.0302.

SECTION XIV: NOMINATING COMMITTEE

19 *Nominating Committee (7 members)*

20 The Presbytery shall have a Nominating Committee that is consistent with BOO G-9.0800 and G-
21 11.0103w. They shall also pay attention to the requirement of BOO G9.0801c. and annually consult with
22 the Committee on Representation prior to their Committee report that will be presented at the November
23 Meeting of Presbytery.

24 The Nominating Committee is expected to give due consideration to experiential, geographical, and
25 theological positions consistent with the reformed tradition and to additional factors found in the BOO G-
26 4.0403. All nominees shall be members of the Presbytery, or active members of one of its member churches.
27 Ordinarily, persons will be nominated to serve in a three year term only in one position. Nominations in
28 addition to those presented by the Nominating Committee may be made and seconded from the floor of the
29 Presbytery meeting, provided that any person so nominated shall have agreed to serve in the position to which
30 nominated. Election shall be by majority vote of those members present and voting.

31 The terms of office of all persons elected to serve as members or Chairpersons of Council, Missions or
32 Committees shall begin following their election at the November meeting of Presbytery through the following
33 November meeting of Presbytery. No person shall serve more than six consecutive years as a member of any
34 Mission or Committee. The Chairpersons of Missions or Committees shall be elected annually.

35
36 If a person elected to any position fails to attend meetings, or otherwise participate, during any twelve-month
37 period, the Nominating Committee shall declare that position vacant, and with due notice to the inactive
38 incumbent, may nominate a replacement.

1 The Nominating Committee's responsibilities also include, but are not limited to:

- 2 • Presenting to the Presbytery at the January Meeting a nomination for Moderator of Presbytery and for
- 3 Moderator-in-Nomination.
- 4 • Presenting to the Presbytery at the November Meeting nominations for Chairperson of the Council. This
- 5 person shall not be the Chairperson of any Mission or Committee following their election.
- 6 • Presenting to the Presbytery at the November Meeting nominations for members and chairpersons of all
- 7 Missions and Committees provided for in this Manual except the Nominating Committee.
- 8 • Presenting to the Presbytery at the April Meeting in the appropriate year a nomination for representative
- 9 to the Florida Council of Churches. This representative shall serve a three-year term and shall annually
- 10 report to Presbytery through the Council.
- 11 • Presenting to the Presbytery, as needed, nominations to fill vacancies occurring on any of the above
- 12 groups.
- 13 • Presenting to the Presbytery at the November Meeting in odd-numbered years nominations for
- 14 Commissioners, Alternates, and Youth Advisory Delegates to the bi-annual meeting of the General
- 15 Assembly. When presenting these nominations, it shall interpret to the Presbytery the basis of its choices.
- 16 • Presenting to the Presbytery at the November Meeting commissioners (one lay person/one clergy) for the
- 17 Synod of South Atlantic and any of their committees requesting members from our presbytery.
- 18 • Presenting to Presbytery at the November Meeting in alternate years three nominations to the Permanent
- 19 Judicial Commission.
- 20 • Acting on behalf of Presbytery to endorse persons to serve on General Assembly entities.
- 21 • Receiving from the Chair of the Presbytery Youth Council and presenting to the Presbytery at the
- 22 November Meeting four nominations to serve a term of one Council meeting each during the coming year
- 23 as members of Council of Presbytery.
- 24

25 *Membership of Missions and Committees:*

- 26 • Disaster Coordinator
- 27 • Mission for Dogwood Acres and Outdoor Ministries – 3 persons – Chair of the Mission, Chair of
- 28 Operations/Development Committee; Chair of Program Committee.
- 29 • Mission for Spiritual Development – 5 persons; Chair of the Mission Committee, Chair of Children's
- 30 Committee, Chair of Training and Retreats Committee, Chair of Youth Committee, and Chair of
- 31 Worship and Theology Committee.
- 32 • Operations/Development Committee of Dogwood Acres – 6 persons
- 33 • Program Committee of Dogwood Acres – 5 persons
- 34 • Children – 5 persons
- 35 • Training/Retreats – 5 persons
- 36 • Worship and Theology – 5 persons
- 37 • Youth – 5 persons
- 38 • Church Development and Evangelism – 9 persons
- 39 • Compassion and Social Justice – 5 persons
- 40 • Budget and Finance and Stewardship – 9 persons
- 41 • Personnel – 6 persons – two from each district, if possible
- 42 • Committee On Ministry – 18 persons
- 43 • Committee on Preparation for Ministry – 9 persons
- 44 • Committee on Representation- 5 persons
- 45 • Nominating – 7 persons (to be nominated by Council)
- 46 • Self-Development of People – 5-7 persons (There are special rules relating to how these individuals are
- 47 selected, which are found in the guidelines from General Assembly requirements for the Self
- 48 Development of People Committee)

SECTION XV: BILLS AND OVERTURES COMMITTEE

*****NOTE: OVERTURES MUST BE IN THE HANDS OF THE STATED CLERK AT LEAST 28 DAYS PRIOR TO THE MEETING OF THE PRESBYTERY AT WHICH THEY ARE TO BE CONSIDERED.**

1 *Appointed by the moderator with approval of Presbytery each January (5 members)*

2 To make recommendations for the following, but not limited to:

- 3
- 4 • Bills and Overtures:
 - 5 • Present the Overture to the Presbytery as submitted and make a recommendation to approve, amend or not approve the Overture.
 - 6 • Resolutions:
 - 7 • Present the resolution as sent and make a recommendation to approve, amend or disapprove the
 - 8 resolution.
 - 9 • Amendments to the Constitution:
 - 10 • Hold a workshop on the proposed amendments to the constitution in order to present information
 - 11 relative to them so commissioners voting on them can make an informed decision when voting.
 - 12 • At the Presbytery meeting when the amendments are being considered, make a recommendation to
 - 13 approve or not to approve.

SECTION XVI: SELF DEVELOPMENT OF PEOPLE COMMITTEE

14 *Self-Development of People (5 – 7 members)*

- 15
- 16 • The Self Development of People Committee (SDOP) is responsible for the administration, interpretation, and implementation of the Self-Development of People Program of the Presbyterian Church (USA) within the Presbytery, in accordance with the mandate and criteria set forth by the 181st General Assembly.
 - 17
 - 18 • The Self-Development of People Committee functions as an independent committee reporting directly to
 - 19 Presbytery and shall be a member of Council.

STAFF CONFIGURATION/ASSIGNMENTS

Administrative Staff

Executive Presbyter/Stated Clerk (Terry Dyer)

- Bills and Overtures
- Budget, Finance and Stewardship
- Committee on Ministry
- Committee on Preparation for Ministry
- Committee on Representation
- Council/Presbytery
- Nominating
- Permanent Judicial Commission
- Personnel

Associate Executive Presbyter for Church Development and Education/ Hunger Action Enabler (Jean Silva)

- Church Development and Evangelism
- Compassion and Social Justice
- Mission for Spiritual Development – Adults, Training and Retreats and Worship and Theology
- Self Development of People

Associate Executive Presbyter for Outdoor Ministry and Spiritual Development (Kevin Veldhuisen)

- Mission for Dogwood Acres and Outdoor Ministry
- Mission for Spiritual Development – Children, Youth

Support Staff

Administrative Assistant (Mel Morgan)

- Presbytery/Council

Bookkeeper (Melissa Darrow)

- Budget, Finance and Stewardship

Acting Treasurer (Harvey Jenkins)

- Budget, Finance and Stewardship
- Council

Dogwood Acres Maintenance Director (Robert Commerford)

- Mission for Dogwood Acres and Outdoor Ministry