

FACING FEAR, CHOOSING HOPE

Saturday, August 3, 2019

CrossRoads Church, Westfield

Registration begins 9:00 a.m.

New Commissioner Training 9:15 a.m.

Meeting called to order 10:00 a.m.

Please submit requests for new business to the Stated Clerk in writing by noon.

10:00 A.M.

Convene and Call to Order

Ruling Elder Sandra Reid, WWVP Moderator

Opening Prayer

Welcome

Rev. Eric Lohe, CrossRoads Church

ACTION: Seating of Corresponding Members

Rev. Alan Thames, Executive Presbyter

Establishment of Roll and Quorum

Commissioned Ruling Elder Kristy Quinn, Stated Clerk

ACTION: Docket and Consent Agenda Approval

- COM Reported Actions

Stated Clerk's Report

Commissioned Ruling Elder Kristy Quinn, Stated Clerk

Introduction of New Ruling Elder Commissioners

Rev. Alan Thames, Executive Presbyter

Introduction of New and Transitioning Teaching Elders

Rev. Daren Hofmann, White Lick Presbyterian Church, Avon

10:20 A.M.

Facing Fear, Choosing Hope – Exploring the Hope of New Worshiping Communities

Video #1 – The Porch at Faith Chapel

10:45 A.M.

Facing Fear, Choosing Hope – Exploring Our Partnership Opportunities

Coordinating Council Commission

- First Read of Proposed 2020 Mission Operations and Mission Focus Unit Budgets
Commissioned Ruling Elder Phil Votaw, First Presbyterian Church, Elwood and First Presbyterian Church, Tipton
- First Read of Proposed Administrative Manual of Operations
Rev. Susan Finley, First Presbyterian Church, Hartford City

ACTION: Action – Standing Rules -- Recommended Amendments related to the Manual of Administrative Operations

- Hispanic Ministries Lead Team Ruling Elder Barry Sumner, Zionsville Presbyterian Church, Zionsville

Synod of Lincoln Trails Rev. Sara Dingman, Synod Executive and Ruling Elder Beth Bedwell, Second Presbyterian, Indianapolis

11:30 A.M.

Facing Fear, Choosing Hope – Exploring the Hope of New Worshipping Communities

Video #2 – The Journey

11:55 A.M.

LUNCH

12:45 P.M.

Executive Presbyter's Report

Rev. Alan Thames, Executive Presbyter

A Litany of Call

One: “God has told you, O mortal, what is good, and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?” What is our call, as individuals?

ALL: We are called to welcome the stranger, to feed the hungry, to protect the helpless, to share our wealth, to do justice, to love kindness, to create joy, and to live in loving relationship with our God.

One: What is our call, as congregations?

ALL: We are called to nourish the hungry, to shelter the homeless, to cherish community, to live in hope, to seek unity, to right wrongs, to fight injustice, to carry God's love into the world and to live in loving relationship with one another.

One: What is our call, as a presbytery?

All: We are called to choose hope in the face of fear, to speak out against injustice, to nurture community among our churches, to foster unity in diversity, and to live in loving relationship with all of creation.

Invitation for CrossRoads Church of Westfield to Share the Needs and Challenges of the Larger Community
Rev. Eric Lohe, CrossRoads Church

1:00 P.M.

Facing Fear, Choosing Hope – Exploring the Transforming Power of Word and Sacrament

1:50 P.M.

Facing Fear, Choosing Hope – Exploring the Power of Ministry in Partnership

2019 Youth Triennium Report

**Rev. Gretchen Schneider, St. Andrew
Presbyterian Church, Indianapolis**

Commission on Ministry

- Examination of Rev. Ramona Dale for the Transfer of Ordination Credentials
Rev. Daren Hofmann, White Lick
Presbyterian Church, Avon

ACTIONS:

1. Move to grant exemption for ordination examinations and to receive transfer of ordination credentials to the Presbyterian Church (USA) for Rev. Ramona Dale, a minister currently in good standing with the Cooperative Baptist Fellowship;
2. Move to receive Rev. Ramona Dale as a member (Minister of Word and Sacrament) of the Presbytery of Whitewater Valley following an examination on the floor of the presbytery assembly.

- Recommendation of 2020 Minimum Pastoral Compensation
Ruling Elder Mike Whitfield, First
Presbyterian Church, Shelbyville

ACTION:

Approve the Recommended 2020 Minimum Terms of Call

- Report on Congregational Liaison Model
Ruling Elder Mike Whitfield, First
Presbyterian Church, Shelbyville

Administrative Commission for Westminster Presbyterian Church of Marion, Final Report

ACTION:

Approve the Recommendations of the Final Report from the Administrative Commission for Westminster Presbyterian Church of Marion and Approve Dismissal of the Administrative Commission with Thanks and Prayers

Rev. Brian Shivers, Second Presbyterian
Church, Indianapolis

2:35 P.M.

Facing Fear, Choosing Hope – Exploring the Hope of New Worshiping Communities

Video #3 – Isaiah’s Table

3:00 P.M.

Old Business

New Business

Adjournment and Closing Prayer

Whitewater Valley Presbytery Assembly August 3, 2019

Coordinating Council Commission

Actions related to the Standing Rules and the Administrative Manual of Operations (Manual)

Background

The Coordinating Council Commission, at its meeting July 10, 2019 reviewed the *Administrative Manual of Operations* for the Presbytery. The Commission presents the Manual to you as a first read document and invites discussion and questions of clarification. The second read of the Manual will be presented to the Assembly for approval November 6, 2019.

As noted in the Manual, page one paragraph two, the Manual will become one part of the Presbytery's Handbook that will include the Standing Rules, the Manual, and the Policies, Procedures, and Guidelines of the Presbytery.

After the Manual is approved and the Standing Rules are amended, the Presbytery's commissions and committees will begin reviewing current policies and procedures or writing new policies as determined. These will be presented to the Presbytery for approval or presentation as required. Please note in the Manual, IV paragraph one, policies require approval by the Presbytery. Procedures and Guidelines will be approved by the Council and presented to the Presbytery Assembly.

Please contact Kristy Quinn, Stated Clerk, if you have questions or need clarification regarding the Manual or recommended Standing Rules amendments.

We also encourage your assistance with proofreading, matters of grammar, or formatting corrections. Please forward those to Kristy Quinn. kquinn@whitewatervalley.org

Actions

1. To receive the Administrative Manual of Operations as a first read.
2. Standing Rule Amendments

To approve the Coordinating Council's recommended amendments related to the Administrative Manual of Operations.

Rationale: The primary amendments to the Standing Rules are related to delete references to the Leadership Cabinet. The work and tasks of the Leadership Cabinet have been incorporated into the Manual.

A copy of the Standing Rules have been provided, with amendments highlighted on pages:

1. Index Page
2. pp. 2, 4, 8,
3. Additionally, page 8, 22.4 – Delete words "or special meeting"

Whitewater Valley Presbytery
Manual of Administrative Operations

Presbytery Assembly, Coordinating Council – First Read August 3, 2019

INTRODUCTION

This Manual of Administrative Operations [Manual] provides the operational structure and instructions for the Presbytery, including its primary committees and commissions, as required by the *Book of Order* (G-3.0106) of the Presbyterian Church (U.S.A.) [PC(USA)].

THE PRESBYTERY OF WHITEWATER VALLEY HANDBOOK

The Presbytery of Whitewater Valley Handbook will include the Manual of Administrative Operations, the Standing Rules, and the Policies, Procedures, and Guidelines of the Presbytery. These resources are available on the Presbytery website. www.whitewatervalley.org

I. PRESBYTERY ASSEMBLY MEETINGS

A. STATED MEETINGS

The Presbytery shall convene meetings four times a year with dates and locations determined by the Coordinating Council Commission and ordinarily reports to the Presbytery Assembly at its November meeting.

It is expected that every member of Presbytery to be present throughout all meetings unless excused by the Presbytery.

Presbytery may adjourn a stated meeting to a specific time and place.

Special meetings of Presbytery may be called [G-3.0304] as provided in the Standing Rules of the Presbytery.

In the absence of the Moderator or Vice Moderator of the Presbytery, the Stated Clerk may convene a duly-called stated or special meeting of Presbytery and proceed directly to the election of moderator *pro tempore*, either a teaching elder or a ruling elder, for that meeting.

B. MEMBERSHIP and ASSEMBLY MEETING DETAILS

Requirement related to membership in the Presbytery and assembly meetings, including members with voting privileges, are found in the Presbytery's Standing Rules, sections three (3) and four (4).

C. COMMUNION

The Sacrament of the Lord's Supper shall be celebrated at every stated meeting of the Presbytery.

D. MILEAGE AND DEPENDENT CARE SUBSIDIES

Presbytery shall pay a travel subsidy, if requested, to all stated and special meetings of Presbytery at a rate determined by the Coordinating Council. Presbytery also offers a subsidy for dependent care during Presbytery meetings.

E. RECORDS

The record of proceedings of all meetings, as advised by the Stated Clerk and by approval of the Coordinating Council of the Presbytery, as well as its rolls and registers shall be deposited with the Presbyterian Historical Society for permanent archival storage. (G-3.0107)

The records of Presbytery shall be submitted to the Synod of Lincoln Trails [Synod] for review annually, in the manner determined by the Synod.

F. COMMISSIONERS

Each church in Presbytery shall have one ruling elder commissioner to meetings of Presbytery. Churches with membership over 100 may have one additional commissioner for each additional 200 church members or portion thereof.

Sessions are encouraged to elect ruling elder commissioners to Presbytery for a one-year term for the purpose of continuity.

G. NOMINATIONS and ELECTIONS

Ordinarily, nominations and elections to Presbytery office, including commissions and committees, shall be made and elected at the final meeting of the calendar year for commencement at the beginning of the following calendar year.

The slate of nominees will be submitted by the Committee on Representation, with opportunity always provided for nominations from the floor of a Presbytery meeting. Persons being nominated from the floor and who are present must agree to have their names placed in nomination. Persons eligible for election but who are not present shall have given prior agreement in writing to nomination, which agreement shall be presented to the clerk of the meeting. Persons making such nominations shall be prepared to present biographical and other appropriate information about the nominee.

II. **PRESBYTERY OFFICERS**

Presbytery officers are Moderator, Vice Moderator, Stated Clerk and Treasurer. The general duties of these offices are outlined in the Standing Rules.

A. MODERATOR

In addition to the Officers and Moderator's duties in the Standing Rules, section five (5), the Moderator

1. shall appoint a clerk pro tem in the absence of the Stated Clerk, if possible, in consultation with the Stated Clerk.
2. shall attend the General Assembly sponsored Moderators' Conference (at Presbytery expense).
3. shall preside over installation of Presbytery officers.
4. shall preside over commissioning of General Assembly Commissioners.
5. shall preside over commissioning of ruling elders to particular pastoral service.

B. VICE MODERATOR

The duties of the Vice Moderator are specified in the Standing Rules, section 5

C. STATED CLERK

Purpose

The Stated Clerk is an elected officer for a three-year term and may be re-elected. The Stated Clerk supports Whitewater Valley Presbytery's congregations in matters of polity and parliamentary procedure; to maintain the records of minister members and congregations; to provide advice and counsel to persons and groups within the presbytery on the Constitution of the Presbyterian Church (U.S.A.); to partner with other Presbytery staff in management of Presbytery meetings; and to

facilitate the judicial process.

The Stated Clerk shall serve as Secretary of the corporation of the Presbytery of Whitewater Valley and is granted authoritative permission to sign legal documents on behalf of the Presbytery.

Accountability

The Stated Clerk of Presbytery is an exempt Presbytery staff position, accountable to the Presbytery through the Personnel Committee. In addition to the responsibilities below, the Personnel Committee shall also provide a position description.

The Stated Clerk is also accountable to the office through all references in the *Book of Order* and the Presbytery's Standing Rules, section 5.6

Responsibilities

The Stated Clerk shall:

1. keep a permanent record of all actions of the Presbytery;
2. record the business of Presbytery, providing a complete electronic copy of Presbytery minutes to the Presbyter office within four weeks of the Presbytery meeting;
3. keep the permanent roll of Presbytery; and to keep a roll of ministers and elders of the churches represented at each Presbytery meeting;
4. keep a complete file of the minutes and submit these minutes annually to the Synod for review and approval;
5. act as the Parliamentarian of the Presbytery, and to act as advisor to its ministers and member congregations on question of Constitutional interpretation and parliamentary usage;
6. oversee and confirm transmission of all required annual statistical reports to the General Assembly;
7. coordinate and/or conduct reviews of the records of the Clerk of Session in the churches of the Presbytery (G.10.0301);
8. handle the correspondence received by the Stated Clerk;
9. resource Clerks of Session within the presbytery in fulfilling their roles;
10. provide resources and advice for the Presbytery moderator as needed and facilitate details of meeting management in consultation with the Executive Presbyter and office staff;
11. be the primary resource staff person to the Permanent Judicial Commission, Administrative Commissions, and other Presbytery commissions, committees and task forces as assigned; and to facilitate the judicial process within the Presbytery as provided by the Rules of Discipline and policies of Whitewater Valley Presbytery; and
12. resource the Presbytery General Assembly Commissioners, who facilitate work with bills and overtures, and in partnership with the Executive Presbyter facilitate training of General Assembly Commissioners.

D. TREASURER

Purpose and Accountability

The Treasurer is an officer elected to a three year term and may serve successive terms.

The Treasurer is accountable to the Coordinating Council Commission and the Presbytery.

Responsibilities, in addition to Standing Rules section 5.7

The Treasurer

1. is authorized to co-sign all checks and financial papers as authorized by the Presbytery
2. shall serve as an ex-officio member, with voice but not vote, on the Board of Directors, the Coordinating Council Commission, and the Finance Committee.
3. in consultation with other designated staff, review monthly financial statements and account reconciliations
4. will work closely with the Executive Presbyter, Financial Consultant, and Presbytery staff.

Skills

1. experienced with and capable of understanding financial transactions, records and processes in order to recommend proper accounting procedures and principles for the best possible financial accountability
2. ability to understand and advise regarding investment opportunities and reporting, assisting and advising with recommendations related to investment direction
3. familiarity with computers and financial programs.

III. PRESBYTERY STAFF

A. EXECUTIVE PRESBYTER

Purpose

To empower, resource, and coordinate the ministry and mission of Presbytery and its congregations.

Accountability and Relationships

1. a Ruling Elder of Ministers of Word and Sacrament
2. called and employed by the Presbytery
3. accountable to Presbytery through the Coordinating Council and the Personnel Committee;
4. directly supervised by the Personnel Committee.

Evaluation

The Presbytery Personnel Committee shall make an annual review of the work of the Executive Presbyter. The annual review shall include identification of goals and priorities in place at the beginning of the review period as a basis for the annual review.

Terms of Employment

The terms of the Call to the Executive Presbyter shall be set by the Presbytery upon recommendation of the Personnel Committee and recorded in the minutes of Presbytery.

General Responsibilities

1. Fulfill the duties of the Position Description developed by the Personnel Committee.
2. Assist in on-going development strategy with other presbyteries in the Synod.
3. Foster congregational development and transformation.
4. Nurture leadership development.
5. Serve as primary staff resource to the Coordinating Council Commission, Commission on Ministry, Committee on Preparation for Ministry, and the Committee on Representation.
6. Provide pastoral service to members of Presbytery.
7. Supervise Presbytery staff.

B. Other Staff

Additional reference Standing Rules section six (6)

1. Other administrative, financial, technological, or program responsibilities may be added by the Coordinating Council in consultation with the Personnel Committee and other appropriate committees and teams.
2. Responsibilities and accountabilities for such additional staff members will be defined in the position description for each position as established by the Personnel Committee and approved by the Council.

IV. COMMISSIONS AND COMMITTEES OF PRESBYTERY - GENERAL PROVISIONS

The following are applicable to all Commissions and Committees of the Presbytery of Whitewater Valley:

Policies, Procedures, and Guidelines

Commissions and Committees, as defined within the Presbytery's Standing Rules, will ordinarily be required to create their own policies, procedures, and guidelines for review and initial approval by the Coordinating Council Commission.

- Policies shall also be presented to the Presbytery Assembly for approval.
- Procedures or guidelines shall be approved by Coordinating Council and presented to the Presbytery Assembly.

Exceptions may be, for example, the Permanent Judicial Commission, some Administrative Commissions, or Committees for Special Service with limited terms or when their duties and service may otherwise be defined by the Book of Order or the Presbytery.

Commissions and Committees Quorum

A quorum for all commissions and committees shall be a majority of its membership.

Commissions Report to Presbytery

Commissions shall report their actions to the Presbytery Assembly, or present recommended actions to the Assembly as required. Reported actions may be included with the Consent Agenda.

Administrative Commissions related to congregations shall present an annual summary report of their work to the Presbytery Assembly until the commission is dismissed.

Work within a Commission or Committee

A commission or committee, when not otherwise mandated by the Book or Order, the Presbytery's Standing Rules or other policies, may establish or appoint, within its own structure, work teams to facilitate and accomplish their tasks.

A. BOARD OF DIRECTORS COMMISSION

Purpose

The purpose of the Board of Directors (BOD) is to fulfill the legal and corporate responsibilities for the orderly and efficient functioning of Presbytery as a non-profit organization, including matters of property. The Board of Directors has oversight of the legal transactions of the corporation, with recommendations for corporate legal changes to be submitted to Presbytery for approval.

Membership

The Board of Directors shall consist of six (6) elected members serving in three classes for not more than two three-year terms. The Presbytery Treasurer shall serve as an ex-officio member with voice but not vote. The duration of the Presbytery Treasurer's term shall be equal to the duration of the elected position.

The Board of Directors will annually elect a President, Vice President, and Recording Secretary.

Staff

The Executive Presbyter is the designated staff.

Meetings

The Board of Directors will ordinarily meet four (4) times a year.

Functions

The functions of the Board of Directors are in the Standing Rules, section nine (9). Additionally, the Board of Directors will provide for and approve an annual audit.

B. COORDINATING COUNCIL COMMISSION

Purpose

The purpose shall be to envision, facilitate, and evaluate the mission of the Presbytery and to administer its ongoing work. The Coordinating Council Commission serves as the administrative body of the Presbytery.

Membership

The Coordinating Council Commission (CCC) shall consist of twenty-four (24) elected members in four classes and, additionally, the Presbytery Moderator, Vice Moderator. The Presbytery Treasurer shall serve as an ex-officio member with voice but not vote. The elected members shall serve four-year terms and are not eligible for consecutive service. The terms of the Presbytery Moderator, Vice Moderator, and Treasurer shall be for the duration of their elected positions.

Staff

The Executive Presbyter is the designated staff.

Meetings

The Coordinating Council will ordinarily meet at least six (6) times a year.

Functions

In addition to Standing Rules section ten (10) coordinate the work of Presbytery commissions, committees, and task groups, including:

1. Plan and prepare the docket for Presbytery meetings in consultation with the Executive Presbyter and Stated Clerk.
2. Nominate a slate for the Committee on Representation and present it to the Presbytery Assembly for approval, ordinarily during the last Stated Meeting of the year.
3. Receive reports of and review the work of Council committees and task groups;
4. Act on behalf of Presbytery as necessary between stated meetings of Presbytery, when it is impossible or inappropriate to wait for the next meeting of Presbytery, in the following ways:
 - appoint administrative commissions
 - approve dates and sites for stated meetings (ordinarily a year in advance) and special meetings of Presbytery, subject to minimal notice;
 - to change the dates or sites of meetings of Presbytery, subject to minimal notice;
 - in partnership with the Executive Presbyter and the Moderator and Vice Moderator, authorize official public statements on behalf of the Presbytery;
5. Appoint task groups to fulfill responsibilities not clearly designated to an existing commission or committee of Presbytery;
6. Coordinate Presbytery's involvement in denominational and ecumenical relationships by:
 - Coordinating and facilitating communications with other councils and ecumenical agencies;
 - appointing representatives to participate in consultations and other events;
7. In consultation with the Stated Clerk, appoint a Standing Rules and Administrative Manual of Operations Team to assist and consult with the Stated Clerk in the preparation of those documents.

8. Receive and review recommendations regarding proposed amendments to the Standing Rules and the Administrative Manual of Operations.
9. The Coordinating Council shall conduct an annual evaluation of its organization and task priorities. The Coordinating Council will discuss, as appropriate, future visions and/or goals for the Presbytery. These tasks will ordinarily during an annual retreat.

C. COMMISSION ON MINISTRY

Purpose

The Commission on Ministry (COM) shall provide supervision, oversight, and counsel to all Ministers of Word and Sacrament of Presbytery, to Commissioned Ruling Elders [CRE] providing pastoral service to churches or other ministries, and to all churches of Presbytery in matters of pastoral staffing. When appropriate and by invitation of the Session or head of staff, the COM may provide consultation related to other staffing matters.

Membership

The Commission on Ministry shall consist of twenty-seven (27) elected members. The elected members shall serve three-year terms and may serve consecutive terms not to exceed six years.

Staff

The Executive Presbyter and Stated Clerk are designated staff.

Meetings

The Commission on Ministry will ordinarily meet monthly, the last Wednesday of each month. At the discernment of the executive presbyter and COM moderator, monthly meetings may be combined or cancelled to facilitate the efficient work of the commission.

Functions

In addition to Standing Rules section eleven (11), the Commission and Ministry shall:

1. advise and provide counsel to Sessions, PNC's, and congregations specific to their ministry model for an installed pastor's position, a CRE position, or a contractual ministry position.
2. approve calls to Ministers of Word and Sacrament and CREs for pastoral service or recommend to Presbytery such approval where required (G-2.0502);
3. supervise a process for ordained ministers of other denominations who request transfer their ordination credentials to the Presbyterian Church (USA). The process will at least include a background check, verification of ecclesiastical standing, verification of educational credentials, and an examination by the COM. After all requirements are satisfactorily met, the COM may recommend the minister to the Presbytery for approval to transfer their ordination credentials and receive her/him as a member of Presbytery. (G-2.0505);
4. dissolve pastoral relationships when a congregation and a pastor concur;
5. recommend appropriate actions to Presbytery when a congregation or a pastor seeks dissolution of a pastoral relationship without the concurrence of the other party;
6. receive and grant approval of requests of minister members of Presbytery to labor outside the bounds of Presbytery and requests of minister members from other presbyteries to labor within the bounds of Presbytery;
7. dismiss Ministers of Word and Sacrament to other PC(USA) presbyteries;

8. annually, recommend Minimum Terms of Call for Ministers of Word and Sacrament to the Presbytery for approval.
9. determine the appropriate PC(USA) Authorized Ecclesiastical Occupational Designation for Ministers of Word and Sacrament
10. examine and grant approval for ministers seeking the status of Validated Ministry (G-2.0503 a.);
11. grant approval for Member at Large status of Teaching Elders (G-2.0503 b.);
12. approve honorable retirements for Ministers of Word and Sacrament and recognize their ministry during a Presbytery assembly.
13. approve or recommend candidates ordained for pastoral service;
14. annually report to Presbytery the terms of call for installed pastor relationships or CRE's who serve in a full-time position with benefits equal to those of installed pastors.
15. review and approve all temporary pastoral relationships (G-2.0504 b.);
16. recommend to Presbytery, after an examination by the COM for readiness to receive a call or validation for other ministry, candidates for ordination to the ministry of the Word and Sacrament;
17. annually recommend to Presbytery minimum compensation requirements for TEs, CREs, and Certified Christian Educators (CCEs) (G-2.1103 b.), temporary Session moderators, and pulpit supply preachers;
18. appoint, approve and dismiss administrative commissions for installations and ordinations.
19. maintain complete files of correspondence, personnel assessments, examinations, and background checks related to calls and pastoral service within Presbytery;
20. maintain a process to facilitate training for Commissioned Ruling Elders. The COM shall receive applications and may approve the status of a Commissioned Ruling Elders for service within the Presbytery. The COM will provide opportunities or recommendations for continuing education; and
21. make provision for a moderator if there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator. (G-10504).

D. COMMISSION ON PREPARATION FOR MINISTRY

Purpose

The Commission on Preparation for Ministry (COPM) shall provide supervision, oversight, and counsel to those enrolling/enrolled as inquirers and candidates and preparing for office of Minister of Word and Sacrament.

Membership

The Commission on Preparation for Ministry shall consist of twelve (12) elected members. The elected members shall serve three-year terms and may serve consecutive terms not to exceed six years.

Staff

The Executive Presbyter is the designated staff

Functions

In addition to Standing Rules section twelve (12), they shall perform all duties required in the Presbyterian Church (USA) related to preparation of individuals to the office of Minister of Word and Sacrament, *Book of Order* G-2.06 and G.3-30307.

The Commission also has the authority to:

1. enroll inquirers
2. dismiss candidates
3. to certify candidates as ready for examination and ordination (G-11.0103)

Meetings

The Commission shall meet at least four times a year.

E. PERMANENT JUDICIAL COMMISSION

Purpose

The Permanent Judicial Commission (PJC) of Presbytery is constituted according to the Rules of Discipline of the *Book of Order* (D-5.0100). The Commission will meet annually to review its duties and responsibilities. The Commission shall also meet whenever judicial action is initiated or enacted under the provisions of the Rules of Discipline. The Commission shall elect its own clerk. The Stated Clerk is the presbytery officer who provides primary counsel to the PJC.

Membership

The PJC shall consist of seven (7) members elected by Presbytery in three classes of terms that are not to exceed six (6) years, in accordance with the provisions of Book of Order D-5.0101-5.0105).

Staff

The Stated Clerk is the designated staff.

Meetings & Quorum

The PJC shall meet and maintain a quorum in accordance with the provisions of Book of Order D-5.0200.

Reporting

The PJC shall publish and report the decisions of its deliberations to the parties within three days, to the Presbytery at its next stated meeting, and to the public upon its own determination. Its decisions and records are to be maintained and preserved by the Stated Clerk.

V. COMMITTEES WHITEWATER VALLEY PRESBYTERY

A. FINANCE COMMITTEE

Purpose

The Finance Committee shall:

1. administer the ongoing financial work of Presbytery;
2. provide guidance and assistance to constituent churches which desire or need financial expertise of Presbytery.

Accountability

The Finance Committee is accountable to the Coordinating Council

Membership

The Finance Committee shall consist of five (5) members with skills and knowledge compatible with the purpose of the committee. No member may serve more than six consecutive years. The Treasurer of Presbytery shall serve as an ex-officio member, with voice but not vote, for the duration of that elected position.

The Coordinating Council will appoint and approve the members annually and report that action to the Presbytery.

Staff

The Executive Presbyter and the Financial Consultant are the designated staff for the Finance Committee.

Meetings

The Finance Committee will establish their meetings to assure the Presbytery's annual first read and second read budgets are presented to the Coordinating Council Commission and Presbytery Assembly in a timely manner and to accomplish the committee's other functions.

Functions

In addition to Standing Rules Section 15, the Finance Committee shall have oversight in the following areas:

1. develop and monitor a budgeting process for commissions and committees;
2. prepare and recommend an annual budget to Presbytery;
3. report to Presbytery at least annually on assets held by the corporation;
4. prepare, with the Financial Consultant regular financial reports to Presbytery;
5. recommend to Presbytery per capita apportionment and payment schedules; and
6. maintain financial records.

B. COMMITTEE ON REPRESENTATION

Purpose

The Committee on Representation (COR) shall fulfill the responsibility of nominations to Presbytery for persons to serve the requisite elected positions as stipulated by the Manual of Administrative Operations, consistent with the provision of the *Book of Order* (G-3.0111).

The COR of Whitewater Presbytery shall work to monitor and encourage the imperative toward diversity and balance of representation in the life and leadership of the Presbytery and the membership of its committees and commissions. Book of Order G-3.0103

It shall advocate for representation of people of color, women, different age groups, and persons with disabilities and review the performance of the Presbytery in achieving balanced representation.

Membership

The Committee on Representation shall consist of five (5) members. The elected members shall serve one-year terms, with eligibility for three consecutive terms. The Coordinating Council shall nominate and present a slate to the Presbytery Assembly for approval, ordinarily during the last Stated Meeting of the year.

Staff

The Executive Presbyter is the designated staff.

Meetings

The Committee on Representation will establish their annual calendar to assure the annual slate of nominees are presented at the last stated Presbytery Assembly meeting each year and to fill vacancies as they occur.

Functions

The Commission on Representation shall make recommendations and present a slate of nominees for commission and committee positions and officers of Presbytery, including replacements for unscheduled vacancies, according to the needs outlined in the Manual.

1. Nomination for Moderator of Presbytery

In its nominations for Presbytery moderator, the Committee shall ordinarily alternate between Ruling Elders and Ministers of Word and Sacrament as well as between female and male persons.

2. Commencement of Office

The Presbytery Moderator will commence the office upon their installation, ordinarily at the last stated Presbytery Assembly meeting.

Those elected for other terms related to commissions and committees shall ordinarily commence at the beginning of the year.

C. PERSONNEL COMMITTEE

Purpose

To supervise Presbytery staff and to recommend a Presbytery staffing model to the Coordinating Council Commission.

Membership

The Personnel Committee shall consist of five (5) elected members serving in two classes for no more than two consecutive three-year terms.

Staff

The Executive Presbyter is the designated staff.

Meetings

The Personnel Committee will schedule meetings as needed to accomplish their tasks.

Functions

The Personnel Committee shall be responsible for the following:

1. provide supervision and evaluation for the Executive Presbyter;
2. delegate appropriate staff supervision to the Executive Presbyter;
3. provide an evaluation process for all Presbytery staff;
4. provide position descriptions for all staff; and
5. provide supervision and evaluation for the Stated Clerk and any other paid officers.

D. SESSION RECORDS REVIEW COMMITTEE

Purpose

The Session Records Review Committee (SRR) with the guidance and assistance of the Stated Clerk, is responsible for the annual review of the minutes and church registers of each Session in Presbytery and for the policies and procedures necessary to implement such review.

Membership

The Session Records Review Committee shall consist of five (5) members with skills and knowledge compatible to the purpose of the committee. No member may serve more than six consecutive years.

The Coordinating Council will appoint and approve the members annually and report that action to the Presbytery.

Staff

The Stated Clerk is the designated staff.

Meetings

The Session Records Review Team will schedule meetings as needed to accomplish their tasks.

Functions

1. Review session minutes, facilitating the work of the clerk of session for each congregation
2. Submit a written report to the Presbytery regarding the status of Session minutes for each congregation
3. Contribute to, promote and encourage a sense of unity and community within Whitewater Valley Presbytery
4. Annually review and update the Session Records Review checklist and other forms related to the process.

E. INVESTIGATING COMMITTEE POOL

The Investigating Committee Pool constitutes a group, elected by the Presbytery, who may be called upon to fulfill the obligations of the judicial process. Book of Order D-10.0200

Purpose

The Investigating Committee Pool provides personnel available for appointment by the Moderator and Vice Moderator of the Presbytery, to serve as the Investigating Committee in dealing with allegations of disciplinary offence[s] by a member or officer of Presbytery that are received in writing by the Stated Clerk or as a committee of counsel upon remedial complaint.

Staff

The Stated Clerk is the designated staff.

Membership

The Investigating Committee Pool shall consist of six (6) elected ruling elders or Ministers of Word and Sacrament, in three classes of two persons, eligible to serve not more than two consecutive three-year terms.

VI. AMENDMENT AND SUSPENSION OF MANUAL OF ADMINISTRATIVE OPERATIONS PROVISIONS

Amendment of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery, provided there is a written recommendation and rationale submitted and distributed at least two weeks prior to the stated meeting and provided there is an opportunity for discussion related to the consequences of the proposed change.

Temporary suspension of particular provisions of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery for an action or decision at that meeting only.

VII. REVIEW OF THE MANUAL OF ADMINISTRATIVE OPERATIONS

There will be an annual review and evaluation of the Manual of Administrative Operations for adequacy. This review shall be the responsibility of the Coordinating Council, which shall report this review annually to Presbytery with its recommendations.

WHITEWATER VALLEY PRESBYTERY STANDING RULES
1100 W. 42nd St., Ste. 210, Indianapolis, Indiana 46208
Coordinating Council Recommended Amendments August 3, 2019

PRESBYTERY OF WHITEWATER VALLEY
Standing Rules Index

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1 STATEMENT OF MISSION

- 1.1 God calls Whitewater Valley Presbytery in covenant relationship with the Holy Spirit to Connect, resource, and empower disciples in Christ's name.

2 GENERAL PROVISIONS

- 2.1 This document shall be known as the Standing Rules of the Presbytery of Whitewater Valley of the Presbyterian Church (U.S.A.). The Presbytery is incorporated under the laws of the State of Indiana as Whitewater Valley Presbytery Inc.
- 2.2 The Presbytery of Whitewater Valley is the designated council composed of congregations and teaching elders operating in compliance with the provisions of the *Constitution (Book of Confessions and Book of Order) of the Presbyterian Church (U.S.A.)*. The Presbytery of Whitewater Valley is subject to the government and discipline of the Synod of Lincoln Trails (or its successor) and the General Assembly of the Presbyterian Church (USA) (herein referred to as PCUSA).
- 2.3 These Standing Rules are created by the action of the Presbytery of Whitewater Valley as authorized by the *Constitution of the Presbyterian Church (U.S.A.)*. Should any provision of the Standing Rules be in conflict with that Constitution, the Constitution shall prevail. The Presbytery shall provide any additional governance as may be required or appropriate and delegate any power permitted by the Constitution.
- 2.4 The Presbytery shall include all particular churches of the Presbyterian Church (U.S.A.) within the geographic boundaries of the Presbytery.

The Presbytery shall conduct its business under the conditions of the *Book of Order* G-3.0105 and G-3.03.

3 MEMBERSHIP

- 3.1 The Presbytery includes the congregations, teaching elders on the Roll of the Presbytery, and ministries under its care and jurisdiction.
- 3.2 A Commissioned Ruling Elder in active service to a Presbytery congregation or other authorized ministry shall be enrolled as a member of Presbytery for the duration of service in that particular position.
- 3.3 Sessions shall elect commissioners to the Presbytery, preferably for at least a year, and send a list of those ruling elders to the Presbytery Stated Clerk by January first of each year.
- 3.4 The number of ruling elders to be elected as commissioners for each congregation shall be set by policy and communicated to each member session. At a minimum, each session shall elect one commissioner.
- 3.5 All efforts shall be made to maintain a numerical parity of teaching elders and ruling elder commissioners.
- 3.6 Ruling elders who are elected members of the Coordinating Council Commission and Moderators or Vice Moderators of the Presbytery, the Commission on Ministry, and the Commission on Preparation for Ministry are members of the presbytery.
- 3.7 The members of the Coordinating Council Commission and members of the Board of Directors elected by the Presbytery shall constitute the membership of the Corporation of the Presbytery of Whitewater Valley, Inc.
- 3.8 For the purposes of conduction of business, teaching elders and ruling elders from other jurisdictions may be seated as corresponding members at the specific meeting of attendance.

4 MEETINGS

- 4.1 The meetings of the Presbytery and its related organizations shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except in cases where the *Constitution* or these Standing Rules provide otherwise. (G-3.0105)
- 4.2. There shall be at least four stated meetings per year. The **Leadership Cabinet** **Coordinating Council** shall establish the dates, times, and locations for stated meetings of the Presbytery. Those dates will be announced and publicized at the final Presbytery meeting each year.
- 4.3 A quorum for meetings of the Presbytery shall be 20 (twenty) teaching elders present and 20 (twenty) ruling elder commissioners present providing at least 15 (fifteen) churches are represented.
- 4.4 Special meetings may be called by the **Leadership Cabinet** **Coordinating Council** with ten days notice given to all members. The purpose of the special meeting must be included in the notice. Any two teaching elders and two ruling elders from two different congregations may request a special meeting. Persons requesting a special meeting of the Presbytery may be required to reimburse any incurred expenses.
- 4.5 All meeting notices shall be communicated by mail or electronically and posted on the Presbytery website.
- 4.6 The details of, and docket for, Presbytery meetings shall be determined by the **Leadership Cabinet** **Coordinating Council** or its designated representatives, and the Stated Clerk. A draft docket shall be distributed ten days prior to the meeting by the Stated Clerk.
- 4.7 A member of the Presbytery is either present at a meeting or absent. There are no proxy votes.
- 4.8 Any Presbyterian who is a member of a congregation within the geographical boundaries of the Presbytery of Whitewater Valley is encouraged to attend Presbytery meetings and may be granted voice to speak upon approval of the body.
- 4.9 For the purposes of voting, the following members have voting privileges:
- A Teaching Elder as defined in G-2.0502 and G-2.0503
 - A Ruling Elder elected commissioner from a congregation within the Presbytery
 - A Commissioned Ruling Elder serving a congregation or other approved commission
 - All elected members of the Coordinating Council Commission
 - All members of the **Leadership Cabinet** **Coordinating Council Commission**
 - A Ruling Elder who is serving as Moderator or Vice Moderator of the Presbytery's Commission on Ministry or Commission on Preparation for Ministry
 - A Ruling Elder who is the President or Vice President of the Board of Directors
 - A Ruling Elder who is a past Moderator of the Presbytery
 - A Ruling Elder who is a Certified Christian Educator

Corresponding members and visitors may be given voice but not vote upon approval of the body.

- 4.10 Minutes of each meeting shall be recorded by the Stated Clerk (or designated representative) and copies posted on the Presbytery's website. Formal review and approval for the minutes shall be conducted by the Coordinating Council Commission.
- 4.11 If the Stated Clerk cannot be present at a meeting, a pro tempor clerk shall be elected by the Presbytery.

5 OFFICERS

- 5.1 Those eligible to serve as an elected officer of the Presbytery shall be a teaching elder, ruling elder, or commissioned ruling elder in active service. Ruling elders shall be members in good standing of a constituent church. Teaching elders who are not serving a congregation in a pastoral roll shall be affiliated with a constituent church. The guidelines of unity and diversity as defined in F-1.0403 shall be followed in the selection of nominees for the office. The terms of office will begin immediately upon installation, ordinarily the last stated Presbytery meeting of the calendar year.
- 5.2 Nominations for each officer of the Presbytery shall be made by the Committee on Representation with the election process and procedures specified in the Manual of Administrative Operations.
- 5.3 Any ruling elder elected to service as a Presbytery officer is enrolled as a member of the Presbytery for the duration of his or her term in office and need not be simultaneously a commissioner from a congregation.
- 5.4 Moderator
The term shall be one year immediately following one year as Vice Moderator and shall be ineligible for immediate succession after having served for a full term of one year.
The Moderator shall:
- be the presiding officer at Presbytery meetings;
 - prepare the final docket with the assistance of the Stated Clerk;
 - represent the Presbytery at official functions including ordinations and installations;
 - visit member congregations within the Presbytery;
 - ~~serve as Moderator of the Leadership Cabinet; **DELETE SENTENCE**~~
 - serve as a member of the Coordinating Council Commission
 - serve as a member of a response team for critical Presbytery emergencies and actions;
 - perform other duties integral to the functioning of the Presbytery.
- 5.5 Vice Moderator
The Vice Moderator shall be installed to the office of Moderator after a one year term as moderator-elect (Vice Moderator) and shall be ineligible for immediate succession after having served for a full term of one year.
The Vice Moderator shall:
- prepare for the office of Moderator by being trained in the skills of parliamentary procedure, the polity of the Presbyterian Church (U.S.A.) and the organizational functions of the Presbytery.
 - become familiar with the responsibilities and activities of the other committees within the Presbytery as well as the duties of the Stated Clerk and Executive Presbyter;
 - perform the duties of the Moderator in the absence of the Moderator or when requested by the Moderator;
 - serve as a member of the Leadership Cabinet and the Coordinating Council Commission
 - perform other duties integral to the functioning of the Presbytery as requested.
- 5.6 Stated Clerk
- 5.6.1 The Stated Clerk shall be a teaching or ruling elder within the Presbytery, *Book of Order* G-3.01014
- 5.6.2 Perform those responsibilities mandated in the *Book of Order* G-3.0104 as well as those functions stipulated in Presbytery's Manual of Administrative Operations.
- 5.6.3 The Presbytery shall elect the Stated Clerk for a three-year term and may be re-elected for successive terms.
- 5.6.4 The Stated Clerk may appoint one or more assistants as needed including a recording clerk to record and prepare the official minutes for Presbytery meetings.

5.7 Treasurer

- 5.7.1 The Treasurer shall be a member of Presbytery or a constituent church of Presbytery.
- 5.7.2 The Treasurer shall be elected to a three year term and may be re-elected for successive terms.
- 5.7.3 The Treasurer shall perform the functions and responsibilities stipulated in Presbytery's Manual of Administrative Operations.

6 STAFF

- 6.1 The Presbytery may employ professional staff as it deems necessary. The Personnel Committee shall recommend to the Presbytery, through the Coordinating Council Commission, the need for professional staff. They shall present a staffing rationale, salary recommendations, and a position description. When approved by the presbytery, these positions shall continue until the Personnel Committee recommends elimination of the position.
- 6.2 Temporary contract positions may be created by the Coordinating Council Commission and/or the Personnel Committee as stipulated in the Personnel Policies.

7 ~~LEADERSHIP CABINET~~ **DELETE SECTION 7.1 – these duties have been included in Administrative Manual IV B Functions of Coordinating Council Commission – renumber Standing Rules accordingly**

- ~~7.1 The Leadership Cabinet is responsible for the coordination and communication amongst the major committees, commissions, and staff within the Presbytery to ensure all functional units receive effective support and assistance to carry out the mission and ministries of the Presbytery.~~
- ~~7.2 The composition, responsibilities, and functions of the Leadership Cabinet shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.~~

8 COMMISSIONS OF THE PRESBYTERY

- 8.1 Commissions shall consist of at least five (5) members of Presbytery or members of constituent churches within Presbytery, with no fewer than two (2) teaching elders and (2) ruling elders.
- 8.2 A commission quorum shall be a majority of its membership.
- 8.3 Each commission shall have a clear charge from the Presbytery that specifies their authority to act as the Presbytery, and the actions or areas of authority, if any, that are reserved to the Presbytery.
- 8.4 Commissions are directly accountable to the Presbytery for conduction of their duties and responsibilities.
- 8.5 The composition, additional responsibilities, and functions of the commissions shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.
- 8.6 The Committee on Representation (COR) shall create and present a nominations slate to the Presbytery Assembly, at its final stated meeting of the year, for the following commissions: Board of Directors, Commission of the Coordinating Council, Commission on Ministry, and Commission on Preparation for Ministry. When vacancies occur, nominations may be made at the next stated meeting.

9. Board of Directors

- 9.1 The Board of Directors shall have the responsibility to receive, hold, encumber, manage, transfer, dispose of, or convey property, real or personal, subject to the review and at the direction and approval of the Presbytery. *Book of Order* G-4.0101
- 9.2. The Board of Directors (BOD) shall consist of members of a commission of Presbytery as designated in the Manual of Administrative Operations, all of whom shall be members of Presbytery or a constituent church of the Presbytery, and the commission members and its moderator shall be elected by the Presbytery.
- 9.3. The Board of Directors shall meet at least twice a year, as part of a regular meeting, or in a special meeting when called by its moderator; or, at the request of two (2) members of the commission; or, when ordered by Presbytery.
- 9.4. The Board of Directors shall provide oversight to all legacies and bequest of all monies and property, real and personal, that may be given, granted, devised, or bequeathed to Presbytery and shall use, manage, and convey the same under the direction and instructions of Presbytery or as specified in the Manual of Administrative Operations.
- 9.6 The Board of Directors, with approval from the Personnel Committee and Presbytery's head of staff, may delegate administrative management and maintenance of documents and records to Presbytery staff.
- 9.7 Additional responsibilities, and functions of the Board of Directors shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.

10 Coordinating Council Commission

- 10.1 The Coordinating Council Commission (CCC) is the administrative body of the Presbytery. It is responsible for the general oversight and evaluation of the programmatic, fiduciary, mission, and outreach work of the Presbytery. The Coordinating Council Commission develops the long range plan for the Presbytery, setting the vision and goals.
- 10.2 The Standing Committees of the Presbytery are under the oversight and administration of the Coordinating Council Commission. These committees conduct their work independently but shall provide recommendations and reports of their activities to the Coordinating Council Commission.
- 10.3 The composition, additional responsibilities, and functions of the Coordinating Council Commission shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.

11 Commission on Ministry

- 11.1 The Commission on Ministry (COM) shall serve as pastor, counselor and advisor to teaching elders, sessions and congregations, ruling elders commissioned to pastoral service, and certified Christian educators in accordance with mandates and provisions of the *Book of Order* G-3.0307.
- 11.2 The composition, additional responsibilities, and functions of the COM shall be specified by the Manual of Administrative Operations.

12 Commission on Preparation for Ministry

- 12.1 The Commission on Preparation for Ministry (CPM) guides, nurtures, and oversees those preparing to become ordained teaching elders in accordance with the mandates and provisions of the *Book of Order* G-2.06 and G-3.30307.
- 12.2 The Commission on Preparation for Ministry shall develop and maintain the process of preparation for becoming a teaching elder, and oversee the preparation of inquirers and candidates.
- 12.3 The composition, additional responsibilities, and functions of the CPM shall be specified by the Manual of Administrative Operations.

13 Permanent Judicial Commission

- 13.1 There shall be a Permanent Judicial Commission (PJC) and they shall function according to the rules and provisions of the *Book of Order* D-5.000
- 13.2 The PJC shall function according to the provisions of the *Book of Order* D-5.0000.
- 13.2 The PJC shall be composed of seven (7) members: three teaching elders, three ruling elders, and a seventh member either a teaching or ruling elder. The ruling elder members shall each come from different constituent churches.
- 13.3 The members shall be elected by Presbytery and shall serve a six-year term, subject to provisions of *Book of Order* D-5.0100.
- 13.4 The Stated Clerk shall keep a current roster of those members of the Permanent Judicial Commission whose terms have expired within the past six years and shall follow all the mandates and provisions in the *Book of Order* D.5.0206 b.

14 Commissions for Special Service

- 14.1 The Presbytery may elect other commissions for special administrative functions in service of the ministry and mission of the Presbytery.
- 14.2 Specially authorized commissions shall be clearly delineated in the initiating action as to function, funding, duration, and authority.
- 14.3 Commissions may establish sub-committees as needed. Sub-committees have no independent authority to act; are regularly reviewed by the establishing unit; and, are accountable to the unit that established them.

15 STANDING COMMITTEES OF THE PRESBYTERY

- 15.1 The Presbytery shall have the following Standing Committees that are accountable to the Coordinating Council Commission:
- Finance Committee
 - Committee on Representation *Book of Order* G-3.0108a
 - Personnel Committee
 - Session Records Review Committee
- 15.2 The committees required by the Standing Rules may establish their own sub-committee(s) as needed, assigning specific tasks or explorations. Sub-committee(s) are without independent authority, are accountable to and must report regularly to their establishing committee.
- 15.3 A committee quorum shall be a majority of its membership.

15.4 The composition, additional responsibilities, and functions of the Standing Committees shall be specified by the Manual of Administrative Operations.

15.5. The moderators and members of the Standing Committees shall be elected by the Coordinating Council Commission at their first stated meeting of the year.

16 Finance Committee

16.1 The Finance Committee shall develop and recommend annual budgets.

16.2 The composition, additional responsibilities and functions of the committee shall be specified by the Manual of Administrative Operations.

17 Committee On Representation

17.1 The Committee on Representation (COR) shall create and present a nominations slate to the Presbytery Assembly, at its final stated meeting of the year, for the following commissions: Board of Directors, Commission of the Coordinating Council, Commission on Ministry, and Commission on Preparation for Ministry. When vacancies occur, nominations may be made at the next stated meeting. Nominations shall reflect the church's commitment to unity and diversity. *Book of Order F-1.0403*

17.2 The COR shall create and present a nominations slate to the Presbytery Assembly for commissioners to the General Assembly of the PC(USA) and to the Synod of Lincoln Trails according to the timelines and requirements of those councils and the Presbytery's Manual of Administrative Operations.

17.3 The composition, additional responsibilities, and functions of the committee are specified in the Manual of Administrative Operations.

18 Personnel Committee

18.2 The Personnel Committee's (PC) primary responsibilities are to review and recommend a staffing model and positions for the Presbytery, including salary recommendations.

18.3 The composition, additional responsibilities, and functions of this committee shall be specified by the Manual of Administrative Operations.

19 Session Records Review Committee

19.1 The Session Records Review Committee (SRR) will have the primary responsibility of reviewing annually the record of proceedings and actions of the councils (sessions) of the churches of Presbytery. *Book of Order G-3.0108 a*

19.2 The composition, additional responsibilities and functions of the committee shall be specified by the Manual of Administrative Operations.

20 Committees for Special Service

20.1 Special committees or task forces may be established by Presbytery to fulfill its mission and program. *Book of Order G-3.0109*

20.2 Special Committees are accountable to the Coordinating Council Commission

21 **COMMISSIONERS TO THE GENERAL ASSEMBLY OF THE PRESBYTERIAN CHURCH (USA)
and THE SYNOD OF LINCOLN TRAILS**

- 21.1 Commissioners to the General Assembly shall be elected at Presbytery's last stated meeting in the year prior to a General Assembly meeting. Service as a commissioner is subject to training as offered by the Stated Clerk and the Synod of Lincoln Trails.
- 21.2 Commissioners shall report on actions of the General Assembly at the first stated meeting of Presbytery following the adjournment of the Assembly.
- 21.3 All overtures to and from General Assembly shall be referred to the Presbytery's General Assembly Commissioners for their advice and recommendation.
- 21.4 Commissioners to the General Assembly shall have oversight of bills or overtures, reviewing, recommending, and referring them to the Coordinating Council Commission.
- 21.5 Commissioners to the Synod of Lincoln Trails shall be elected at the Presbytery's last stated meeting or as vacancies require.
- 21.6 Commissioners to the Synod of Lincoln Trails shall report at least annually to Coordinating Council Commission and the Presbytery Assembly.

22 **THE MANUAL OF ADMINISTRATIVE OPERATIONS**

- 22.1 The Presbytery shall maintain a Manual of Administrative Operations for the specification of its policies and procedures. *Book of Order* G-3.0106
- 22.2 The Manual shall specify the form of the work of the Presbytery, enable its effective and efficient operation, and guide the operational nature of its mission and program.
- 22.3 Recommendations for amendments shall be submitted to the Coordinating Council Commission for consideration. ~~The Leadership Cabinet will assure the manual is current.~~
- 22.4 The Manual may be amended at any stated ~~or special~~ **DELETE** meeting by a majority vote of Presbytery. Particular provisions may be suspended by a majority of Presbytery, unless such suspension conflicts with a provision of the Constitution of the PC(USA).

23 **AMENDMENT AND SUSPENSION OF THE STANDING RULES**

- 23.1 Any commissioner to this presbytery, congregation of this presbytery, or group constituted by this Presbytery or these Standing Rules, may present a proposed amendment at any stated meeting of Presbytery Assembly, or at any meeting specifically called for that purpose. Upon receiving a second, questions and answers are in order, but it shall not be debated at that meeting. The proposed amendment(s) shall immediately be referred to the Coordinating Council Commission for study and recommendation. The text of the proposed change(s) shall be included with the call for the next meeting of the Presbytery.
- 23.2 At its next stated meeting the Presbytery shall hear the report of the Coordinating Council Commission, together with its recommendation either for or against adoption.
- 23.3 Amendments to the language of the proposed amendment shall be governed by *Robert's Rules of Order*.
- 23.4 An affirmative vote of two-thirds of the teaching and ruling elder Commissioners registered at that meeting shall be necessary for adoption.

24 **SUSPENSION OF STANDING RULES**

- 24.1 Any of these Standing Rules except this one may be suspended for a particular purpose stated in the motion at any meeting of the Presbytery Assembly by an affirmative vote of two-thirds of the commissioners registered at that meeting.

- 24.2 Presbytery may suspend two readings of proposed amendments to the Standing Rules only if such action is proposed by the Coordinating Council Commission and the motion to suspend the second reading is approved by three-fourths of those registered at that Presbytery meeting.

25 **REVIEW OF THE STANDING RULES**

- 25.1 There shall be a complete review and evaluation of these Standing Rules every five years. The review shall be the responsibility of the Coordinating Council Commission with a report of the review, and any actions required, submitted to the Presbytery.

COMMISSION ON MINISTRY
RECOMMENDED ACTION TO THE PRESBYTERY ASSEMBLY

August 3, 2019

ACTIONS

1. Move to grant exemption for ordination examinations and to receive transfer of ordination credentials to the Presbyterian Church (USA) for Rev. Ramona Dale, a minister currently in good standing with the Cooperative Baptist Fellowship;
2. Move to receive Rev. Ramona Dale as a member (Minister of Word and Sacrament) of the Presbytery of Whitewater Valley following an examination on the floor of the presbytery assembly.

BACKGROUND

The Commission on Ministry, at its meeting on June 26, 2019, examined the Rev. Ramona Dale, a minister ordained in another denomination, regarding her understanding and willingness to adhere to essential tenets of the Reformed faith. Upon successful completion of the examination, the Commission on Ministry approved a motion to recommend to the Presbytery Assembly that the Rev. Ramona Dale be exempted from all of the examinations required for ordination, and that she be received as a member of the Presbytery of Whitewater Valley according to guidance in the Form of Government (G-2.0505a, b) *“When a minister of another Christian church is called to a work properly under the jurisdiction of the presbytery, the presbytery, after the constitutional conditions have been met, shall recognize the minister’s previous ordination to ministry. Such ministers shall furnish credentials and evidence of good standing acceptable to the presbytery, and shall submit satisfactory evidence of possessing the qualifications of character and scholarship required of candidates of this church. Upon enrollment, the minister shall furnish the presbytery with evidence of having surrendered membership in any and all Christian churches with which the minister has previously been associated.”* Additionally, the Book of Order provides Accommodations for Particular Circumstances, and *“...may, by a three-fourths vote, waive any of the requirements for ordination in G-2.06...” (G-2.0610)*

TIMELINE OF PROCESS

December 2018	Meeting between Rev. Ramona Dale, members of the Pastor Nominating Committee of St. Andrew Presbyterian Church, Muncie, and the Commission on Ministry. At this meeting, all parties agreed in good faith to a covenant which identified the steps in the process for transferring the ordination credentials of Rev. Dale to the Presbyterian Church (USA).
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The Covenant specified that Rev. Dale would complete the following steps:

- Provide a transcript from Christian Theological Seminary with evidence of graduation with a Master of Divinity degree
- Provide evidence of additional coursework determined necessary by the COM (Reformed theology and sacraments, Presbyterian polity) from the University of Dubuque Theological Seminary
- Provide credentials of ordination and good standing within the Cooperative Baptist Fellowship
- Authorize the Executive Presbyter to complete a criminal background check
- Complete the psychological assessment for previously ordained individuals through LeaderWise

June 2019

With the completion of the agreed upon process, the Commission on Ministry examined Rev. Dale for enrollment as a Teaching Elder/Minister of Word and Sacrament in the Presbyterian Church (USA) and for membership in the presbytery. At the time of this examination, representatives of the Session of St. Andrew Presbyterian Church of Muncie were also interviewed as part of an assessment of the pastor's gifts for service. The COM approved the proposed action for recommendation to the presbytery at its August meeting. The COM also approved the terms of call from St. Andrew Presbyterian Church to Rev. Ramona Dale pending approval of her presbytery membership in order that the Session might call a congregational meeting when the way be clear in order to extend a call to Rev. Dale to serve as an installed pastor of the Presbyterian Church (USA).

ADDITIONAL NOTES

For those with specific concerns or questions about the process involved in this Recommended Action to the presbytery, the COM requests that individuals please contact Rev. Daren Hofmann, COM Moderator (pastordaren@indy.rr.com) or Rev. Alan Thames, Executive Presbyter (athames@whitewatervalley.org)

Statement of Faith Rev. Ramona Dale

I believe in God, the Creator of all things whose steadfast love and mercy is deeper and wider than we can ever imagine or contain. I believe that God always was, always is and always will be faithful to all of creation and that God is constantly calling us to respond in faith by turning to God and to one another in relationships of peace where we find an abundance of life both now and forever.

I believe in Jesus the Christ, son of God, fully human and fully divine, who came to reveal the love and mercy of God by feeding the hungry, healing the sick and comforting all who suffer by bringing them back into community. Jesus challenged the oppressive authorities of his day to treat all people with equal value, dignity and worth but was ultimately subjected to betrayal, torture and death by crucifixion. There on the cross, we hear the grace of God loudly proclaiming, "I love you. I have always loved you and I will continue to love you even if it kills me." But death did not have the final say. On the third day, I believe God raised Jesus from the grave so that all people will know that there is nothing on this earth or beyond this earth that can ever separate us from the ever-present love and mercy of God (Romans 8:38-39).

I believe in the Holy Spirit, the breath of God that brings life to all creation, giving guidance, strength and hope to those who open their hearts in faith to the power and presence of God's love. It is the Holy Spirit that gathers and forms the faithful into the church binding God's uniquely gifted people together in love to worship, study and pray *so that* the church can go out into the world following the example of Jesus by revealing the love and mercy of God through tangible means of grace.

I believe in the power and presence of God that is found in the sacraments of baptism and communion as signs and seals of our faith. In baptism, we remember the forgiveness that has already been extended to us by God and we celebrate the eternal life with God that has been opened to us through the life, death and resurrection of Jesus, our Lord. In remembering our baptism, we celebrate our identity as God's beloved people who have been claimed and called to continue the life-giving work of Christ in the world. In communion, we thankfully remember the cost of that life-giving work that makes it possible for all people to live in right relationships with God and each other and anticipate the day when Christ will return to gather all of God's children around the table in relationships of peace both now and forever.

I find the truth of God in the Bible that testifies to Jesus, the living Word, as revealed through the Holy Spirit to all people. In the scriptures we hear the voice of God in the stories, songs and struggles of the early witnesses and continue to find the comfort, strength and knowledge we need to guide us into the life that God created and calls every one of us to live.

Presbytery of Whitewater Valley
COMMISSION ON MINISTRY
 June 2019

2020 MINIMUM COMPENSATION RECOMMENDATION

	2016	2017	2018	2019	2020
Minimum Salary Compensation	35,539	35,798	36,433	37,543	38,481
Housing Allowance/Manse Value	<u>10,616</u>	<u>10,754</u>	<u>10,882</u>	<u>11,214</u>	<u>11,494</u>
Minimum Compensation	46,155	46,552	47,315	48,757	49,975
Prior Period Increase/Decrease	405	397	763	1,442	1,218

The Pastor Support Subcommittee recommends:

1. A minimum salary plus housing allowance for pastors in the Presbytery of Whitewater Valley of **\$49,975 for 2020 (increase of \$1,218);
2. If a manse & utilities are provided for pastor, the minimum cash salary is \$38,481;
3. Accountable Plan - Mileage Reimbursement @ the IRS established rate - minimum \$2,800;
4. Accountable Plan - Continuing Education Reimbursement - minimum \$1,500*;
5. 4 weeks Paid Vacation including 4 Sundays - [5 weeks/5 Sundays- 15 years or more experience]
6. 2 weeks Paid Professional Development Leave
7. Healthcare, Pension, Disability & Life Insurance - Board of Pensions Pastor's Participation Plan (installed or contracted teaching elders)
8. Full Moving Expenses (if applicable)

* Annual balance is cumulative for up to four years [non-portable]

** Reflects an increase from the prior period

The following information was used to formulate this recommendation:

1. The full-time median salary* of PCUSA pastors rose 2.9% for the subject reporting period to \$60,800. The Pastor Support Subcommittee uses 80% of the published median (rounded up to nearest \$1,000) to set the base compensation standard for full-time pastors in the presbytery.

* The Board of Pensions of the Presbyterian Church (U.S.A.) annually tabulates the median and average effective salary information reported to it for minister members of the Benefits Plan who are serving U.S. congregations. The median salary is generally considered more representative than the average salary, since it is less influenced by the very high or very low salaries.

2. The Pastor Support Subcommittee applies an increase or decrease to the full-time median salary minimum using data provided by The Bureau of Labor Statistics (www.bls.gov) Consumer Price Index (CPI)-Midwest Urban Report. A 3-year rolling average is applied to the CPI reporting period (2016-2019) to offset unusual spikes in the reported percentage. The data reflects an increase of 2.0% for the subject period.

August 3, 2019

TO: Commissioners of Whitewater Valley Presbytery

FROM: Administrative Commission for Westminster ~ Marion, Indiana

The Rev. Brian Shivers – Co-Moderator

The Rev. Gretchen Schneider – Co-Moderator

Steve Wright – Zionsville Presbyterian Church

Ebbie Crawford – Greenwood Presbyterian Church

Kaye Hirt-Eggleston – Fairview Presbyterian Church

RE: Final Report of the Commission to Whitewater Valley Presbytery

1. The Administrative Commission for Westminster Presbyterian Church of Marion, Indiana was approved by the Presbytery on May 3, 2017 for the purpose of dissolving the congregation and for dealing with related property matters.
2. Regarding those matters, the Administrative Commission presented a report to the Presbytery November 1, 2017. The Presbytery approved the report and its recommendations, allowing continued discernment for the following: *The remaining balance of approximately \$30,000 be used to fund a restricted account designated to assist churches of similar size in financial need based on parameters to be determined by the Administrative Commission.*
3. Following the final Worship Service and the Sale of Westminster Presbyterian Church, the Administrative Commission met to discern how to distribute the funds that were received from the sale of Westminster Presbyterian. After prayerful discernment and consultation with Executive Presbyter, Alan Thames, the decision was made to donate the residual funds available after other financial obligations (currently \$30,465) were met to Whitewater Valley Presbytery's "Promise of Tomorrow" Fund. The Promise of Tomorrow Fund was established for helping to fund New Church Development and Congregational Redevelopment/Transformation projects. The Committee feels that, by designating the funds from Marion – Westminster to the Promise of Tomorrow, churches around the Presbytery might engage in new endeavors.

ACTION: That the Presbytery receive the final report of the Administrative Commission of the Westminster Presbyterian Church of Marion, Indiana and that we request that the Administrative Commission be dissolved with thanks and prayer.