

# PRESBYTERY OF ST. AUGUSTINE

## MANUAL OF OPERATIONS

### TABLE OF CONTENTS

1. The Ministries of the Presbytery.....	2
1.01 Mission Statement.....	2
1.02 Values Statement.....	2
2. The Presbytery.....	2
2.01 Membership.....	3
2.02 Presbytery Corporations.....	4
2.13 Officers.....	4
3. The Coordinating Council.....	5
4. Resources for Ministry.....	6
4.02 Commissions.....	7
4.09 Committees.....	9
5. Covenant and Mission Partner Relationships.....	14
6. Presbytery Staff and Support.....	15
7. Budget Process.....	16
8. Amending and Suspending the Manual.....	17

## 1. THE MINISTRY OF THE PRESBYTERY OF ST. AUGUSTINE

### 1.01 MISSION STATEMENT

The mission of the Presbytery of St. Augustine is to support our faith community, so that together we are a greater witness to the gospel of Jesus Christ.

### 1.02 VALUES STATEMENT

The Presbytery of St. Augustine understands its ministry at this time and in this place to be guided by five practical values that describe the presbytery's work. The presbytery is:

- \* Relational, communal, and connected,
- \* Theologically engaged,
- \* Outwardly focused, sharing the good news of Jesus Christ,
- \* Willing to risk itself and its resources in the service of the Gospel, and
- \* Ready to share resources and to develop energetic leadership

(Adopted by the Presbytery Council, April 16, 2007)

## 2. THE PRESBYTERY

2.01 The presbytery shall be known as the Presbytery of St. Augustine.

2.02 The Presbytery of St. Augustine is a presbytery of the Presbyterian Church (U.S.A.) related to the Synod of South Atlantic. The presbytery operates under the provisions of the *Book of Order* of the Presbyterian Church (U.S.A.). The rules of order, unless otherwise stated in the Manual of Operations, shall be *Robert's Rules of Order, Newly Revised*.

2.03 The geographical jurisdiction of the presbytery includes the counties of: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy less the community of Yankeetown, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor and Union.

2.04 The Presbytery of St. Augustine shall meet for at least three stated meetings each year: Winter, Spring, and Fall. Ordinarily, these meetings shall be scheduled on the first Saturday of February, and the First Tuesdays of May, and October. A quorum for a meeting of the presbytery shall be at least three teaching elders and three ruling elders, representing three different congregations (G-3.0304).

2.05 The Presbytery of St. Augustine and the presbytery corporations shall meet at the same time and place, and in the announcement of the meeting, "The Presbytery of St. Augustine" shall designate both its functions.

2.06 Presbytery shall elect the membership of the Coordinating Council and all commissions, teams, and trustees for the presbytery's corporations. Nominations shall be made through the Nominating and Representation Teams of the Coordinating Council.

### **Membership of the Presbytery**

2.08 Membership of presbytery shall consist of all enrolled, ordained teaching elders, together with ruling elder commissioners elected by the session of each church of the presbytery. Sessions shall elect ruling elder commissioners according to congregational membership, according to the following table:

1-500 members	1 commissioner
501-1000 members	2 commissioners
1001-1500 members	3 commissioners
1501-2000 members	4 commissioners
2001-3000 members	5 commissioners
3001 or more	one additional commissioner for each 1000 members (or major fraction thereof) above 3000 (G-3.0301).

Any ruling elder not commissioned by his/her church to serve as a commissioner to presbytery, while serving on the Coordinating Council or as the chairperson of a standing commission of presbytery or as the moderator of Presbyterian Women, shall be enrolled as a member of presbytery during his/her tenure as chairperson. Any ruling elder commissioned to pastoral service shall be enrolled as a member during the tenure of his/her commission. Further, any ruling elder elected to an office in presbytery or serving as executive presbyter (including an interim or transitional executive presbyter) shall also be enrolled as a member of presbytery during the term of his/her office.

Certified Christian Educators who are ruling elders are entitled to the privileges of voice and vote at meetings of presbytery. (G-2.1103b).

At the winter stated meeting of each year, the stated clerk shall report to the presbytery the number of resident active teaching elder members of the presbytery, and the number of ruling elders in the following categories: ruling elder commissioners eligible to be elected from each session, ruling elders who are Certified Christian Educators or commissioned to pastoral service, and ruling elders who are members of the presbytery by virtue of their office or role. If the number of resident active teaching elders exceeds the sum of the ruling elders eligible, the stated clerk shall put forward a motion asking particular congregations to elect an additional elder commissioner in such numbers as will equalize the eligible ruling elder commissioners with resident active teaching elder members. The clerk shall create the list of congregations by rotating through the alphabetical list of congregations in the presbytery (G-3.0301).

2.09 Each teaching elder member, unless Honorably Retired, shall be required to attend every stated meeting of presbytery, or shall present acceptable reasons to the presbytery through the Stated Clerk for absence, late arrival, or departure before adjournment.

2.10 Any of the following, if not a member of or commissioner to presbytery, shall be corresponding members, but without vote: the spokesperson of any presbytery committee (if other than the chair), the spokesperson of any committee, commission or task force; any executive, officer, or spokesperson from synod or General Assembly; certified educators of presbytery's churches who are not ruling elders; guests of the presbytery who are members of other presbyteries, and members of the program staff of the presbytery.

2.11 The Presbytery of St. Augustine is blessed by the service of many of its teaching elder members in various forms of validated ministry beyond the jurisdiction of the church. Chaplains, pastoral counselors, teachers and professors, service as pastors of congregations of other denominations, administrators of church-related entities – each brings unique combinations of talents and experience.

### **Presbytery Corporations**

2.12 The Presbytery of St. Augustine shall create and maintain two Florida not-for-profit corporations, called “The Presbytery of St. Augustine, Inc.,” and “Montgomery Presbyterian Conference Center, Inc.” The membership of both corporations shall be the members of the Presbytery of St. Augustine, and meetings of the presbytery shall simultaneously and co-terminously be meetings of the corporations.

### **Officers of the Presbytery**

2.13 At the Winter Stated Meeting, presbytery's Nominating Team shall present nominations for Moderator and Moderator-elect, Treasurer, and when appropriate, Stated Clerk. Those elected shall be installed at the meeting at which they are elected to begin their term at once.

2.14 The Moderator shall serve for one year, shall preside at all meetings of presbytery and shall perform all the duties as prescribed in the *Book of Order*, G-3.0104. In the event that the Moderator cannot preside, the Moderator of the Coordinating Council shall preside *pro tempore*.

2.15 The Moderator shall be a member of the Coordinating Council with vote and an advisory member with voice and no vote of every commission, committee, and task force.

2.16 Ordinarily, the office of Moderator shall alternate between ruling elders and teaching elders, and between male and female.

2.17 The Stated Clerk shall be elected for a three-year term and shall be eligible for reelection. The Stated Clerk shall perform those duties and functions prescribed in the *Book of Order* G-3.0104 and G-3.0305 and as indicated in the presbytery's policy regarding the approval of investigating committees (Approval of Investigating Committees in our Policies and Procedures Manual). The Stated Clerk shall represent the presbytery to other councils and

ecumenical faith groups and will perform other duties as approved by the presbytery from time-to-time. The Stated Clerk shall report to the Coordinating Council subject to the Stated Clerk's constitutional, fiduciary and legal responsibilities. He or she shall be an ex-officio member without vote of the Coordinating Council and the Administration Committee. The Stated Clerk may recommend assistant clerks as needed to the Nominating Committee for election by the presbytery.

2.18 The Treasurer shall be elected annually by the presbytery and shall be eligible for reelection. The Treasurer shall receive and disburse the funds of the presbytery as authorized; keep detailed account of all receipts and disbursements and report them to the Coordinating Council and to the Board of Trustees for the Presbytery of St. Augustine, Inc. regularly and to the presbytery annually; be bonded, along with others who handle presbytery finances; and see that the books are properly audited as prescribed by the *Book of Order*, G-3.0113. The Treasurer shall also act as the treasurer of the Presbytery of St. Augustine, Inc., and may, if so elected, act as the treasurer of the Montgomery Presbyterian Conference Center, Inc. The Treasurer may serve as a member of the Coordinating Council, a corporate trustee, and shall be an ex-officio member of the Administrative Committee without vote. The Treasurer may recommend an assistant treasurer as needed to the Nominating Team for election by the presbytery.

### **3. THE COORDINATING COUNCIL**

3.01 The purpose of the Coordinating Council is to coordinate the work of the presbytery, its entities and staff, and to discharge any other responsibilities assigned to it by the presbytery. The Coordinating Council has authority as a standing commission to implement all operational decisions for the Presbytery. Additionally, it shall be constituted as a standing commission to address on behalf of the presbytery such matters as may arise between meetings of the presbytery and require immediate attention. It is accountable to the presbytery in the discharge of all its responsibilities and actions. The Coordinating Council and the presbytery will ensure that all of the work of G-3.0307 takes place in one of the Coordinating Council committees or teams to the extent that it is not already a part of the responsibilities of a presbytery commission. The authority of the Coordinating Council may be further delegated to committees and teams so long as there is prudent and effective supervision of the exercise of authority and such delegation is permitted by the Book of Order. All actions taken by the Coordinating Council shall be reported to the presbytery at its next stated meeting, subject to the provisions of G-3.0109.

The authority of the Coordinating Council does not include matters that are specifically excluded by the Book of Order or the structure/organization of the presbytery such as:

- a. Changes to the presbytery's structure/organization;
- b. Functions and decisions involving judicial process;
- c. Functions of a team/committee on representation or nominating committee;
- d. Approval of expenditures or uses of undesignated presbytery funds that are cumulatively more than 5% above an approved budget;
- e. Approval of presbytery policies; and

- f. Examining and receiving teaching elders into membership, including approval of terms of call and commissions for ordination and installation; ordaining and installing teaching elders; and receiving inquirers and candidates under care.

3.02 The Coordinating Council shall consist of 14 members, including the past Moderator of the presbytery, the Moderator, and 12 members elected at large from the presbytery and placed in three classes of three years each. It shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity in F-1.0403 of the Book of Order. The Moderator-Elect and the Relationship Coordination Director (if not already elected members) shall serve ex-officio (without vote). The Stated Clerk shall also serve ex-officio (without vote).

3.03 The Coordinating Council will be chaired by the immediate past Moderator of presbytery. The Coordinating Council may also elect a vice-moderator. The Stated Clerk of the presbytery shall serve as clerk for the Coordinating Council.

3.04 *Plenary Functions:* In addition to the committee functions outlined above, the Coordinating Council shall have responsibility for the following:

- a. To propose to the presbytery, at the recommendation of the Administration Committee , the annual asking and operating budgets for the presbytery, including levels of funding for the various ministries of the presbytery, and to circulate those budgets among the sessions;
- b. To nominate for election by the presbytery the membership of the Representation Team;
- c. To address such matters as may be referred to the Coordinating Council by the presbytery; and
- d. To administer the following policies in the presbytery's policy manual:
  - Policy for Giving
  - Presbytery-wide Annual Offerings for the Benefit of Outside Entities

3.05 The Coordinating Council may, at its discretion, establish such *ad hoc* task forces or committees as needed to accomplish particular tasks.

3.06 The Coordinating Council shall establish and publish a schedule for its stated meetings and will meet no less than eight times per year.

#### **4. RESOURCES FOR MINISTRY**

4.01 The presbytery possesses significant resources to support and strengthen the ministries of its congregations in its volunteers, staff, commissions, committees, teams, and covenant/mission partner relationships; and in the validated non-parish ministries of its teaching elder members. The commissions, committees, and relationships of the presbytery are not the ministry of the presbytery; rather, they are resources upon which the presbytery and its congregations may draw as they seek to participate in the mission of Jesus Christ in the world.

The presbytery encourages its commissions, committees, and teams to meet in person when possible. However, electronic meetings (teleconference, audio-conference, video-conference, Internet) are authorized so long as they provide an opportunity for simultaneous aural communication among all participating members equivalent to those held in one room or area. The notice of the meeting shall include an adequate description of how to participate in it. A committee may allow some members to participate in person and others by the type of electronic connection described above. The by-laws of the corporations may provide for voting by e-mail as permitted by Florida corporate law, but only under the guidelines contained in those by-laws.

Under normal circumstances, all meetings of the presbytery will be conducted in person, with all participants meeting in one physical location. If extraordinary conditions, as determined by the Council, exist which prohibit in-person meetings, meetings of the presbytery may be held using technological resources in real time if a quorum can be verified and individual votes can be counted. Such meetings must be conducted by means of communication by which all members participating may simultaneously hear each other during the meeting.

## Commissions

4.02 *Standing Commissions and Trustees.* The Presbytery of St. Augustine shall maintain the following standing commissions:

- a. Permanent Judicial Commission
- b. Call Commission
- c. Trustees of the Presbytery of St. Augustine, Inc.
- d. Coordinating Council
- e. Montgomery Presbyterian Conference Center, Inc.

4.03 Members of standing commissions shall be nominated by the Nominating Team for election to terms of up to three years and shall be eligible for reelection, provided that no member shall serve an aggregate of more than six consecutive years on the same commission. Except where otherwise stated, terms shall begin on 1 January and expire on 31 December.

4.04 *Permanent Judicial Commission.* The Permanent Judicial Commission shall hear and decide cases of process on behalf of the presbytery according to the Rules of Discipline. The function, membership, terms of service, and manner of election of the Permanent Judicial Commission shall be in every way consonant with the provisions of D-5.0000 of the *Book of Order*, and of the Rules of Discipline as a whole. The commission shall have nine members, as nearly equally divided as possible between ruling elders and teaching elders. The term of each member of the Permanent Judicial Commission shall be six years, and they shall be elected and serve as provided in D-5.0100. Except where otherwise stated, terms shall begin on 1 January and expire on 31 December.

4.05 The Moderator of the Presbytery, the Moderator of the Call Commission, and the Stated Clerk are empowered to act on behalf of the presbytery to create an Investigating Committee and/or a Committee of Counsel as needed under the provisions of the Book of Order D-6.0302a and D-10.0201b.

4.06 *Call Commission.* The Call Commission is empowered to:

- a. Guide, nurture, and oversee the process of becoming a teaching elder for persons in the care of the presbytery, including actions with respect to inquirers, candidates, and final assessments;
- b. Examine and admit to membership all persons seeking membership in the Presbytery of St. Augustine, and approve calls and terms of call for those it examines;
- c. Provide a Pastor Nominating Committee liaison to congregations in transition;
- d. Approve temporary membership in the presbytery for a period of service;
- e. Approve and conduct ordinations and installations of teaching elders and commissioning services for commissioned ruling elders;
- f. Recommend exceptions and accommodations to requirements of the Book of Order regarding ordination, installation of a temporary pastor or associate as an installed pastor, and any other action requiring a super-majority vote of the presbytery;
- g. Provide a liaison to congregations searching for temporary pastoral service;
- h. Approve contracts and terms of call for temporary pastoral service;
- i. Dissolve teaching elder and commissioned ruling elder relationships when requested by the teaching elder/commissioned ruling elder and the congregation;
- j. Approve the retirement of teaching elders;
- k. Approve validated ministries of teaching elders;
- l. Certify ruling elders as ready to receive a commission and approve commissions of ruling elders to particular pastoral service;
- m. Take presbytery action relating to Christian educators and those certified and called to certified church service (as permitted or required by the Book of Order);
- n. Transfer teaching elders to other presbyteries and denominations;
- o. Recommend minimum terms of call for approval by the presbytery;
- p. Recommend the annual teaching elder roll for approval by the presbytery; and
- q. Recommend presbytery action relating to a teaching elder's renunciation of jurisdiction or release from ministry as a teaching elder, and take all actions preliminary to the presbytery's final action.
- r. Approve Board of Pensions (BOP) grants and matching grants for members of the presbytery, such as seminary debt assistance, emergency grants, special need grants, etc., all subject to the presbytery budgeting process and the guidelines of the Board of Pensions.
- s. Take all actions contemplated in G-3.0306 of the Book of Order, including granting a minister member permission to engage in ministry that is outside of our geographic bounds or which is not under our jurisdiction, requesting the consent of the other presbytery, and considering and acting on requests for members of other presbyteries to engage in work within our bounds.



The Call Commission shall consist of 24 members, including ruling elders and teaching elders in approximately equal numbers. The commission may organize its work into smaller committees and teams and provide its own quorums for its work. The commission shall administer all policies relating to the subject matters of its authority. The Stated Clerk shall serve as the clerk of the commission. All actions taken by the commission shall be reported to the presbytery at its next stated meeting, subject to the provisions of G-3.0109.

4.07 *Other Administrative Commissions.* The presbytery may elect such administrative commissions as it deems necessary to its work, under the provisions of G-3.0109b of the *Book of Order*.

4.08 - St. Augustine Disaster Assistance Commission. This commission is authorized to take such measures as may be necessary to respond to a disaster occurring within the bounds of the presbytery, including applications for emergency funding (including longer term recovery funding) through the Presbyterian Disaster Assistance program. The presbytery may elect or the moderator may appoint the members of this commission. The work includes: developing communication chain within the presbytery and with the Florida Presbyterian Disaster Network; developing an “immediate response protocol”; providing churches with information that will enable them to develop their own emergency response plans; and providing resources for recovery work after an incident. The commission may appoint directors to serve on the Florida Presbyterian Disaster Assistance Network. The commission shall consist of at least nine members.

### **Committees**

4.09 The presbytery shall maintain the following committees:

- a. Volunteer Management Committee
- b. Leadership Development and Care Committee
- c. Relationship Coordination Committee
- d. Strategic Issues Committee
- e. Administration Committee

Members of presbytery teams shall be nominated by the Nominating Team for election to terms of up to three years and shall be eligible for reelection, provided that no member shall serve an aggregate of more than six consecutive years on the same team. Except where otherwise stated, terms shall begin on 1 January and expire on 31 December.

The quorum for each presbytery committee shall be at least fifty percent.

4.10 Volunteer Management Committee. The purpose of the Volunteer Management Committee is to develop strategies to more effectively identify, engage and monitor the overall activities of volunteers in the Presbytery, assuring that:

- a. The “right” people are being approached to serve - qualified, motivated, and representative;
- b. Service opportunities are well defined (job/role descriptions), real, and important; and
- c. Volunteer satisfaction is assessed by survey at least once a year, and issues are addressed promptly, fairly and effectively.

The Volunteer Management Committee shall consist of three members, including the committee chair appointed by the Coordinating Council from among its members and the chairs of the Nominating Team (six members) and the Representation Team (six members). The Relationship Coordination Director shall serve ex-officio but without vote. These teams shall carry out the functions and ensure the presbytery’s compliance with G-3.0103 and G-3.0111 of the Book of Order and shall be responsible for nominating for elections commissioners to the General Assembly and the Synod. They shall elect their own chairs (and may elect vice-chairs).

The members of the Nominating Team shall be elected by the Nominating Team. The members of the Representation Team shall be elected by the presbytery upon nomination by the Coordinating Council. They shall be arranged in three classes, each serving three year terms.

4.11 Leadership Development and Care Committee. This committee takes over where the Call Commission leaves off. Its purpose is to support congregations, mission partners, ruling elders in leadership positions, and all of our teaching elders (wherever they serve) by:

- a. Seeking to understand the needs of Presbytery leaders in both church and other ministry roles for teaching elders and council/committee/team leadership roles for all elders;
- b. Offering role definition, preparation, orientation and training for specific leaders as they assume new roles in the presbytery;
- c. Helping to develop and supporting leaders in congregations and validated ministries and Certified Christian Educators;
- d. Supervising and supporting ruling elders commissioned to particular pastoral service;
- e. Providing ongoing training and support during each leader’s service in the presbytery; and
- f. Offering informal advisory help and formal counseling support to all leaders, including leaders who have issues being effective in their role in the presbytery.

The Leadership Development and Care Committee shall consist of at three members, including the committee chair appointed by the Coordinating Council from among its members and the chairs of the Training Team (six members) and the Problem Resolution Team (six members). The teams shall elect their own chairs (and may elect vice-chairs). The teams shall report to the committee, which shall organize them so that they may carry out all of the purpose and functions of the committee. The committee shall also appoint Training Program Ad Hoc teams and provide for counseling resources for the presbytery and its leaders.

4.12 The Relationship Coordination Committee will assess the effectiveness of achieving the stated values of the Presbytery of St. Augustine: relational, communal, and

connected, outwardly focused, sharing the good news of Jesus Christ, ready to share resources and to develop energetic leadership. It will work with the Relationship Coordination Director (ex-officio, voice, but without vote) to recommend specific actions to the Coordinating Council, which will enhance these values especially in the area of outward mission. In addition, this committee has the following purposes:

- a. Coordinating the presbytery's disaster preparation and response, including the authority to apply for, receive and manage Presbyterian Disaster Assistance grants: and
- b. Overseeing the presbytery's mission and outreach activities and serving as the primary access point for the presbytery's mission partner organizations (including without limitation the Jamaica Ecumenical Mutual Mission, Montgomery Presbyterian Conference Center, and any new church or missional community starts), assuring that achievements, opportunities, issues and needs are effectively addressed and communicated to the Coordinating Council, either by the committee chair or by providing time on the Coordinating Council meeting agenda.

The Relationship Coordination Committee shall consist of ten members, including three Coordinating Council members (with one appointed as the chair), a representative of the Montgomery Presbyterian Conference Center (the Director or - if no Director - another representative selected by the Trustees of the Montgomery Presbyterian Conference Center), the Moderator of the Presbyterian Women, the chair of the Mutual Mission Team, and the chairs of the Communications Team (six members), the Reconciliation Team (six members), the Disaster Preparation and Assistance Team (at least nine members) and the Youth Ministry Team (eleven members). The teams shall elect their own chairs (and may elect vice-chairs). The Relationship Coordination Director and the Communications Coordinator shall serve ex-officio but without vote.

St. Augustine Mutual Mission Team. The function of the St. Augustine Mutual Mission Team shall be to oversee, coordinate, and recruit participants in the various ministries of the Mutual Mission, in cooperation and consultation with our partner, the Jamaica Ecumenical Mutual Mission. It shall administer and be guided by the presbytery's policy, "Activities of Ministers, Churches, and Session in Participating in International Missions." It shall seek to maintain and strengthen the mutual mission effort in Jamaica and other Caribbean countries and within the bounds of this presbytery. The team shall plan ways for raising both funds and awareness in support of the mutual mission. It shall annually submit its budget to the presbytery for approval. The team shall consist of at least seven members.

St. Augustine Youth Ministry Team. This Team's purpose is to seek out and connect with young people in all aspects of our ministries by:

- a. Exploring the question, "How do we invite and affirm young people in our faith community?";
- b. Developing a comprehensive plan to engage and integrate young people in the life and mission of the presbytery;

- c. Supporting and cultivating youth ministry leaders, providing opportunities for collaboration, fun, support, and dreaming;
- d. Facilitating connections between youth of different churches;
- e. Planning and organizing youth retreats, events and presbytery-wide opportunities for mission trips;
- f. Working through the Relationship Coordination Committee to involve youth in leadership positions. And, helping the presbytery engage young people with energy, intelligence, imagination and love.

The Youth Ministry Team shall consist of three youth ministry leaders (teaching elders, ruling elders, or Presbyterian church members) and eight youth Presbyterian church members (preferably two from each area of our presbytery). The Team will appoint a chairperson. Through the presbytery process a budget will be established for this committee, which has authority to plan events and implement ministries using the budgeted funds. The Relationship Coordination Director shall serve ex-officio but without vote.

The teams shall report to the committee, which shall organize them so that they may carry out all of the purposes and functions of the committee.

4.13 Strategic Issues Committee. This committee develops and proposes new strategies to address identified Presbytery opportunities and issues by:

- a. Assuring that the key strategic initiatives approved by the presbytery from time to time are being prioritized and addressed through financial and operational plans;
- b. Reviewing and monitoring performance to existing plans – both strategic and operational;
- c. Monitoring the finances and operations of the presbytery to identify issue and opportunity area that are not being adequately addressed; and
- d. Working with the Coordinating Council to revise plans and reallocate resources to achieve desired end results.

The Strategic Issues Committee shall consist of three members of the Coordinating Council, (with one appointed as the chair). The Relationship Coordination Director shall serve ex-officio but without vote. The Coordinating Council may also appoint some of the Area Relationship Coordinators as ex-officio members of the Strategic Issues Committee without vote.

4.14 Administration Committee. This committee addresses the administrative activities of the presbytery, including:

- a. Providing oversight, planning, and management of the funds and properties owned by the Presbytery of St. Augustine, Inc. and review of the financial status and operations of the Montgomery Presbyterian Conference Center, Inc., subject to the supervision of the Coordinating Council and the direction of the presbytery;
- b. Administering the presbytery's investment policies;

- c. Providing oversight, planning and management of personnel and legal matters for the presbytery;
- d. Preparing and recommending to the Coordinating Council the annual operating budget for the presbytery; and
- e. In coordination with the Relationship Coordination Committee, receiving, reviewing and forwarding to the Coordinating Council the annual operating budget for Montgomery Presbyterian Conference Center.

The Administration Committee shall consist of six members, including three members of the Coordinating Council (with one appointed as the chair) and the chairs of three teams: the Finance Team (six members), the Personnel Team (six members), and the Legal Team (six members). The teams shall elect their own chairs (and may elect vice-chairs). The Stated Clerk, the Chair of the Trustees of the Presbytery of St. Augustine Inc., and the Treasurer shall serve ex-officio but without vote. The teams shall report to the committee, which shall organize them so that they may carry out all of the purpose and functions of the committee.

4.15 *Trustees of the Presbytery of St. Augustine, Inc.* The Trustees of the Presbytery of St. Augustine, Inc. shall consist of nine members placed in terms of three years each. They shall serve under the provisions of G-4.0101 of the Book of Order, and shall recommend annually to the presbytery at its Winter Stated Meeting the election of the President of that corporation. The President may not be the current Moderator of the presbytery or Moderator of the Coordinating Council. The Trustees shall coordinate their functions with and make reports to the Coordinating Council, subject to their constitutional, fiduciary and legal responsibilities.

The Trustees shall serve as a commission of the presbytery to consider and decide requests for approval and/or guarantee of loans to congregations under the provisions of G-4.0206a of the Book of Order, and all requests to sell or lease real property held in trust by congregations of the presbytery under the provisions of G-4.0206a, b of the Book of Order, subject to the exceptions granted by the presbytery under the provisions of G-4.0208 of the Book of Order.

4.16 *Trustees of Montgomery Presbyterian Conference Center, Inc.* The Trustees of the Montgomery Presbyterian Conference Center, Inc. shall consist of at least nine (9) but no more than fifteen (15) members, placed in terms of three years each. They shall be either Members of the Presbytery or members of one of the Presbytery's congregations. The Trustees of Montgomery Presbyterian Conference Center, Inc. shall recommend annually to the Presbytery at its Winter Stated Meeting the election of the President of that corporation. The President may not be the current Moderator of the Presbytery or Moderator of the Coordinating Council. Montgomery Presbyterian Conference Center, Inc. shall serve as a commission of the Presbytery, as contemplated by Chapter Four of the Book of Order, for the purposes set forth in such corporation's Bylaws.

## 5. COVENANT AND MISSION PARTNER RELATIONSHIPS

The presbytery has the following covenant and mission partner relationships. These relationships shall be coordinated primarily through the Relationship Coordination Committee of the Coordinating Council (see section 3.07).

5.01 *Presbyterian Women.* The Presbytery of St. Augustine has a covenant/mission partner relationship with the Presbyterian Women in the Presbytery of St. Augustine.

5.02 *Mutual Mission in Jamaica and Cuba.* The Presbytery of St. Augustine, Inc., exists in covenant/mission partner relationship with the Jamaica Ecumenical Mutual Mission (JEMM) for the purpose of furthering the cause of mutual mission in Florida, Jamaica, and Cuba. The mutual mission effort is governed by the terms of the document “An Ecumenical Mutual Mission: Memorandum of Understanding” and the presbytery’s policy “Activities of Churches, Ministers, and Sessions participating in International Mission Relationships.” The presbytery manages its relationship with JEMM through its Mutual Mission Committee.

The presbytery supports the ministry of JEMM through annual contributions from its designated reserves; through the election of the members of the Mutual Mission Committee; through the recruitment of medical and dental professionals for the medical and dental missions; through the recruitment of young people and adults for the cultural exchange missions; and through hospitality to brothers and sisters from JEMM who visit within our bounds.

JEMM supports the ministry of the presbytery through its supervision of those ministries in Jamaica and other Caribbean countries which receive financial support from the presbytery; and through hospitality to brothers and sisters from the Presbytery of St. Augustine who visit in their countries.

5.03 *Montgomery Presbyterian Conference Center.* The Presbytery owns, sustains, supports, maintains and manages a conference center known as “Montgomery Conference Center”, in Bradford and Clay Counties, Florida (the “Conference Center”), which is a ministry of the Presbytery. The Presbytery has established Montgomery Presbytery Conference Center, Inc. as the legal entity through which the Conference Center shall be operated, maintained, and managed, and in which ownership of the real property and personal property of the Conference Center shall be received, held in trust and used for the Presbytery. The membership of the corporation, Montgomery Presbytery Conference Center, Inc. is co-terminus with the membership of the Presbytery of St. Augustine, Inc.

The presbytery supports the ministry of Montgomery Conference Center through the participation of its congregations and members in the financial support, programs and ministries of Montgomery Conference Center; through volunteer groups that help with improvements to the Conference Center site; and through the regular welcome and grant of privilege of voice to members of the Montgomery Conference Center program staff.

Montgomery Conference Center contributes to the ministry of the presbytery by offering a ministry of hospitality on behalf of the presbytery to congregations, members, ministers, and others; by conducting a high-quality, Christ-centered ministry of camping and retreat to the presbytery and, on behalf of the presbytery, to groups and organizations who seek the benefits of such ministry; by providing a place for groups and individuals to experience the goodness of God's creation; by offering opportunities for spiritual growth and education for pastors, leaders, and members of congregations; by supporting leadership development in the presbytery through ministry with youth and young adults; and by providing both a place and leadership for occasions of recreation and retreat.

## 6. PRESBYTERY STAFF AND SUPPORT

6.01 The presbytery shall maintain such administrative offices as necessary for the work of the whole presbytery. The Coordinating Council may engage or dismiss office staff as necessary (except for presbytery officers, who are engaged and dismissed by the presbytery). The members of presbytery staff shall include the Stated Clerk (part-time), the Relationship Coordination Director (full-time), four to seven Area Relationship Coordinators (part-time), Bookkeeper (full-time), and Communications Coordinator (part-time). The Coordinating Council shall determine how many Area Relationship Coordinators shall serve on the presbytery staff and shall designate their regions. All searches for presbytery staff shall pursue affirmative action hiring procedures congruent with the principles of participation and representation in F-1.0403 and G-3.0103 of the *Book of Order*. All presbytery staff shall be given, read, and agree to be governed by the Personnel Policies of the presbytery, including the Sexual Misconduct Policy, as a condition of employment.

6.02 Stated Clerk. The Stated Clerk (part-time) is elected by the presbytery upon nomination by the Nominating Team and shall serve with terms of call recommended by the Coordinating Council and approved by the presbytery. The Stated Clerk shall report to the Coordinating Council, subject to his or her constitutional, fiduciary and legal responsibilities. The duties and responsibilities of the Stated Clerk are described above in section 2.17.

6.03 Relationship Coordination Director. The Relationship Coordinator Director (full-time) is selected by and reports to the Coordinating Council. The duties of the Relationship Coordinator are as defined from time-to-time by the Coordinating Council and will focus on the execution of one or two primary strategic priorities for the presbytery. Initially the strategic priority is to rebuild trust, community and connection among teaching and ruling elders in the presbytery by assuring effective and transparent communication, listening carefully, gathering information, and aggressively address issues that inhibit this taking place. As this strategic priority will be achieved, the role of this position will change to address a new strategic priority. At that time, a new job description will be defined, and the presbytery will seek the best individual to fill the new job (which may or may not be the current individual).

6.04 Area Relationship Coordinators. The Area Relationship Coordinators (part-time) are selected by and report to the Relationship Coordination Director. Each coordinator will be assigned to a group of churches, teaching elders in validated ministries or any other affinity group within the presbytery that requires attention to build trust, community and connection. The coordinators have the role of visiting, listening, and gathering together, including visiting/worshiping with each church and organization once a quarter and scheduling events where those in their area may gather together six to eight times a year for meetings, meals, sporting events, golf outings, etc.

6.05 Office Manager. The Office Manager (full-time) is selected by the Coordinating Council and reports to the individual designated by the Coordinating Council. The Coordinating Council shall define the duties for this clerical support position, which will include but not be limited to bookkeeping, administrative support, and office managing. The Office Manager will have a working relationship with the treasurer and the chair of the Administration Committee of the Coordinating Council.

6.06 Communications Coordinator. The Communications Coordinator (part-time) is selected by the Coordinating Council and reports to the Relationship Coordination Director and the Communications Team for strategic direction/goals and to the Stated Clerk for communications platform implementation. The duties are as defined by the Coordinating Council and shall include functions such as producing the newsletter, maintaining the website, setting up technology enabled meetings, and helping to promote presbytery gatherings and events. The Communications Coordinator will work with specialists as requested to improve the design, organization and function of the various methods of communications.

6.07 In accordance with G-3.0104 and G-3.0110, the presbytery's process for ending of employment of paid staff (including the Stated Clerk) shall be governed by its written personnel policies and the contracts or letter agreements entered into with the individual staff members (which contracts/agreements will govern over any inconsistent provisions in the personnel policies). In general, employment is "at-will" and may be ended by the staff member or the Coordinating Council with or without cause. In the case of the Stated Clerk, it may be ended by the Stated Clerk or the presbytery with or without cause.

## **7. BUDGET PROCESS**

7.01 All requests for funds to be included in the operating budget of the Presbytery of St. Augustine, Inc. for the coming year shall be submitted to the Finance Team no later than 1 July of the current budget year.

7.02 The Finance Team, in consultation with the Treasurer, shall prepare an asking budget based on submitted budget requests and shall present that budget to the Administration Committee for its review and approval.



7.03 The Administration Committee shall present the asking budget to the Coordinating Council for its approval and presentation to the presbytery at the Fall Stated Meeting of the presbytery. The presbytery shall receive the asking budget as information, and comment on the budget shall be invited from the floor.

7.04 The Coordinating Council shall circulate the asking budget among the congregations and sessions of the presbytery, together with an invitation to each session to make a commitment to the work of the presbytery (and through it, the synod and General Assembly) for the coming year and information about the General Assembly per capita assessment for the coming year. The invitation may also include opportunities to make designated or special commitments to particular ministries of the presbytery, synod, and/or General Assembly, over and above the commitment to the operating budget for the coming year.

7.05 Sessions shall prayerfully consider their commitments to the work of the presbytery, in light of the presbytery's "Policy on Giving," and communicate their commitments to the Chair of the Finance Team by 31 December.

7.06 The Finance Team shall prepare a draft of the operating budget, based on the asking budget and considering committed and estimated session contributions. It shall present the draft operating budget to the Administration Committee for its approval, and the committee shall present its recommended operating budget to the Coordinating Council for its approval at the January meeting of the council. The council shall present the operating budget to the presbytery for approval at the Winter Stated Meeting of each year.

7.07 Overall management of the budget shall be the responsibility of the Administration Committee through its Finance Team, which shall provide regular reports to the Coordinating Council and the presbytery.

## **8. AMENDING AND SUSPENDING THE MANUAL**

8.01 Presbytery may amend this manual after a first reading of any proposed changes at any Stated Meeting, and with a majority approval of those present and voting at a second Stated Meeting. It may also be amended by two-thirds vote of those present and voting at any Stated Meeting, provided that copies of all proposed changes are sent to all ministers and clerks of sessions no less than fifteen days prior to the meeting at which the vote is to be taken.

8.02 Before any amendment to this manual is proposed to the presbytery, the amendment shall be reviewed in advance by the Stated Clerk, the Moderator, and the Moderator of the Coordinating Council.

8.03 No amendment to this manual may be adopted that is in conflict with provisions of the *Book of Order* of the Presbyterian Church (U.S.A.).

8.04 This manual may be suspended at any meeting of the presbytery, for the duration of that meeting only, by two-thirds vote of those present and voting. The reason(s) for the suspension of the manual shall be recorded in the minutes of the meeting.