

## **V. Standing Rules for the Entities of the Presbytery of Carlisle Administration Committee**

**Mission Statement:** To support the effective functioning of the Presbytery of Carlisle in the areas of finance, personnel, and property.

**Membership:** It shall ordinarily consist of 6 – 9 members, in three classes, seeking balance among ministers, ruling elders and trustees. Members of the Administration Committee shall serve concurrently as trustees in accordance with the Charter of the Corporation. The executive presbyter, who serves as the primary presbytery staff resource person, and the treasurer of presbytery shall be ex-officio members of the committee with voice but without vote. The committee will meet prior to each stated meeting of the presbytery, as needed.

**Quorum:** The quorum for meetings shall be a majority of the membership.

### **Tasks:**

#### **In the role of Trustee, the Administration Committee shall:**

1. Receive gifts and bequests to the presbytery and hold in trust the properties and funds of the presbytery in the manner directed by the presbytery. Financial management and investment policies and procedures relating to the presbytery shall require approval by the committee and shall be reported to the presbytery.
2. Receive requests submitted to the committee by particular churches for permission to sell, lease, or mortgage any real property. It shall carefully examine the financial wisdom of all such actions and ascertain the plans and probability of success for retiring such requested indebtedness in a reasonable period of time. Such requests shall be submitted at least one month prior to the presbytery meeting at which action is requested. Recommendations on these requests will be forwarded to the presbytery by the Administration Committee. When appropriate, it shall have the authority to act on behalf of the presbytery to approve or disapprove requests involving amounts of less than \$500,000.
3. Receive the reports that all churches having any indebtedness shall submit to the Administration Committee annually in January with an account of the amounts paid upon such indebtedness during the preceding year. A compilation of these reports shall be submitted to the presbytery, ordinarily at its May stated meeting together with an account of the properties to which the presbytery holds title.

#### **In the area of Finance, the Administration Committee shall:**

4. Prepare a proposed annual Operating Budget which the presbytery shall consider, ordinarily at the December stated meeting of the presbytery. The budget process will be interpreted to the presbytery and will include obtaining budget requests from the Coordinating Council and all committees of the presbytery. All reimbursement items listed in “The Fee and Reimbursement Schedule” of the Leadership Handbook will be reviewed periodically. The Administration Committee shall recommend to the presbytery any changes in the amounts for reimbursement, as part of the budget process.
5. Provide for the financial management of presbytery funds, monitor the income and expenditures of the Operating Budget and shall ensure that timely financial information,

including the results of a full annual financial review of all books and records pertaining to finances, is reported to the presbytery (*Book of Order*). All receipts, disbursements and transfers of funds within the investment and operating accounts shall be executed in accordance with the presbytery's "Policy and Procedures for Financial Management and Accounting."

6. Monitor investments and shall make decisions relating to the investment of presbytery funds in accordance with investment policies and procedures the committee has established and report decisions to the presbytery.

**In the area of Personnel, the Administration Committee shall:**

7. Provide for the oversight and implementation of personnel policies relating to all presbytery staff and persons employed by the presbytery. This oversight and implementation shall include: recommending changes in personnel policies to the presbytery, annually reviewing position descriptions, performance, compensation and continuing education of staff, and recommending salary changes to the presbytery through the budget process. The committee will provide counsel to the executive presbyter in her/his role as head of staff.
8. Maintain adequate confidential personnel files for each employee.

**In the area of Management, the Administration Committee shall:**

9. Provide for the maintenance, upkeep and insurance of the presbytery office facilities and any other property owned by the presbytery.
10. Provide advice and assistance to sessions, presbytery staff and committees regarding requirements and procedures for securing property and liability insurance and receive the reports that all churches shall submit to the committee annually with an account of the current value of church properties and the amounts of property and liability insurance which the church carries. Receipt of this information shall be reported to the presbytery annually, ordinarily at its May stated meeting.
11. Provide advice and assistance upon request to sessions, the presbytery staff and committees, regarding requirements and procedures for engagement of legal counsel.
12. Designate an appropriate repository for bonds and valuable papers such as deeds, etc., with those persons having access to be designated by the Administration Committee.
13. Retain legal counsel as deemed necessary.
14. A financial institution(s) determined by the presbytery shall be the depository for all presbytery funds under a fiduciary relationship as set forth in an Agreement of Trust between the Presbytery of Carlisle and the designated financial institution(s). From time to time the stated clerk shall certify to the financial institution(s) the names and signatures of those individuals authorized to transfer funds or sign checks.
15. Oversee the work of Lend-A-Hand and approve single item purchases over \$5000.00.

**Basic characteristics of members:**

1. Commitment to the Presbyterian expression and mission of the Church of Jesus Christ.
2. Experience in serving the church at the congregational level.
3. Ability to understand the needs of staff and to offer support to staff in their ministries.

4. Skill in understanding financial matters, recognizing that the church is not a business even though it values and employs sound business practices.
5. Interest in enhancing the ministries of congregations through the mission and program resources of the presbytery.
6. Organizational skills, including the gift of timely follow-up on decisions.

*Adopted 6/25/2002, amended 1/22/2008, amended 1/27/2009, amended 2/26/2013, amended by action of the presbytery 12/6/2023*

## **Camp Krislund Committee**

**Mission Statement:** "To provide persons of every age with the opportunities to know Jesus Christ as Savior and respond to Him as Lord through nurture in the Christian faith and life based on Holy Scripture, individual and group discoveries and experiences over a continuous period of time, under the guidance of Christian men and women and in dependence upon the Holy Spirit. " (from the Krislund Camp & Conference Joint Committee report to the three presbyteries for study and action in 1994)

**Membership:** It shall consist of six members, ministers and lay persons. These six committee members are our presbytery's representatives to the Joint Camp and Conference Committee. The presbytery staff contact person is the executive presbyter.

**Tasks:**

1. To continue a Spirit-filled summer camp program for children and youth.
2. To maintain and improve the facilities for our camp program.
3. To offer events for children, youth, families, adults and older adults.
4. To offer off-season programming as well as hosting groups.
5. To maintain financial viability and to pursue a development program.

**Basic characteristics of members:**

1. Gifts and skills in teaching and programming for persons of all ages and reaching out with the love and gospel of Christ.
2. A broad commitment to Christian stewardship of the earth.
3. The ability to work well with a sizeable committee of the whole and abilities to be productive in subcommittee work.
4. The ability to be present for a total of five to six hours per month minimum for on-site meetings at the camp.
5. The ability to interpret the camp's mission and ministry to church groups and individuals of all ages.
6. Skills in the analysis of financial statements.
7. Skills in personnel management and a sensitivity to the needs and circumstances of employees.
8. An affirmative approach to "connectional" church relationships, since the camp relates to local churches, three presbyteries, the Synod of the Trinity and the General Assembly of the PCUSA.

*Adopted 6/25/2002*

## **Church and Society**

**Mission Statement:** To educate the presbytery and its member congregations so that they may address and affect contemporary social issues and concerns with the love, justice and peace of Jesus Christ.

**Membership:** It shall consist of six (6) members, two or three ministers and the rest being active church members. The primary presbytery staff resource person is the executive presbyter, who serves as an ex-officio member with voice, but without vote.

### **Tasks:**

1. Identify matters of social concern from:
  - a. our communities,
  - b. our commonwealth,
  - c. our nation and/or
  - d. our world.
  
2. Inform and educate
  - a. the presbytery regarding our commitment to peacemaking,
  - b. sharing appropriate informational materials,
  - c. sponsoring relevant speakers,
  - d. hosting educational events, etc.
  
3. Encourage Christian witness in these matters, recognizing that:
  - a. God alone is Lord of the conscience,
  - b. there are truths and forms with respect to which women and men of good character and principles differ, and
  - c. it is the duty of both private Christians and societies to exercise mutual forbearance toward each other.  
(Book of Order G-1.0300)

### **Basic characteristics of members:**

1. Have a passion for Christian social witness
2. Ability to inspire others to become engaged
3. Willingness to respect differing views and opinions
4. Represent the diversity of the presbytery

*Adopted 11/18/2003*

## **Commission on Ministry (COM)**

### **Introduction**

The Presbyterian Church (U.S.A.) adopted a new Form of Government (effective July 2011) which substantially reorders the structures of individual presbyteries. The new Form of Government requires presbyteries to develop mechanisms that address the means whereby a presbytery will receive and oversee teaching elder members.

### **Background**

While the new Form of Government does not name the entity whereby presbyteries oversee the process for receiving and overseeing teaching elder members, it does explicitly indicate that a presbytery “may delegate its authority to designated entities within the presbytery.” (new Form of Government, G-3.0307) To that end, this policy sets forth the specifics for the designated entity which will oversee these functions.

### **Statement of Purpose**

The purpose of this policy is to name and identify the entity within the Presbytery of Carlisle with the responsibility and authority to receive, evaluate and act upon those teaching elders who wish to become members of the Presbytery of Carlisle and to support congregations.

### **Implementation**

#### **1. The Name of the Entity**

The entity designated within the Presbytery of Carlisle with responsibility and authority is the Commission on Ministry.

#### **2. Membership**

The members of the Commission on Ministry shall continue in place until replaced by the Presbytery of Carlisle. The number and composition of the Commission on Ministry is eighteen members, including the chair, in equal numbers of teaching elders (ministers) and ruling elders. Additionally, the executive presbyter, who serves as the primary staff resource person, and the stated clerk shall be ex-officio members with voice but without vote.

#### **3. Meetings**

The Commission on Ministry shall meet monthly. If there is no pressing business, the chair of the Commission on Ministry may cancel a particular month’s meeting.

#### **4. Quorum**

A simple majority of members elected shall constitute a quorum.

### **Duties**

#### **Delegated Authority**

The Form of Government specifically identifies those tasks which may be delegated to an entity within the presbytery. (G 3.0307) Of those functions, the following are those that the Commission on Ministry is responsible to carry out and/ or oversee:

M receive and oversee teaching elder members,

M approve calls for pastoral services,

M approve invitations for temporary pastoral services,

M support congregations without pastors,

M dissolve relationships between pastors and congregations,

M dismiss members,

M uphold close relationships with both member congregations and teaching elders.

To facilitate the above identified tasks, the Commission on Ministry will have the authority to act on behalf of presbytery in the following ways:

- a. Examine and approve teaching elders for membership in the presbytery;
- b. Review and approve calls issued by congregations for installed pastoral relationships;
- c. Examine and approve teaching elders for service beyond the jurisdiction of the church;
- d. Dissolve the pastoral relationship in cases where the congregation and pastor concur;
- e. Inquire into reported difficulties in a congregation;
- f. Appoint moderators for sessions of churches as necessary;
- g. Validate ministries for teaching elders laboring beyond the jurisdiction of the church;
- h. Approve ministers as honorably retired, or member-at-large.
- i. Dismiss members to other presbyteries
- j. Dismiss members to other denominations

For all actions carried out as a result of these delegated authorities, COM must report any such action to the presbytery at its next regular meeting.

### **Related Duties**

To ensure the smooth functioning of congregations and pastoral relations, the Commission on Ministry shall also have the authority to carry out the following tasks:

- a. Recommend to the Presbytery annually for action any change in minimum terms of call;
- b. Review annually the compensation and benefit package of all installed pastoral relationships within the Presbytery to determine that they meet the Presbytery's minimum terms of call;
- c. Approve and communicate the rate for all pulpit supply and appointed moderators of sessions.
- d. Provide support and guidance for sessions and certified Christian educators in the employment process, including:
- e. Encourage certified Christian educators to complete and place on file with the Committee on Ministry the Christian Educator Information form;
- f. Review annually minimum compensation and benefit requirements for full-time certified Christian educators and recommend any changes to Presbytery for approval;
- g. Encourage sessions to notify COM when sessions are considering dissolving the relationship with certified Christian educators, notifying COM before any action takes place on such dissolution.
- h. Provide support for certified Christian educators in the certification process and encourage employing sessions to make continuing education funds and time available to Christian educators seeking certification.
- i. Develop and maintain appropriate policies pertinent to the conduct of teaching elders and certified Christian educators, for example the Ethics policy or the Sexual Misconduct policy.
- j. Respond to the pastoral needs of teaching elders and certified Christian educators.
- k. Generate commissions to ordain and/or install teaching elders, and report the completion of such work to the presbytery.

### **Continuation of Existing COM Policies**

All policies and guidelines in place within the Presbytery of Carlisle adopted before July 10, 2011 that applies to the functioning of the Commission on Ministry shall remain in place until they are replaced by action of the Commission on Ministry or the Presbytery of Carlisle.

*Adopted 6/25/2002, amended 1/13/2007, Amended by Presbytery 11/15/2011, Amended by Presbytery 5/24/2016*

## Committee on Preparation for Ministry

**Mission Statement:** To provide support to individuals in their discernment of a call to ministerial leadership in accordance with the Book of Order. This includes those seeking ordination as a minister of the Word and Sacrament, ruling elders seeking to be commissioned to pastoral service, and Christian Educators seeking certification.

**Membership:** It shall consist of nine to twelve members, in equal numbers of ministers and elders where possible. The primary presbytery staff resource person is the stated clerk, who serves as an ex-officio member with voice but without vote.

**Quorum:** The quorum for meetings shall be a majority of the membership.

Tasks:

1. Provide educational opportunities for congregations and individuals to help identify individuals whose gifts are appropriate for ministry.
2. Provide information and consultation for congregations and individuals about the call to ministry process.
3. Provide congregations with education and support in their responsibilities for inquirers/candidates.
4. Provide support to inquirers/candidates through the following:
  - a. Provide information on the steps of the process.
  - b. Perform annual consultations to assess preparation, progress, and to provide consultation on courses and fieldwork.
  - c. Assign a committee liaison who will communicate regularly with the inquirer/candidate, provide counsel and report status/questions/concerns to the committee.
  - d. Provide resources on financial aid and counseling.
  - e. Share expenses for career counseling, psychological evaluations, and travel for annual consultations.
5. Provide reports and recommendations on the status of inquirers/candidates to the presbytery.
6. Review the Ethics Policy and the Sexual Misconduct Policy annually with all candidates.
7. With the authority of the presbytery, certify candidates as ready for examination for ordination, pending a call, with the provision that all such actions be reported to the next stated meeting of the presbytery.
8. Provide support to Ruling Elders seeking to be commissioned to pastoral service.
  - a. Provide information on the steps of the process.
  - b. Review applications to enter the CRE program and along with COM and the Presbytery Leader for Governance and Congregational Leadership identify a process specific to each CRE in training.
  - c. Perform annual consultations to assess preparation, progress, and to provide consultation on courses and fieldwork.
  - d. Assign a committee liaison who will communicate regularly with the CRE in training, provide counsel and report status/questions/concerns to the committee.
8. Provide support to educators who are in the process of certification as follows:
  - a. Work closely with the Certification Advisor, who is appointed by the Presbytery, to bring in and support educators seeking certification.
  - a. Keep a record of those in the process that would include name, place of employment, copy of the plan for study as approved by the Certification Council, names of those serving on the reference group, yearly progress report, notation of when exam process begins, report from the reference group after exam has been approved by it, and copy of notification that certification has been approved.
    - c. Appoint a person from the committee to serve on the reference group, that person to be determined by the makeup of the reference group, i.e. laity or clergy to provide a balance to the reference group.
    - d. Coordinate presentation of the certificate at a presbytery meeting with the educator, his or her advisor and the preparation committee.



- e. Keep current with requirements for certification as they change.
- e. Encourage educators to seek certification by providing scholarship money for course work or continuing education to assist in meeting the requirements for certification.

Basic characteristics of members:

1. Can articulate one's own sense of call to ministry as an elder or minister.
2. Familiarity with the educational process (secular or religious).
3. Ability to act as a mentor by listening and seeking resources.
4. Interest in the inquirer/candidate process.

Adopted 6/2002, Revised 11/2024

## Committee on Representation

**Mission Statement:** To serve both as an advocate for the representation of racial ethnic members, women, different age groups, and persons with disabilities, and as a continuing resource to the presbytery in these areas.

**Membership:** It shall consist of six people and conform to the *Book of Order* G-9.0105a. The presbytery staff contact person is the executive presbyter.

### **Tasks:**

1. Consult with the Nominating Committee, advising of any need for nominations in particular categories needing increased representation.
2. Annually inform the presbytery of its progress toward fair representation of racial ethnic members, women, different age groups, and persons with disabilities.
3. Recommend to presbytery any corrective action.
4. Consult with racial ethnic members, sessions, and nominating committees of churches of the presbytery to determine achievable representation.
5. In accordance with the principles of participation and representation (*Book of Order* G-4.0403) and conformity with a church-wide plan for equal employment opportunity (*Book of Order* G-13.0201b), advise the presbytery on the employment of personnel.

*Adopted 6/25/2002*

## Coordinating Council

**Mission Statement:** The Coordinating Council has two objectives: to inspire transformative, visionary ministry by engaging and building bridges between our churches, communities, and differing voices; and to serve as the decision-making and directing group of the presbytery.

**Membership:** It shall consist of people who have an awareness of the presbytery and the ability to look at the whole of the presbytery's life and programs. Members include: the presbytery moderator, presbytery vice-moderator, the presbytery immediate past moderator, the moderators or appointees of the Commission on Ministry, Committee on Preparation for Ministry, New Worshipping Communities Commission, Administration Committee, and Nominating Committee, and six at-large members (Teaching Elders and Ruling Elders in as nearly equal numbers as possible). The presbytery immediate past moderator will moderate the council. The stated clerk of the presbytery will serve as the secretary of the Council. The Presbytery Co-Leaders and treasurer of the presbytery will be ex-officio members with voice, but without vote.

### Tasks:

1. Manage the mission and objectives of the presbytery, adhering to the presbytery's purpose.
2. Provide ways for discerning, articulating, and living into God's promises.
3. Develop strategies for regularly and effectively communicating presbytery's vision and mission with congregations and communities.
4. Appoint task forces, ad hoc committees, and teams as necessary to carry out presbytery decisions, policies, and strategies (such as presbytery-wide ministry initiatives, reviewing overtures to General Assembly, etc.). Whenever appropriate, the Coordinating Council may use the Nominating Committee to assist in recruiting members for the aforementioned task forces, ad hoc committees, and teams.
5. Create networking opportunities in coordination with presbytery committees and commissions.
6. Appoint people to serve on the Grants Review Team to oversee administration of the presbytery's special funds and review/approve their recommendations.
7. Plan presbytery meetings.
8. Review periodically the tasks and composition of all presbytery committees in light of the presbytery's purpose.
9. Nominate persons to serve on the Nominating Committee.

### Basic characteristics of the at-large members:

1. Feel the Lord's call to help our presbytery envision and move toward the future.
2. Creative and receptive to new ideas.
3. Support the presbytery's purpose and new vision of our forthcoming strategic plan.
4. Recognize the areas of Spirit-infused energy and the uniqueness of our congregations and communities.
5. Possess strong interpersonal and collaborative relationship skills.
6. Demonstrate organizational skills and understand the importance of prioritizing projects.

*Adopted 6/25/2002. Revised Sept. 24, 2013, Nov. 6, 2024*

## Education Committee

**Mission Statement:** To provide training for leadership roles in our churches and presbytery, respond to educational needs in churches, pay attention to presbytery-wide ministry initiatives, and support educators and educational events in and beyond our presbytery.

**Membership:** It shall consist of twelve members with at least one-third of the committee members being ministers and no more than two-thirds of the committee members being active church members. The primary presbytery staff resource person is the Executive Presbyter, who serves as an ex-officio member with voice, but without vote.

### Tasks:

#### Leadership Training

1. Provide and promote training opportunities and events for church officers and church school teachers.
2. Encourage continuing education of both clergy and laity.
3. Support local youth leaders; provide training to help make local youth programs more effective.
4. Encourage youth and young adults to apply for annual synod and General Assembly youth advisory delegate (YAAD) positions and recommend individuals as YAADs to the Nominating Committee.
5. Present annual educational programs to inform and to promote the prevention of sexual misconduct. All ministers of the Word and Sacrament, employees, and volunteers of the presbytery shall be urged to attend such programs. Attendance records shall be kept.

#### Children and Youth

6. Plan and promote junior and senior high events, retreats, social, mission and training opportunities both within and beyond the presbytery.
7. Support Presbyterian Youth Connection and its activities.
8. Encourage attendance at Presbyterian-sponsored conferences (Synod School, Triennium, Trinity Youth Conference).

#### Advocacy

9. Advocate for the protection of all children.
10. Advocate for employed educators; encourage participation in the certification process; provide a means to connect with other educators through Educator Support Group.
11. Provide additional support in cooperation with the associate for education, vocation & nurture at the Synod of the Trinity.
12. Assist smaller churches by planning and carrying out volunteer educator training in the Presbytery of Carlisle.

#### Resource Center

13. In consultation with the resource center director, develop policies related to the resource center.
14. Make churches, new pastors, educators and volunteer educators aware of the resources available through the center.
15. Encourage the director and/or committee to provide displays at presbytery-wide events and meetings, and other events as requested.
16. Provide advice in developing local church libraries.

### Basic characteristics of members:

1. Commitment to the importance of Christian education.
2. Good organizational skills.
3. Creative thinkers and willing workers.
4. Care about the church.
5. Good communication skills.
6. Collegial and collaborative.

*Adopted 6/25/2002, Revised 9/24/2013*

## Mission Advocacy Committee

**Mission Statement:** To advocate mission work essential to the life and witness of the presbytery.

**Membership:** It shall consist of eight members, ministers and active church members, in as equal a number of each as possible. Of these three (3) additional members will be representatives from the Peace Advocates, the Presbyterian Women, and Lend A Hand, chosen by their respective organizations annually, and elected by presbytery. The primary presbytery staff resource person is the executive presbyter, who serves as an ex-officio member with voice but without vote. (Standing Rules: V-11)

### Tasks:

1. Administer mission grants, including the annual review of existing programs and the consideration of new proposals, to be done as an integral part of the annual budget process of presbytery.
2. Administer the following mission-related funds and report all actions to presbytery:
  - a. Mission and Ministry Support Fund,
  - b. Presbytery share of peacemaking offerings on the recommendation of the Peacemaking Advocates,
  - c. Honduras Partnership and Honduras Co-Worker Fund.
3. Interpret to presbytery and congregations and our denomination's special offerings.
4. Make recommendations for presbytery partnerships and advocate and administer such partnerships.
5. Serve as a clearing house for information about mission being carried out by our congregations, presbytery, synod and general assembly, including and especially our own presbytery-wide ministry initiatives.
6. Interpret and encourage presbytery's mission as a whole.
7. Relate to the presbytery's Peace Advocates, Presbyterian Women, and Lend A Hand.

### Basic characteristics of members:

1. Have a passion for mission.
2. Value collaboration.
3. Affirm the place of connectional mission.
4. Possess a working knowledge of (or a willingness to become knowledgeable about) presbytery's mission grants programs, PCUSA special offerings, the Mission and Ministry Support Fund and presbytery's mission partnerships.
5. Possess creativity and skill in interpretation and communication.
6. Be open and flexible to the many possibilities of mission in our presbytery.

*Amended 4/25/2006, Adopted 6/25/2002, Amended 12/2018*

## **New Church Development Committee**

Mission Statement: To research and develop new congregations within the bounds of the Presbytery of Carlisle in the name of Jesus, the Christ, in conjunction with local congregations.

Membership: It shall consist of nine members: three ministers and six active church members. The primary presbytery staff resource person is the new church development director, who serves as an ex-officio member with voice but without vote.

### Tasks:

1. Research demographics to determine the appropriate placement of new churches.
2. Help educate members of the presbytery and of local congregations about the need for and effort required to develop new congregations.
3. Share any new understandings with local churches that might help in their efforts to proclaim God's Good News.
4. Search for funding sources both within the presbytery and the larger Presbyterian Church, USA.
5. Enable a group of people to meet together to explore the possibility of starting new congregations.
6. Work directly with the presbytery's director of new church development.
7. Recommend to the presbytery that an administrative commission be appointed to start a new church development in a particular area of the presbytery.

### Basic characteristics of members:

1. A strong belief that God is calling us to plant new congregations within our presbytery.
2. Vision and an openness to new ideas as well as new ways to be the church.
3. Understanding of demographics.
4. Background in real estate.
5. Knowledge of what is happening in their particular area of the presbytery.
6. Organizational skills.

*Amended 11/26/2002*

## **Nominating Committee**

- A. **Mission Statement.** The Nominating Committee will nominate to the presbytery the names of capable people who are willing to serve in leadership positions in the presbytery and who are within the membership of the Presbytery of Carlisle.
  
- B. **Membership.** The committee shall consist of six people; two ministers, two female elders and two male elders; who are knowledgeable of active church members and ministers in the presbytery and the fields of their special interests and abilities; are willing to ask people to serve; and understand presbytery's "style" as outlined in the guiding principles.
  
- C. **Tasks.** The Nominating Committee shall:
  - 1. Conform to the relevant provisions of the *Book of Order*, G-2.0104, G-3.0103 and G-3.0111. Submit nominations for vacancies occurring as the result of terms expiring and for those vacancies which occur other than by the expiration of a term.
  - 2. Be responsible for making nominations for the following: moderator and vice-moderator, the chair and other members of the committees of the presbytery except the Nominating Committee per the *Book of Order* G-9.0801b, members of the Permanent Judicial Commission, additional at-large members of the Coordinating Council, stated clerk, treasurer, representative on the Board of Presbyterian Homes, Inc., youth advisory delegate and commissioners to General Assembly, youth advisory delegate and commissioners to synod. Work as directed by the Coordinating Council to recruit people to serve on action teams and ministry initiative teams.
  - 3. In submitting nominations for commissioners to the Synod, the Nominating Committee shall strive for appropriate representation among the commissioners in the same way it would when securing members for presbytery committees, noting criteria such as gender, age, race, ethnicity, ministry setting, and current or previous service to the synod. Commissioners shall be elected in conformance with the current the requirements of the Synod of the Trinity.
  - 4 Work as directed by the Coordinating Council to recruit people to serve on actions teams and ministry initiative teams.

### **PROCESS FOR NOMINATING AND ELECTING TEACHING AND RULING ELDERS AS GENERAL ASSEMBLY (GA) COMMISSIONERS**

- 1. The presbytery shall elect commissioners in sufficient time to permit the list of commissioners to be delivered to the Stated Clerk of the General Assembly 180 days (or as directed) prior to the convening of the session of the General Assembly to which they are commissioned. Applications shall be reviewed by the Nominating Committee and nominees for Commissioners and Alternates, shall be presented for consideration at a meeting of the Presbytery that occurs prior to the date set by GA for receiving commissioners.
  
- 2. Only Teaching and Ruling Elders who are active in the life of the Presbytery of Carlisle and its member churches shall be nominated.
  
- 3. All applicants shall agree to be fully engaged in preparation, including learning how the GA process works, attending orientation sessions, becoming familiar with the technology to be used, and reading advance materials, in order to be able to actively participate in all assembly responsibilities.
  
- 4. Those elected as commissioners shall agree to interpret and communicate the actions of the GA back to the Presbytery, ordinarily at a stated meeting of the Presbytery, and be available for interpretation to individual congregations.

1. Alternates for Teaching Elder and Ruling Elder Commissioners will not be guaranteed to be the primary commissioner to the next GA, but will be eligible to re-apply to be considered in the next nominating process.
1. Application forms from Teaching Elders and Ruing Elders may be submitted by self-referral, by identification of a Session, by recommendation of a presbytery entity, or by solicitation of the Nominating Committee.

#### **APPLICATION PROCESS AND CRITERIA FOR TEACHING ELDERS**

1. Teaching Elders seeking to be considered shall submit an application to the Nominating Committee, according to the deadline established by the Nominating Committee. The application shall include:
  - a. Date the applicant was received as a member of the Presbytery of Carlisle.
  - b. Date of his or her ordination as a Minister of Word and Sacrament of the PCUSA
  - c. Date(s) of previous attendance at a General Assembly, and in what capacity, whether for Carlisle Presbytery or any presbytery.
2. Applications for Teaching Elder Commissioners shall also meet the following criteria:
  1. The applicant is member in good standing of the Presbytery of Carlisle. In the application, applicants will describe their active membership in the presbytery.
  - b. The applicant is endorsed either by the session she/he moderates, or any session within the presbytery if the Teaching Elder member does not moderate a session, or by any standing committee of the Presbytery.

#### **APPLICATION PROCESS AND CRITERIA FOR RULING ELDERS**

1. Ruling Elders seeking to serve as a Commissioner from the Presbytery of Carlisle to GA shall submit an application to the Nominating Committee, according to the deadline established by the Nominating Committee. The application shall indicate:
  - a. Date the applicant was received into membership of a PCUSA congregation.
  - b. Date of his or her ordination as a Ruling Elder.
  - c. Date(s) of previous GA meetings attended and the capacity in which the applicant attended, whether for Carlisle Presbytery or any presbytery.
2. Applications for Ruling Elder Commissioners shall address the following criteria:
  - a. The applicant shall be an active member of a congregation in the Presbytery of Carlisle and endorsed by the Session. In the application, applicants shall describe their active membership in the congregation.
  - b. In the application, applicants will describe their participation in the presbytery, including attendance at presbytery meetings.

#### **GUIDELINES FOR THE NOMINATING COMMITTEE**

1. The Nominating Committee shall consider the information provided on the Applications and select the appropriate number of Teaching Elders and Ruling Elders to be elected as Commissioners and Alternates by the presbytery. Per G-3.0501
2. All individuals who submitted applications shall be notified of the recommendation of the Nominating Committee prior to its report to the presbytery.



3. The Nominating Committee shall strive for appropriate representation among the commissioners in the same way it would when securing members for presbytery committees, noting criteria such as gender, age, race, ethnicity and ministry setting.

*Adopted 9/25/21*

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**Permanent Judicial Commission**

Mission Statement: Conforming to the *Book of Order* D-5.0000, to work to bring a swift, fair, and

satisfactory closure to any remedial or disciplinary case brought to it.

**Membership:** The commission shall consist of nine members with not more than one of its elder members from any one church, four ministers and five elders or four elders and five ministers. The term of office for each member shall be six years. Commissioners shall be elected in three classes, not more than one half of the members to be in any one class. No person shall be eligible for re-election until four years shall elapse. It shall meet and elect from its members a moderator and a clerk. The stated clerk shall provide staff assistance.

**Quorum:** The quorum for meetings shall be a majority of the

membership. **Tasks:**

1. In the cases transmitted to it, the commission shall have the powers prescribed by and conduct its proceedings according to the *Constitution of the Presbyterian Church (U.S.A.)* and rules governing the procedures in such cases.
2. When a case, either remedial or disciplinary, has been transmitted to the commission, the presbytery shall take no further action on the case.
3. An orientation of judicial process pertaining to the commission shall be conducted upon appointment of an investigating committee or a committee of counsel.

**Basic characteristics of members:**

1. Ability to listen carefully to evidence and exercise appropriate balanced judgment.
2. An understanding of judicial process as it relates to the church and the *Book of Order*.
3. Trained in conflict management.
4. Have both an appreciation for the “rules” and empathy for the people involved.

*Adopted 6/24/2003*

## **Strengthening Our Congregations Committee**

**Mission Statement:** To listen to the needs and interests of the congregations and to respond by developing information networks, offering appropriate assistance and recommending to the Coordinating Council possible action teams and/or presbytery-wide ministry initiatives to support these needs and interests.

**Membership:** The Strengthening Our Congregations Committee (SOCC) shall consist of 12 members, Teaching Elders and active church members, in as nearly equal numbers as possible. The primary presbytery staff resource persons are the four Regional Associates, who serve as an ex-officio members with voice, but without vote.

**Tasks:**

1. Listen to congregations to hear their needs and interests.
2. Converse/communicate with congregations to establish, maintain and encourage a collegial relationship for ministry together as a presbytery and as congregations.
3. Review and share with the Coordinating Council the information gathered from congregations.
4. Develop appropriate strategies, networks, events and regional workshops to respond to the needs and interests of congregations so that the ministries and programs of congregations and presbytery might be supported and enhanced.
5. Make recommendations to the Coordinating Council about possible action teams and presbytery-wide ministry initiatives that might be formed in response to the interests/needs heard from congregations.
6. Visit with congregations, at least every three years in conjunction with the Committee on Ministry, so that congregations and presbytery might mutually listen, learn and encourage one another.
7. Administer the Creative Ministry Fund, and the Church Building Fund of the Presbytery of Carlisle plus the Small Church Leadership Development Fund provided annually by the Synod of the Trinity. Report to presbytery all grants awarded. (6/24/08)

**Basic characteristics of members:**

1. Pro-congregational in ministry and mission.
2. See each congregation as unique and valuable.
3. Cheerleader for what congregations are doing as they witness to Jesus Christ.
4. Good sense of humor.
5. Love for networking with people and is collegial.
6. Can process information from individual congregations to pick-up larger patterns of needs.
7. People persons, approachable, and are well-respected within the presbytery.
8. Intuitive and can see possibilities.
9. Willing to venture beyond own congregation.
10. Able to help people work through change.
11. Embrace the servant role of presbytery.

*Adopted 6/25/2002 & Amended 6/17/08 & 9/24/2013*