



PRESBYTERY OF LAKE MICHIGAN

OPERATIONS MANUAL

Reviewed and amended 2011

OPERATIONS MANUAL

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Chapter I

INTRODUCTION

Book of Order reference: G-3.0106

Purpose of Operations Manual

To describe the workings of the units of the Presbytery

Core values

Education and nurture

- A. Evangelism
- B. Inclusive, caring community
- C. Intentional mission
- D. Spiritual formation

Mission statement

The mission of the Presbytery of Lake Michigan is to serve God through sessions and congregations together:

- ✠ Seeking God's leading
- ✠ Sharing God's love
- ✠ Spreading God's light

Foci 2010-2012

The Presbytery of Lake Michigan will focus its funding efforts on:

1. Supporting ministries
2. Growing congregations

General procedures

- A. Minutes of all meetings are sent to the Presbytery office manager promptly
- B. Actions taken by teams or committees whose work in whole or in part is delegated by the presbytery, and who represent the presbytery as administrative commissions, must be reported to the presbytery at the next stated meeting.
- C. Annual budget requests are sent to the Budget and Finance Committee by the date established annually by the Leadership Team
- D. Budgets submitted by each team or committee shall show relevance to the stated foci of the presbytery
- E. Unit quorums shall be a simple majority of those elected, who have voice and vote
- F. Book of Order responsibilities assigned within our structure will have elected 3-year terms in order to sustain continuity in sensitive issues. All other units will be elected to 3-year terms unless otherwise specified. No persons shall ordinarily serve longer than six consecutive

years although those who assume a vacated partial term begin upon election and may be elected by the presbytery to additionally serve their full complement of years.

- G.** Some mission work may be done by non-elected groups who share a philosophy of mission goals. Leadership and membership shall be voluntary and self-established, with reporting to the presbytery through the assigned ministry team.
- H.** All committees and teams are encouraged to promote meeting by electronic conferencing up to 50% of their scheduled meetings, unless otherwise designated.
- I.** Voting by email is allowed only to: 1) set meetings; 2) approve minutes; and 3) obtain a vote on time-sensitive actions. Such actions shall be reported in the minutes of the next meeting.

Specific Procedures

- A.** Due to the large number of Honorably Retired members in the presbytery those ruling elders serving on Nominating and on COM shall be granted voice and vote at stated meetings of the presbytery. Ruling Elders who are Past Moderators of the presbytery are granted voice and vote in perpetuity. The Stated Clerk shall normally also assign such right of voice and vote to ruling elders who are moderators and conveners of units of the presbytery in order to achieve balance in the numbers of teaching and ruling elders. Presbytery staff who are elders are also given voice and vote when further balance is needed.
- B.** In 2007 the Presbytery of Lake Michigan delegated to the Committee on Ministry those time-sensitive actions related to processing of calls and temporary pulpit contracts, receiving and transferring members and for appointing commissions to install and ordain or to intervene with individual sessions or situations. All delegated actions shall be fully reported to the presbytery at its next stated meeting.
- C.** Those established policies of the Presbytery of Lake Michigan that deal with the work and mission of the Committee on Ministry, and require changes of a non-substantial nature to the COM Handbook to meet periodic changes in the Book of Order of the PC(USA), can be updated by COM recommendation to and adoption by the Leadership Team.
- D.** The Presbytery of Lake Michigan will continue to delegate those responsibilities formerly assigned to a required Committee on Preparation for Ministry to that separate committee.
- E.** The Presbytery of Lake Michigan will look for the self-election of unit moderators and conveners with the exception of Leadership Team, COM, CPM and Nominating, where moderators shall be recommended to Nominating for election or assigned by office (LT).

Chapter II

LEADERSHIP TEAM

Book of Order references: G-3.0106, G-3.0301, G-3.0303, G-3.0304

Purpose

To seek God's leading as it holds before the Presbytery of Lake Michigan its core values and communicates these values to the other ministry teams for implementation

Responsibilities

- A. Assist, enable, support and encourage the churches of the Presbytery in their transformation to being intentionally missional, multi-cultural, multi-sensory and multi-media congregations
- B. Seek God's direction for the presbytery to establish theological directions through the process of visioning and discernment with attention to theological integrity
- C. Serve as liaisons to other teams and committees in the Presbytery, as assigned by the Moderator or Vice Moderator, so that these groups have a direct connection to the Leadership Team. In the liaison role, the Leadership Team member:
 - 1. Interprets the Presbytery focus to the team or committee
 - 2. Reminds the team or committee to set a direction that aligns with the presbytery's priorities
 - 3. Informs the team or committee with Presbytery-wide issues that affect their work
 - 4. Helps form linkages with other teams or committees that will support their work
 - 5. Advocates with the Leadership Team for committee or team needs that require leadership support
 - 6. Reports back to the LT concerning the committee or team
 - 7. Oversees the requests for Presbytery Meeting docket time.
 - 8. Serves as thinking partner with the Convener to the extent the Convener asks
 - 9. Partners with the General Presbyter and other Presbytery Staff assigned to support the team or committee
 - 10. To carry out this work, Liaisons attend all team or committee meetings with voice only
- D. Hold planning retreats/events open to members of churches to assist in the process of leading the Presbytery into the future
- E. Deal with or delegate *Book of Order* responsibilities assigned to a presbytery
- F. Bear responsibility for funding decisions, monitoring the budget and approving requests to raise money
- G. Establish dates for stated meetings of the presbytery and approve requests for celebrating the sacrament of communion as related to presbytery activities
- H. Plan the thematic and worship elements of stated meetings of the presbytery
- I. Nominate members and moderator of the Nominating Committee annually

- J. Nominate a 3-member advisory committee to serve the presbytery in matters of representation and inclusion as required (F-1.0403 and G-3.0103)

Organization

A. Composition

1. Moderator of the Presbytery, who will also serve as the Moderator of the Leadership Team, with voice and vote
2. Vice-Moderator of the Presbytery, with voice and vote
3. Immediate past-Presbytery moderator, with voice and vote
4. Four (4) ruling elders and four (4) teaching elders elected in two classes for three (3) year terms not to exceed six years
5. The General Presbyter/Head of Staff, with voice but no vote
6. Associate Presbyter(s), with voice but no vote
7. A recorder appointed annually by the Moderator, with voice but no vote. In order to promote continuity the recorder may normally be the Stated Clerk.

B. Meetings

At least six (6) times a year; may convene at the call of the Moderator or any three (3) voting members with at least ten days notice for a special meeting. Electronic conferencing may be used for meetings up to 2 times per year especially during months of extreme weather; members may attend actual meetings via electronic conferencing no more than once per year.

C. Staff Resource

General Presbyter/Head of Staff, Associate Presbyter (as position exists) and Stated Clerk as recorder

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery directly

Chapter III-A

STAFFING RESOURCES

Purpose

To support the mission and program of the presbytery and to manage and coordinate the resources of the presbytery.

Responsibilities

1. Organize the exchange of information and communication between all church councils and various units of the synod and denomination
2. Maintain and update the contact information on all congregations and committees
3. Transact the financial activity and prepare reporting of presbytery funds activities
4. Maintain the records of the presbytery
5. Provide direction and promote execution in program and mission activities
6. Serve presbytery teams and committees with a staff liaison

Organization

The presbytery employs the following to support and promote its mission in 2011:

Salaried and Hourly:

GENERAL PRESBYTER – FT

ASSOCIATE PRESBYTER – PT Interim

STATED CLERK – *PT elected, required by the Book of Order**

TREASURER – PT *elected*

OFFICE MANAGER – $\frac{3}{4}$ T

RESOURCE CENTER DIRECTOR – PT

OFFICE ASSISTANT – PT

Contracted:

COM/STATED MEETING RECORDER – PT, contracted

COMMUNICATIONS DIRECTOR – PT, contracted

CAMP GREENWOOD DIRECTOR – PT, contracted

Chapter III-B

PARTICULAR PRESBYTERY POSITIONS

MODERATOR – required and elected position in G-3.0104

The Moderator is a volunteer, mandated by the Book of Order. The presbytery elects a moderator for a one-year term, alternating as much as possible with women and men who are ruling and teaching elders. The Moderator also chairs the Leadership Team and has Voice and Vote.

STATED CLERK – required and elected position in G-3.0104

The Stated Clerk is mandated by the Book of Order. The presbytery elects a stated clerk for a three-year term, renewable. The position requires professional preparation and the ability to be a member of presbytery as either a ruling or teaching elder, with Voice and Vote. The position description outlines duties that:

- a) report directly to the Presbytery
- b) report directly to the General Presbyter

TREASURER – elected position in G-3.0104

The presbytery elects a treasurer for a three-year term, renewable. The position requires professional preparation and the ability to be a member of presbytery as either a ruling or teaching elder. The Treasurer provides oversight of budgeting and financial reporting. Ruling elders serving as Treasurer have Voice and Vote

VICE MODERATOR – elected

The Vice Moderator is a volunteer, elected for a one-year term and also alternating as much as possible with women and men who are ruling and teaching elders. The Vice Moderator supports the work of the Moderator and ordinarily moves into the Moderator position. The Vice Moderator has Voice and Vote.

PAST MODERATOR - assigned

Upon completion of the term as Moderator the Past Moderator is called upon to provide a year of counsel and continuity to the work of the presbytery with voice and vote at the Leadership Team. Ruling elders who serve as Moderator are granted by rule with permanent status as **Ruling Elders with Voice and Vote.**

Chapter IV

ADMINISTRATION MINISTRY TEAM

Purpose

To work with and through churches and people of the Presbytery to provide leadership, resources and oversight in the areas of stewardship, finances, personnel, facilities, property, and polity

Responsibilities

- A. Stewardship** – Promote mission interpretation and offer resources to strengthen Christian stewardship in congregations and in the Presbytery in order to undergird the worldwide mission and ministry of the Church
- B. Finances** – Support the work of the Budget and Finance Committee
- C. Personnel** – Support the work of the Staff Services Committee
- D. Polity**
 - 1. To assist churches through the submission and annual review of Session Minutes and Church Registers
 - 2. To assist sessions in the process of submitting overtures to Synod and General Assembly in consultation with the Stated Clerk
 - 3. To resource sessions on personnel matters
 - 4. To oversee the process for orientation and reporting of commissioners elected to serve the presbytery at the Synod, General Assembly or General Assembly Mission Team.
 - 5. To provide resources for and/or interpretation of amendments from Synod and General Assembly through a task force of six persons, at least three of whom attended the previous General Assembly.

Organization

A. Composition

- 1. Six people (teaching and ruling elders) elected in three classes for a three (3) year term, not to exceed six (6) consecutive years
- 2. One (1) advisory liaison from the Leadership Team/Council
- 3. Co-opted people as needed

B. Meetings

At least quarterly

C. Staff Resource

General Presbyter/Head of Staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Leadership Team

Chapter IV-A

BUDGET AND FINANCE COMMITTEE

Book of Order reference: **G-3.0113**

Purpose

- A. To manage the financial resources of the Presbytery in partnership with the Treasurer
- B. To budget the Presbytery's income and expenses
- C. To develop recommendations for the financial planning of the Presbytery
- D. To serve as the Board of Trustees for the Presbytery

Responsibilities

- A. Develop, present, and oversee the budget process of the Presbytery
- B. Ensure that there is an adequate financial record-keeping system and reporting process
- C. Propose an annual budget to the Leadership Team for recommendation to the Presbytery at its Stated Meeting in September
- D. Present an annual financial report of audit or review
- E. Establish long-range financial plans
- F. Manage the financial life of the Presbytery including its investments
- G. Provide summary financial reports to the Leadership Team

Organization

A. Composition

- 1. Six (6) elected members divided equally into three (3) classes serving three (3) years each, not to exceed six (6) consecutive years, with equal numbers of teaching and ruling elders
- 2. Co-opted people as needed
- 3. Moderator is self-selected each year by the Budget and Finance Committee and ratified by the Presbytery

B. Meetings: Monthly except January and July on the first Tuesday of the month, **or as otherwise decided by its membership**

C. Staff Resource: General Presbyter/Head of Staff and Treasurer

D. Funding: Through the Presbytery budget

E. Miscellaneous

- 1. **A quorum of this Committee shall be one-half (½) of its membership.** Special meetings may be called with no less than forty-eight (48) hours' notice.
- 2. Reports to the Presbytery through the Administration Ministry Team.

Chapter IV-B

BOARD OF TRUSTEES

Book of Order reference: G-4.0202 and G-4.0203

Purpose

To facilitate the management of the Presbytery's civil affairs

Responsibilities

Receive, hold, encumber, manage, and transfer property of the Presbytery according to the Constitution of the Presbyterian Church (U.S.A.)

Organization

A. Composition

1. The six (6) members of the Budget and Finance Committee, divided equally into three (3) classes serving two (3) years each, not to exceed six (6) consecutive years, with equal numbers of teaching and ruling elders
2. Board self-selects its moderator each year and Presbytery ratifies
3. Moderator serves as President of the Corporation
4. General Presbyter/Head of Staff (the Resident Agent of the Corporation) and Treasurer are ex-officio members

B. Meetings

At least once a year

C. Staff Resource

General Presbyter/Head of Staff and Treasurer

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Administration Ministry Team

Chapter IV-C

PRESBYTERY OF LAKE MICHIGAN FOUNDATION

Purpose

- A. To provide a permanent and perpetual Foundation that will be administered by a Board of Directors elected by the Presbytery
- B. To provide additional resources for the growing work and witness of the Presbytery of Lake Michigan

Responsibilities

- A. Bear general responsibility for management and control of the Foundation and all the property held in the Foundation trust estate
- B. Accumulate special resources for creative expansion of the Presbytery's mission and ministries

Organization

A. Composition

Board of Directors consisting of six (6) people, teaching and ruling elders divided equally into three (3) classes serving three (3) years each, not to exceed six (6) consecutive years

B. Meetings

- 1. At least annually in December
- 2. May hold other meetings as needed in accordance with the Declaration of Trust of the Presbytery of Lake Michigan Foundation

C. Staff Resource

General Presbyter/Head of Staff who also serves as Secretary

D. Miscellaneous

- 1. Has an IRS 501(c)3 status and exists under the authority of the Presbytery of Lake Michigan
- 2. Reports to the Presbytery through the Administration Ministry Team

Chapter IV-D

STAFF SERVICES COMMITTEE

Book of Order references: G-3.0110

Purpose

- A. To conduct annual performance reviews of the Presbytery staff
- B. To assess the staffing needs of the Presbytery and make recommendations to support the structure

Responsibilities

- A. Conduct an annual evaluation of the Presbytery staff
- B. Provide a Report of the Memorandum of Understanding with staff to the presbytery by the second stated meeting of each year.
- C. Review and update the Presbytery Personnel Policies at least every three years
- D. Maintain personal contact with the staff throughout the year
- E. Evaluate staff position descriptions and recommend changes and remuneration for the staff
- F. Coordinate the hiring process with the Committee on Ministry and Budget and Finance Committee as appropriate
- G. Model the unity and diversity of the presbytery in hiring practices (F-1.0403)

Organization

A. Composition

- 1. Six (6) members (teaching elders and lay members who need not be ruling elders) elected in three (3) classes for a two (3) year term, not to exceed six (6) consecutive years
- 2. Co-opted people as needed

B. Meetings

On call, several times a year

C. Staff Resource

General Presbyter/Head of Staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Administration Ministry Team

Chapter IV-E

SCHOLARSHIP COMMITTEE

Purpose

To grant scholarship money to pastors, support staff, christen educators and elders for professional development, equipping skills, and enabling new emerging ministries.

Responsibilities

The committee will approve or deny scholarship applications that it receives using the criteria that has been established.

Organization

A. Composition

The members will be one representative from AMT, OMT, DMT and COM, with equal numbers of teaching and ruling elders

The AMT representative is moderator each year

B. Meetings

At least once a year a face to face meeting, but most approvals of scholarships will be done by email communication, conference call or skype

C. Staff Resource

Office Administrator

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Administration Ministry Team

Chapter V

DISCIPLESHIP MINISTRY TEAM

Purpose

To encourage continuous growth in discipleship among the people and congregations of the Presbytery through worshiping God, living one's purpose by following Jesus Christ, tending one's spiritual life, being a student of scripture and of the Christian faith, rendering service to God and others, and developing one's personal gifts and leadership skills

Responsibilities

- A. Greenwood Agency
- B. Higher Education Agency
- C. Resource Center
- D. Youth Strategy Team
- E. Provide resources, support, encouragement and development for programs that fulfill the purpose as stated.

Organization

A. Composition

- 1. Six people (teaching elders and lay members who need not be ruling elders) elected in three classes for a three(3) year term, not to exceed six (6) consecutive years
- 2. One (1) liaison from the Leadership Team
- 3. Co-opted people as needed

B. Meetings

At least four times a year

C. Staff Resource

Associate Presbyter or contract staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Leadership Team

Chapter V-A

GREENWOOD AGENCY

Purpose

To set the policies for the Presbytery of Lake Michigan's camping and retreat ministry and its related programs

Responsibilities

- A. Work with the director on the hiring plan for summer staff
- A. Develop and maintain camp property
- B. Recommend the sale or lease of camp property to the Budget and Finance Committee
- C. Encourage camper, church, and outside rental usage
- D. Seek new programs and enhance existing programs
- E. Ensure compliance with state laws and regulations and uphold the policies of the Presbytery of Lake Michigan
- F. Develop annual operating budget
- G. Seek and secure adequate funding support

Organization

A. Composition

- 1. Twelve (12) members elected in three (3) classes for three (3) years, not to exceed six (6) consecutive years
- 2. Co-opted people as needed

B. Meetings

As set by the Agency membership

C. Staff Resource

Associate Presbyter or contract staff

D. Funding

Derived from camper registrations, rental fees from churches and groups, gifts, sales of store items, fundraising and a sum budgeted annually by the Presbytery

E. Miscellaneous

- 1. Camp general policies and staff policies are set by the Agency in consultation with the Discipleship Ministry Team. Copies are on file with the Presbytery Office Administrator and the Moderator of the Agency. These policies are reviewed by the Agency annually.
- 2. Reports to the Presbytery through the Discipleship Ministry Team

Chapter V-B

HIGHER EDUCATION AGENCY

Purpose

To aid in establishing and evaluating campus ministries with public colleges and universities within the bounds of the Presbytery

Responsibilities

- A. Evaluate budgets and programs of campus ministries and advocate on their behalf to Presbytery in the budget process
- B. Support and encourage campus ministers and advocate on their behalf to their boards when necessary
- C. Seek funding and partnership opportunities with other denominations
- D. Provide accountability and support structure to encourage and assist campus ministries in meeting evaluation criteria
- E. Study locations for future campus ministries
- F. Visit each campus ministry location once a year
- ☞ Request docket time for an annual agency report to the Presbytery through the Discipleship Ministry Team

Organization

A. Composition

- 1. Four (4) members-at-large from the Presbytery elected in two classes for two (2) year term
- 2. One representative from each of the campus ministries. Boards from the individual ministries will determine their respective representatives.
- 3. Co-opted people as needed
- 4. All campus ministers serve on the Agency without vote.
- 5. A Synod of the Covenant liaison may sit with the Agency and have voice but no vote.

B. Meetings

Four times a year

C. Staff Resource

Associate Presbyter or contract staff

D. Funding

Through the Presbytery budget with additional funding from the Synod

E. Miscellaneous

Reports to the Presbytery through the Discipleship Ministry Team

Chapter V-C

Resource Center

Purpose

To provide a selection of print and media resources to support the mission and program of the presbytery, and meet the needs of congregational leaders..

Responsibilities

- A. The Resource Center is housed at the presbytery office and includes resources on a variety of topics. Included are books, magazines, curriculum for all ages, reference books, Bibles in different translations, DVD and video media resources, children's books, Bible study resources, devotional books, and electronic equipment
- B. Maintain a listing of resources for the presbytery's website. The catalog can be searched like a library on the presbytery website where requests for material can be made. Requests are mailed out or pickup is arranged. Emails or phone calls for particular material or for ideas or general questions are also welcome.
- C. Congregational leaders are welcome to browse in the Resource Center where material is in arranged in a numerical system. Other places in the office are bookshelves with a "Browser's corner," books from the Alban Institute, children's books, commentaries, and a display of new resources. Resources can be checked out on clipboard in the Resource Center and returned there also. There is no time limit.
- D. Work with the presbyter(s) to support unique needs as they arise.

Organization

A part-time staff member is responsible to catalog and maintain the resource center at the presbytery office and is available to assist individuals and churches with any needs.

Responsibilities include:

- A. Organize and maintain the catalog listing of resources on the presbytery website.
- B. Provide and display a variety of resources that can be borrowed at stated meetings of presbytery and at workshops and other presbytery events.
- C. Consult with individuals and churches in need of resources or ideas for programming and assist them in obtaining the resources needed.
- D. Purchase and promote new resources, giving special attention to denominational resources.
- E. Work with the Educator Fellowship group, assist in providing educational events and opportunities to educators, clergy, and lay people in the presbytery.
- F. Report to the presbytery through the Discipleship Ministry Team

Chapter V-D

Youth Strategy Team

Purpose

The Youth Strategy Team is a non-elected mission and program ministry group that plans and oversees presbytery-wide opportunities that provide our youth with educational, fellowship and faith opportunities. Presbytery youth events include a Confirmation Retreat, Mid-High Youth Mix, Alma Youth Mix in conjunction with Alma College and the Presbytery of Lake Huron, SnowFest and Urban Plunge.

Responsibilities

1. Coordinating, overseeing and planning youth events sponsored by the presbytery.
2. Providing resources, training and a support network for youth ministry staff (both professional and volunteers) in the presbytery.
3. Ensuring that adult and youth leaders of sponsored activities have awareness of the presbytery's Sexual Misconduct Policy and agree to abide by its direction.

Organization

1. The team is not elected and its work is shared by those with passion and gifts for working with the youth in our churches.
2. Leadership is chosen by the team.
3. The team meets as necessary to do its work.
4. Funding is through the presbytery and by participating entities.
5. Reports to the presbytery through the Discipleship Ministry Team

Chapter VI

OUTREACH MINISTRY TEAM

Purpose

To work with and through the churches of the Presbytery to address the needs of people in our communities and interpret and support the mission work of the Presbyterian Church (U.S.A.)

Responsibilities

- A. Work for peace and justice
- B. Promote cultural and racial harmony
- C. Nurture partnerships and cooperative undertakings, both locally and globally
- D. Develop new faith communities
- E. Equip congregations to reach out to the unchurched
- F. Support churches in transformation

Organization

A. Composition

- 1. Six people (teaching and ruling elders) elected in two classes for a two (2) year term, not to exceed six (6) consecutive years
- 2. One liaison from the Leadership Team
- 3. Co-opted people as needed

B. Meetings

At least 4 times a year

C. Staff Resource

Associate Presbyter or contract staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

- 1. Reports to the Presbytery through the Leadership Team
- 2. Provides the structure and context for the work of the non-elected Ghana and Nicaragua Partnerships. These mission partnerships will identify their own leadership and work to build consensus within their membership for their mission priorities and identify sources of revenue to support their work.

Chapter VI-A

CHURCH GROWTH COMMITTEE

*Restructuring of New Communities of Faith &
Transformation and Redevelopment Committees in 2011*

Purpose

To strengthen the Body of Christ within the Presbytery of Lake Michigan through the support of evangelism, church transformation and new communities of faith.

Responsibilities

- A. Take steps to create a holistic and proactive vision for evangelism, church transformation and new communities of faith that faithfully shares the Gospel
- B. Explore and encourage new funds for the transformation of existing congregations and the development of new communities of faith.
- C. Discover, encourage, affirm and equip pastors, sessions and laity in evangelism, church transformation and new communities of faith.
- D. Provide help for pastors, sessions and lay leaders to understand their opportunities in the life and health of the whole body, especially as it relates to churches seeking transformation and those wishing to start new faith communities.
- E. Support events that would bring in professional speakers to address issues in the fields of evangelism, church transformation and new communities of faith.
- F. Provide education, financial and spiritual help for pastors and church leaders to enable them to train the laity as leaders in evangelism, the transformation of churches and the starting of new faith communities.
- G. Engage with the Committee on Ministry in the cooperative shaping of a Triennial Visit who preparation and process provides congregations and clergy with resources for evangelism, transformation and new communities of faith.

Organization

A. Composition

- 1. Six (6) persons (teaching and ruling elders) elected in two (2) classes serving two (2) years each, not to exceed six (6) consecutive years
- 2. Co-opted people as needed

B. Meetings

At least four (4) times a year

C. Staff Resource

Associate Presbyter or contract staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Outreach Ministry Team

Chapter VII

ADVISORY COMMITTEE ON REPRESENTATION

Book of Order references: F-1.0403, G-3.0103,

Purpose

To advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.

A committee on representation shall not be merged with another committee or made a subcommittee. G-3.0103

Responsibilities

- A. Determine achievable representation within the Presbytery and serve as an advocate for the representation of all races, ethnicities, genders, ages, sexual identities and
- B. Serve as a resource to the Presbytery and review the performance of the Presbytery and the PNCs of its congregations in these matters
- C. Report annually to Presbytery and Synod with recommendations for any needed corrective action
- D. Periodically review the status of accessibility in the congregations of this Presbytery with the COM and its schedule of congregational visitation
- E. Consult with the Nominating Committee of the Presbytery annually
- F. Advise the Presbytery on the employment of personnel in accordance with the principles of participation and representation and in conformity with a church-wide plan for equal opportunity

Organization

A. Composition

1. Three (3) members (alternating ruling and teaching elders) elected in three classes for a three (3) year term, not to exceed six (6) years
2. **This advisory committee must stand alone.**

B. Meetings: On call, one (1) to two (2) times a year

C. Staff Resource: Stated Clerk

D. Funding: Through the Presbytery budget

E. Miscellaneous: Reports to the Presbytery directly

Chapter VIII

COMMITTEE ON MINISTRY

Book of Order references: G-3.0307 responsibilities as delegated by the Presbytery

Purpose

“Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.”

Responsibilities

In addition to the above, the following specific responsibilities are assigned to the Committee on Ministry:

- A. Maintains an updated COM Handbook where the processes and policies of its work are spelled out
- B. Certifies the credentials of members coming into the presbytery and welcome new members G-3.0306
- C. Advises and shepherds the pastoral nominating process G-2.0803
- D. Recognizes the honorable retirement of a pastor both at the local church and at the Presbytery
- E. Functions as a liaison between for members of the Benefits Plan and the Board of Pensions; offering assistance in understanding coverage and benefits and aids members in securing financial assistance when needed
- F. Encourages the regular and purposeful use of continuing education opportunities by all pastors to better equip them for tasks of ministry
- G. Serves as pastor and counselor to all church professionals within the bounds of the presbytery
- H. Facilitates relations between ministry professionals, congregations and the presbytery
- I. Seeks to develop and nurture good relationships between church professionals, congregations and the presbytery
- J. Responds to needs, urgent and otherwise, of congregations and ministry professionals in transition, crisis or conflict
- K. Acts on behalf of the presbytery when possible and expedient to resolve difficulties between church professionals and congregations
- L. Consults as necessary with all church professionals of the presbytery
- M. Visits and consults with the sessions of the churches in the presbytery as necessary
- N. Makes recommendations to the presbytery regarding annual terms of call of its teaching elders
- O. Counsels with churches regarding calls for pastor relationships
- P. Shall be open to communication at all times with the teaching elders, elders commissioned to particular pastoral service, ruling elders who are members of sessions, sessions of the presbytery, and certified Christian Educators within the bounds of the presbytery.
- Q. Determines how the Committee on Ministry can best organize itself to accomplish the tasks assigned to it by the presbytery and/or the Constitution of the PC(USA)

Organization

A. Composition:

1. Twelve teaching elders and twelve ruling elders, elected in three classes for a three (3) year term, not to exceed six (6) consecutive years

2. Co-opted people as needed

B. Meetings

Fourth (4th) Tuesday of the month except December; additional meetings as needed

C. Staff Resource

General Presbyter/Head of Staff, Stated Clerk and Clerk/Secretary

D. Funding

Through the Presbytery budget

E. Miscellaneous

1. Reports to the Presbytery directly
2. May consult with other units of the presbytery as necessary

Chapter VIII-A

MEDIATION TEAM

Purpose

The Mediation Team is a group of ministers and church members with a variety of skills and training in developing systems theory, healthy churches, problem solving, dispute resolution, mediation and conflict management.

Responsibilities

The Teams, typically of two persons, are available to work with pastors, sessions, staff persons or other groups of the presbytery or particular churches to help them resolve issues.

Organization

A. Composition

1. The team is authorized by, but independent of, the Committee on Ministry (COM).
2. Members are recommended by the Team and appointed by the COM. They are not elected and serve at will.

B. Meetings

First (1st) Mondays of odd-numbered months. Holidays on first Mondays move that meeting to the next day.

C. Staff Resource

General Presbyter/Head of Staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery through the Committee on Ministry

Chapter VIII-B

RESPONSE COORDINATION TEAM

Purpose

An advisory body to promote and enhance the process of reconciliation and healing by effectively supporting those affected, without compromising or disrupting (i) any investigation by civil authorities and due process or (ii) inquiry or judicial process that may be undertaken by the governing body.

When the Stated Clerk of the Presbytery receives a written statement of an alleged offense, the Stated Clerk shall immediately notify the Convener of the Presbytery's Response Coordination Team. The Presbytery's pastoral response will be managed by the Presbytery's Response Coordination Team.

Responsibilities

- A. Promote and oversee presbytery-wide training on preventing sexual misconduct and on the Presbytery's policy for addressing potential sexual misconduct situations;
- B. Identify, in consultation with the General Presbyter those ordained officers within the Presbytery who may be appropriate to serve as liaisons to the victim, the accuser, the accused, and the affected congregation(s), and training liaisons for their role when notified of a report of potential sexual misconduct;
- C. Recruit and maintain a pool of potential resources in the Presbytery to whom liaisons might refer a victim, accuser, accused, or congregation for professional assistance after an assessment of their needs. This pool should include therapists and counselors such as licensed psychiatrists, licensed clinical psychologists, licensed marriage and family therapists, licensed clinical social workers, including those with expertise in working with children, lawyers specializing in domestic relations and employment law, skilled mediators, and consultants on conflict management

Organization

A. Composition

Six (6) persons, composed of ruling and teaching elders or Christian educators, to be appointed by the Moderator upon recommendation of COM, and serve up to six years as the Response Coordination Team. The Response Coordination Team shall elect a convener from among its members.

B. Meetings

Meets as needed

C. Staff Resource

Stated Clerk and General Presbyter

D. Funding

Through the Committee on Ministry budget

E. Miscellaneous

Reports to Committee on Ministry as needed

Chapter IX

COMMITTEE ON PREPARATION FOR MINISTRY

Book of Order references: G-2.0601 to G-2.0610 inclusive

Purpose

To oversee the process for those seeking God's call to ministry as Ministers of Word and Sacrament, Certified Christian Educators and Commissioned-Ruling Elders.

Responsibilities

In addition to the responsibilities mandated by the *Book of Order*, the Committee on Preparation for Ministry provides assistance in the following areas:

- A. Assist candidates entering the certification process to become Certified Christian Educators and help guide them through the process; provide recognition of the candidate before Presbytery upon achievement of each of the steps
- B. Assist elders interested in becoming Commissioned Ruling Elders through the process in accordance with the Presbytery policy on Commissioned Ruling Elders, and consultation with the COM on the use of CRE members of the presbytery.

Organization

A. Composition

- 1. Twelve (12) members, ruling and teaching elders in equal numbers, elected for a three (3) year term, not to exceed six (6) years
- 2. Co-opted people as needed

B. Meetings

Fourth (4th) Tuesday of the month; additional meetings as needed

C. Staff Resource

Stated Clerk

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery directly

Chapter XI

NOMINATING COMMITTEE

Book of Order reference: G-3.0111

Purpose

To search for people to serve the Presbytery as it carries out its mission

Responsibilities

- A. Nominate people to serve on the Presbytery's Leadership Team, ministry teams, agencies, committees and foundations
- B. Nominate the Moderator and Vice-Moderator of the Presbytery
- C. Nominate clergy/elders/youth to serve as principal or alternate General Assembly or Synod commissioners
- D. Nominate people to fill vacancies in the various units as needed
- E. Nominate people for the offices of Moderator, Vice Moderator, Stated Clerk and Treasurer in consultation with the Leadership Team and Staff Services Committee
- F. Complete its tasks in consultation with the Advisory Committee on Representation

Organization

A. Composition

- 1. Nominations are made by the Leadership Team, which shall also designate a Moderator and Vice-Moderator
- 2. Three classes, each serving a three (3) year term, not to exceed six (6) consecutive years, including:
 - a. Two female ruling elders
 - b. Two male ruling elders
 - c. Two teaching elders
- 3. Co-opted people as needed

B. Meetings

At least four (4) times a year

C. Staff Resource

General Presbyter/Head of Staff

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery directly

Chapter XII

PERMANENT JUDICIAL COMMISSION

Book of Order reference: D-5.0101

Purpose

To hear and give judgment on those cases which are duly brought before it

Responsibility

"In the cases transmitted to it, the permanent judicial 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 procedure in such cases." [D-5.0202]

Organization

A. Composition

1. "Each commission shall be composed of teaching and ruling elders in numbers as nearly equal as possible. The presbytery commission shall be composed of not less than seven (7) members with no more than one (1) ruling elder from any one (1) of its constituent churches. The term for each member of a permanent judicial commission shall be six (6) years." [D-5.0101]
2. "Each permanent judicial commission shall meet and elect from its members a moderator and a clerk." [D-5.0201]

B. Meetings

"The meetings of the permanent judicial commission shall be held at such times and places as the electing governing body shall direct, or, if no directions are given, at such times and places as the commission shall determine." [D-5.0203]

C. Staff Resource

Stated Clerk

D. Funding

Through the Presbytery budget

E. Miscellaneous

Reports to the Presbytery directly

Chapter XIII

OTHER ORGANIZATIONS

The following organizations and representatives are related to, but not under the governance of, the Presbytery of Lake Michigan. Their members do not go through the presbytery's nomination and election process. They must set their own quorums and rules of process:

- A. **Lake Michigan Presbyterian Women** – may report to the Presbytery through the Shepherding Ministry Team
- B. **PALMS (Presbyterian Association of Lake Michigan Secretaries)** – may report to the Presbytery through the Shepherding Ministry Team
- C. **Fellowship of Christian Educators** – may report to the Presbytery through the Shepherding Ministry Team
- D. **Self-Development of People** – may report to the Presbytery through the Outreach Ministry Team

APPENDIX A - STRUCTURE

The mission of the Presbytery of Lake Michigan is to serve God through sessions and congregations together:

✦ Seeking God's leading

✦ Sharing God's love

✦ Spreading God's light

Presbytery of Lake Michigan



APPENDIX B - REVISIONS

Date	Revision Description
11/04	Adopted
11/05	Nominating Committee
04/06	Administration Ministry Team
10/06	Number of elected members on ministry teams
12/06	Leadership Team
11/07	Leadership Team – give vote to Moderator/Vice-Moderator/Immediate Past Moderator
01/08	Changed references from Executive Presbyter to General Presbyter
04/08	Camp Greenwood Agency –increased from 6 members to 12 and 3-year terms rather than 2
09/08	Complete revision
10/11	Complete revision to reflect “nFOG” and to update structure and Book of Order citations