

**Provisional/Transitional
MANUAL OF ADMINISTRATIVE OPERATION
NORTH ALABAMA PRESBYTERY**
Adopted April 17, 1999
Last Amended February 20, 2010

1.0000 **ARTICLE I. IDENTITY AND RELATIONSHIPS**

1.0101 This part of the Body of Christ shall be named North Alabama Presbytery, a governing body where relationships reflect partnership in ministry after the example of Christ.

1.0102 This partnership is with the congregations and sessions of its member churches, and as a constituent member of the Synod of Living Waters and the General Assembly (PCUSA).

1.0103 This Presbytery is subject to the provisions of and has the duties and powers granted to presbyteries in the Book of Order of the Presbyterian Church (U.S.A.)¹

1.0104 Manual of Administrative Operations of the North Alabama Presbytery may be temporarily suspended by a two-thirds vote of those present and voting at any Stated Meeting.

1.0105 This Manual of Administrative Operations may be amended by a majority vote of those present and voting at any Stated Meeting. Notice of proposed amendments to the Manual of Administrative Operations of the Presbytery shall be presented to the Presbytery at a meeting prior to the meeting at which such proposed amendments are to be considered for adoption.

2.0000 **ARTICLE II. THE PRESBYTERY'S COMMON LIFE**

2.1000 **Discerning the Will of Christ and Developing Ministries**

2.1101 In keeping with Presbytery's commitment to partnership with Sessions in ministry, Sessional input in identifying and prioritizing Presbytery's ministries shall be considered primary. Ministry proposals from General Assembly and Synod are also important elements of Presbytery's participation in the larger ministries of the Presbyterian Church (USA).

2.1102 To implement Sessional participation in identifying and planning Presbytery's ministries, a Triennial Convocation shall be held. This Convocation is for Minister members of the Presbytery and all active Elders and Deacons. It is to be a time of worship, fellowship, and affirming and establishing shared ministries and priorities for the Presbytery in partnership with its sessions. The Mission Strategies and Resource Team shall be responsible for planning and managing the Convocation. Sessions, with Presbytery's help, will prepare their Elders and Deacons to participate in the Convocation. The Mission Strategies and Resource Team shall report to the Presbytery and its sessions the shared ministries and priorities generated as a result of the Triennial Convocation.

2.2000 **The Nature of Presbytery Meetings**

2.2001 The Presbytery seeks to be an active, responsive, and connectional unit of the Presbyterian Church (U.S.A.). Our meetings shall reflect our partnership in ministry, our common faith, and discovery of God's purposes for us. These priorities shall be reflected by Presbytery joining in worship, prayer, learning, and reflection, as it engages in its common work.

2.3000 **Meetings**

2.3101 The Presbytery shall be governed in its meetings by the following in order of precedence: The Constitution of the Presbyterian Church (U.S.A.), this Manual of Administrative Operations, and where none of these apply, Robert's Rules of Order in its most recent edition.

¹ G-11.000(1999)

8/4/2010

- 2.3102 The Coordinating Team shall propose through the Stated Clerk a docket for each Presbytery meeting, together with appropriate procedures for handling all known business coming before Presbytery.
- 2.3103 All business coming before Presbytery shall be submitted to the Stated Clerk fourteen days before Presbytery meets. It shall be the responsibility of the Stated Clerk to mail (electronically, or US mail by special request) the proposed docket, printed reports and all action items proposed by NAP units to come before each Presbytery meeting, to all NAP ministers and all known elder commissioners, no later than ten days prior to a Presbytery meeting. Any reports or action items not submitted to the Stated Clerk fourteen days before a Presbytery meeting will not be considered at that meeting unless a two-thirds majority of ministers and elder commissioners approve its late inclusion at the time at which the meeting docket is adopted.
- 2.3104 Presbytery will have from three to six stated meetings a year.
- 2.3105 The Presbytery shall determine its places and time of meeting ordinarily one year in advance, upon recommendation of the Stated Clerk. The specific hour and day of the stated meeting may be changed at any preceding stated meeting. The places of meeting should be in different parts of the Presbytery and in facilities adequate for Presbytery's business, members, guests, and visitors.
- 2.3106 Expenses of members to attend Presbytery shall be defrayed by the session or agency they represent or serve.
- 2.3107 Worship is integral to any meeting of Presbytery. Presbytery may celebrate the Sacrament of the Lord's Supper at any meeting, but at least once each calendar year.
- 2.3108 Visitors are always welcome to meetings of Presbytery, which are open, unless closed by action of the body for executive session.
- 2.3109 Business: Omnibus motions are utilized to pass routine business presented in written form and not read aloud. Units of Presbytery report on an as needed basis in writing or by other means, except as required by this Manual or the Book of Order.

2.4000 **Calendar for Programming, Reporting, and Elections**

- 2.4101 At the first Stated Meeting of the year Presbytery ordinarily shall:
1. Receive annual reports from all units (unless otherwise scheduled);
 2. Act on constitutional amendments;
 3. Adopt a working budget for the year; and
 4. Commission and install unit moderators and members.
- 2.4102 At the last Stated meeting of the year Presbytery ordinarily shall:
1. Elect members of the Presbytery units, including identifying those who will serve on the Coordinating Team, with all elected persons taking office at the first meeting of the succeeding year;
 2. Elect commissioners and delegates to Synod and General Assembly;
 3. Approve a proposed budget for the succeeding year.
- 2.4103 At the first stated meeting following the Synod or General Assembly, Presbytery shall ordinarily hear the annual report from the commissioners to those bodies.
- 2.4104 The Committee on Representation shall make an annual report to the Presbytery at the Summer Stated Meeting, and a copy of that report shall be provided to the Nominating Committee for consideration as it develops a slate of candidates for election at the Fall Stated Meeting.
- 2.4105 The Stated Clerk shall cause to be published in the minutes of the first Presbytery meeting of the year the deaths of minister members of the Presbytery and elders of churches in the Presbytery.

8/4/2010

2.5000

Membership²

2.5101

The voting membership of Presbytery consists of its minister members, elder commissioners from its churches, any elder elected Presbytery Moderator, Vice Moderator or Stated Clerk, all elder members of the Coordinating Team, and all Commissioned Lay Pastors, providing that any such elder has not been commissioned by his or her session.

2.5102

Sessions shall elect elder commissioners to Presbytery in accord with the Book of Order.³ When the number of ministers is larger than the number of elder commissioners in Presbytery, Presbytery shall redress the imbalance in accord with the Book of Order.⁴ For continuity, it is suggested that sessions elect elder commissioners to Presbytery for one-year terms.

2.5103

All active and at-large ministers and elder commissioners are required to attend meetings of Presbytery. Requests to be excused from a Presbytery meeting, together with the reasons for the request, shall be submitted to the Stated Clerk prior to the meeting.

2.5104

Sessions are encouraged to elect alternates and youth advisory participants to Presbytery meetings.

2.5105

All alternates, youth advisory participants, non-ordained professional Christian educators who serve churches within the Presbytery, and moderators of Presbytery units, and staff personnel shall have privileges of the floor without vote.

2.6000

Officers⁵

2.6101

The Officers of the Presbytery shall be the Moderator, Vice-Moderator, Treasurer, and Stated Clerk.

2.6110

Moderator and Vice Moderator⁶

2.6111

At the last stated meeting of the year Presbytery shall elect a Moderator and Vice-Moderator who shall be installed into office by the retiring Moderator at the first stated meeting of the year and shall serve for one year⁷ without succession, but with eligibility for the Vice-Moderator for election as Moderator. If the retiring Moderator is unable to officiate at the installation of those officers, the Executive Presbyter or Stated Clerk may do so.

2.6112

The offices of Moderator and Vice-Moderator shall ordinarily be filled alternately by elders and ministers.

2.6113

The Moderator shall preside over all Presbytery meetings, serve as Moderator of the Coordinating Team, be responsible for worship at Presbytery meetings, and exercise and perform such other powers and duties as authorized or assigned by Presbytery.

2.6114

The Moderator, or his/her designate, shall preside over all administrative commissions to ordain and/or install Ministers of Word and Sacrament.

2.6115

The Vice-Moderator shall serve as a member of Coordinating Team. If the Moderator is absent, dies, or resigns, the Vice Moderator shall immediately assume the powers and duties of Moderator.

² G-11.0101(1999)

³ G-11.0101a(1999)

⁴ G-11.0101b(1999)

⁵ G-0.0200(1999)

⁶ G-9.0202(1999)

⁷ G-9.0202b (1999)

2.6116

The Moderator, in consultation with the Stated Clerk and Executive Presbyter, shall:

1. Appoint an Investigating Committee when a disciplinary case is initiated by receipt of a statement of an alleged offense.
2. Appoint a Committee of Counsel when the Presbytery becomes a respondent in a remedial case.

Such action shall be reported to the Presbytery at its next meeting.

2.6120

Stated Clerk⁸

2.6121

Presbytery shall elect a Stated Clerk who shall serve for three years and shall be eligible for re-election.

2.6122

The Stated Clerk shall oversee the Office of the Stated Clerk and fulfill those responsibilities assigned by the Book of Order, the Presbytery, and this Manual (cf. 2700).

2.6130

Treasurer

2.6131

Presbytery shall elect a Treasurer who shall serve for three years and shall be eligible for re-election.

2.6132

The Treasurer shall:

1. Assist the Business Affairs Team in the preparation of an annual budget;
2. Receive all benevolence (general mission) and per capita apportionments in accord with Presbytery's instructions or, if designated, in accord with the donor's instructions;
3. Pay all necessary bills;
4. Keep an accurate account of all receipts and disbursements; and
5. Report to each Stated Meeting of the Presbytery and monthly to the Business Affairs Team.

2.6133

The Treasurer shall be bonded at the expense of the Presbytery and amount of the bond is to be determined by Business Affairs Team.

2.7000

The Office of the Stated Clerk

2.7101

The Office of the Stated Clerk shall be directed by the Stated Clerk to fulfill the responsibilities assigned in the Book of Order and as assigned by the Presbytery.

2.7102

The Office of the Stated Clerk shall be responsible for the administrative review of session minutes and reporting the results of the reviews to the Presbytery in a timely manner through the work of the Session Minutes Review Committee (SMRC). (See 3.1550)

2.7103

The Stated Clerk shall:

1. give notice at least ten days in advance of the time and place of each Presbytery meeting;
2. prepare, in consultation with the Executive Presbyter and the Coordinating Team, the docket for Presbytery's meetings. and distribute to each minister, commissioner, advisory participant, Session Clerk, and member of Coordinating Team a packet containing a proposed docket and all known business coming before Presbytery;
3. enroll Presbytery's members prior to the opening of each meeting;
4. certify the presence of a quorum to the Moderator at each Presbytery meeting;
5. keep accurate minutes of each Presbytery meeting;
6. submit Presbytery's minutes annually to the Synod for review;
7. distribute Presbytery's minutes in a timely manner after Presbytery meetings;
8. distribute and receive the annual statistical report forms and submit them to the Synod

⁸G-9.0203(1999)

8/4/2010

- and General Assembly;
9. advise Presbytery concerning rules governing its operation (in consultation with the Parliamentarian);
10. preserve Presbytery's records, including rolls of church, ministers, and candidates; and receive and refer all official correspondence.

2.7104 The Stated Clerk may appoint such persons as necessary in order to fulfill the requirements of the office as assigned in the Book of Order and/or by the Presbytery.

2.7105 The Stated Clerk shall provide for and supervise:

1. **Recording Clerk** to take the minutes of each Presbytery meeting, submit them to the Stated Clerk for distribution, and perform other duties as assigned by the Stated Clerk.
2. **Parliamentarian** to assist the Stated Clerk, the Moderator and the Presbytery in the conduct of its business.

3.0000 **ARTICLE III. PRESBYTERY'S STRUCTURE FOR MISSION**

3.0101 The Presbytery shall so organize itself so as to be responsive to the changing ministry and mission opportunities of its geographic area and its member congregations. The Presbytery shall, at least triennially, through the Mission Strategies & Resources Team or other appropriate entity, evaluate its structure to determine its alignment with these ministry and mission opportunities.

3.0102 The Presbytery shall seek to implement its ministry and mission opportunities through the following units:

Administrative Teams

Business Affairs
Communications
Personnel

Ministry Teams

Committee on Ministry (COM)
Committee on Preparation for Ministry (CPM)
Congregational Development Ministry Team (CDMT)
Maranatha Ministry Team (MMT)
Mission Strategies and Resources Team (MSRT)
Youth Ministry Team (YMT)
Young Adult Ministry Team (YAMT)

Governance Committees

Committee on Representation
Nominating Committee
Nom-Nom Committee
Permanent Judicial Commission
Session Minutes Review Committee (SMRC)

3.0103 For purposes of coordination for Presbytery and among teams, a Coordinating Team shall be established which may, with Presbytery's authorization take on those responsibilities assigned to a Council in the Book of Order.⁹

3.1100 **General Rules of Operation**

3.1101 Except where required by the Book of Order or otherwise in this manual each team/committee shall be responsible for its own organization and structure.

⁹ G-9.0403

8/4/2010

- 3.1102 Each team may recruit any person/persons it believes may help it fulfill its responsibilities. These co-opted persons are not voting members of the team, but possess whatever authority the team vests them with including acting for the team, and are not subject to term limits.
- 3.1103 Teams are encouraged to partner and coordinate with other teams, sessions, recognized constituencies of the Presbytery and its churches and/or ecumenical partners in fulfilling their responsibilities.
- 3.1104 All unit members shall be elected by the Presbytery upon recommendation by the Nominating Committee. In electing persons the Presbytery shall seek to balance membership among regions of the Presbytery, a balance between clergy and lay, women and men, racial/ethnic and age.
- 3.1105 Moderators for units shall be elected by Presbytery from the membership of the team or committee upon recommendation by the Nominating Committee.
- 3.1106 All persons elected to serve on Presbytery units shall be elected to serve three year terms or portions of a term to fill a vacancy. Persons are eligible to serve two full or partial terms not to exceed six years aggregate before that a person must take at least one year off from that entity. Persons having served their term are eligible to be co-opted by an entity. Unit members shall be elected into three year, staggered classes.
- 3.1200 **Membership and Responsibilities**
- 3.1210 **The Coordinating Team**
- 3.1211 The Coordinating Team shall consist of the Moderators from the Business Affairs Team (BAT), Committee on Ministry (COM), Congregational Development Ministry Team (CDMT), Maranatha Ministry Team (MMT), Mission Strategies and Resources Team (MSRT), Youth Ministry Team (YMT), Young Adult Ministry Team (YAMT), and the Moderator and Vice-Moderator of the Presbytery. The Moderator of the Presbytery shall convene this Team. The Executive Presbyter, MCCC Executive Director and Stated Clerk shall be ex-officio members of this team.
- 3.1212 The responsibilities of the Coordinating Team are to facilitate the effectiveness of and coordination across teams and committees, and fulfill such other duties for the Presbytery as the Presbytery may delegate.
- 3.1213 The Coordinating Team is authorized to approve minutes of a recent meeting of the Presbytery when such minutes must be provided for a civil or ecclesiastical purpose before it is feasible to obtain approval by the full Presbytery. Such action shall be reported to the Presbytery at its next meeting.
- 3.1300 **Administrative Teams**
- 3.1301 The Administrative Teams shall be the Business Affairs Team, Personnel Committee, and Communications Committee. The Moderators of each of these committees shall form an Administrative Executive Committee led by the Moderator of Business Affairs.
- 3.1310 **Business Affairs**
- 3.1311 The Business Affairs Committee shall consist of 9 people with one clergy in each class.
- 3.1312 The responsibilities of the Business Affairs are asset and office management, budget development and management; and following the provisions of the Book of Order,¹⁰ shall constitute the Board of Trustees of the corporation.

¹⁰G-8.0202(1999)

