

Manual for Administrative Operations
Of the Presbytery of Western Kentucky
Presbyterian Church (U.S.A.)

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**MANUAL FOR ADMINISTRATIVE OPERATIONS
OF THE PRESBYTERY OF WESTERN KENTUCKY
PRESBYTERIAN CHURCH (U.S.A.)**

I. NAME

The organization shall be known as "The Presbytery of Western Kentucky," a middle council of the Presbyterian Church (U.S.A.)

II. BOUNDS

The bounds of this Presbytery shall include all of the following counties in the Commonwealth of Kentucky: Allen, Ballard, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Edmonson, Fulton, Graves, Grayson, Hancock, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, Warren, Webster, and a part of Montgomery County in Tennessee.

III. MEETINGS

A. Stated Meetings

Presbytery shall hold four stated meetings each year, ordinarily on the second Tuesday of February, May and November, and the second Saturday of August.

The place and time of each meeting shall be designated by the Presbytery on recommendation of the Oversight Commission. When these are not designated by the Presbytery, the Oversight Commission shall decide. When these are not designated by the Presbytery or the Oversight Commission, the Moderator and the Stated Clerk shall decide.

All stated meetings are to include in their docket suitable times for worship. The Sacrament of the Lord's Supper shall be observed at the February meeting as a minimum.

The Oversight Commission will oversee teach-ins, trainings, and special speakers for each Presbytery meeting.

B. Special Meetings

It is the intent of Presbytery that except for occasions of extreme urgency, all business shall be conducted in the stated meetings. Special meetings may be called in accordance with the newest edition of the Book of Order of the Presbyterian Church (U.S.A.).

C. Commission/Committee Meetings

The Permanent Judicial Commission, the Committee on Nominations and Representation, and the Committee on Bills and Overtures will meet as necessary.

All other commissions and committees of Presbytery shall meet at least twice a year, with the first meeting to be held within the first quarter. At the first meeting, the moderator will be elected, unless elected by Presbytery, and a clerk appointed. Minutes of all meetings (face to face, phone, electronic, etc.) will be taken to include date, time, attendees and excused, actions discussed, and votes taken. Such minutes shall be submitted to the Presbytery Office and distributed to the members of the commission/committee and appropriate ex-officio members.

D. Action between Meetings

With the permission of the moderator, any action required or permitted to be taken at a meeting of a Commission or Committee may be taken with like effect between meetings of the bodies, provided that every member of the Commission or Committee is contacted either in person or by phone or via email and **no Commission or Committee members object.** ~~every member of the Commission or Committee members object.~~ If contacted via email verification must consist of an email reply stating "*No objection*", or words to that effect.

If any member objects or wishes to have discussion on the motion, then a special meeting is required to take action.

If no one objects, any action, if taken, shall be recorded as minutes within thirty (30) days as an action taken by unanimous consent of the Commission or Committee between meetings. Minutes, including copies of the email votes, will be communicated to all members of the commission/committee and forwarded to the Presbytery Office.

This process also applies to Sessions of individual churches within the Presbytery of Western Kentucky.

E. Emergency Changes

In emergencies, the date, place and hour of a stated or special meeting may be changed by the Moderator in consultation with the Vice Moderator and/or the Stated Clerk.

F. Membership of Presbytery

The Presbytery of Western Kentucky is a corporate expression of the church consisting of all the churches, Teaching Elders and Commissioned Ruling Elders serving as solo pastors in local churches within the counties named in Section II. Those Commissioned Ruling Elders serving in other capacities have voice but no vote unless selected as the Ruling Elder Commissioner by their church of membership. When the Presbytery meets, each church shall be represented by a Ruling Elder elected by the session with the following additional provisions:

1. Churches with membership over 500 shall be represented as follows:

501 - 1000 - two Ruling Elders
1001 - 1500 - three Ruling Elders
1501 - 2000 - four Ruling Elders
2000+ - five Ruling Elders

2. Annually, during the first week in January, the Stated Clerk of the Presbytery shall ascertain the number of Teaching Elders and Commissioned Ruling Elders who are resident members of the Presbytery and the number of Ruling Elders which the churches of the Presbytery are entitled to send as commissioners to Presbytery meetings. When the number of Teaching Elders and Commissioned Ruling Elders is larger than the number of Ruling Elders, the Stated Clerk shall bring the imbalance to the attention of the Presbytery at its first meeting of the year. The Presbytery shall correct the imbalance by inviting particular churches to elect additional Ruling Elders, or on some other basis acceptable to Presbytery.

3. The following elders shall be enrolled as members of the Presbytery for their term of office or duration of service, whether or not commissioned by their sessions.

Members of the Oversight Commission
Certified Christian Educators

G. Attendance

It is the duty of presbyters to attend the meetings of this middle council. Presbyters who sign the roll of a particular meeting are expected to attend all of the meeting unless duly excused by the Moderator. Presbyters who absent themselves without obtaining the said excuse shall be marked absent from the meeting of Presbytery.

H. Special Task Forces

The Presbytery shall appoint special task forces as needed to work either during a stated meeting or in between stated meetings to perform specific tasks. Among those tasks might be, overtures from sessions, thanksgivings, etc. These task forces shall report to the February stated meeting as a minimum. All special task forces, committees or commissions shall be composed according to the principles of G-3.0109. The size shall be determined by the Presbytery.

I. Quorums

For meetings of the Presbytery, a quorum will consist of not fewer than three Teaching Elders who are members of the Presbytery and three Ruling Elders who are commissioners to the meeting from three different congregations. For meetings of the Oversight Commission, Commission on Ministry, Permanent Judicial Commission and Commission on Preparation for Ministry, a quorum will consist of not fewer than two Teaching Elders who are members of the Presbytery and two Ruling Elders who are commissioners to the meeting from two different congregations. Each committee and task force will determine its definition of a quorum.

J. Representation and Inclusiveness

The Presbytery of Western Kentucky shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both genders, various disabilities, diverse geographical areas, different theological positions consistent with the reformed tradition as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the Presbytery.

IV. OFFICERS

A. Moderator

The Moderator shall preside over all meetings of the Presbytery, shall appoint all committees except those elected or otherwise named, and shall conduct the business of the Presbytery in accordance with Robert's Rules of Order, Newly Revised. Election shall be at the November meeting and installation at the February meeting of Presbytery. The Moderator will serve for a term of one year. The Moderator is an ex-officio member of all committees and commissions

of the Presbytery with voice but without vote. The Moderator will serve as Moderator of the Oversight Commission in the absence of the Immediate Past Moderator.

B. Vice Moderator

The Vice Moderator shall, in the absence of the Moderator, perform the duties required of the Moderator. Election shall be at the November meeting for a term of one year. Ordinarily, the Vice Moderator shall be nominated for Moderator the subsequent year. The Vice Moderator shall serve as a member of the Visitation Committee and the Oversight Commission, with voice and vote. The Vice Moderator will serve as an ex-officio member of all committees and commissions of the Presbytery, except the Permanent Judicial Commission, with voice but without vote.

C. Immediate Past Moderator

The Immediate Past Moderator shall preside as moderator of the Oversight Commission with voice and vote (with the current moderator of Presbytery serving in that capacity in the absence of the Immediate Past Moderator).

D. Stated Clerk

The Stated Clerk shall perform all the duties required by the constitution and shall serve as Secretary to the Oversight Commission unless he/she assigns those duties to the Associate Stated Clerk. The Stated Clerk shall be elected for a three year term, and may be elected for additional terms.

The Stated Clerk of Presbytery, together with the Permanent Clerk of Presbytery, and the Associate Stated Clerk when elected shall be responsible for the annual review of session records and shall provide guidance for the Clerks of Session in the preparation and preservation of church records.

The Stated Clerk shall prepare an annual necrology report for a service of remembrance at the February meeting of Presbytery.

The Presbytery may, at the recommendation of the Stated Clerk, elect an Associate Stated Clerk to serve the Presbytery. The Associate Stated Clerk will be responsible for assisting the Stated Clerk and will provide the same duties as the Stated Clerk when he/she is unavailable or unable to perform the duties in a timely manner.

The Associate Stated Clerk is elected by Presbytery for a period of three years to run concurrently with that of the Stated Clerk and may be elected for additional terms.

The Stated Clerk and/or the Associate Stated Clerk shall serve on the Commission on Ministry as a regular member of that Commission.

The Stated Clerk and/or Associate Stated Clerk shall represent the Presbytery of Western Kentucky at the Annual Synod Meeting.

Compensation for the Stated Clerk and Associate Stated Clerk includes a stipend and travel expenses.

E. Permanent Clerk

The Permanent Clerk shall record all the proceedings of all meetings of the Presbytery and shall submit them promptly with supporting documents to the Stated Clerk. Election shall be

upon recommendation of the Stated Clerk to the Personnel Committee, and shall be for a three-year term, and may be elected for additional terms.

The Permanent Clerk is responsible for submitting the information for *Presbytery Highlights*. The Permanent Clerk shall assist the Stated Clerk and the Associate Stated Clerk in the annual review of session records. The Permanent Clerk shall help assist the Stated Clerk and Associate Stated Clerk in the planning and conducting of the annual Clerk of Session training. Compensation includes a stipend and travel expense.

F. Treasurer

The Treasurer shall be elected by the Presbytery for a term of three years and may be elected for additional terms. The Treasurer shall normally sign all checks, and in connection with the staff of the Presbytery Office shall: receive and disburse all funds of the Presbytery (except those assigned to the Trustees) according to instructions given by the Presbytery; shall notify the churches of the Presbytery of their per capita apportionment for Synod and General Assembly; shall make an annual report to Presbytery at its February meeting. An annual audit shall be performed by a public accountant, or public accounting firm.

The Treasurer will serve as a permanent member of the Finance Committee.

Compensation for the Treasurer includes a stipend and travel expenses.

V. COMMITTEES AND COMMISSIONS

A. Oversight Commission

1. The Presbytery of Western Kentucky shall create an Oversight Commission that shall have the following responsibilities:

- a. Direct visionary planning for the Presbytery.
- b. Cultivate and promote the spiritual life of the Presbytery and its churches.
- c. Coordinate the work of the Support, Engage, and Connect Teams and Commissions.
- d. Refer issues and suggestions to the appropriate governing body.
- e. Provide crisis response as necessary.
- f. Coordinate annual training or educational experiences included as part of Presbytery meetings.
- g. Correspond or consult with the General Assembly, Synod, and their councils in matters of church wide planning, budget development, and coordination of Presbytery's work.
- h. Name an Executive Commission to respond to the need for immediate action for the Presbytery. This commission shall represent pastoral, polity and administrative interests and shall be comprised of the moderator of the Presbytery, the moderator of the Oversight Commission, the Stated Clerk, and the Coordinating Presbyter. Any actions taken by the Executive Commission would be regarded as actions of the Oversight Commission, and, by extension, actions of the Presbytery.

2. Membership of the Commission

The voting members of the Oversight Commission shall consist of the Moderator of the Presbytery, Vice Moderator of the Presbytery, Immediate Past Moderator, Stated Clerk, Coordinating Presbyter, Moderators of the Commission on Ministry, Permanent Judicial Commission and Presbyterian Women, and a representative from each of the Support, Engage, and Connect Teams, selected by the Teams to serve for a one-year

term with possible reelection to additional terms. Team representatives have voice and vote at the first meeting following their selection.

The moderator of the Oversight Commission will be the Immediate Past Moderator of the Presbytery. The Moderator of the Presbytery will serve as Moderator of the Oversight Commission in the absence of the Immediate Past Moderator.

The Stated Clerk of Presbytery or the Associate Stated Clerk in the absence of the Stated Clerk shall be the Secretary of the Commission.

B. Permanent Judicial Commission

1. Shall function as follows:

To fulfill the responsibilities described in the Book of Discipline, D-5.0000.

2. Membership

- a. The Commission shall be composed of seven members, who shall be divided into classes as required in D-5.0103. At least three members of the Commission shall be Teaching Elders.
- b. The Moderator of this Commission shall be elected by the Presbytery.

C. Commission on Ministry (COM)

1. Shall function as follows:

- a. Assume the responsibilities assigned to the Presbytery under the authority of G-2.01 / G-2.05 / G-2.06 / G-2.07 / G-2.08 / G-2.09 / G-2.10 / G-2.11, and including the appointing and monitoring of Administrative Commissions (G-3.0109B / G-3.0303 and directing the meeting of sessions as needed (G-3.0203), which will be reported to the Oversight Commission and at the next meeting of Presbytery.
- b. The Commission on Ministry shall provide for the oversight of Commissioned Ruling Elders (CRE), including regular ongoing continuing education and training, and shall insure that they are assigned a Teaching Elder as mentor and supervisor.
- c. To find in order calls issued by churches, to approve and present calls for services of ministers, to approve the examination of ministers transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, and to dismiss Teaching Elders to other presbyteries, with the provision that such actions be reported to the next stated meeting of Presbytery.
- d. To serve as an instrument of Presbytery for promoting the peace and harmony of the churches and for resolving difficulties.
- e. To be in correspondence with Synod and General Assembly committees dealing with similar areas of responsibility.
- f. To carry out those responsibilities, it shall focus on three main areas of responsibility:

1) Pastor-Parish Relations

- a) Report to the Presbytery annually the type of work in which each Teaching Elder is engaged and review annual reports from those whose work is not under the

jurisdiction of the Presbytery with any recommendations for Presbytery action.

- b) Review covenants for Commissioned Ruling Elders and make recommendations for Presbytery action.
- c) Oversee on behalf of the Presbytery the process by which Teaching Elders are called to churches in the Presbytery.
- d) Conduct examinations and receive Teaching Elders transferring into the Presbytery.
- e) Oversee the ordination and/or installation process for candidates for ministry and Teaching Elders transferring from other denominations.
- f) Review salaries and present to Presbytery requests for changes in terms of call.
- g) Train and work with pastor nominating committees in seeking pastoral leadership.
- h) Review at least annually the contracts of all non-installed Teaching Elders in the Presbytery
- i) Counsel with sessions regarding supply relationships and provide a list of Teaching the Ruling Elders to supply vacant pulpits.

2) Conflict Resolution

- a) Select Teaching and Ruling elders for involvement in Conflict Resolution Teams to respond to situations of conflict in churches.
- b) Review semi-annual contact reports and triennial visitation reports from those responsible for visitation as well as any other sources of contact with churches and pastors and respond to recommendations.
- c) Conflict Resolution Teams shall inform the Commission on Ministry as they respond to an invitation to intervene in situations involving conflict.
- d) Establish training criteria and provide regular training opportunities for those interested in conflict resolution.
- e) Oversee the work of the "Conflict Resolution Teams" as they respond to particular conflict situations.

3) Session Visitation

Coordinate with the Visitation Committee to assure regular contact with sessions and respond to reports related to areas of concern.

2. Membership of the Commission:

- a. Commission shall be composed of fourteen (14) members with an equal number of Teaching and Ruling Elders. The Stated Clerk and/or the Associate Stated Clerk will serve on the Commission as a regular member. The Moderator of the Board of Trustees, when not serving as a regular member, will be an ex-officio member of the Commission on Ministry, with voice but no vote.
- b. It shall be divided into three classes (5-5-6), with members serving three-year terms. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
- c. The Commission shall meet at least 4 times a year and when called by the Moderator.
- d. The Moderator of this Commission shall be elected by the Presbytery.

D. The Support Team

1. Shall function as follows:

- a. Provide the necessary financial and spiritual support to enhance the work of the Presbytery and its churches.
- b. Oversee the work of those committees under its direction.
- c. Create any task force that may be necessary to carry out its responsibilities.

2. Membership:

Shall consist of moderators of the Personnel Committee, Board of Trustees and Committee on Finance.

Personnel Committee

Shall function as follows:

- a. Act in matters of administrative staff in accordance with G-3.0110 and the personnel policies of the Presbytery.
- b. Review the work of the office of the Presbytery and counsel with and evaluate the Coordinating Presbyter and staff.
- c. Shall recommend to Presbytery the names of those persons nominated to serve as Stated Clerk, Associate Stated Clerk, Permanent Clerk, and Treasurer. The persons filling these positions shall be reviewed at least every two years for work performance, timeliness of response to Presbytery, ability to support Clerks of Session, committees, commissions, and members of Presbytery.

Membership:

- a. It shall be composed of four (4) members of whom at least one shall be a Teaching Elder.
- b. These shall be divided into four (4) classes with at least one member in each class. The committee shall elect the moderator.

Board of Trustees

Shall function as follows:

The Presbytery shall be incorporated. The Presbytery shall elect five Trustees. At least three shall be Ruling Elders. They shall be the agents of Presbytery as a corporation, and shall act in that capacity when so directed by the Presbytery. The trustees shall elect their own moderator and secretary, in compliance with the laws of the Commonwealth of Kentucky. The Moderator of the Trustees, when not a regular member, shall serve as an ex-officio member of the Commission on Ministry with voice but no vote to offer input on matters that may require future Trustee action.

Committee on Finance

Shall function as follows:

- a. Interpret to Presbytery and its churches the mission program of the General Assembly, the Synod, and Presbytery.

- b. Challenge each church in the Presbytery to responsible stewardship.
- c. Be available to the churches of Presbytery that seek assistance in stewardship planning.
- d. Make recommendations to the Oversight Commission concerning special offerings proposed by the General Assembly, Synod and Presbyteries, and promote those endorsed by the Presbytery.
- e. Oversee and guide the budget process of the Presbytery.
- f. Prepare and recommend to the Oversight Commission an annual budget for the Presbytery and its committees.
- g. Communicate the specific needs of the Presbytery and the Presbyterian Church at large to the churches of Presbytery in presenting the annual budget of the Presbytery to the churches.
- h. Oversee the Gilmour Fund
 - a) determine general priorities for spending as approved by the Finance Committee;
 - b) publicize availability of funds and criteria for requesting funds, if necessary;
 - c) make specific allocation of funds, reporting decisions to the Finance Committee;
 - d) receive and evaluate follow-up reports related to use of funds;
 - e) provide recommendations to the Oversight Commission for expenditures for the upcoming year.

Membership:

- a. The Committee shall be composed of four (4) members including at least two (2) Teaching Elders.
- b. The Committee may co-opt others to assist in its work.
- c. The membership of the committee shall be divided into three classes, as equal as possible in representation, with three-year term rotation.
- d. The treasurer of Presbytery shall be a permanent member of the Finance Committee.
- e. The Moderator shall be elected by the committee.

E. The Engage Team

1. Shall function as follows:

- a. Provide Resources, training and support to effectively manage educational opportunities of the Presbytery and churches.
- b. Develop and promote collaborative programs across the Presbytery.
- c. Oversee the work of those committees under its direction.
- d. Create any task force that may be necessary to carry out its responsibilities.

2. Membership:

Shall consist of moderators of the Leadership Development Committee, Committee on Preparation for Ministry (CPM), Mission Committee, and Youth Committee

Leadership Development Committee

Shall function as follows:

- a. Develop Presbytery-wide programming which undergirds the development of leadership by Teaching Elders and Ruling Elders in congregations.
- b. Be responsible for:
 - 1) Christian education
 - 2) Other issues as determined by the committee.

Membership:

- a. It shall be composed of at least five (5) members, of whom at least two (2) shall be Teaching Elders.
- b. These shall be divided into three classes, as equal as possible in representation, with three-year term rotation.
- c. The moderator shall be elected by the committee.

Committee on Preparation for Ministry (CPM)

Shall function as follows:

- a. Assist churches in challenging men and women with outstanding gifts for ministry to seek ordination.
- b. Carry out the responsibilities assigned to it in G-2.06.
- c. Recommend to Presbytery transfer of candidates, when appropriate.
- d. Present candidates for ordination, reporting on the trials of ordination and conducting any further examinations Presbytery may desire.
- e. The Committee on Preparation for Ministry has authority to dismiss Candidates, enroll Inquirers, and certify Candidates as ready for examination for ordination; with the provision that all such actions be reported to the next stated meeting of the Presbytery.
- f. Assist Candidates as they prepare for the stages of the ordination process, following guidelines in the handbook for CPMs, as provided by the office of the General Assembly.
- g. Supervise a program for training and commissioning Ruling Elders, including oversight of the Diploma School, in accordance with G-2.10.

Membership:

- a. The Committee shall be composed of six (6) members, of whom four (4) must be Teaching Elders, divided into three equal classes. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms. The Director of the Diploma School Program, when not a regular member, will be an ex-officio member of the Committee on Preparation for Ministry, with voice but no vote.
- b. The Committee may co-opt other Teaching or Ruling Elders to assist when needed.
- c. The Moderator of the Committee shall be elected by the committee.

Mission Committee

Shall function as follows:

- a. Facilitate mission planning in congregations.
- b. Provide leadership and resources to help congregational planning (including congregational mission studies).
- c. Inform the Presbytery regarding issues which affect the life of the Presbytery, the denomination, and the world.
- d. Resource congregations in areas of mission and social justice.
- e. Form Task Forces to work in areas of hunger, peacemaking, and other issues as the need arises.
- f. Coordinate concerns for Older Adults.
- g. Relate this Presbytery to such ecumenical bodies as the Kentucky Council of Churches, and such Presbyterian bodies as the Presbyterian Homes and Services of Kentucky, Inc., etc. They shall be the primary oversight committee for issues related to Presbytery sponsored campus ministry programs.
- h. Maintain liaison and oversight with those institutions which have direct relationship with the Presbytery.
- i. Shall select some of its own members or other interested persons, being at least one Teaching Elder and one Ruling Elder, with a maximum of five, to attend the annual assembly of the Kentucky Council of Churches and provide a report to the Presbytery.

Membership:

- a. The committee shall be composed of four (4) members, half of whom shall be Teaching Elders.
- b. The moderator shall be elected by the committee.

Youth Committee

Shall function as follows:

- a. Coordinate and provide educational/fellowship opportunities for youth of the Presbytery.
- b. Coordinate and provide mission opportunities for youth of the Presbytery.
- c. Encourage youth to become knowledgeable and actively involved in the workings of the local church and Presbytery.
- d. Oversee budgetary planning and expenditures including the awarding of scholarships and other financial assistance for youth participation in Presbytery approved activities.

Membership:

- a. The committee shall be composed of four members, either Teaching Elders or Ruling Elders. Others may be co-opted as needed.
- b. The moderator shall be elected by the committee

F. The Connect Team

1. Shall function as follows:
 - a. Foster sharing of relationships between churches, leading to innovative worship, communication and spiritual growth.
 - b. Oversee the work of those committees under its direction.
 - c. Create any task force that may be necessary to carry out its responsibilities.
2. Membership:

Shall consist of moderators of the Church Development Committee, Visitation Committee, Committee on Nominations and Representation, and Committee on Bills and Overtures.

Church Development Committee

1. Shall function as follows:
 - a. Resource congregations concerning evangelism materials, programs and personnel.
 - b. Be responsible for:
 - 1) new church development
 - 2) redevelopment of existing congregations
 - 3) others issues as determined by the committee
2. Membership:
 - a. It shall be composed of six (6) members of whom at least two (2) shall be Teaching Elders.
 - b. These shall be divided into three classes of equal number, with three-year term rotation.
 - c. The moderator shall be elected by the committee.

Visitation Committee

1. Shall function as follows:
 - a. Visit each session at least once every three years.
 - b. Visit regularly and consult with each Teaching Elder, Commissioned Ruling Elder (CRE) and Director of Christian Education (DCE) in the Presbytery.
 - c. Communicate with the Commission on Ministry regarding concerns or issues raised as a result of these visits.
2. Membership
 - a. The Committee shall be composed of the Vice Moderator and four (4) members, of whom at least one (1) shall be a Teaching Elder.
 - b. These shall be divided into three classes, as equal as possible in representation, with three-year term rotation.
 - c. The moderator shall be elected by the committee.

Committee on Nominations and Representation

Shall function as follows:

Members shall be nominated according to the provisions of G-3.0103 of the Book of Order, and in accordance with Robert's Rules of Order, Newly Revised.

Presbytery shall elect six (6) members of the Committee on Nominations upon nomination by the Oversight Commission.

The Nominations and Representation Committee shall consist of at least two Teaching Elders and shall be subject to the stipulations of G-3.0111 of the Book of Order.

Commissioned Ruling Elders serving as solo pastors may be counted as Teaching Elders in selection for commission/committee assignments.

In addition to providing nominations, the Committee shall report to the Presbytery on an annual basis regarding representation and inclusiveness as enumerated in Section III. H. related to sessions and Presbytery committees and commissions.

Committee on Bills and Overtures

Shall function as follows:

- a. Receive requests for changes in the rules of Presbytery, Synod or General Assembly from sessions and individual commissioners to Presbytery and make appropriate recommendations to Presbytery for action.
- b. Receive and review proposed amendments coming from General Assembly and make appropriate recommendations to Presbytery for action.
- c. Recommend changes in the Book of Order to be endorsed by the Presbytery and respond to requests for concurrence to recommended changes from other middle governing bodies.
- d. Present amendments, passed by the General Assembly and requiring action by the Presbytery, at the November meeting of the Presbytery of Western Kentucky.

Membership:

- a. The committee shall be composed of five (5) members who shall be: the two Commissioners to the previous General Assembly, the two Commissioners to the next General Assembly, and the Oversight Commission Moderator who shall convene the committee.
- b. The Stated Clerk and the Coordinating Presbyter shall be advisors to the committee with vote.

Presbyterian Women

Shall function as follows:

- a. Promote the ministries of Presbyterian Women's organizations in the local churches.
- b. Organize and lead Presbytery-wide gatherings of Presbyterian Women on a semi-annual basis.
- c. Provide education for those issues and concerns that affect Presbyterian Women in the Presbytery.
- d. Elect officers to represent the interests of Presbyterian Women and provide connection with Synod and General Assembly entities.
- e. The moderator of the Presbyterian Women will serve as a member of the Oversight Commission.

Membership:

Officers shall include Moderator, Past Moderator, Cluster Leaders, Secretary, Treasurer, Historian, Search Committee Moderators, Peace and Justice Coordinator, Together in Service Coordinator, Study & Spiritual Development Coordinator, Horizon's Representative as elected by the membership representing local church Presbyterian Women organizations.

VI. ELECTION OF COMMISSIONERS AND DELEGATES TO GENERAL ASSEMBLY

A. Time of Election

Commissioners shall, by the Book of Order, be elected to the General Assembly on the basis designated. At the morning session of the November meeting prior to the General Assembly, the Committee on Nominations shall present the names of Teaching Elders, Ruling Elders and Young Adult Advisory Delegates, both principals and alternates. This shall be followed by opportunity to nominate additional Commissioners, Young Adult Advisory Delegates or Alternates from the floor. Election shall be immediately following. A written ballot shall be used when requested.

B. Method of Selection

In nominating Commissioners, the Committee on Nominations and Representation shall give consideration to representation from all the churches of Presbytery.

As a guide to the Committee on Nominations and Representation, and for the general use of the Presbytery, the Stated Clerk shall keep a register in chronological order of the Teaching Elders of Presbytery showing the date they were received into Presbytery, the date of their ordination, the years they were actively engaged in Presbytery approved work, and the years in which they served as Commissioners from this or other Presbyteries.

In addition, there shall be a register of the churches of Presbytery indicating which churches have sent Teaching Elder Commissioners, Ruling Elder Commissioners and Young Adult Advisory Delegates to the Assembly and the years of their commissions.

In addition, there shall be a register of the churches of Presbytery indicating which churches have sent Young Adult Advisory Delegates to the Assembly, the names of the Advisory Delegates, and the years of their attendance.

C. Teaching Elders

The following facts are to be taken into consideration as Teaching Elders are nominated and elected as Commissioners to the General Assembly.

1. All active Teaching Elders not in a Retired status engaged in Presbytery approved work. (This is to include those who serve in non-parish roles.)
2. The rotation principle will generally be followed. The following point system shall normally be used in determining each commissioner and alternate:
 - a. For the period of service in the Presbyterian Church (U.S.A.) and its predecessors since having been a Commissioner to the General Assembly, 3 points per year.
 - b. For the period of service in the Presbytery of Western Kentucky since having been a Commissioner to the General Assembly, 2 points per year.
 - c. For the period of active service in the Presbyterian Church (U.S.A.) and its predecessors, 1 point per year.
 - d. In the event of a tie in points, the one having served the longest in the Presbyterian Church (U.S.A.) and its predecessors shall be the Commissioner.
3. Under extraordinary circumstances, consideration will be given to any persons who would not normally be eligible, i.e., Moderator nominee of a General Assembly, who has given service on a matter concerning a General Assembly, etc. The Nominations and Representation Committee, with the approval of the Stated Clerk, will request the Presbytery to approve exceptions by a simple majority.

D. Ruling Elders

Prior to nomination, the Nominations and Representation Committee shall communicate with the churches of Presbytery and ask for names of Ruling Elders who could attend the General Assembly as Commissioners, if elected. The following facts shall be considered in nominating them as Commissioners to the General Assembly.

1. Active service in the local church. (The Ruling Elder need not be active on the session at the time of election as a Commissioner.)
2. Active involvement with the Church beyond the local level.
3. Ability to attend if elected and to report to the Presbytery.
4. Length of time since a church has had a Ruling Elder commissioner.

E. Young Adult Advisory Delegates

Prior to nomination, the Nominations and Representation Committee shall communicate with the churches of Presbytery and ask for names of people who could attend the General Assembly as advisory delegates, if elected. The following facts shall be considered in nominating advisory delegates to the General Assembly:

1. Active service in the local church.
2. Service in the Church beyond the local level where possible.
3. Ability to attend if elected and to report to the Presbytery.

VII. PROPERTY

The provisions of G-4.0102 of the Book of Order shall govern all property matters in the Presbytery.

VIII. ENDOWMENT FUND

1. There shall be an Endowment Fund of the Presbytery of Western Kentucky.
2. The purpose of this fund is to underwrite ministries of the Presbytery.
3. This fund shall be invested under the direction of the Board of Trustees of the Presbytery of Western Kentucky according to the soundest business policies which will provide the maximum financial return to the Presbytery, while remaining in accord with the purpose of the church as determined by the Presbytery.
4. The fund shall be used by the treasurer of the Presbytery as needed with Presbytery approval.
5. If in a given year the Presbytery budget shall be over-subscribed, after all obligations have been met, the Presbytery, upon recommendation of the Oversight Commission, may add to the capital resources of the Endowment Fund.
6. The capital resources of the Endowment Fund may be expended by the Presbytery by a three-fourths vote of the Presbytery at any two successive stated meetings, upon recommendation of the Oversight Commission, with the advice of the Trustees.

IX. SEVERANCE POLICY AND TERMINATION FROM INSTALLED OR COMMISSIONED WORK

SEVERANCE POLICY

1. In cases where severance is determined to be appropriate, the guiding rule shall be at least one month severance for every year of service, or part thereof, with a maximum of six months, though each entity can approve additional severance as is suitable to its circumstances. Severance will be paid only until the end of the severance contract or other employment in the Presbyterian Church (USA) or other ministry has started, whichever comes first. In cases where the compensation from the new employment is less than that of the former employment, the difference between the two amounts will continue to be paid by the former employer until the severance contract expires.
2. If a severance contract involves a local congregation, the Teaching Elder or Commissioned Ruling Elder, in agreeing to the severance contract, also agrees not to engage in pastoral ministry within a radius of 25 miles of the church. Exceptions to this policy may be granted by the Commission on Ministry with agreement by churches within the radius.
3. Former pastors and associate pastors may officiate at services for members of a particular church, or at services within its property, only upon invitation from the Moderator of the session or, in case of the inability to contact the Moderator, from the Clerk of Session.
4. When a congregation of the Presbytery of Western Kentucky, at an official meeting of the membership in conclusion to a time of discernment, votes to leave the Presbyterian Church (USA), if the installed Teaching Elder chooses to remain a member of the Presbyterian Church (USA), severance will be required as part of the final agreement.

TERMINATION FROM INSTALLED OR COMMISSIONED WORK

Installed pastors (Teaching Elders) upon retirement, will not be permitted to return to a pastoral relationship with the church from which they retired without the Commission on Ministry's specific approval after written request by the session of the church. The former pastor will not be considered for any service similar to his/her former position. Commissioned Ruling Elders who retire or terminate from a local church after having served the same church in a covenant relationship for at least five consecutive years, will not be permitted to return to that church in a covenant relationship for a period of at least three years. The Commission on Ministry may consider an alternative to this policy by written appeal supported by at least a three-fourths vote of the session.

X. WESTERN KENTUCKY PRESBYTERY CANDIDATE INDEBTEDNESS POLICY

When Western Kentucky Presbytery is the Presbytery of Care

- 1) The Inquirer will meet with the Board of Pensions regional representative or the Presbyterian Foundation representative during the inquiry year in order to assess net worth and to make a plan for financing the cost of seminary; or
- 2) The Inquirer, during the inquiry year, will participate in a "Fiscal Fitness" workshop being sponsored by the Board of Pensions of the PC (USA). The Presbytery will provide the travel and accommodations costs of the workshop when the workshop is not held at the Inquirer's seminary
- 3) The Presbytery will cover the cost of attending a Career and Counseling Center for career guidance in pursuit of ordination in the Presbyterian Church (USA) during the first year of seminary or as soon afterward as possible.
- 4) A designee of the Presbytery's Commission on Preparation for Ministry (CPM) will counsel with an Inquirer regarding the Inquirer's level of indebtedness vis a vis prospective salary that can be expected based on the current median income for the denomination reported by the Board of Pensions, and based on the minimum effective salary established by the Presbytery.
- 5) The Commission on Preparation for Ministry will work with each Inquirer and Candidate towards using his or her available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, the CPM will monitor, with the Inquirer or Candidate, the level at which this increases as well as the assets that may be made liquid to assist with seminary debt repayment.
- 6) The CPM will make available on an annual basis to each Candidate or Inquirer a list of options for pursuing grants and interest free loans and funding that may be available through the Financial Aid for Studies Office of the Presbyterian Church (USA) and PC (USA) seminaries.
- 7) The CPM will be an advocate with the congregation of which the Candidate is a member, and with other congregations of the Presbytery as appropriate, in order to generate financial support for the Candidate in the form of grants.

When Western Kentucky Presbytery is the Presbytery of Call

- 1) Any Teaching Elder serving a first call following graduation from seminary, who comes with any educational indebtedness, shall be required to show evidence of having attended a financial planning workshop such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning workshop. If the Teaching Elder has not attended such a workshop, he/she shall be required to do so within twelve months of call. The cost of registration fee, accommodation and travel for such a workshop to be considered legitimate reimbursable expense from study leave allowance.

2) Any Teaching Elder called to a church in Western Kentucky Presbytery which meets the criteria for the debt reduction program offered by the Board of Pensions, Presbyterian Church (USA) is eligible to apply for the debt reduction grants offered by the Commission on Ministry (COM), Presbytery of Western Kentucky. The application for the COM program is attached.

XI. VALIDATED MINISTRY/CAMPUS MINISTRY

a. A ministry in the Presbytery of Western Kentucky that occurs outside the local congregation, may be recognized as validated when it furthers the mission of the Presbyterian Church (USA), includes responsible participation in the deliberations, worship and work of the Presbytery and the life of a local congregation of this church or a church in correspondence with the PC (USA) and is accountable to the Commission on Ministry by submitting to the requirements it determines necessary. The Presbytery, through the Commission on Ministry, shall review annually the work of all Teaching Elders and Commissioned Ruling Elders engaged in such validated ministries.

b. Campus ministry, in Western Kentucky Presbytery, is considered an extension of the local church with anyone serving in the capacity of a Teaching Elder or Commissioned Ruling Elder being considered only on the basis of a call or covenant issued by a local Presbyterian (USA) church. Administration of the sacraments must be approved in advance by the session of the sponsoring church. The Commission on Ministry may consider other denominational affiliations on a case by case basis.

XII. MISCELLANEOUS RULES

A. New Business

An overture from churches shall be considered by Presbytery only if it has been received by the Stated Clerk for presentation at the meeting of the Oversight Commission immediately preceding the Presbytery meeting at which it is intended to be acted upon.

Undocketed new business may be put on the docket at the time of the docket's approval by a majority of those present and voting.

B. Printing of Minutes

Minutes of each meeting of the Presbytery, after being approved by the Oversight Commission shall be made available to each Elder on the roll of Presbytery and to each Clerk of Session. An official bound copy shall be maintained by the Stated Clerk.

C. Presbytery Apportionments

Each church shall pay to the Treasurer of Presbytery an annual per capita apportionment in the amount fixed to provide for the ecclesiastical expenses of the Synod and General Assembly.

D. Suspension of Rules

Any provisions of this manual, except those specifically directed by the Book of Order, may be suspended temporarily at any stated meeting by a two-thirds vote of the members present and voting.

E. Amendments

Any provisions of this manual may be amended by a two-thirds vote of those present and voting at any stated meeting, provided the proposed amendments have been mailed to all members of Presbytery and to all Clerks of Session at least ten days before the meeting.

F. Minutes and Records

The Clerk of Session shall be responsible for keeping the minutes and records of the session in accordance with G-3.0107 of the Book of Order.

The Clerk of Session shall confer with Stated Clerk of Presbytery for guidance in carrying out these responsibilities and requirements.

The Stated Clerk of Presbytery, together with the Permanent Clerk and the Associate Stated Clerk of Presbytery, shall be responsible for the annual review of session records and shall provide guidance for the Clerks of Session in the preparation and preservation of church records.

Last Revision adopted: November 14, 2017

APPLICATION FOR DEBT REDUCTION PROGRAM
PRESBYTERY OF WESTERN KENTUCKY

To be completed by the Teaching Elder

A. Personal Information

Name: _____ SSN: _____

Date of Birth: ____ / ____ / ____ (MM/DD/YY) Tel: (____) _____

Address: _____

City: _____ ST: ____ Zip: _____

E-mail: _____ Fax: (____) _____

Have you previously received Seminary Debt Assistance? Yes ____ No ____

Date(s) _____

Seminary Degree: _____

Date of Graduation: _____

List all previous colleges, universities and graduate schools attended:

Marital Status: _____ Single _____ Married _____

Spouse's Name: _____ Number of dependent children: _____

B. Seminary Information

Seminary: _____

Address: _____

City: _____ ST: ____ Zip: _____

Financial Aid Officer: _____ Tel: (____) _____

C. Financial Planning Seminar (Fiscal Fitness Workshop)

(This is a requirement of the program)

Have you attended a Board of Pensions Financial Planning Seminar (Fiscal Fitness Workshop)? __ Yes __ No

Location: _____ Date: _____

Application Form

D. Educational Loans (include direct student loans only)

as of date: _____

Federal Stafford Loan

Federal Perkins Loan

Federal Unsubsidized Stafford

PC (U.S.A.) Loan

Other loans (specify)

Please attach documentation (e.g., a recent statement) to verify educational loans.

Are any of the above loans eligible for loan forgiveness programs? Yes _____ No _____

If yes, which ones:

E. Personal Financial Information

Cash and Checking Account

Savings Account

Certificates of Deposit

Stocks, Bonds, etc.

Real Estate

Other (specify)

Total

Do you own a home? Yes _____ No _____

Balance due on home mortgage:

Salary

Housing Allowance

Utility Allowance

Tax Deferred Compensation

Other Earned Income

Interest/Dividends

Other Income (specify)

Total

Rent/Mortgage

Utilities

Car Loan

Credit Cards (current balances)

Other Debts and Financial

Responsibilities (specify)

Total

F. Congregation Served

Name: _____ Tel: (____) _____
PIN: _____ Date of Call: _____
Address: _____
Clerk of Session: _____ Clerk's Tel: (____) _____
Clerk's e-mail: _____ Clerk's Fax: (____) _____
Is this a full time position? Yes ____ No ____

If this is a yoked call, provide additional information regarding the other congregation.

Name: _____ PIN: _____
Address: _____
Tel: (____) _____
Clerk of Session: _____ Clerk's Tel: (____) _____
Clerk's e-mail: _____ Clerk's Fax: (____) _____

I certify that the information contained in this application is true and correct and I authorize the Commission on Ministry to discuss this information. Additionally, I understand that I can receive up to \$1000.00 per year for the first three years of my ministry which will be disbursed directly to the location which I direct the Presbytery to send the money. I understand that I must reapply annually for this program. Accepting the money for debt reduction requires me to serve a full 12 month period as Teaching Elder in the Presbytery of Western Kentucky. If I am unable to serve a full 12 month period, the Presbytery may require that I return a portion of the money which I have received.

Signature of Applicant: _____ Date: _____

Section 2

To be completed by the Presbytery Commission on Ministry:

The Commission on Ministry has reviewed this application and has approved the above applicant to participate in the Seminary Debt Assistance Program. He /She will be granted \$_____ for seminary debt reduction.

Signature for the Commission on Ministry: _____

Name (Please Print): _____

Title: _____ Date: _____

Tel: (____) _____

Call Process for PNC's

1. Current installed pastor resigns or retires and someone designated by the Commission on Ministry meets with the Session to explain to them the call process.
2. The Session, usually through an appointed committee, completes an MIF that is approved by COM and places online MIF for interim pastor.
3. The Session committee reviews PIFs, makes selection, and recommends to the Session which contracts with the interim pastor.
4. During the first three months, the interim pastor leads the congregation in a mission study.
5. Toward the conclusion of the mission study, the congregation approves a PNC for an installed pastor.
6. The PNC takes the information from the mission study, completes an MIF that is approved by COM, and begins process of seeking an installed pastor.

GUIDELINES FOR MENTORS OF COMMISSIONED RULING ELDERS

1. The mentor should be an ordained minister member of the Presbytery, approved by the Commission on Ministry, other than the pastor of the CRE's church of membership.
2. The CRE may be given the opportunity to request a particular mentor, but the ultimate decision for assignment will reside with the Commission on Ministry.
3. The mentor should be a positive role model for the CRE, striving to be approachable and non-judgmental; listening before giving advice; and presenting constructive criticism in a positive way.
4. Contact information (phone number, email add, etc.) should be exchanged so the mentor and CRE will be accessible for meetings and phone conversations.
5. The CRE should develop annually a list of personal and professional goals and contact the mentor at least quarterly to update him/her on progress. This can be done electronically or in person. At least two meetings must occur in person.
6. The mentor can also initiate contact with the CRE, especially if the CRE has not contacted the mentor in three months. However, lack of interest on the part of the CRE in making contact should be reported to the CRE director.
7. The mentor should encourage the CRE to be regularly involved in the Guthrie group continuing education meetings, being aware of and familiar with the study material and topics discussed. If a CRE is instead pursuing theological education, the mentor should be aware of course work and issues that arise.
8. The mentor will alert the CRE Program Director of any particular needs indicated by the CRE.
9. An annual written report from the mentor to the CRE Program Director should be completed (see attached).
10. Either the mentor or the CRE can request a change in the mentor relationship at any time with subsequent approval by the Commission on Ministry.

ANNUAL REPORT FOR MENTORS OF COMMISSIONED RULING ELDERS

Dates covered by report _____

Setting in which the CRE is engaged _____

Basic responsibilities of CRE in this setting _____

Type and frequency of contact during reporting period _____

Goals of the CRE and General Issues and Concerns Discussed _____

Observations and any recommendations for the future _____

Signature of Mentor

Date