



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

Through the Grace of our Lord and Savior Jesus Christ...The Mission of the Presbytery of Western Kentucky is to encourage and sustain congregations and Presbyters in making new disciples and strengthening current disciples both locally and beyond for the tr



FEBRUARY 10, 2024

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I. NAME

The organization shall be known as “The Presbytery of Western Kentucky,” a middle council of the Presbyterian Church (U.S.A.). [*Book of Order* G-3.0101, G-30301]

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, and Webster. [*Book of Order* G-3.0102]

III. MEETINGS

A. Stated Meetings [*Book of Order* G-3.0105]

1. Presbytery shall hold four stated meetings each year, ordinarily on the second Saturday of February, the second Tuesday of May, the second Saturday of August. And the second Tuesday of November, except in years in which Election Day falls on that same day, in which case, the Presbytery shall hold its meeting on the third Tuesday of November.
2. The place and time of each meeting shall be designated by the Presbytery on recommendation of the Oversight Commission, upon receiving an invitation from a congregation who will host. When these are not designated by the Presbytery or the Oversight Commission, the Moderator and the Stated Clerk shall decide.
3. All stated meetings are to include in their dockets suitable times for worship. The Sacrament of the Lord’s Supper shall be observed at the February meeting at a minimum.
4. At the direction of the Oversight Commission, the Engage, Connect, and Support Teams shall each be responsible for one teach-in per year at a Presbytery meeting. The Oversight Commission will coordinate the fourth teach-in annually.

B. Special Meetings

It is the intent of the 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.). [*Book of Order* G-3.0304]

C. 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 the Stated Clerk.

D. Commission/Committee Meetings

1. The Permanent Judicial Commission, the Committee on Nominations and Representation, and the Committee on Bills and Overtures will meet as necessary.
2. 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 previously appointed or elected by Presbytery, and a clerk appointed. Minutes of all meetings will be taken to include date, time, attendees and excused, actions discussed, and votes taken. Such minutes shall be submitted to the Presbytery office within thirty (30) days and distributed to the members of the commission/committee and appropriate ex-officio members.

E. Virtual Meetings

1. Meetings of the Presbytery, or meetings of any commission/committee, may be conducted virtually if deemed necessary or more convenient. Each meeting of the Presbytery will have a hybrid component so that members or commissioners can attend virtually.
2. If any member of a commission/committee deems it necessary to meet in person, the moderator of the commission/committee should provide the opportunity for that meeting to occur as requested.
3. All virtual and/or electronic meetings (including email votes) must have minutes recorded and submitted to the Presbytery office within thirty (30) days.
4. Sessions and committees of individual churches within the Presbytery of Western Kentucky are encouraged to use virtual or hybrid meetings as needed.

F. Membership of Presbytery

The Presbytery of Western Kentucky is a corporate expression of the church consisting of all the churches, Teaching Elders (TEs) and Commissioned Ruling Elders (CREs) currently commissioned to pastoral service as worship leaders in local churches within the counties named in Section II. Those Ruling Elders formerly commissioned to pastoral service in churches but currently 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 (TEs) and Commissioned Ruling Elders (CREs) currently covenanted to provide pastoral service to congregations 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 TEs and CREs currently covenanted to provide pastoral service to congregations 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, through the Oversight Commission, shall correct the imbalance by inviting participating 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 an excuse shall be marked absent from the meeting of Presbytery. Note that attendance virtually connotes attendance.

H. Special Committees/Task Forces

The Presbytery shall appoint special committees (also called task forces) as needed to work either during a stated meeting or in between stated meetings to perform specific tasks, to report back to the Presbytery as directed. Commissions and committees may create subcommittees composed of its members to study issues or work on tasks for those commissions or committees. All special task forces, committees, or commissions shall be composed according to the principles of *Book of Order* 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. [*Book of Order* G-3.0304] 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 from two different congregations. Each committee and task force will determine its definition of a quorum, provided it is not fewer than three total members of the committee or task force, and must include at least one Teaching Elder and at least one Ruling Elder.

J. Representation and Inclusiveness

The Presbytery of Western Kentucky shall give full expression to the rich diversity within its membership and shall provide means that will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, all genders, various abilities, all sexual orientations, diverse geographical areas, various socioeconomic statuses, 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. [*Book of Order* F-1.0403 & G-3.0103]

IV. STAFF [*Book of Order* G-3.0110]

A. Positions

1. Presbytery Executive(s)

- a. The presbytery executive position may be filled either by a single Coordinating Presbyter or two positions, called the Bi-Presbyter Plan, namely the Presbyter to Pastors and Churches and the Presbyter to Higher Councils, upon recommendation from the Oversight Commission and as voted upon by the Presbytery.
- b. The Presbytery will elect the person or person(s) to the executive position(s).
- c. Responsibilities of the position(s)

i. Presbyter to Pastors and Churches

- a) Be the Pastor to the Pastors and the churches they serve in the Presbytery.
- b) Be the Pastoral Support to the Sessions of those churches without pastors or worship leadership.
- c) Be the Face of the Presbytery to all churches in the Presbytery.
- d) Collaborate with the Oversight Commission for presbytery leadership development.

- e) Support Presbytery committees, commissions, and their ministries to churches in the presbytery.

ii. Presbyter to Higher Councils

- a) Represent the Presbytery with other presbyteries, synods, General Assembly, Board of Pensions, Church Leadership Connection, and related groups.
- b) Be the Face of the Presbytery to all councils outside of the Presbytery.
- c) Collaborate with the Oversight Commission for higher council leadership development.
- d) Support Presbytery committees and commissions in developing their ministries.
- e) Work with Pastor Nominating Committees (PNCs) within presbytery in their searches for new worship leadership.

iii. Coordinating Presbyter

- a) The Coordinating Presbyter, should one be used instead of the Bi-Presbyter Plan, shall have the combined responsibilities of both of the individual presbyter positions.

d. Accountability of the position(s)

- i. The Presbyter to Pastors and Churches and the Presbyter to Higher Councils shall be accountable to the Presbytery through the Oversight Commission.
- ii. The Coordinating Presbyter, should one be used, shall be accountable to the Presbytery through the Oversight Commission (OC).
- iii. Performance Reviews shall be conducted annually for any executive position(s), whether a single Coordinating Presbyter or the Bi-Presbyter Plan, under the authority of the Oversight Commission; the OC shall name a review committee to conduct these in coordination with the Personnel Committee.
- iv. The Presbytery executive position(s)' employment may be terminated on recommendation by the Oversight Commission via a Presbytery vote at a stated or called meeting.

2. Presbytery Office Administrator

- a. The Presbytery shall employ a Presbytery Office Administrator in a full-time capacity as selected by the Personnel Committee.
- b. The responsibilities for the position are available from the Personnel Committee.
- c. Accountability of the position
 - i. The Presbytery Office Administrator's role and performance will be overseen by the Personnel Committee, including annual performance reviews.
 - ii. The Presbytery Office Administrator's employment may be terminated on recommendation from the Personnel Committee via a vote by the Oversight Commission.

B. Policies

- 1. The role of the presbytery staff shall be to facilitate and enable the working together of the component parts of the system to provide such specialized services as may be required by the presbytery. Staff advises, resources, and assists the various committees and entities of the presbytery, but is not expected to do the work of these groups.
- 2. The personnel policies as adopted by the presbytery shall be supervised by the Personnel Committee.

V. OFFICERS [Book of Order G-3.0110]

A. Moderator [Book of Order G-3.0104]

1. Election and Term
 - a. The Presbytery shall elect a Moderator for a one-year term at the November meeting with installation to occur at the February Presbytery meeting.
 - b. Ordinarily, the Moderator shall first serve a year as Vice Moderator.
 - c. Nominees for the position shall be provided by the Nominations & Representation Committee.
 - d. It is recommended that the person holding the office of Moderator alternates yearly between Teaching Elder and Ruling Elder.
2. Responsibilities
 - a. Presides at meetings of the Presbytery during their term of office.
 - b. Conducts the business of the Presbytery in accordance with *Robert's Rules of Order, Newly Revised*.
 - c. Assists in appointing members to special committees (task forces) except those already elected or otherwise named by action of the Presbytery, the Oversight Commission, or the Nominations and Representation Committee.
 - d. Serves as a member of the Oversight Commission (OC) with voice and vote.
 - e. Serves as an ex-officio member of all committees and commissions of the Presbytery except the Permanent Judicial Commission (PJC) with voice but without vote.
 - f. Serves as the moderator of the Oversight Commission in the absence of the Immediate Past Moderator.
 - g. Keeps written and accurate records of the office and passes along to the next officeholder in coordination with the Presbytery Office Administrator.
 - h. Trains and mentors the next officeholder, including attending the required moderator training.
3. Relationships
 - a. Works in concert with the Stated Clerk to run Presbytery meetings.
4. Accountability
 - a. The Moderator is accountable to the Presbytery.
5. Expenses
 - a. Expenses incurred in the discharge of official duties will be paid by the Presbytery, as recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

B. Vice Moderator [Book of Order G-3.0104]

1. Election and Term
 - a. The Presbytery shall elect a Vice Moderator for a one-year term at the November meeting with installation to occur at the February Presbytery meeting.
 - b. Ordinarily, the Vice Moderator shall be nominated for Moderator the subsequent year.
 - c. Nominees for the position shall be provided by the Nominations & Representation Committee.
2. Responsibilities
 - a. Whenever the Moderator is unable to fulfill the duties of the office, the Vice Moderator shall assume those duties.
 - b. Serves as a member of the Oversight Commission (OC) with voice and vote.
 - c. Serves as an ex-officio member of all committees and commissions of the Presbytery except the Permanent Judicial Commission (PJC) with voice but without vote.

- d. Keeps written and accurate records of the office and passes along to the next officeholder in coordination with the Presbytery Office Administrator.
 - e. Trains and mentors the next officeholder, including attending the required moderator training.
3. Relationships
 - a. Should the Vice Moderator become unable to fulfill the duties of the office, the Oversight Commission (OC) shall appoint a person to complete that unexpired term from candidates named by the Nominations and Representation Committee.
 - b. The Vice Moderator shall coordinate with the Moderator to fulfill the duties and responsibilities of the office.
 4. Accountability
 - a. The Vice Moderator is accountable to the Presbytery.
 5. Expenses
 - a. Expenses incurred in the discharge of official duties will be paid by the Presbytery, as recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

C. Immediate Past Moderator [*Book of Order* G-3.0104]

1. Election and Term
 - a. The Presbytery shall elect an Immediate Past Moderator for a one-year term at the November meeting with installation to occur at the February Presbytery meeting.
 - b. Ordinarily, the Moderator shall be nominated for Immediate Past Moderator the subsequent year.
2. Responsibilities
 - a. Preside as moderator of the Oversight Commission with voice and vote.
3. Relationships
 - a. Should the Immediate Past Moderator become unable to fulfill the duties of the office, the Moderator shall assume those duties.
4. Accountability
 - a. The Immediate Past Moderator is accountable to the Presbytery.
5. Expenses
 - a. Expenses incurred in the discharge of official duties will be paid by the Presbytery, as recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

D. Stated Clerk [*Book of Order* G-3.0104, G-3.0107, G-3.0305]

1. Election and Term
 - a. The Stated Clerk shall be elected to a three-year term and may be elected for additional terms.
 - b. A staff person employed by the Presbytery, who is either a Teaching Elder or a Ruling Elder, may be elected to serves as the Stated Clerk.
2. Responsibilities
 - a. Shall perform all the duties required by the constitution and shall serve as Secretary to the Oversight Commission unless they assign those duties to the Associate Stated Clerk. [*Book of Order* G-3.0305]
 - b. The Stated Clerk of Presbytery, together with the Permanent Clerk of Presbytery and the Associate Stated Clerk (should the Presbytery choose to elect one) shall be responsible for the annual review of Session records.
 - c. Shall provide guidance for the Clerks of Session in the preparation and preservation of church records.
 - d. Shall plan and conduct an annual Clerk of Session training.

- e. Shall prepare an annual necrology report for a service of remembrance at the February meeting of Presbytery.
 - f. Shall serve on the Commission on Ministry (COM) as a regular member of that Commission with voice and with vote.
 - g. Shall represent the Presbytery of Western Kentucky at the Annual Synod of Living Waters meeting.
 - h. Shall serve as the official correspondent for the Presbytery.
3. Relationships
 - a. The Stated Clerk shall work and collaborate with the Associate Stated Clerk and Permanent Clerk on all matters relating to the Presbytery, Synod, and General Assembly.
 - b. The Stated Clerk serves as a resource to the Permanent Judicial Commission (PJC) and other Presbytery entities.
 - c. The Stated Clerk shall work and collaborate with the Presbytery Executive(s) as necessary.
 - d. The Stated Clerk shall work and collaborate with the Presbytery Office Administrator to ensure that all minutes and records of presbytery committees and commissions are received and recorded.
 4. Accountability
 - a. The Stated Clerk is accountable to the Presbytery.
 5. Expenses
 - a. Compensation for the Stated Clerk includes a stipend and travel expenses, recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

E. Associate Stated Clerk [*Book of Order* G-3.0104, G-3.0107, G-3.0305]

1. Election and Term
 - a. The Presbytery may, at the recommendation of the Stated Clerk, elect an Associate Stated Clerk to serve the Presbytery.
 - b. The Associated Stated Clerk shall be elected by the Presbytery for a three-year term and may be elected for additional terms.
2. Responsibilities
 - a. Shall be responsible for assisting the Stated Clerk.
 - b. May attend the Commission on Ministry (COM) meetings with voice but without vote. Shall have vote if the Associate Stated Clerk is attending in place of the Stated Clerk.
 - c. Shall assist the Stated Clerk in the annual review of Session records.
 - d. Shall assist the Stated Clerk and the Permanent Clerk in the planning and conducting of the annual Clerk of Session training.
 - e. Shall represent the Presbytery of Western Kentucky at the Annual Synod of Living Waters meeting, if deemed necessary by the Stated Clerk.
3. Relationships
 - a. The Associate Stated Clerk shall work with and collaborate with the Stated Clerk and the Permanent Clerk on all matters relating to the Presbytery, Synod, and General Assembly.
4. Accountability
 - a. The Associate Stated Clerk is accountable to the Presbytery.
5. Expenses
 - a. Compensation for the Associate Stated Clerk includes a stipend and travel expenses, as recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

F. Permanent Clerk [*Book of Order* G-3.0104, G-3.0107, G-3.0305]

1. Election and Term
 - a. The Permanent Clerk shall be elected by the Presbytery for a three-year term and may be elected for additional terms.
2. Responsibilities
 - a. Shall record all the proceedings of all meetings of the Presbytery and shall submit them promptly with supporting documents to the Stated Clerk.
 - b. Shall be responsible for submitting the information for distribution in the Presbytery newsletter.
 - c. Shall assist the Stated Clerk and the Associate Stated Clerk in the annual review of Session records.
 - d. Shall assist the Stated Clerk and the Associate Stated Clerk in the planning and conducting of the annual Clerk of Session training.
3. Relationships
 - a. The Permanent Clerk shall work with and collaborate with the Stated Clerk and the Associate Stated Clerk on all matters relating to the Presbytery, Synod, and General Assembly.
4. Accountability
 - a. The Permanent Clerk shall be accountable to the Presbytery.
5. Expenses
 - a. Compensation for the Permanent Clerk includes a stipend and travel expenses, as recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

G. Treasurer [*Book of Order* G-3.0205]

1. Election and Term
 - a. The Treasurer shall be elected by the Presbytery for a three-year term and may be elected for additional terms.
2. Responsibilities
 - a. Shall normally sign all checks and remain connected with the Presbytery Office Administrator regarding all financial matters of the Presbytery.
 - b. Shall receive and disburse all funds of the Presbytery (except those assigned to the Trustees) according to instructions given by the Presbytery.
 - c. Shall oversee and coordinate with the Finance Committee an annual financial review of all of the Presbytery's financials.
 - d. Shall notify the churches of the Presbytery of their per capita apportionment for Presbytery, Synod, and General Assembly.
 - e. Shall make an annual report to Presbytery at its February meeting.
3. Relationships
 - a. The Treasurer shall serve as a permanent member of the Committee on Finance with voice and vote.
4. Accountability
 - a. The Treasurer shall be accountable to the Presbytery.
5. Expenses
 - a. Compensation for the Treasurer includes a stipend and travel expenses, as recommended by the Personnel Committee in consultation with the Finance Committee, and as approved in the annual Presbytery budget.

VI. COMMITTEES AND COMMISSIONS [Book of Order G-3.0109]

DEFINITIONS

Committees shall study and recommend action or carry out decisions already made by the Presbytery.

Commissions are empowered to consider, take action on, and conclude matters referred to them by the Presbytery.

Special Committees (or Task Forces) shall study and recommend action as charged to it by a committee, commission, or the Presbytery.

A. Oversight Commission (OC)

1. Membership, Election, and Terms of Service
 - a. Members of the OC shall be PC(USA) Ministers of the Word and Sacrament (Teaching Elders) and Ruling Elders who are members of one of the churches in the Presbytery of Western Kentucky.
 - b. Voting Members
 - i. Current Presbytery Moderator
 - ii. Current Presbytery Vice Moderator
 - iii. Immediate Past Moderator (who acts as moderator of OC)
 - iv. Presbyter to Pastors and Churches
 - v. Presbyter to Higher Councils
 - vi. Stated Clerk (or the Associate Stated Clerk in absence of the Stated Clerk)
 - vii. Moderators of:
 1. Commission on Ministry (COM)
 2. Presbyterian Women (PW)
 3. Support Team
 4. Engage Team
 5. Connect Team
 - c. Ex-officio Members (voice without vote)
 - i. Representatives from other commissions, committees, or task forces appointed by the Presbytery or other commissions/committees may added as needed.
2. Quorum
 - a. A quorum of the OC shall be a majority of the voting members.
3. 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.
 - d. Refer issues and suggestions to the appropriate governing body.
 - e. Correspond or consult with the General Assembly, Synod, and their councils in matters of church-wide planning, budget development, and coordination of the Presbytery's work.
 - f. Prepare the docket for each Presbytery meeting, including the Teach-In and/or other activities.
4. Meetings
 - a. The OC shall meet approximately one (1) month prior to each Presbytery meeting.
 - b. Meetings shall be conducted as outlined in Section III of this manual.

B. Permanent Judicial Commission [Book of Order D-3.000]

1. Membership, Election, and Terms of Service
 - a. The Permanent Judicial Commission (PJC) shall function as described in *Book of Order* D-3.000.
 - b. The Commission shall be composed of seven (7) members, with three (3) Ruling Elders, three (3) Teaching Elders, and the final member who is either a Ruling Elder or a Teaching Elder. No more than

one half of the members shall be in one class and only one Ruling Elder shall come from any single congregation. [*Book of Order* D-3.0101]

- c. Members will be elected for a term of six (6) years and will be divided into three classes, as equal as possible. [*Book of Order* D-3.0201]
 - d. Upon completion of their term of office, a member will not be eligible to serve on the commission for at least four (4) years.
 - e. The Moderator, Stated Clerk or any member of the Presbytery staff are not eligible to serve on this commission. [*Book of Order* D-3.0203b]
 - f. Any vacancy due to resignation, death, or any other cause shall be filled by the Presbytery. [*Book of Order* D-3.0202a]
 - g. The moderator and clerk of the PJC shall be elected by the commission.
 - h. Upon completion of the term of office, former members shall be placed on a roster for a period of six (6) years [*Book of Order* D-3.0602b] and may be called to serve on an investigative committee, if necessary.
2. Quorum [*Book of Order* D-3.0602]
 - a. The quorum of the PJC shall be a majority of the members, except that the quorum of a presbytery commission for a disciplinary case shall be a majority of the membership other than the two members assigned responsibilities under D-3.0102. The quorum of a session for judicial purposes shall be the moderator of the session and a majority of the ruling elder members.
 3. Meetings
 - a. The PJC shall meet when necessary, according to *Book of Order* D-3.000.Meetings must be conducted as outlined in Section III of this manual.

C. Commission on Ministry (COM) [*Book of Order* G-3.0307]

1. Membership, Election, and Terms of Service
 - a. The COM shall be composed of twelve (12) members with an equal number of Teaching Elders and Ruling Elders. The Stated Clerk or the Associate Stated Clerk will also 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 COM with voice but no vote.
 - b. COM shall be divided into three classes (4 in each class) with members serving three-year terms. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - c. The Moderator of COM shall be elected by the Presbytery to a one-year term.
2. Quorum
 - a. A quorum of the COM shall be a majority of the voting members.
3. Responsibilities
 - a. Assume the responsibilities assigned to the Presbytery under the authority of G-2.01 Ordered Ministries of the Church, G-2.05 Ministers of the Word and Sacrament: The Ministry of Teaching and Pastoral Care, G-2.06 Preparation for Ministry, G-2.07 Ordination, G-2.08 Call and Installation, G-2.09 Dissolution of Pastoral Relationships, G-2.10 Commissioning Ruling Elders to Particular Pastoral Service, G-2.11 Certified Church Service.
 - b. Assume the responsibility assigned to the Presbytery including the appointing and monitoring of Administrative Commissions (G-3.0109 *Committees and Commissions*). All actions shall be reported to the Oversight Commission at the next meeting.

- c. Assume the responsibility assigned to the Presbytery including the relations with Sessions (G-3.0203 *Meetings* and G-3.0303 *Relations with Sessions*). All actions shall be reported to the Oversight Commission at the next meeting.
 - d. 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.
 - e. 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.
 - f. Serve an instrument of Presbytery for promoting the peace and harmony of the churches and resolving difficulties, including in times of crisis.
 - g. Correspond with Synod and General Assembly committee dealing with similar areas of responsibility.
 - h. Carry out those responsibilities, COM shall focus on three main areas of responsibility – Pastor-Parish Relations, Conflict Resolution, and Session Visitation. For details on these, please see the COM Manual.
4. Meetings
- a. COM shall meet at least four (4) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

D. Presbyterian Women (PW)

- 1. Membership, Election, and Terms of Service
 - a. Membership is made up of officers elected by PW members of local church organizations.
 - b. Officers of the coordinating team include: Moderator, Immediate Past Moderator, Cluster Leaders, Secretary, Treasurer, Historian, Search Committee members, Peace and Justice Coordinator, Together-in-Service Coordinator, Study and Spiritual Development Coordinator, and Horizons Representative.
 - c. Terms of service will be determined by the Presbyterian Women.
 - d. Moderator of the PW will serve on the Oversight Commission.
- 2. Responsibilities
 - a. Promote the ministries of PW organizations in the local churches.
 - b. Organize and lead Presbytery-wide gatherings of PW on a semi-annual basis.
 - c. Provide education for those issues and concerns that Presbyterian Women in the Presbytery.
 - d. Elect officers to represent the interests of PW and provide connection with Synod and General Assembly entities.
- 3. Meetings
 - a. PW coordinating team shall meet at least four (4) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

E. The Support Team

- 1. Membership, Election, and Terms of Service
 - a. Members include the moderators of the Personnel Committee, the Board of Trustees, and the Committee on Finance.
 - b. The Support Team members will elect a moderator, who will also serve on the Oversight Commission for a one-year term.
- 2. Quorum

- a. A quorum of the Support Team is only possible if all members are present.
 - b. All committees in the Support Team have a quorum with at least three (3) members present.
3. Responsibilities
- 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 special committee (task force) that may be necessary to carry out its responsibilities.
4. Meetings
- a. The Support Team shall meet at least two (2) times per year and when called by the moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Personnel Committee

1. Membership, Election, and Terms of Service
- a. The Committee shall be composed of four (4) members, of whom at least one (1) shall be a Teaching Elder.
 - b. These shall be divided into three (3) classes with at least one member in each class.
 - c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Moderator will be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
- 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 Presbytery Administrator and other staff.
 - c. Initiate the review process for the Presbytery Executive(s) by providing information to the Oversight Commission for the annual performance review.
 - d. Shall recommend to the 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.
3. Meetings
- a. The Personnel Committee shall meet at four (4) times per year and when called by the Moderator, especially in order to support the review of staff and to prepare the staff budget.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Board of Trustees

1. Membership, Election, and Terms of Service
- a. The Presbytery shall be incorporated.
 - b. The Board of Trustees shall be composed of five (5) members, of whom at least three (3) shall be Ruling Elders.
 - c. These shall be divided into three (3) classes with at least one member in each class.
 - d. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - e. The Presbytery shall elect the trustees.

- f. Trustees shall elect their own Moderator and Secretary in compliance with the laws of the Commonwealth of Kentucky.
 - g. 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 without vote.
2. Responsibilities
- a. Oversee the Presbytery investment funds as follows:
 - i. Determine general priorities for spending as approved by the Committee on Finance.
 - ii. Publicize availability of funds and criteria for requesting funds, if necessary.
 - iii. Make specific allocations of funds, reporting decisions to the Committee on Finance.
 - iv. Receive and evaluate follow-up reports related to use of funds.
 - v. Provide recommendations to the Oversight Commission for expenditures for the upcoming year.
3. Meetings
- a. The Board of Trustees must meet at least two (2) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III in this manual.

Committee on Finance

1. Membership, Election, and Terms of Service
- a. The Committee shall be composed of four (4) members, of whom at least two (2) shall be Teaching Elders.
 - b. These shall be divided into three (3) classes with at least one member in each class.
 - c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Committee may connect with others to assist in its work.
 - e. The Treasurer of the Presbytery shall be a permanent member of the Committee on Finance.
 - f. The Moderator will be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
- a. Interpret to the Presbytery and its churches the mission program of the General Assembly, the Synod, and the Presbytery.
 - b. Challenge each church in the Presbytery to responsible stewardship.
 - c. Be available to the churches of the 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 (U.S.A.) at large to the churches of Presbytery in presenting the annual budget of the Presbytery to the churches.
3. Meetings
- a. The Committee on Finance must meet at least four (4) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III in this manual.

F. The Engage Team

1. Membership, Election, and Terms of Service

- a. Members include the moderators of the Leadership Development Committee, the Committee on Preparation for Ministry (CPM), the Mission Committee, and the Youth Committee.
 - b. The Engage Team members will elect a moderator, who will also serve on the Oversight Commission for a one-year term.
2. Quorum
 - a. A quorum of the Engage Team is only possible if all members are present.
 - b. All committees in the Engage Team have a quorum with at least three (3) members present.
 3. Responsibilities
 - a. Provide resources, training, and support to effectively manage educational opportunities of the Presbytery and its churches.
 - b. Develop and promote collaborative programs across the Presbytery.
 - c. Oversee the work of those committees under its direction.
 - d. Create any special committee (task force) that may be necessary to carry out its responsibilities.
 4. Meetings
 - a. The Engage Team shall meet at least two (2) times per year and when called by the moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Leadership Development Committee

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of five (5) members, of whom at least two (2) shall be Teaching Elders.
 - b. These shall be divided into three (3) classes with at least one member in each class.
 - c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
 - a. Develop Presbytery-wide programming which undergirds the development of leadership by Teaching Elders and Ruling Elders in congregations.
 - b. Be responsible for:
 - i. Christian education.
 - ii. Other issues as determined by the Committee.
3. Meetings
 - a. The Leadership Development Committee shall meet at least two (2) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Committee on Preparation for Ministry (CPM) [Book of Order G-2.06, G-3.0307]

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of at least five (5) members, of whom at least three (3) shall be Teaching Elders.
 - b. These shall be divided into three (3) classes with at least one member in each class.
 - c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Director of Commissioned Ruling Elders, when not a regular member, shall be an ex-officio member with voice but without vote.

- e. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
 - a. Assist churches in challenging people with outstanding gifts for ministry to seek ordination.
 - b. Carry out the responsibilities assigned to it in G-2.06.
 - c. Recommend to the Presbytery transfer of candidates when appropriate.
 - d. Present Candidates for ordination, reporting on the trials of ordination and conducting any further examinations the 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 both the Commission on Ministry and 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 Training Program in accordance with G-2.10.
 3. Meetings
 - a. The CPM shall meet at least four (4) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Mission Committee

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of at least four (4) members, of whom at least one (1) shall be a Teaching Elder.
 - b. These shall be divided into three (3) classes with at least one member in each class.
 - c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
 - a. Facilitate mission planning recommendations for 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 special committees (task forces) to work in areas of hunger, peacemaking, and other issues as the need arises.
 - f. Coordinate concerns for Older Adults.
 - g. Be the primary oversight committee for issues related to Presbytery sponsored campus ministry programs, facilitating work by collaborating with campus ministry boards.
 - 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.
3. Meetings

- a. The Mission Committee shall meet at least four (4) times per year and when called by the Moderator.
- b. Meetings must be conducted as outlined in Section III of this manual.

Youth Committee

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of at least four (4) members, of whom at least one (1) shall be a Teaching Elder.
 - b. These shall be divided into three (3) classes with at least one member in each class.
 - c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
 - a. Coordinate and provide educational and 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 the Presbytery.
 - d. Oversee budgetary planning and expenditures, including the awarding of scholarships and other financial assistance for youth participation in Presbytery-approved activities.
3. Meetings
 - a. The Youth Committee shall meet at least four (4) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

H. The Connect Team

1. Membership, Election, and Terms of Service
 - a. Members include the moderators of the Church Development Committee, the Committee on Nominations and Representation, and the Committee on Bills and Overtures.
 - b. The Connect Team members will elect a moderator, who will also serve on the Oversight Commission for a one-year term.
2. Quorum
 - a. A quorum of the Connect Team is only possible if all members are present.
 - b. All committees in the Connect Team have a quorum with at least three (3) members present.
3. Responsibilities
 - 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 special committee (task force) that may be necessary to carry out its responsibilities.
4. Meetings
 - a. The Connect Team shall meet at least two (2) times per year and when called by the moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Church Development Committee

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of at least four (4) members, of whom at least two (2) shall be Teaching Elders.
 - b. These shall be divided into three (3) classes with at least one member in each class.

- c. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - d. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
 - a. Resource congregations concerning evangelism materials, programs, and personnel.
 - b. Support new church development.
 - c. Support redevelopment of existing congregations.
 - d. Support other issues as determined by the Committee.
 - e. Administer Innovative Ministry grant programs as needed.
 3. Meetings
 - a. The Church Development Committee shall meet at least four (4) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Committee on Nominations and Representation [*Book of Order G-3.0111*]

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of at least five (5) members, of whom at least two (2) shall be Teaching Elders.
 - b. The Presbyter to Pastors and Churches and the Moderator of the Oversight Commission shall serve as ex-officio members with voice but without vote.
 - c. The remaining members shall be divided into three (3) classes with at least one member in each class.
 - d. Terms of service will be three (3) years. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.
 - e. Nominations to this Committee will be made by the Oversight Commission.
 - f. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
 - a. Put forward the slate of nominees for Presbytery committees and commissions on an annual basis, providing said slate to the Oversight Commission in advance of the Presbytery meeting at which the slate will be voted upon, including Moderator and Vice Moderator of the Presbytery.
 - b. 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. [*Book of Order G-3.0103*]
3. Meetings
 - a. The Committee on Nominations and Representation shall meet at least two (2) times per year and when called by the Moderator, especially in preparation for elections at the November Presbytery meeting.
 - b. Meetings must be conducted as outlined in Section III of this manual.

Committee on Bills and Overtures

1. Membership, Election, and Terms of Service
 - a. The Committee shall be composed of six (6) members, namely the two commissioners to the previous General Assembly, the two commissioners to the next General Assembly, the Oversight Commission Moderator, and the Stated Clerk.

- b. The Presbyter to Pastors and Churches and the Presbyter to Higher Councils shall serve as ex-officio members with voice but without vote.
 - c. Terms of service are related to the positions upon which membership in this Committee are based (2 years for GA commissioners, 1 year for OC moderator, 3 years for Stated Clerk).
 - d. Nominations to this Committee will be made by the Oversight Commission.
 - e. The Moderator shall be elected by the Committee to a one-year term and may be elected for additional terms.
2. Responsibilities
- 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 (or at the latest, the February meeting) of the Presbytery of Western Kentucky.
3. Meetings
- a. The Committee on Bills and Overtures shall meet at least two (2) times per year and when called by the Moderator.
 - b. Meetings must be conducted as outlined in Section III of this manual.

VII. 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 (G-3.05). At the November Presbytery 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 an 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

1. In nominating Commissioners, the Committee on Nominations and Representation shall give consideration to representation from all the churches of Presbytery.
2. 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.
3. In addition, there shall be a register of the churches of Presbytery indicating which churches have sent Teaching Elder Commissioners and Ruling Elder Commissioners to the Assembly and the years of their commissions.
4. 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

1. The following facts are to be taken into consideration as Teaching Elders are nominated and elected as Commissioners to the General Assembly:
 - i. 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.)
 - ii. The rotation principle will generally be followed when in consideration by the Nominations and Representation Committee. The following point system shall normally be used in determining each commissioner and alternate:
 1. 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.
 2. For the period of service in the Presbytery of Western Kentucky since having been a Commissioner to the General Assembly, 2 points per year.
 3. For the period of active service in the Presbyterian Church (U.S.A.) and its predecessors, 1 point per year.
 4. 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.
 - iii. Under extraordinary circumstance, 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

1. 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:
 - i. Active service in the local church. (The Ruling Elder need not be active on the session at the time of election as a Commissioner.)
 - ii. Active involvement with the church beyond the local level.
 - iii. Ability to attend if elected and to report to the Presbytery.
 - iv. Length of time since a church has had a Ruling Elder Commissioner.

E. Young Adult Advisory Delegates

1. 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 them as advisory delegates to the General Assembly:
 - i. Active service in the local church.
 - ii. Service in the church beyond the local level when possible.
 - iii. Ability to attend if elected and to report to the Presbytery.

VIII. PROPERTY

The provisions of G-4.02 of the *Book of Order* shall govern all property matters in the Presbytery.

IX. 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 oversubscribed, 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 (3/4) vote of the Presbytery at any two successive stated meetings, upon recommendation of the Oversight Commission, with the advice of the Trustees.

X. RESOURCES

1. SEVERANCE POLICY AND TERMINATION FROM INSTALLED OR COMMISSIONED WORK
See COM Manual (to be added)
2. WESTERN KENTUCKY CANDIDATE INDEBTEDNESS POLICY
See CPM Manual (under development)
3. VALIDATED MINISTRY/CAMPUS MINISTRY POLICY
See COM Manual (to be added)
4. APPLICATION FOR DEBT REDUCTION PROGRAM
See COM Manual (to be added)
5. CALL PROCESS FOR PNCs
See COM Manual (to be added)
6. GUIDELINES FOR MENTORS OF COMMISSIONED RULING ELDERS
See COM Manual (to be added)
7. PROCESS FOR CLERGY NOT ORDAINED IN THE PRESBYTERIAN CHURCH (USA) SERVING CONGREGATIONS IN WESTERN KENTUCKY PRESBYTERY
See COM Manual (to be added)

XI. MISCELLANEOUS RULES

A. New Business

1. 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.
2. 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 (10) days before the meeting.

F. Minutes and Records

1. 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*.
2. The Clerk of Session shall confer with the Stated Clerk of Presbytery for guidance in carrying out these responsibilities and requirements.
3. The Stated Clerk of Presbytery, together with 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: 2016
Current Revision adopted: 2024