

Proposed *Manual of Administrative Operations* Errata

The following are recommended as changes to the proposed *Manual of Administrative Operations* because they have been identified as errors of spelling or grammar, items of redundancy or inconsistency, or items that needed to be clarified.

1. In order to be consistent throughout the document, and consistent with the *Book of Order*, the word “clergy” shall be changed to “minister” in every instance it occurs.
2. All occurrences of the phrase, “3 clergy or laity” shall be changed to “3 ministers, elders, or laity.”
3. The word “Presbytery” will be capitalized throughout the document.
4. The current Mission Statement of the Presbytery, adopted May 2004, will be included before the Preface to the *Manual*.
5. On page 2, include the word “Treasurer” in the second bullet point under “Members.”
6. On page 3:
 - a. Under “Recording Clerk,” delete “within an agreed upon period of time”.
 - b. Under “Docket,” delete “agenda”.
 - c. In the second bullet point under “Docket,” change “his/her” to “their”.
 - d. Under “Inclement Weather,” change “forecasted” to “forecast”.
 - e. In the first bullet point under “Inclement Weather,” change it to read, “...forms of communication: email, notice on Presbytery’s website...”
 - f. In the first bullet point under “Expenses,” delete “local”.
7. On page 4:
 - a. Under “Officers of the Presbytery”, in each of the bullet points, delete the words “of the Presbytery”.
 - b. Regarding the commissioner to Synod, delete the words “selected and”.
 - c. Under “Lay Members of Council,” change as follows: “considered as a non-voting member whenever Council is acting as a Commission of the Presbytery, Board of Directors, or Trustees.”
 - d. Under “Meetings,” change “may meet” to “meets”.
8. On page 5:
 - a. Under “Intentional and Implied Resignation,” change “without an excused absence” to “absent without notice”.
 - b. Under “Committee Membership,” change the first paragraph to read: “The Nominating Committee shall bring names to the Presbytery for election as members of Presbytery Council and Committees.” (The intent here is to clarify that the Presbytery is not in any way bound to elect whoever the Nominating Committee nominates, and that nominations from the floor always are in order. The current proposed wording might be interpreted in a way that would suggest otherwise.)

- c. Under “Committee Leadership,” change to read: “The Nominating Committee shall bring names to the Presbytery for election as the Chairperson of each Committee.” (The intent is the same as in “b” above.)
 - d. Under “Committee meetings,” change to read: “Each committee establishes its own schedule for meetings.”
- 9. On page 7:
 - a. In the CLP Working Group section, under Composition, change each bullet point as follows:
 - i. “The Chair (or designee) of COM.”
 - ii. “The Chair (or designee) of CPM.”
 - iii. “The Chair (or designee) of Council.”
 - b. In the same section as “a,” correct “Executive Presbytery” to “Executive Presbyter.”
 - c. In the Presbytery Support and Response Team section, under Composition, delete the following phrases: “identified and” and “as necessary to fulfill the purpose of the Team”.
- 10. On page 8:
 - a. In the CPM section, under Purpose, change the fourth bullet point so that it begins, “Recommend for Presbytery’s election...”
 - b. In the Evangelism and Discipleship section, under Purpose, change the fourth bullet point so that it reads: “Implement the Presbytery’s actions regarding organizing new churches...”
- 11. On page 9:
 - a. Under Relationships, change “decisions” to “recommendations to Presbytery”.
 - b. In the Faith Education and Leadership Development section, under Purpose, delete the third bullet point.
 - c. In the Mission section, under Purpose, change “mission-type” to “mission-designated”.
 - d. In the same section, delete the last bullet point.
- 12. On page 10, in the two instances it occurs, change “Sudanese Ministries” to “Sudanese Ministry”.
- 13. On page 11, under “Purpose”:
 - a. In the second bullet point, change “name” to “names”.
 - b. Begin the fourth bullet point with the words “Nominate persons to...”
- 14. On page 13:
 - a. In the section on Policy and Polity, under “Purpose,” in the first bullet point, change “Studying” to “Study”.
 - b. In the same section, change the fifth bullet point to read as follows: “Advise the Presbytery regarding implementation of principles of inclusiveness and participation in leadership, and to consult with the Presbytery on the employment of personnel, in accordance with the principles of inclusiveness and diversity in *The Book of Order*.” (This wording is more reflective of the actual wording in *The Book of Order*.)
 - c. In the same section, under “Composition,” add the following as a new paragraph: “Three members of this committee will be identified as the Presbytery’s

Committee on Representation, which will be assumed back into the entire committee if the new Form of Government is adopted, and upon its effect.”

15. On page 15, under Stewardship of Resources, in the section on “Purpose,” delete the last bullet point.
16. On page 16:
 - a. At the top of the page, under “Composition,” delete “divided into three (3) equal classes,” and change “which” to “whom.”
 - b. Under Youth Ministry, in the section on “Purpose,” delete the last bullet point.
 - c. Under “Composition,” change the last sentence of the third bullet point to read: “If a youth member is 18 upon nomination, he/she may fill the term if he/she has a birthday during that term.”

Steven W. Plank,
Stated Clerk

With special thanks to Stated Clerk, Emeritus, Russell Palmer