

A Manual of Administrative Operations
The Presbytery of Missouri River Valley
of
The Presbyterian Church (U.S.A.)

(Adopted by Presbytery, November 10, 2009)

Our Mission Statement

The heart of the Presbytery of Missouri River Valley is
discerning God's call,
cultivating relationships with one another, and
engaging in mission locally and globally.

The role of the Presbytery of Missouri River Valley is,
with God's help,
to equip ourselves as the Body of Christ,
proclaiming and
living the gospel in our various communities.

To that end, we will
know,
value,
care for, and
partner with our congregations and our pastors
to extend the mission of Jesus Christ in the world.

(Adopted May 2004)

PREFACE

Purpose

A Manual of Administrative Operations is meant to support, encourage, and clarify the function and relationships between the Presbytery, its officers, committees, congregations, and others elected to serve.

Paradigm of Presbytery:

“God expects us to succeed through prayer, faith, and bold action.”

Focus of Presbytery: Revitalization

Values of Presbytery:

- Worshipping community
- Praying for each other
- Trust in God
- Biblical principles
- Value future generations

Guidelines of Presbytery:

- Make the effort to be relational
- Communicate with openness, courage, and trust
- Embrace new ideas and new leaders

Amendment

A Manual of Administrative Operations may be amended by majority vote at any meeting of Presbytery, provided that the proposed amendment has been mailed to all Members of the Presbytery and Commissioners ten (10) days in advance.

PART A – THE PRESBYTERY

Presbytery Organizational Structure

To coordinate communication and build relationships

- Decision-making responsibilities are through the regularly scheduled and special meetings of the Presbytery.
- Operational responsibilities are delegated to the Presbytery Council through its committees and staff.

Officers

To promote and further its focus, values, and guidelines, the Officers of the Presbytery of Missouri River Valley are

- Moderator
- Vice Moderator
- Stated Clerk
- Treasurer

The Officers are elected to service in terms described in the By-laws.

Members

Members of the Presbytery of Missouri River Valley are

- Ministers enrolled by action of Presbytery, except for those ministers whose names appear on the inactive roll, or are otherwise excluded by *The Book of Order*.
- The Moderator, Vice Moderator, Stated Clerk, Treasurer, and members of Council who are Elders shall be enrolled as members of Presbytery for the duration of their membership on Council.
- Corresponding members are any minister or elder in good standing from any other governing body of this denomination, or ministers from any other denomination that is in correspondence with PC (USA), who may be seated at any particular meeting of Presbytery with privilege of the floor, but without vote.

Commissioners

- Each Session shall commission one or more of its elders to participate in meetings of Presbytery in accordance with *The Book of Order*.
- Balance of Representation: in order to maintain a balance of ministers and elders at Presbytery Meetings, the Stated Clerk annually recommends a means by which balance may be achieved, typically passing from congregation to congregation the privilege of sending additional elders to Presbytery, but bearing in mind the issues related to good balance of race, sex, etc., and giving preference to those congregations that have the best records in providing elder-representation at stated meetings of Presbytery.

Meetings of Presbytery

- **Stated Meetings:** The Presbytery meets in four (4) Stated Meetings held quarterly each year.
 - The dates, times, and locations of the meetings are recommended by Council and approved by the Presbytery.
 - Council may change the date, time, and location for any particular stated meeting upon ten days notice given to all Member of Presbytery and Commissioners.
 - Any meeting may be adjourned to a specific time and place.
- **Special meetings** may be held in accordance with the provisions in *The Book of Order*.
- **Quorum:** The quorum for any meeting of the Presbytery shall be twelve, six of whom shall be ministers and six of whom shall be elders. The elders shall be from at least three congregations. All active ministers and voting elder commissioners of Presbytery are expected to attend.
- **Recording Clerk:** The Recording Clerk takes the minutes of the meetings of Presbytery, and provides a copy to the Stated Clerk.
- **Proxy:** Voting by proxy is not allowed as it is inconsistent with the communal discernment of an assembled body open to the presence of the Spirit of God.
- **Docket:** The proposed docket for each stated meeting is approved by Council in consultation with its Committees, Officers, Staff, and Committees.

- The docket ordinarily will include elements of worship, fellowship, reports, and business.
- Proposed dockets for each stated meeting will be distributed/ published, as appropriate, by electronic and other means at least ten days prior to the date of the meeting to members of Presbytery and to elder commissioners through their congregation.
- **Inclement Weather:** When inclement weather is forecast for any meeting of Presbytery, in consultation with the Host Congregation, the Presbytery Staff and Officers will make a decision whether to hold the meeting.
 - Notice of cancellation will utilize various forms of communication: e-mail, notice on Presbytery's website, telephone/ voicemail, etc.
 - During potential inclement weather, pastors and commissioners bear a responsibility to remain alert to notices of cancellation
 - Rescheduling: In consultation with the host congregation, the Staff and Officers will reschedule a cancelled meeting and provide a notice of rescheduling using the same means utilized in the cancellation notice.
- **Sales:** The sale of any items at any meeting of the Presbytery requires the prior approval of Council.
- **Expenses:**
 - If any Elder commissioner incurs reasonable expenses for a meeting of the Presbytery, upon request the congregation will defray these expenditures through its normal means.
 - Minister members are required to participate in Presbytery meetings. If the local congregation does not defray the reasonable expenses, requests for reimbursement are to be made in writing to the Stated Clerk, who validates payment by the Presbytery.

PART B – COUNCIL

Presbytery Council

Purpose

The purpose of the Presbytery Council is to

- Serve as the leadership team of the Presbytery, monitoring/ adjusting/ challenging the Presbytery's vision, mission, and program.
- Function, when necessary, as the Board of Directors and the Trustees of the Corporation.
- Carry out those responsibilities assigned by *The Book of Order*.

Composition

The Presbytery Council is composed of the following, with voting power unless otherwise indicated:

- Chair of Council, who is the immediate past Moderator of the Presbytery and serves for one year
- Officers of the Presbytery
 - Moderator.
 - Vice Moderator.
 - Stated Clerk, who serves as Secretary of Council.
 - Treasurer
- Members-at-large, elected for three-year terms (in equal classes):
 - Three ministers.
 - Three elders, each from different congregations, who must be on the Active Member Roll of a congregation of the Presbytery.
- Others by virtue of office – The chairperson or an elected member appointed by each of the Committees of the Presbytery.
- One Commissioner to Synod, appointed by the Chair of Council.
- The Executive Presbyter, (without vote).
- The Moderator of Presbyterian Women
- The Executive Director of HELP Adults Services, (without vote).

Lay Members of Council

A person who is not an ordained elder or minister but who serves as a member of Council will be considered as a non-voting member whenever Council is acting as a Commission of the Presbytery, Board of Directors or Trustees.

Meetings

The Presbytery Council meets six times a year according to an annual schedule that will be publicized to the members of Council and the Presbytery.

Quorum

The quorum for meetings of Council shall be one-third of the voting membership.

Decisions between Meetings

When any two of the following – Chair of Council, Stated Clerk, and/or Executive Presbyter – see that it is beneficial to seek a decision of Council between regular meetings, that decision may be sought through electronic means following the Presbytery’s “Electronic Decision-making Guidelines”.

Special Circumstances

The Moderator and Vice Moderator of Presbytery, working together, are empowered to appoint a Committee of Counsel when needed.

The Moderator and Vice Moderator of Presbytery also appoint an Investigating Committee when needed as informed by the Stated Clerk when allegations are made concerning a minister member of the Presbytery.

PART C: INFORMATION RELATED TO COUNCIL AND COMMITTEES

Electronic Decision-making Guidelines:

Recognizing there are times when the various entities of the Presbytery need to make decisions between scheduled or stated meetings as well as to act swiftly in other occasions, Council, Committees, Commissions, and other Presbytery groups in lieu of calling a special meeting may choose to use electronic forms of communication.

- Chairpersons shall make a good faith effort to contact all members through e-mail, telephone, text, fax, and/or other electronic means.
- When at least 51% of the members respond in the affirmative (or the negative) then that decision will be considered the action of the body.
- Such action shall be reported to the next meeting of the body and recorded in its minutes.

Intentional and Implied Resignation:

There are times when those elected are unable to continue in their service to the Presbytery. These individuals should communicate their resignation to the Stated Clerk.

If during a calendar year an individual is *absent without notice* from three meetings, this may be interpreted by the Chair as an implied resignation, recorded in the minutes, and reported to the Stated Clerk. The Stated Clerk then notifies Council of the vacancy and refers the matter to the Nominating Committee.

Committee Membership:

The Nominating Committee shall bring names to the Presbytery for election as members of Presbytery Council and Committees.

Members of Presbytery's Council and Committees are to be on the Active Member Roll of a congregation in the Presbytery.

In order to assist the Presbytery to embrace new ideas and new leaders, Council and Committees are encouraged to recruit and co-opt individuals for specific functions and tasks.

Committee Leadership:

The Nominating Committee shall bring names to the Presbytery for election as the Chairperson of each Committee.

Committee Meetings:

Each committee establishes its own schedule for meetings.

Committee Quorum:

Unless otherwise specified, the quorum of a committee is a majority of its members.

Committee Support:

Unless specified otherwise by *The Book of Order*, the Executive Presbyter and Stated Clerk may support the work of all the Committees and Working Groups of Presbytery and may serve as an Ex officio member, without vote.

PART D - COMMITTEES

The Committees of Presbytery and established sub-groups are

- Committee on Ministry (COM)
 - Commissioned Lay Pastor Working Group
 - Presbytery Support and Response Team
- Committee on Preparation for Ministry (CPM)
- Evangelism and Discipleship
 - NCD Task Force
- Faith Education and Leadership Development
- Mission
 - Sudanese Ministries Working Group
 - Latino/ Hispanic Ministries Working Group
- Nominating
- Permanent Judicial Commission
- Personnel
- Policy and Polity
- Social Justice and Peacemaking
- Spirituality, Theology, and Worship
- Stewardship of Resources
 - Investment Working Group
- Youth Ministry

Committee on Ministry (COM)

Purpose:

The purpose of the Committee on Ministry (COM) is to fulfill those duties and responsibilities delegated by the Presbytery and assigned in *The Book of Order* that are more clearly identified and described in the COM Manual.

Composition:

The Committee on Ministry is composed of a total of eighteen (18) members: nine (9) ministers and nine (9) elders, divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationships:

The Committee works in close relationship with the Evangelism and Faith Development Committee when making decisions regarding new church development as well as in the relocation of churches.

Commissioned Lay Pastors (CLP) Working Group

Purpose:

The purpose of the Commissioned Lay Pastor (CLP) Working Group is to . . .

- Coordinate the training, testing, and qualifications of men and women called to lay pastoral ministry, according to the provisions of *The Book of Order*.
- Assure the continuing education and mentoring of lay pastors, whether they are engaged in commissioned ministry or not currently assigned.

Composition:

The CLP Working Group is a working group composed of

- The Chair (or designee) of COM
- The Chair (or designee) of CPM
- The Chair (or designee) of Council
- One person appointed by the Moderator of the Presbytery in consultation with the Executive Presbyter and Stated Clerk.

Ideally, the CLP Working Group will strive to achieve a balanced representation of ministers, elders, males, females, and Commissioned Lay Pastors in its membership.

Relationship:

The Working Group is accountable to COM and CPM and reports to the Presbytery through COM

Presbytery Support and Response Team

Purpose:

The purpose of the Presbytery Support and Response Team is to

- Be trained and prepared to offer a *pastoral response* in situations of crisis, allegations of sexual harassment, misconduct, sexual abuse, or other occasions where a sensitive, supportive response is required.
- Promote the awareness and continuing education of ministers, lay pastors, and Presbytery employees regarding the standards of conduct and procedures related to sexual harassment, misconduct, sexual abuse.

Composition:

The Presbytery Support and Response Team is composed of individuals selected by the Committee on Ministry based upon their particular abilities, professional expertise, geographical location, and other specific qualifications that COM identifies.

Relationship:

The Working Group is accountable to COM and, if necessary, reports to the Presbytery through COM.

Committee on Preparation for Ministry (CPM)

Purpose:

The purpose of the Committee on Preparation for Ministry (CPM) is to

- Develop and promote a process to encourage qualified and capable individuals to consider ordained ministry.
- Enter into covenant relationship with those preparing to become ministers of the Word and Sacrament
- Assist individuals and the supporting congregation as they proceed to Inquiry, Candidacy, and Ordination as specified in *The Book of Order* and outlined in The Committee on Preparation for Ministry Manual.
- Recommend for Presbytery's election Elder and Minister readers of examinations for candidates for ordination at the request of the Presbyteries' Cooperative Committee on Examinations for Candidates

Composition:

The Committee on Preparation for Ministry (CPM) is composed of six (6) ministers and six (6) elders divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms. No two elders may be from the same congregation, but each must be on the Active Member Roll of a congregation in this Presbytery.

Relationships:

The Committee on Preparation for Ministry (CPM) works with the Committee on Ministry (COM) when Candidates move toward examination for ordination, with the Working Group for Commissioned Lay Pastors (CLP's), and with the Omaha Presbyterian Seminary Foundation.

Evangelism and Discipleship

Purpose:

The purpose of the Evangelism and Discipleship Committee is to

- Encourage, promote, and carry out opportunities that will further the efforts of congregations in the areas of evangelism and discipleship.
- Identify and communicate the resources and opportunities that might further evangelism and discipleship in congregations and the Presbytery.
- Assist in creating opportunities for fellowship within the Presbytery.
- Implement the Presbytery's actions regarding organizing new churches, receiving and uniting churches in consultation with their members, and locating new churches and churches desiring to move.

Composition:

The Evangelism and Discipleship Committee is composed of three (3) ministers, three (3) elders, and three (3) other ministers, elders, or lay members divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationships:

The Committee works in close relationship with the Committee on Ministry (COM) when making recommendations to Presbytery regarding new church development as well as in the relocation of churches.

Faith Education and Leadership Development**Purpose:**

The purpose of the Faith Education and Leadership Development Committee is to

- Provide resources and training in the areas of Christian Education and Church Officer Training.
- Assist congregations in their development of Christian Education programs including Educator support and teacher-training opportunities.
- Maintain a relationship with the ministry of Camp Calvin Crest through those serving on the Calvin Crest Camp and Conference Center Board of Directors.
- Carry out the Presbytery's responsibilities identified in *The Book of Order* to provide encouragement, guidance, and resources to its member churches in the areas of faith and leadership development.
- Maintain the Presbytery's media equipment and resources.

Composition:

The Faith Education and Leadership Development Committee is composed of three (3) ministers, three (3) elders, and three (3) other ministers, elders, or lay members divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Mission**Purpose:**

The purpose of the Mission Committee is to

- Serve as a catalyst for connecting individuals and congregations with opportunities for mission education, mission interpretation, and active participation in mission programs offered by local congregations, Presbytery, Synod, and General Assembly.
- Assist the congregations of the Presbytery in their own interpretive tasks of mission programs of higher councils of the denomination.
- Provide oversight responsibility for the mission involvement of the Presbytery.
- Develop and administer a system of administration for the granting of regular and special mission funds any other mission-designated funds entrusted to the Committee by Presbytery.

Composition:

The Mission Committee is composed of three (3) ministers, three (3) elders, and three (3) other ministers, elders, or lay members divided into three (3) equal classes,

one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationships:

The Committee will have an ongoing relationship with and provide budget oversight for the Sudanese Ministries Working Group and the Hispanic/ Latino Ministries Working Group, each of which report to the Presbytery through the Mission Committee.

Sudanese Ministry Working Group

Purpose:

The purpose of the Sudanese Ministry Working Group is to

- Assist the Presbytery in fulfilling its commitment to Sudanese Ministry.
- Support the Sudanese American Fellowship as it seeks to adjust to life and ministry in a new culture.
- Facilitate leadership development and support the leadership of the Sudanese American Fellowship.
- Assist in the development of budget, funding, and facilities management.
- Interpret to congregations of the Presbytery the mission of the Sudanese American Fellowship.

Composition:

The Working Group will consist of up to nine (9) individuals consisting of ministers and laity who represent different congregations within the Presbytery and who possess specific gifts and abilities to support and further the ministry of the Sudanese Fellowship. They are divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationship:

The Working Group will have an ongoing relationship with the Mission Committee and report to the Presbytery through the Mission Committee.

Hispanic/ Latino Ministry Working Group

Purpose:

The purpose of the Hispanic/ Latino Ministry Working Group is to

- Assist the Presbytery in fulfilling its commitment to Hispanic/ Latino Ministry.
- Support the Hispanic/ Latino Ministry as it seeks to develop programs of outreach to the community.
- Facilitate leadership recruitment and development of those interested in Hispanic/ Latino Ministry.

- Assist in the development of budget, funding, and financial oversight for programs that will further Hispanic/ Latino ministry.
- Interpret to congregations of the Presbytery the mission of the Hispanic/ Latino Ministry.

Composition:

The Working Group will consist of up to nine (9) individuals consisting of ministers and laity who represent different congregations within the Presbytery and who possess specific gifts, abilities, and language skills to support and further the mission and ministry of the Hispanic/ Latino Ministry. They are divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationship:

The Working Group will have an ongoing relationship with the Mission Committee and report to the Presbytery through the Mission Committee.

Nominating

Purpose:

The purpose of the Nominating Committee is to

- Encourage participation in the ministry, mission, and work of the Presbytery by qualified persons from throughout its congregations.
- Secure from congregational leadership names of individuals who have particular gifts and abilities that would further the vision of the Presbytery.
- Nominate persons to all elected positions according to the conditions set forth in *The Book of Order* with regard to fair representation and defined in the Nominating Committee Handbook.
- Nominate persons to fill vacancies when there is a resignation or death.
- Consult with the Policy and Polity Committee regarding issue of representation.
- Consult at least annually with the Council.

Composition:

The Nominating Committee shall be elected by the Presbytery in conformity with *The Book of Order*.

The Members and Chair of the Nominating Committee will be nominated by the Council upon the recommendation of the Moderator, Vice Moderator, and Chair of Council in consultation with the Executive Presbyter and Stated Clerk.

The Nominating Committee is composed of ten (10) members: nine of whom are three (3) ministers, three (3) laymen, and three (3) laywomen with no two lay members from the same congregation divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationships:

The Nominating Committee has a particular relationship with Presbytery's representative on the Synod's Nominating Committee, who serves as an ex-officio member of the committee.

Permanent Judicial Commission**Purpose:**

The purpose of the Permanent Judicial Commission is to fulfill its constitutional responsibility to consider and decide cases of process for the Presbytery according to *The Book of Order*.

Composition:

The Permanent Judicial Commission shall be composed of nine (9) members

- Four (4) ministers, in rotating classes, each for six (6) years, non-repeatable.
- One minister or elder, to serve for a non-repeatable six (6) year term.
- Four (4) elders, in rotating classes, each for six (6) years, non-repeatable. No two elders may be from the same congregation, but each must be on the Active Member Roll of a congregation in this Presbytery.

Relationships:

The relationships of the Permanent Judicial Commission are defined by *The Book of Order*.

Personnel**Purpose:**

The purpose of the Personnel Committee is to

- Provide counsel, guidance, care, and advocacy support for the Presbytery Staff as defined in the Presbytery Personnel Policies and Procedures.
- Provide or sees that provision is made for annual review of Presbytery Staff.
- Advise and support the Executive Presbyter in his/her responsibility to employ, direct and, if necessary, terminate staff members as well as open or close any staff position.

Composition:

The Personnel Committee is composed of

- An At-Large member of Council, who serves as Chair.
- Another At-Large member of Council, who serves as Vice Chair.
- One (1) minister
- One (1) elder
- The Executive Presbyter who serves an Ex-officio member, without vote.

Relationships:

The Personnel Committee is related to the Synod of Lake and Prairies, which assists in the review and oversight of the Executive Presbyter.

Policy and Polity**Purpose:**

The purpose of the Policy and Polity Committee is to

- Study, review and make recommendations to the Presbytery regarding overtures and proposed amendments coming from or to the Presbytery.
- Provide an annual training program for Clerks of Session.
- Provide for a review of the Minutes and other Records, Rolls, and Registers of every Session according to a schedule determined and communicated by the Committee.
- Notify the Presbytery of changes in *The Book of Order* that require amending of the Presbytery Bylaws or *A Manual of Administrative Operations*.
- 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*.
- Familiarize Presbytery leadership with the Standards of Ethical Conduct

Composition:

The Policy and Polity Committee is composed of three (3) ministers and six (6) elders divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms. The Stated Clerk of Presbytery is an Ex-officio member, without vote.

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.

Social Justice and Peacemaking**Purpose:**

The purpose of Social Justice and Peacemaking is to

- Assist the Presbytery in its education and advocacy of issues related to social justice and peacemaking emerging from higher councils of the denomination.
- Assist the Presbytery in the development of programs and activities related to issues regarding social justice and peacemaking.
- Work with the Mission Committee in the proper administration of special funds related to social justice, hunger, peacemaking, etc.
- Be responsible for education, action, and advocacy on social ministry/public policy issues on which the General Assembly, Synod or this Presbytery has officially spoken; and on political/legislative matters of concern to the Church.

Composition:

Social Justice and Peacemaking will consist of up to six (6) individuals consisting of ministers and laity who represent different congregations within the Presbytery and who possess specific gifts and abilities to support and further the ministry described above. They are divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Spirituality, Theology, and Worship**Purpose:**

The purpose of the Spirituality, Theology, and Worship Committee is to

- Cooperate with Presbytery leadership and Staff to develop appropriate and engaging worship services for the Presbytery.
- Oversee the receipt and counting of offerings at Presbytery worship services for which it is responsible and ensures that the offerings are delivered to those responsible for the appropriate deposit of funds on behalf of the Presbytery.
- Engage in partnerships with other entities and congregations to address ongoing needs related to spiritual growth and worship.
- Provide and promote events that will develop and further the spiritual growth of individuals and congregations.
- Assist in the communication of appropriate denominational resources related to spirituality and worship.
- Encourage theological discussion within the Presbytery, including speakers and/or discussion at Presbytery meetings and at other events and times.

Composition:

The Spirituality, Theology, and Worship Committee is composed of three (3) ministers and three (3) elders divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. In addition, there will be three (3) at-large members, who will be nominated based upon the gifts and expertise identified by the committee divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationships:

The Spirituality, Theology, and Worship Committee works in a cooperative relationship with Presbytery leadership and Staff to shape the overall worship plan for meetings of Presbytery.

Stewardship of Resources**Purpose:**

The purpose of the Stewardship of Resources Committee is to

- Be responsible for stewardship, special offerings, funds development, and regular receipt of funds and gifts to the Presbytery.
- Provide for the financial oversight, management, accounting, and annual audit for all Presbytery funds
- Encourage congregations to promote and receive Special Offerings approved by the General Assembly and guide congregations in their interpretation of these offerings.
- Recommend to Council any proposal for Presbytery Special Offerings, including requests from other organizations and institutions to raise funds among the congregations of this Presbytery and provide guidance for congregations for responding to such appeals.
- Make recommendations to Council concerning requests of congregations to buy, sell, or encumber church property, following review and consultation with appropriate parties.
- Assure the Fiscal Accountability Policies of the Presbytery are carried out.

Composition:

The Stewardship of Resources Committee is composed of six (6) persons (ministers or elders) with abilities commensurate to their role divided into three (3) equal classes, one of which is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms.

Relationships:

The Stewardship of Resources Committee has an ongoing relationship with the Investment Working Group.

Investment Working Group

Purpose:

The purpose of the Investment Working Group is to

- Recommend for Council’s approval an Investment Policy Statement that the Committee on a regular basis will review, and if necessary, present revisions for approval.
- Exercise fiduciary responsibility in providing for the investment of the funds of the Presbytery according to the Investment Policy Statement.
- Oversee the appropriate disbursement of returns on investment according to the terms of the Investment Policy Statement.

Composition:

The Investment Working Group is composed of three (3) persons (ministers or elders), who possess the knowledge and skills needed for the role, one of whom is elected each year by the Presbytery, in rotating classes, each for three years. Members may serve two consecutive terms. Members of this group cannot handle Presbytery investments or work for or represent any company handling Presbytery investments.

Relationships:

The Investment Working Group has an ongoing relationship with the Stewardship of Resources Committee and the Presbytery Council.

Youth Ministry**Purpose:**

The purpose of Youth Ministry is to...

- Assist congregations in their development of meaningful youth ministry programs.
- Develop and provide resources for ministries with youth on the Presbytery level for the congregations.
- Develop Presbytery wide youth events, which at times may be in cooperation with other Presbyteries in the region.
- Promote and, when necessary, administer opportunities for church wide events – such as Triennium, Camp Calvin Crest, High School, college and seminary events, etc. as well as provide a full report to the Presbytery.
- Promote opportunities for networking among youth ministry workers. Including developing the Presbyterian Youth Workers Association (PYWA) within the Presbytery. (Designed for Youth Workers and provides training and fellowship opportunities.)

Composition:

Youth Ministry is composed of

- Six (6) adult members, in rotating classes, each for three years who may serve two consecutive terms. All adult members are to be active members of the Presbytery or on the active membership roll of a congregation within the Presbytery with no two adults from the same congregation.
- Six (6) youth members, in rotating classes, each for one year, who may serve three consecutive terms. All youth members (14-18 years of age) are to be on the active membership roll of a congregation with no two youth from the same congregation. If a youth member is 18 upon nomination, he/she may fill the term if he/she has a birthday during that term.
- One adult and one youth from the same congregation may serve on the committee concurrently.
- The chairpersons are nominated from within Youth Ministry and elected by the Presbytery.