

MANUAL OF OPERATIONS



Presbytery of Florida

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MANUAL OF OPERATIONS FOR THE PRESBYTERY OF FLORIDA

SECTION I – Introduction

VISION STATEMENT

Serve Christ, Love the World

MISSION STATEMENT

We lean forward to embrace change

We strengthen, nurture, and connect congregations

We support and connect elders engaged in pastoral leadership

We inspire members to grow spiritually and model the love of Christ in service and witness

We develop creative outreach and outdoor ministries

Guiding Principles

The *Book of Order* offers the following clarity about the roles of congregations and presbyteries:

- The congregation is the church engaged in the mission of God in its particular context. Through the congregation, God's people carry out the ministries of proclamation, sharing the Sacraments, and living in covenant life with God and each other. In the life of the congregation, individual believers are equipped for the ministry of witness to the love and grace of God in and for the world. The congregation reaches out to people, communities, and the world to share the good news of Jesus Christ, to gather for worship, to offer care and nurture to God's children, to speak for social justice and righteousness, to bear witness to the truth and to the reign of God that is coming into the world. *G-1.0101*
- Councils of the church exist to help congregations and the church as a whole to be more faithful participants in the mission of Christ. *G-3.0101*
- The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. *G-3.0301*

Therefore the Presbytery of Florida will create and develop structures, programs and relationships that enable congregations and their members to thrive and adapt to the changing needs of their community.

The Presbytery of Florida will respond to its member churches by:

- Helping congregations carry out their ministries
- Assisting congregations to cooperate in mission and ministry that can more effectively be done together
- Providing resources for member congregations
- Supporting the Ministers of Word and Sacrament, Commissioned Lay Pastors and certified Christian educators
- Responding to the changing needs within the presbytery with a commitment to "The church reformed, always to be reformed according to the Word of God" in the power of the Spirit. *F-2.02*

SECTION II – Coordinating and Planning Commission (CPC) (15)

Membership: Past Moderator (Chair), Moderator of Presbytery, Vice-Moderator of Presbytery, all Presbytery Committee Chairs

Purpose: To provide for strategic planning and to coordinate the work of the presbytery; and to serve as a commission of presbytery to address matters needing immediate attention between presbytery meetings.

Responsibilities:

1. Hear and review reports from all presbytery committees.
2. Oversee the planning and docket of presbytery meetings.
3. Address matters not listed as a responsibility of any committee.
4. Nominating to presbytery members of the Committee on Representation and members of the Committee on Nominations, their chairs and vice-chairs.
5. Engage the presbytery in strategic planning and monitor the alignment of vision and mission in the work of the presbytery.
6. Oversee the development and training of leadership of presbytery committees.
7. Act as a commission of presbytery on all matters that are time-sensitive and cannot wait for a presbytery meeting to address and report those actions to the presbytery at the next stated meeting.
8. Approve minutes of previous meeting of presbytery.

SECTION III - Trustees

The members of the CPC who are Ministers of Word and Sacrament or elders shall constitute the Board of Trustees of the Presbytery of Florida, Inc. The moderator and the stated clerk of the presbytery are authorized to execute on behalf of the Trustees any deed or other legal papers relating to property transactions or other corporate matters, when such action has been properly approved by the presbytery or the CPC.

SECTION IV – Presbytery Committees

- **Committee on Congregational Revitalization (CCR)**
- **Committee on Dogwood Acres (CDWA)**
- **Committee on Educational Resources (CER)**
- **Committee on Ministry (COM)**
- **Committee on Mission and Outreach (CMO)**
- **Committee on New Congregational Development (CNCD)**
- **Committee on Nominations (CN)**
- **Committee on Preparation for Ministry (CPM)**
- **Committee on Presbytery Administration (CPA)**
- **Committee on Representation (CR)**

Quorum for each presbytery committee or commission shall be a majority of its members.

Each presbytery committee shall establish its own meeting schedule.

Chairs shall ordinarily submit written reports for inclusion the presbytery meeting docket.

Presbytery committees are encouraged to create other sub groups to address specific tasks as needed.

New committee members' terms begin January 1 and end December 31 of the year appropriate for their class.

Committee on Congregational Revitalization (CCR) (9)

Membership: Chair, Vice-Chair, Seven Members-at-Large

Purpose: To provide processes and support for congregations that have an identified need, willingness, and ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within and beyond current membership.

Responsibilities:

1. Define types and degrees of congregational redevelopment that might be offered.
2. Develop and evaluate annually an instrument to assess congregational ability to engage in redevelopment.
3. Identify congregations, not in pastoral transition, to approach about possible interest in revitalization and renewal.
4. Develop, train, and maintain Redevelopment Consultants who will work with congregations from assessment through the implementation of a redevelopment plan.
5. Consult with congregations the committee works with, not released from the property clause, who wish to consider buying, selling, or encumbering property and explain what will be required by the Book of Order and the presbytery.
6. Review and recommend to COM action when a particular congregation the committee is working with, not released from the property clause, requests permission to buy, sell, or encumber any real property.
7. Consult with COM about any congregation the committee is working with who is interested in pursuing a capital funds campaign for the purpose of acquiring real property.
8. Develop and maintain procedures for the use of congregational redevelopment funds.
9. Develop and administer presbytery-wide conferencing related to congregational redevelopment.

Committee on Dogwood Acres (CDWA) (13)

Membership: Chair, Vice-Chair, 11 Members-at-Large

Purpose: To provide short and long-term planning, management, development, operations, and programs connected with Dogwood Acres.

Responsibilities:

1. Assess physical needs and prioritize them including maintenance, landscaping, painting, construction, and safety.
2. Provide for administrative matters such as a website, print material, thank-you notes, inventories, and assistance to the Dogwood Acres staff.
3. Schedule volunteers, promote work days, maintain a volunteer to-do list, recognize volunteer efforts, and track volunteer hours.
4. Supervise the Youth Council, provide for student service hours, excite and inspire youth to remain engaged and involved with DWA for a lifetime.
5. Provide for summer staff, curriculum, training, scholarships, and program ideas and recruit nurses and chaplains.
6. Greet and orient retreat users, market and sponsor retreats, develop how-to information for retreat leaders and potential retreat leaders.
7. Raise funds, develop sponsorships, partner with civic groups, scouts, and business groups.

Committee on Educational Resources (CER) (7)

Membership: Chair, Vice-Chair, Five members-at-Large

Purpose: To provide education and resources in the areas of stewardship, children's ministry, youth and young adult ministry, evangelism, social justice issues, and other areas related to congregational ministry through the use of specialized committees and regional and presbytery-wide training events.

Responsibilities:

1. Develop, train, and oversee committees which specialize in resourcing and training congregations for various ministry needs, e.g. Stewardship, Evangelism, etc.
2. Develop and administer regional and presbytery-wide conferencing related to congregational ministries.
3. Plan and conduct or coordinate with another committee to conduct an educational time at each presbytery meeting.
4. Serve as a conduit to congregations for educational information and resources from the denomination.
5. Oversee and administer education-related funds of the presbytery.

Committee on Ministry (COM) (15)

Membership: Chair, Vice-Chair, Thirteen Members-at-Large

Purpose: To fulfill all Book of Order and presbytery manual responsibilities related to oversight of and assistance to congregations, Ministers of Word and Sacrament and Certified Christian Educators in their ministry. These responsibilities include all matters related to matriculation of new pastors, periodic visits with sessions and pastors, support for clergy and Certified Christian Educator wellness and professional development, minimum standards for clergy compensation, dissolving pastoral relationships, processes leading to the next pastoral call, and examining ministers for readiness and suitability to receive calls.

Responsibilities:

1. Visit with each session and pastor of the presbytery periodically using a pre-determined schedule.
2. Train, oversee, and assign consultants to conduct periodic visits with sessions and pastors.
3. Develop, implement, and oversee methods of congregational development and transformation in the churches of this presbytery.
4. Counsel pastors and congregations when conflict or dissension has arisen.
5. Train, commission, oversee, and evaluate authorized ruling elders (AREs).
6. Develop intentional planning for the use of bi-vocational ministers.
7. Plan and implement the orientation for pastors new to the Presbytery of Florida.
8. Appoint a “Colleague in Ministry” for each newly ordained/first-call pastor.
9. Visit regularly and consult with pastors in the Presbytery who are not serving congregations.
10. Fulfill the provisions of G-2.0508 relating to validated ministry.
11. Assist pastors and/or their families in retirement and crisis situations to draw on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
12. Receive requests for a pastor’s and/or certified Christian educator's honorable retirement and plan an appropriate recognition at a presbytery meeting.
13. Recommend initiatives to enhance wellness for pastors and Christian educators which include resources and support for sabbaticals, continuing education, and use of career counseling centers.
14. Review policies related to ministers and/or certified Christian educators (i.e. parental leave, medical leave, family leave, etc.) and submit recommended changes to the presbytery.

15. Review and report to Presbytery annually salaries and other benefits being received by pastors and certified Christian education in the Presbytery. Counsel with sessions, congregations, or other responsible entities in cases where presbytery minimum compensation requirements are not met.
16. Recommend to Presbytery minimum compensation and changes therein needed for pastors and Christian educators.
17. Review annually sessional records according to Book of Order (G-3.0108) and recommend action to redress whatever a congregation has done contrary to order.
18. Conduct examinations of ministers of other denominations and ordained PCUSA pastors who desire to become members of Presbytery of Florida and are not seeking to serve congregations in the presbytery or who are serving in non-called positions such as hospital chaplaincy, camp and conference ministry.
19. Review and recommend to Presbytery action when a particular congregation requests permission to sell, mortgage, lease, or otherwise encumber any of its real property or to acquire real property subject to encumbrance or condition.
20. Consult with, provide guidelines and procedures for congregations and sessions undertaking capital fund programs and, where appropriate, recommend to Presbytery actions regarding permission to borrow funds requiring the endorsement of Presbytery.
21. Guide and approve the formation of larger parishes for cooperative ministry.
22. Recommend formation and changes in the yoking of congregations.
23. Consider requests for exemptions that ruling elders and deacons be elected for limited terms of active service.
24. Find in order calls of other presbyteries issued by congregations to Ministers of Word and Sacrament who are members of Presbytery of Florida before transferring membership.
25. Receive a report from the Stated Clerk determining the minister members of Presbytery as specified in G-2.0503, reporting to Presbytery before December 31 of each year, and recommending to Presbytery any appropriate actions required by the above provisions and G-3.0307.
26. Coordinate the annual necrology and written memorials for Ministers of Word and Sacrament and ruling elders.
27. Approve the renewal of contracts between congregations and persons serving in temporary pastoral relationships including CLPs.
28. Dissolve the pastoral relationship in cases where the congregation and pastor concur and dismiss Ministers of Word and Sacrament to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery.

29. Make provision of a moderator for the session congregations in transition (G-3.0104 and G-3.0201).
30. Assign liaisons for all congregations seeking pastors, for those seeking additional pastors, and for all congregations whose time of transition includes new models for temporary pastoral services (G-2.0504).
31. Recommend persons for temporary pastoral relationships.
32. Review initial temporary pastoral supply contracts between congregations and temporary pastors.
33. Facilitate and support transitional studies (such as Congregational Assessment Tool or Conversations) in vacant congregations.
34. Assist and guide pastor nominating committees in their searches for and call of new pastors.
35. Develop, train, and supervise consultants in conducting transitional studies with congregations in pastoral transition.
36. Compile, maintain, and make available to each congregation in transition a list of approved pastors, inquirers or candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-2.0606).
37. Maintain and distribute a manual with required forms for the use of pastor nominating committees of congregations in transition.
38. Consider any requests under the provision of G-2.0504c regarding whether a pastor in a temporary pastoral relationship or an associate pastor is eligible to serve as the next installed pastor, co-pastor, or associate pastor.
39. Conduct examinations of all candidates for the ordered ministry of Minister of Word and Sacrament who are seeking to receive a call in the Presbytery of Florida (G-2.0607).
40. Conduct examinations of all ministers who are seeking to receive a call in Presbytery of Florida (G-3.0306).
41. Make the final determination in reporting on any special needs or conditions (i.e. granting permission to move on the field prior to ordination).
42. Conduct an examination of anyone who is preaching consistently in the same congregation.
43. Conduct an examination of anyone from another denomination requesting to be on the Presbytery of Florida pulpit supply list.
44. Maintain a current list of ministers who have received training in interim ministry.

45. Manage all Presbytery funds assigned to COM.

Committee on Mission and Outreach (CMO) (7)

Membership: Chair, Vice-Chair, Five Members-at-Large

Purpose: To coordinate local, national, and international mission work through congregations and mission communities by providing information and resources and to oversee and coordinate presbytery-wide mission work.

Responsibilities:

1. Receive and discuss reports regularly from all mission communities.
2. Communicate with congregations and mission communities regarding general mission opportunities.
3. Oversee, staff and receive reports regularly from any presbytery-wide mission endeavors.
4. Conduct mission-oriented workshops and mission fairs regularly.
5. Inform congregations and mission communities of denominational mission opportunities.
6. Provide mission resource materials for congregations and mission communities.
7. Oversee and administer mission-related funds of the presbytery.
8. Keep an accurate list of all mission activities involving congregations and mission communities.
9. Encourage and facilitate the creation of new mission communities around common missional interests.
10. Promote ecumenical and international partnerships in mission.

Committee on New Congregational Development (CNCD) (7)

Membership: Chair, Vice-Chair, Five Members-at-Large

Purpose: To formulate and implement a comprehensive plan for location, funding, and development of new congregations and new worshipping communities within the bounds of the presbytery.

Responsibilities:

1. Design and implement a process for determining where and what kinds of congregations or worshipping communities are needed.
2. Design and implement a process for determining pastoral leadership for new congregations and worshipping communities.
3. Design a packet of information and steps useful to those who will be organizing new congregations or worshipping communities.

4. Work with existing congregations and/or individuals who have interest in seeding a new congregation or worshipping community.
5. Develop and maintain procedures for the use of new congregational development funds.
6. Oversee new congregational development fund.

Committee on Nominations (CN) (7)

Membership: Chair, Vice Chair, Four Members-at-Large representing all geographic areas of the presbytery, One Liaison from the Committee on Representation.

Purpose: To nominate to Presbytery individuals to serve on presbytery committees, adhering to established norms of committee membership and representation including vacancies, chairs and vice-chairs; and to nominate persons to serve on presbytery's PJC and as commissioners to Synod and General Assembly meetings.

Responsibilities:

1. Maintain fair representation from all parts of the presbytery.
2. Give consideration to the nomination of equal numbers of ministers and laity, both male and female, whenever possible, and meet other requirements for nominating persons to particular responsibilities, as specified in Book of Order (G-3.0103) and (G-3.0111).
3. Develop and maintain a volunteer service form.
4. Develop a file of prospective leadership.
5. Fill vacancies as they occur during the year.
6. Contact each person for consent prior to nomination.

Committee on Presbytery Administration (CPA) (11)

Membership: Chair, Vice Chair, Nine Members-at-Large

Purpose: To oversee the management of presbytery funds, property, and staff.

Responsibilities:

1. Recommend to presbytery a proposed budget.
2. Review and update all sources of income.
3. Determine Shared Mission Support (which includes per capita apportionment) for each congregation annually.

4. Correspond with congregations regarding Shared Mission Support or other matters related to the presbytery budget.
5. Conduct an annual stewardship campaign.
6. Communicate with presbytery committees regarding budget matters.
7. Oversee and administer all funds not assigned to other committees.
8. Manage all real property belonging to the presbytery.
9. Work with the General Presbyter in overseeing presbytery staff.
10. Evaluate staff on an annual basis.
11. Employ non-ordained staff to fill vacancies.
12. Recommend to presbytery a process for calling ordained staff.
13. Maintain a personnel policy manual.
14. Recommend to presbytery compensation for staff on an annual basis.

Committee on Preparation for Ministry (CPM) (7)

Membership: Chair, Vice-Chair, Five Members-at-Large

Purpose: To oversee the care and examination of Commissioned Lay Pastors, Inquirers, and Candidates for Ministry, inform sessions of the process for CLPs, inquiry and candidacy, and conduct examinations of candidates seeking calls within the bounds of this presbytery.

Responsibilities:

1. Provide effective means of testing and validating the calls of those seeking to become a Minister of Word and Sacrament or CLP.
2. Provide potential ministers and potential CLPs with nurture, guidance, and oversight.
3. Bring to active candidacy those with appropriate abilities and gifts.
4. Review and act on all applications that are a part of the CPM or CLP processes and add or remove applicants from the presbytery's roll of CLPs, inquirers, and candidates and the Online Inquirer & Candidate Management System through the Mid Council Ministries of the Office of the General Assembly, with the CPM, making a full report to presbytery concerning these actions.
5. Approve or disapprove, in consultation with an applicant, inquirer, or candidate, seminaries not related to the Presbyterian Church (U.S.A.) but accredited by the Association of Theological Schools, that are appropriate for that individual's academic and professional preparation as a minister.
6. Approve or disapprove all CPE and/or supervised ministry placements and receive any and all reports, evaluations, etc., associated with these activities.

7. Approve or disapprove any and all requests to take an ordination exam or exams by other accommodations.
8. Oversee and administer presbytery funds related to Inquirers and Candidates.
9. Recruit, enroll, and support those Ministers of Word and Sacrament and Ruling Elders to be Ordination Exam Readers, in accordance with the requests and policies of The Presbyteries' Cooperative Committee on Examinations for Candidates (PCC) and the Assistant Stated clerk for Preparation for Ministry in the Office of the General Assembly.

Committee on Representation (CR) (4)

Membership: Chair, Vice-Chair, Two Members-at-Large

Purpose: To advise the Presbytery with respect to membership of its committees and to the employment of its personnel per Book of Order G-3.0103.

Responsibilities:

1. Advise the presbytery with respect to membership of its committees in fulfillment of G-3.0103.
2. Advise the presbytery with respect to personnel employments in fulfillment of G-3.0103.
3. Appoint a liaison to work with the Committee on Nominations.
4. Appoint a liaison to work with the Committee on Administration regarding personnel matters.

SECTION V - Permanent Judicial Commission

The presbytery shall elect a Permanent Judicial Commission in accordance with *D-5.0000* – 9 members

Membership: Commission Moderator, Commission Clerk, Seven Members-at-Large composed of an equal number of ministers and elders plus one of either, with no more than one elder member from any one constituent congregation (*D-5.0000*)

Purpose: To provide the means by which the presbytery exercises discipline within the context of pastoral care and oversight of congregation members and minister members of presbytery, to be accomplished after a due process or hearing of complaints against the presbytery or allegations of offense against individual members.

Responsibilities:

1. Function in accordance with the provisions of the Rules of Discipline found in the *Book of Order*
2. Act as a court of appeal for sessions
3. Exercise original jurisdiction in disciplinary cases against minister members of the presbytery

SECTION VI - Committee on Bills and Overtures (CBO)

The committee is appointed by the moderator annually.

The committee is responsible for but not limited to:

- Present the overture or resolution to the presbytery as submitted and make a recommendation to

approve, amend or not approve the overture or resolution.

- Hold a presentation on the proposed amendments to the constitution in order to present information relative to them so commissioners voting on them can make an informed decision when voting.
- At the presbytery meeting when the amendments are being considered, make a recommendation to approve or not to approve.

*****NOTE: OVERTURES MUST BE IN THE HANDS OF THE STATED CLERK AT LEAST 28 DAYS PRIOR TO THE MEETING OF THE PRESBYTERY AT WHICH THEY ARE TO BE CONSIDERED.**

SECTION VII– Presbytery Meetings

Time and Place of Meetings

Presbytery will meet a minimum of three times per year (a Winter meeting, Spring meeting, and Fall meeting). The CPC will set the dates for the coming year to be announced at the last meeting of the year. The Coordinating and Planning Commission (CPC) may order a different date for a stated meeting, but only for that single meeting on that particular occasion.

Each stated meeting shall begin at 9:00 a.m. Central Time, with the place to be determined by the Coordinating and Planning Commission (CPC). The time of adjournment shall be when all business on the docket has been concluded.

The moderator of presbytery shall call a special meeting at the request, or with the concurrence, of two (2) ministers and two (2) elders, with all being of different congregations. Should the moderator be unable to act, the vice moderator shall, under the same conditions, issue the call. Notice of a special meeting shall be sent not less than ten (10) days in advance to each minister and to the session of every congregation. The notice shall set out the purpose of the meeting, and no other business than listed in the call shall be transacted.

Presbytery Meeting Planning

The stated clerk, general presbyter, moderator, vice moderator and chair of CPC shall plan each regular meeting of the presbytery. The docket will include sections for Fellowship (ordinarily registration/morning coffee and lunch), Worship, Partner and Ministry Reports, and Education.

Special Rules of Order

Specific times shall be allotted for each business item and for committee reports by the Coordinating and Planning Commission (CPC) for each stated meeting.

Motions and amendments from the floor must be submitted in writing to the stated clerk.

In debate on motions, speakers ordinarily shall be limited to three (3) minutes on all issues for discussion / action, with speakers alternating between those for / against the motion.

Committee chairs who are not Ministers of Word and Sacrament or elders shall have privilege of the floor, but not vote, during presbytery meetings, unless elected by their session as voting representatives to the meeting.

Moderator-appointed Committee Members

The moderator shall appoint

- Members of the Committee on Bills and Overtures
- Tellers for specific meetings (upon recommendation by the stated clerk)
- Parliamentarian (upon recommendation by the stated clerk)

SECTION VIII– Staff

The presbytery may employ such staff as necessary to carry out its functions, as recommended by the Committee on Presbytery Administration (CPA) and provided for by the presbytery annual budget. All staff shall carry out those tasks and responsibilities contained in the position description developed by the Committee on Presbytery Administration (CPA).

If the general presbyter is a Minister of Word and Sacrament, employment shall be by a call and vote of the presbytery. If the general presbyter is a ruling elder, employment shall be by vote of the presbytery.

The general presbyter shall serve as an ex-officio member, with voice and without vote, on all presbytery committees. Other persons called and elected by the presbytery shall serve only as advisory members to the committees of presbytery. No staff member shall be an elected member on any presbytery team.