

BY-LAWS



PRESBYTERY OF FLORIDA

MAILING ADDRESS

**P. O. Box 7
Chipley, FL 32428**

PHYSICAL LOCATION

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Chipley, Florida**

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1 ***By-Laws of the Presbytery of Florida, Inc.***

2 *ARTICLE I: THE PRESBYTERY*

3 The name of this governing body is the Presbytery of Florida, Inc.

4 The Presbytery of Florida, Inc. shall consist of all congregations governed by the Constitution of the
5 Presbyterian Church (U.S.A.) which are located in the counties of Escambia, Santa Rosa, Okaloosa,
6 Walton, Washington, Bay, Jackson, Calhoun, Liberty, Gulf, Gadsden, Leon, Wakulla, Jefferson,
7 Madison, Holmes, and Franklin, all in the State of Florida.

8 The Presbytery of Florida, Inc. is a presbytery of the Synod of South Atlantic of the Presbyterian Church
9 (USA).

10 The Presbytery was incorporated under the laws of the State of Florida in 1986.

11 *ARTICLE II: OBJECT*

12 "The presbytery is responsible for the government of the church throughout its district, and for assisting
13 and supporting the witness of congregations to the sovereign activity of God in the world, so that all
14 congregations become communities of faith, hope, love, and witness." (*Book of Order*, G-3.0301)

15 *ARTICLE III: MEMBERSHIP*

16 The membership of the council (presbytery) shall consist of all congregations of the Presbyterian Church
17 (U.S.A.) located within the geographical bounds defined by the General Assembly of the Presbyterian
18 Church (U.S.A.), and all Ministers of Word and Sacrament who are continuing members of the
19 Presbytery or actively serving in one or more churches in the presbytery.

20 1. In addition, each elder elected moderator or other officer of the presbytery, each elder
21 elected as a member of the Coordinating and Planning Commission (CPC) of presbytery and each
22 elder elected as general presbyter or associate presbyter (when applicable) and exempt staff (when
23 applicable) shall be enrolled as a member of presbytery for the term of his or her office, whether or not
24 commissioned by his or her session.

25 2. Commissioner Representation

26 Each congregation within the presbytery shall be entitled to one elder commissioner.

27 Congregations with membership over 500 shall be represented as follows:

28 501-1000: 2 elders

1501-2000: 4 elders

29 1001 -1500: 3 elders

2001-2500: 5 elders

30 3. In determining the parity, those retired ministers who are serving on presbytery committees, on the
31 pulpit supply list or otherwise actively engaged in the activities of the presbytery will be considered
32 "active members" for the purposes of parity.

33 4. When the number of resident Ministers of Word and Sacrament entitled to vote in the presbytery is
34 greater than the number of elders so entitled, the presbytery shall have a mechanism in place to create
35 parity annually by paying special attention to the concerns of Book of Order (G-3.0103).

ARTICLE IV: GOVERNMENT

- 37
38 1. The government of the Presbytery of Florida shall conform to the *Book of Order* of the Presbyterian
39 Church (U.S.A.).
- 40 2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall be the rules
41 of parliamentary order for the guidance of the Presbytery of Florida in all cases to which they
42 are applicable and in which they are not inconsistent with these bylaws and any special rules of order
43 the presbytery may adopt.
- 44 3. A Manual of Operations (Manual) shall be adopted which establishes the organizational structure of
45 the presbytery for its ministry and mission.
- 46 4. Commissioned Ruling Elders (CRE) (G-2.1001) assigned to temporary pastoral relations with a
47 particular congregation shall be seated with voice and vote at all presbytery meetings.
- 48 5. Certified Christian Educators/Certified Associate Christian Educators and all other persons
49 employed as Christian educators by churches in the Presbytery of Florida who have at least a B.A. in
50 Christian Education or in a related field, and/or five or more years paid church related Christian
51 Education experience currently employed within a Presbyterian congregation(s) within the bounds of
52 the Presbytery of Florida shall be seated with voice at all presbytery meetings. Any of the above who
53 are elders shall be seated with voice and vote at all presbytery meetings (G-2.1103).
- 54 6. Persons in Certified Church Service (G-2.1102) employed by the presbytery or by any of its member
55 congregations, and past moderators of presbytery may be seated with privileges of the floor at all
56 meetings of the presbytery.
- 57 7. The Presbyterian Women Moderator, the Vice Moderator, and Youth Council members shall have
58 voice on the floor of presbytery.
- 59 8. Floor privileges do not include the right to vote or to make motions. Visitors may be accorded the
60 privilege of the floor when the council (presbytery) so desires.

ARTICLE V: OFFICERS OF PRESBYTERY

- 61
62 1. The officers of presbytery shall be a moderator, a vice moderator, a stated clerk, and a treasurer. No
63 one individual shall be elected to serve in more than one office at the same time.
- 64 2. A moderator shall be elected at each fall meeting of the presbytery for a term of one year and shall
65 hold office until a successor is elected. The installation shall occur at the winter meeting of the
66 presbytery. The moderator shall perform such duties as are prescribed by the *Book of Order* and such
67 other duties applicable to the office by the bylaws and Manual of Operations, but he/she may delegate
68 these duties to another person temporarily. Upon completion of the term as moderator, he/she shall
69 serve as chair of the Coordinating and Planning Commission (CPC).
- 70 3. The vice moderator shall be elected at each fall meeting of the presbytery. The vice moderator shall
71 serve as the individual who performs the duties of the moderator should the moderator be unable to
72 fulfill his/her duties. The vice moderator shall attend the OGA moderator training.

- 73 4. The stated clerk (or co-stated clerks) or assistant clerk, as needed, shall be elected for three-year terms
74 by the presbytery upon nomination by the Committee on Presbytery Administration (CPA) at the fall
75 meeting of presbytery. The term of office begins January 1st. See Manual of Operations (appended) for
76 specific job responsibilities.
- 77 5. The treasurer shall be elected for a three-year term by the presbytery upon nomination by the
78 Committee on Presbytery Administration (CPA) at the fall meeting of presbytery. The term of office
79 begins January 1st. See Manual of Operations for specific job responsibilities.

80 *Assistants to the Officers*

- 81 1. Assistant treasurer(s). In the exercise of his/her responsibilities the treasurer may recommend, for
82 appointment by the CPC, one or more persons to serve as assistant treasurer(s) with authority to sign
83 checks and other instruments for the withdrawal or transfer of funds within such limits and on such
84 accounts as the treasurer may specify. The assistant treasurer(s) shall be bonded in the same manner
85 as the treasurer.
- 86 2. A parliamentarian shall assist the moderator in the orderly conduct of the business of the council
87 (presbytery). The parliamentarian is appointed by the moderator upon recommendation of the stated
88 clerk.

89 *ARTICLE VI: MEETINGS*

- 90 1. The Presbytery of Florida shall hold stated meetings at least twice each year, shall meet at the
91 direction of synod and may call special meetings, in accordance with the Manual of Operations
92 Section VIII and (G-3.0304).
- 93 2. A quorum of the presbytery shall be ten Ministers of Word and Sacrament and ten elders, representing
94 at least ten member congregations.
- 95 3. For conducting urgent or time-sensitive business between meetings, the Presbytery of Florida
96 authorizes its committees and commissions to conduct meetings by means of conference telephone or
97 by any means of communication by which all persons participating in the meeting are able to hear one
98 another, and such participation shall constitute presence in person at the meeting. The notice of
99 electronic meeting must be sent a reasonable amount of time prior to the meeting and must provide
100 instructions for participation in the meeting.

101 *ARTICLE VII: Coordinating and Planning Commission (CPC)*

102 The Coordinating and Planning Commission shall have general supervision of the affairs of the
103 presbytery between its stated sessions. It shall perform such duties as are specified in the bylaws and
104 Manual of Operations. The CPC will be composed of the current moderator, past moderator (serving as
105 chair of the CPC), vice moderator, and chairs of the presbytery committees. The stated clerk, general
106 presbyter and treasurer shall each serve as ex officio members, who shall have voice without vote.

107 *ARTICLE VIII: TRUSTEES*

108 The members of the Coordinating and Planning Commission (CPC) who are Ministers of Word and
109 Sacrament or elders shall serve as the Trustees of the Presbytery of Florida, Inc. The Board of Trustees
110 shall have such powers as given in the Articles of Incorporation.

111 Each Trustee, Director and Officer of the Corporation now serving and hereafter serving as such may be
112 indemnified by the Corporation by reason of the fact that he/she is or was a director, trustee, officer,
113 employee, or agent of the Corporation or is or was serving at the request of the Corporation as a trustee,
114 director, officer, employee, or agent of another Corporation, partnership, joint venture, trust or other
115 enterprise against all claims and liabilities to the full extent provided by the laws of the State of Florida as
116 amended from time to time.

117 *ARTICLE IX: STANDING COMMITTEES*

118 The presbytery shall establish such standing committees as are necessary to advance its mission and
119 purpose. These standing committees shall be named, and composition and manner of selection described,
120 along with their responsibilities, in the Manual of Operations.

121 *ARTICLE X: SPECIAL COMMITTEES AND COMMISSIONS*

122 Special committees and commissions shall be appointed in accordance with the following provisions:

123 **Investigating Committees:** When an accusation against an individual under the authority of the
124 Presbytery of Florida is received by the stated clerk, the stated clerk will notify the presbytery moderator
125 who, in consultation with the stated clerk and the general presbyter, shall appoint an investigating
126 committee (D-10.0200). If the moderator is unable or unwilling to make appointments, the vice
127 moderator shall designate the committee. Names of the investigating committee shall be given to the
128 presbytery at its next meeting.

129 **Committee of Counsel:** When the stated clerk receives a complaint (D-6.0102; D-6.0202), the stated
130 clerk shall notify the presbytery moderator who, in consultation with the stated clerk and general
131 presbyter, shall appoint three members to serve as a committee of counsel (D-6.0302). If the moderator
132 is unable or unwilling to make the appointments, the vice moderator shall appoint the committee (D-
133 6.0302a). Names of the members of the Committee of Counsel shall be given to the presbytery at its
134 next meeting.

135 **Administrative Commission:** If the Committee on Ministry (COM) of the presbytery deems it wise for
136 an administrative commission to be appointed, they shall, after consultation with the moderator, stated
137 clerk, and general presbyter, recommend such a commission for the presbytery's approval. The purpose
138 and power of such a commission shall also be recommended to the presbytery. (G-3.0109; G-3.0109b).

139 From time to time a particular committee may be given commission authority.

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 carry out the responsibilities as outlined in *G-3.0301*.

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.

- 39 4. Nominating to presbytery members of the Committee on Representation and members of the Committee on
40 Nominations, their chairs and vice-chairs.
- 41 5. Engage the presbytery in strategic planning and monitor the alignment of vision and mission in the work of
42 the presbytery.
- 43 6. Oversee the development and training of leadership of presbytery committees.
- 44 7. Act as a commission of presbytery on all matters that are time-sensitive and cannot wait for a presbytery
45 meeting to address and report those actions to the presbytery at the next stated meeting.
- 46 8. Approve minutes of previous meeting of presbytery.
- 47
- 48 9. Maintain an updated Minor Persons and Vulnerable Adults Protection Policy (G-3.0106)

49 ***SECTION III - Trustees***

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

55 ***SECTION IV – Presbytery Committees***

- 56 ● **Committee on Congregational Discernment (CCD)**
57 ● **Committee on Dogwood Acres (CDWA)**
58 ● **Committee on Educational Resources (CER)**
59 ● **Committee on Ministry (COM)**
60 ● **Committee on Mission and Outreach (CMO)**
61 ● **Committee on New Congregational Development (CNCD)**
62 ● **Committee on Nominations (CN)**
63 ● **Committee on Preparation for Ministry (CPM)**
64 ● **Committee on Presbytery Administration (CPA)**
65 ● **Committee on Representation (CR)**

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

67 Each presbytery committee shall establish its own meeting schedule.

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

69 Presbytery committees are encouraged to create other subgroups to address specific tasks as needed.

70 New committee members' terms begin March 1 and conclude at the end of February of the year
71 appropriate for their class.

72 No person shall serve more than six consecutive years on a committee.
73

74

Committee on Congregational Discernment (CCD) (9)

75 **Membership:** Chair, vice-chair, seven members-at-large

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

79 **Responsibilities:**

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

96

Committee on Dogwood Acres (CDWA) (9)

97 **Membership:** Chair, vice-chair, seven members-at-large

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

100 **Responsibilities:**

- 101 1. Assess physical needs and prioritize them including maintenance, landscaping, painting, construction, and
102 safety.
- 103 2. Provide for administrative matters such as a website, print material, thank-you notes, inventories, and
104 assistance to the Dogwood Acres staff.
- 105 3. Schedule volunteers, promote work days, maintain a volunteer to-do list, recognize volunteer efforts, and
106 track volunteer hours.

- 107 4. Supervise the Youth Council, provide for student service hours, excite and inspire youth to remain engaged
108 and involved with DWA for a lifetime.
- 109 5. Provide for summer staff, curriculum, training, scholarships, and program ideas and recruit nurses and
110 chaplains.
- 111 6. Greet and orient retreat users, market and sponsor retreats, develop how-to information for retreat leaders
112 and potential retreat leaders.
- 113 7. Raise funds, develop sponsorships, partner with civic groups, scouts, and business groups.

114 ***Committee on Educational Resources (CER) (7)***

115 **Membership:** Chair, vice-chair, five members-at-large

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

119 **Responsibilities:**

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

127 ***Committee on Ministry (COM) (15)***

128 **Membership:** Chair, vice-chair, 13 members-at-large

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

135 **Responsibilities:**

- 136 1. Visit with each session and pastor of the presbytery periodically using a pre-determined schedule.
- 137 2. Train, oversee, and assign liaisons to conduct periodic visits with sessions and pastors.
- 138 3. Develop, implement, and oversee methods of congregational development and transformation in the
139 churches of this presbytery.
- 140 4. Counsel pastors and congregations when conflict or dissension has arisen.

- 141 5. Train, commission, oversee, and evaluate authorized ruling elders (AREs).
- 142 6. Develop intentional planning for the use of bi-vocational ministers.
- 143 7. Plan and implement the orientation for pastors new to the Presbytery of Florida.
- 144 8. Appoint a “Colleague in Ministry” for each newly-ordained/first-call pastor.
- 145 9. Visit regularly and consult with pastors in the Presbytery who are not serving congregations.
- 146 10. Fulfill the provisions of G-2.0508 relating to validated ministry.
- 147 11. Assist pastors and/or their families in retirement and crisis situations to draw on all available resources,
148 such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
- 149 12. Receive requests for a pastor’s and/or Certified Christian Educator's honorable retirement and plan an
150 appropriate recognition at a presbytery meeting.
- 151 13. Recommend initiatives to enhance wellness for pastors and Certified Christian Educators which include
152 resources and support for sabbaticals, continuing education, and use of career counseling centers.
- 153 14. Review policies related to ministers and/or Certified Christian Educators (i.e. parental leave, medical
154 leave, family leave, etc.) and submit recommended changes to the presbytery.
- 155 15. Review and report to Presbytery annually salaries and other benefits being received by pastors and
156 certified Christian education in the Presbytery. Counsel with sessions, congregations, or other responsible
157 entities in cases where presbytery minimum compensation requirements are not met.
- 158 16. Recommend to Presbytery minimum compensation and changes therein needed for pastors and Certified
159 Christian Educators.
- 160 17. Review annually sessional records according to *Book of Order* (G-3.0108) and recommend action to
161 redress whatever a congregation has done contrary to order.
- 162 18. Conduct examinations of ministers of other denominations and ordained PCUSA pastors who desire to
163 become members of Presbytery of Florida and are not seeking to serve congregations in the presbytery or who
164 are serving in non-called positions such as hospital chaplaincy, camp and conference ministry.
- 165 19. Review and recommend to Presbytery action when a particular congregation requests permission to sell,
166 mortgage, lease, or otherwise encumber any of its real property or to acquire real property subject to
167 encumbrance or condition.
- 168 20. Consult with, provide guidelines and procedures for congregations and sessions undertaking capital fund
169 programs and, where appropriate, recommend to Presbytery actions regarding permission to borrow funds
170 requiring the endorsement of Presbytery.
- 171 21. Guide and approve the formation of larger parishes for cooperative ministry.
- 172 22. Recommend formation and changes in the yoking of congregations.
- 173 23. Consider requests for exemptions that ruling elders and deacons be elected for limited terms of active
174 service. 24. Find in order calls of other presbyteries issued by congregations to Ministers of Word and
175 Sacrament who are members of Presbytery of Florida before transferring membership.
- 176 25. Receive a report from the Stated Clerk determining the minister members of Presbytery as specified in

- 177 G-2.0503, reporting to Presbytery before December 31 of each year, and recommending to Presbytery any
178 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.
- 179 27. Approve the renewal of contracts between congregations and persons serving in temporary pastoral
180 relationships including CREs.
- 181 28. Dissolve the pastoral relationship in cases where the congregation and pastor concur and dismiss Ministers
182 of Word and Sacrament to other presbyteries, with the provision that all such actions be reported to the next
183 stated meeting of the presbytery.
- 184 29. Make provision of a moderator for the session for congregations in transition (G-3.0104 and G-3.0201).
- 185 30. Assign liaisons for all congregations seeking pastors, for those seeking additional pastors, and for all
186 congregations whose time of transition includes new models for temporary pastoral services (G-2.0504).
- 187 31. Recommend persons for temporary pastoral relationships.
- 188 32. Review initial temporary pastoral supply contracts between congregations and temporary pastors.
- 189 33. Facilitate and support transitional studies (such as Congregational Assessment Tool) in vacant
190 congregations.
- 191 34. Assist and guide pastor nominating committees in their searches for and call of new pastors.
- 192 35. Develop, train, and supervise consultants in conducting transitional studies with congregations in pastoral
193 transition.
- 194 36. Compile, maintain, and make available to each congregation in transition a list of approved pastors,
195 inquirers or candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-
196 2.0606).
- 197 37. Maintain and distribute a manual with required forms for the use of pastor nominating committees of
198 congregations in transition.
- 199 38. Consider any requests under the provision of G-2.0504c regarding whether a pastor in a temporary pastoral
200 relationship or an associate pastor is eligible to serve as the next installed pastor, co-pastor, or associate pastor.
- 201 39. Conduct examinations of all candidates for the ordered ministry of Minister of Word and Sacrament who
202 are seeking to receive a call in the Presbytery of Florida (G-2.0607).
- 203 40. Conduct examinations of all ministers who are seeking to receive a call in Presbytery of Florida (G-
204 3.0306).
- 205 41. Make the final determination in reporting on any special needs or conditions (i.e. granting permission to
206 move on the field prior to ordination).
- 207 42. Conduct an examination of anyone who is preaching consistently in the same congregation.
- 208 43. Conduct an examination of anyone from another denomination requesting to be on the Presbytery of
209 Florida pulpit supply list.
- 210 44. Maintain a current list of ministers who have received training in interim ministry.

211 45. Manage all Presbytery funds assigned to COM.

212 ***Committee on Mission and Outreach (CMO) (7)***

213 **Membership:** Chair, vice-chair, five members-at-large

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

217 **Responsibilities:**

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

228 ***Committee on New Congregational Development (CNCD) (7)***

229 **Membership:** Chair, vice-chair, five members-at-large

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

232 **Responsibilities:**

- 233 1. Design and implement a process for determining where and what kinds of congregations or worshipping
234 communities are needed.
- 235 2. Design and implement a process for determining pastoral leadership for new congregations and worshipping
236 communities.
- 237 3. Design a packet of information and steps useful to those who will be organizing new congregations or
238 worshipping communities.
- 239 4. Work with existing congregations and/or individuals who have interest in seeding a new congregation or
240 worshipping community.
- 241 5. Develop and maintain procedures for the use of new congregational development funds.

242 6. Oversee new congregational development fund.

243 *Committee on Nominations (CN) (7)*

244 **Membership:** Chair, vice chair, four members-at-large representing all geographic areas of the presbytery,
245 one liaison from the Committee on Representation.

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

250 **Responsibilities:**

251 1. Maintain fair representation from all parts of the presbytery.

252 2. Give consideration to the nomination of equal numbers of ministers and laity, both male and female,
253 whenever possible, and meet other requirements for nominating persons to particular responsibilities, as
254 specified in Book of Order (G-3.0103) and (G-3.0111).

255 3. Develop and maintain a volunteer service form.

256 4. Develop a file of prospective leadership.

257 5. Fill vacancies as they occur during the year.

258 6. Contact each person for consent prior to nomination.

259 *Committee on Presbytery Administration (CPA) (11)*

260 **Membership:** Chair, Vice Chair, nine members-at-large

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

262 **Responsibilities:**

263 1. Recommend to presbytery a proposed budget.

264 2. Review and update all sources of income.

265 3. Determine Shared Mission Support (which includes per capita apportionment) for each congregation
266 annually.

267 4. Correspond with congregations regarding Shared Mission Support or other matters related to the presbytery
268 budget.

269 5. Conduct an annual stewardship campaign.

270 6. Communicate with presbytery committees regarding budget matters.

271 7. Oversee and administer all funds not assigned to other committees.

272 8. Manage all real property belonging to the presbytery.

273 9. Maintain updated financial policies.

- 274 10. Work with the General Presbyter in overseeing presbytery staff.
- 275 11. Evaluate staff on an annual basis.
- 276 12. Employ non-ordained staff to fill Presbytery staff vacancies.
- 277 13. Recommend to presbytery a process for calling ordained staff.
- 278 14. In the last year of elected staff terms, nominate the incumbent or conduct an open search for a candidate,
279 per Appendix A, Stated Clerk and Treasurer position descriptions
- 280 15. Maintain updated personnel policies.
- 281 16. Recommend to presbytery compensation for staff on an annual basis.

282 *Committee on Preparation for Ministry (CPM) (7)*

283 **Membership:** Chair, vice-chair, five members-at-large

284 **Purpose:** To oversee the care and examination of Commissioned Ruling Elders (CREs), Inquirers, and
285 Candidates for Ministry, inform sessions of the process for CREs, inquiry and candidacy, and conduct
286 examinations of candidates seeking calls within the bounds of this presbytery.

287 **Responsibilities:**

- 288 1. Provide effective means of testing and validating the calls of those seeking to become a Minister of Word
289 and Sacrament or Commissioned Ruling Elder (CRE).
- 290 2. Provide potential ministers and potential CREs with nurture, guidance, and oversight.
- 291 3. Bring to active candidacy those with appropriate abilities and gifts.
- 292 4. Review and act on all applications that are a part of the CPM or CRE processes and add or remove
293 applicants from the presbytery's roll of CREs, inquirers, and candidates and the Online Inquirer & Candidate
294 Management System through the Mid Council Ministries of the Office of the General Assembly, with the
295 CPM, making a full report to presbytery concerning these actions.
- 296 5. Approve or disapprove, in consultation with an applicant, inquirer, or candidate, seminaries not related to
297 the Presbyterian Church (U.S.A.) but accredited by the Association of Theological Schools, that are
298 appropriate for that individual's academic and professional preparation as a minister.
- 299 6. Approve or disapprove all Clinical Pastoral Education (CPE) and/or supervised ministry placements and
300 receive any and all reports, evaluations, etc., associated with these activities.
- 301 7. Approve or disapprove any and all requests to take an ordination exam or exams by other accommodations.
- 302 8. Oversee and administer presbytery funds related to Inquirers and Candidates.
- 303 9. Recruit, enroll, and support those Ministers of Word and Sacrament and Ruling Elders to be Ordination
304 Exam Readers, in accordance with the requests and policies of The Presbyteries' Cooperative Committee on
305 Examinations for Candidates (PCC) and the Assistant Stated clerk for Preparation for Ministry in the Office of
306 the General Assembly.

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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 (PJC) (9)

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.***

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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 Coordinating and Planning Commission (CPC) will set the dates for the coming year to be announced at the last meeting of the year. The 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 and 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 by the Coordinating and Planning Commission (CPC) for each business item and for committee reports 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.

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

377 vote of the presbytery. If the general presbyter is a ruling elder, employment shall be by vote of
378 the presbytery.

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