

Handout C

**MINISTRY OF
REPRESENTATION**

MANUAL OF POLICIES AND PROCEDURES



PRESBYTERY OF FLORIDA

25 February 2025

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MINISTRY OF REPRESENTATION

PRESBYTERY OF FLORIDA

The Ministry of Representation (MR) serves the Presbytery of Florida by providing names of Ministers of Word and Sacrament, Christian Educators, and individuals of our member congregations to serve on the Ministries of the presbytery.

Membership

The ministry shall have no fewer than six members, including the moderator and vice moderator. The ministry is composed of ministers and congregational members in approximately equal numbers in equal classes. Ministry members are elected for three-year terms, staggered by class, and may serve two consecutive terms.

Purpose

The Ministry shall function in accordance with the Book of Order as outlined in the principles of F-1.0403, F-1.0404, and the policy of G-3.0103. MR is responsible for identifying and implementing efforts to enable a broad, deep and diverse cadre of leaders in all ministries of the Presbytery, including those from racial, ethnic, and immigrant communities, younger adults with new perspectives, and older adults with experience and wisdom. They shall make nominations of such persons to the presbytery for its vote.

Responsibilities

1. Advise the presbytery regarding implementation of principles of unity and diversity.
2. Advocate for inclusion and diversity in the presbytery's leadership, including:
 - a. Plan and promote cooperative efforts among presbytery Ministries to enhance full participation, fair representation, connections, and communication among all people, congregations, and communities.
 - b. Identify and implement efforts to enable a broad, deep, and diverse cadre of leaders in all ministries, including those from racial, ethnic, and immigrant communities, younger adults with new perspectives, and older adults with experience and wisdom.
 - c. Because there are no longer any dividing districts in the presbytery, care should be taken to recruit from as wide an area as possible, seeing the presbytery as a whole, and not limited to geography.
3. Engage the process for nominating persons to serve in presbytery elected positions, in consultation with presbytery membership, the Ministry Coordinating Council, and the Ministries of the presbytery, to ensure that nominations are broadly representative of presbytery constituency and are in conformity with the presbytery's commitment to unity in diversity.

4. Consult with the presbytery, especially with and through its Ministry Coordinating Council as needed, on the employment and termination of presbytery staff and personnel.
5. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

Length of Service on Presbytery Ministries

1. Ministry members are nominated to a three-year term called a class. They may serve two consecutive three-year terms with a ministry. When a member has served six consecutive years, they have to rotate off the ministry for a minimum of one year.
2. Generally, members serve on one ministry at a time but there may be exceptions to this rule, determined on a case-by-case basis.
3. A new class begins serving its Ministry on March 1st of each year. Filling an unexpired class vacancy may be done throughout the year.
4. Every effort is made to ensure a broad section of the presbytery is represented on all presbytery ministries regardless of race, ethnicity, age, sex or disability. The Ministry of Representation also considers lay/ordained, male/female ministry balance.
5. If a Ministry finds the need to have more than the minimum number of members to accomplish its work the additional members are the ministries responsibility to find. A person co opted may be considered by Ministry of Representation to fill a vacancy that comes open in a particular class.
6. This is an example of one full term for a class year using the class of 2028:

Year 1 service begins March 1st, 2025

Year 2 service begins March 1st, 2026

Year 3 service begins March 1st, 2027 and ends the last day of February 2028

Nominations Not Under the Purview of the Ministry of Representation

There are several instances of which the Ministry of Representation is not responsible for finding membership.

- Members of the Ministry of Representation (Done by MCC and approved by presbytery)
- Administrative Commissions (Done by moderator of the requesting Ministry and approved by presbytery)

- Persons numbering more than the minimum Ministry membership requirement. (Persons who volunteer or asked by Ministry members, approved by the Ministry as a whole)
- Persons to serve as staff for the presbytery. (Done by MCC)

The Nominating Process

Identifying Candidates

To identify persons possessing the appropriate skills and desires necessary for fulfilling the work of the various ministries, the Ministry on Representation strives to keep in contact with the various presbytery Ministry Moderators to develop a relationship and keep apprised of the goals, objectives, and procedures of each ministry.

Items Important to Know

- The purpose and major focus of the ministry.
- How often, where and when the ministry meets.
- Remain up to date on contact information for the current membership of the ministry.
- Identify what skills, experience, and interests are needed to engage in the ministry.
- Ascertain from moderators if those members completing their first term should be asked to be nominated for a second term.

Determining Ministry Vacancies

- Ascertain if you are filling a new class vacancy or an unexpired term. This will help keep current classes full or begin to fill an upcoming class.
- The Ministry of Representation will assess Presbytery ministry needs and notify the ministries.
- If a ministry moderator or any of its members has a candidate recommendation get contact information: name, e-mail, phone number, church, elder or church member.

Filling Ministry Vacancies

- The Ministry of Representation will determine potential candidates from recommendations from Presbytery membership, Ministry Coordinating Council and Ministries of the Presbytery. A list of viable candidates will be made.
- The Ministry of Representation will contact potential candidates to let them know they were recommended to serve on a specific ministry. If the candidate is interested in serving, arrangements for a phone or e-mail discussion with the ministry moderator will be made to determine if they are a fit for their ministry. If this outcome is positive, then the person's name will be listed as a nominee. When candidates are not interested in a particular Ministry or if the discussion with the ministry moderator is not positive other options are reviewed for the candidate.
- The Ministry of Representation moderator prepares a slate of candidates for a vote at Presbytery meetings. If a special circumstance develops and approval of a candidate is needed prior to a stated Presbytery meeting, the Mission Coordinating Council may grant

approval. The slate for the new class candidates is presented at the Winter Presbytery meeting for vote. The goal is to have all ministries full following the winter Presbytery meeting.

- Ministry participation begins March 1 of each year. In the case of someone filling an unexpired term mid-year, March 1 of the new year marks the beginning of the second year of service for the new nominee.

Nominating Non-Ministry Positions

Commissioners to General Assembly

Presbytery nominees for General Assembly commissioners are needed every other even year. Their selection process starts in the prior odd numbered year during the March through May time frame and they will be approved at the Summer Presbytery meeting and installed at the Fall Presbytery meeting.

Primary and alternate Ministers of the Word and Sacrament and Ruling Elders are needed for General Assembly commissioners. A Young Adult Advisory delegate (YAAD) is also needed.

Synod of South Atlantic Commissioners

Each presbytery shall elect two commissioners: one Minister of the Word and Sacrament and one Ruling Elder. Upon election, the stated clerk of the presbytery shall report to the Stated Clerk of the Synod the names and contact information of Synod commissioners from presbyteries by November 1 of the year prior to the year in which their term of service will begin or within seven days of election, whichever is later.

Commissioners to Synod from presbyteries shall serve terms of two (2) years, with each presbytery electing a commissioner each year, rotating between a Minister of the Word and Sacrament and a Ruling Elder. Presbytery commissioners may be re-elected to full or partial terms, not exceeding three consecutive terms. Commissioner's terms will begin on January 1st after election by their respective Presbyteries unless elected by a presbytery to fill a vacancy.

Presbytery Vice – Moderator

The Vice- Moderator nominee process starts every year during the March through May frame and is ready for approval at the summer Presbytery meeting. The presbytery Vice - Moderator position is rotated between ministers of the Word and Sacrament/ Ruling Elder, male/female and from a wide area within the presbytery whenever possible.

Presbytery Permanent Judicial Commission

Ministers of Word and Sacrament and Ruling Elders, in as equal number as possible, are nominated by the Ministry of Representation and voted on by the presbytery. Service on the PJC is for 6 years (D-3.0201), with each class completing its term every two years.

Administrative Duties

The following tasks are recurring items that are accomplished as needed for meetings and reports. This list doesn't include the variable administrative duties that special projects might dictate.

- Obtain Zoom links and Ministry spreadsheets for Ministry of Representation meetings.
- Develop docket for Ministry of Representation meetings.
- Prepare ministry meeting reports.
- Submit reports to Ministry Coordinating Council.
- Forward corrections for ministry spreadsheets to presbytery secretary.
- Keep stated clerk, Ministry Coordinating Council, Presbyter. and secretary informed as needed.