

**Manual of the
Presbytery of Lake Erie
Presbyterian Church (U.S.A.)**

Adopted June 2018

Revised Feb 18, 2025

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MANUAL

PRESBYTERY OF LAKE ERIE PRESBYTERIAN CHURCH (U.S.A.)

I. INTRODUCTION

The Presbytery of Lake Erie, a mid-level council of the Presbyterian Church (USA), hereby adopts the following manual [G-3.0106]. All its actions are to be in accord with the Book of Order.

II. MISSION STATEMENT

Empowered and guided by the Holy Spirit through

Scripture, our confessions, and conscience

the Presbytery of Lake Erie journeys with

congregations, ordained leaders, and others

as we

live, grow, fellowship and witness to

the work of God through Jesus Christ

in today's changing world.

Recognizing that we are called to serve all of God's children,

we do this through shared

prayer, worship, training, evangelism, and mission

to strengthen the dynamic Body of Christ.

III. INCORPORATION

The Presbytery shall cause a corporation to be formed and maintained. The members of the corporation shall consist of the people eligible to vote at that duly constituted meeting of the Presbytery.

The corporation shall have the following powers: to receive, hold, encumber, manage and transfer property, real or personal, for the Presbytery; to accept and execute deeds of title to such property; to hold and defend title of such property; to manage any permanent special funds for the furtherance of the purposes of the Presbytery; all subject to the authority of the Presbytery and under the provisions of the Constitution of the Presbyterian Church (U.S.A.).

IV. PRESBYTERY MEETINGS

A. Stated Meetings. This Presbytery shall hold stated meetings at least the minimum number of meetings per year required by the Book of Order. The presbytery shall designate the place and time of each stated meeting or delegate that determination to an appropriate group.

B. Quorum. The quorum for a presbytery meeting shall be five Ministers of Word and Sacrament who are members of this Presbytery, plus five ruling elders from five different congregations of this presbytery.

- C. Ruling Elders. Each congregation is entitled to elect one ruling elder as its commissioner to any meeting of presbytery. Congregations with 300 or more active members may elect an additional ruling elder commissioner. Congregations with 600 or more active members may elect a total of three ruling elder commissioners.

All Presbytery officers, standing committee moderators, and all Coordinating Committee members who are ruling elders shall be enrolled as voters of the Presbytery whether or not sent as commissioners by their respective congregations. In the case of co-moderators, only one of them for each Presbytery meeting shall be given vote under this provision.

The Stated Clerk or the Committee on Representation should recommend provisions for additional voting ruling elders when needed to meet the mandates in G-3.0301.

- D. Ministers of Word and Sacrament. Each minister on the roll of minister members is eligible to be a voting presbyter at each meeting, as provided in the Book of Order.
- E. Special Meetings. A special meeting shall be held at the direction of the Synod or may be called by the Moderator, the Coordinating Committee, or the Committee on Ministry. The business at special meetings shall be limited to matters specified in the call to the meeting. Ten days' electronic and/or postal notice shall be given through the contact information previously provided by each session and each member of presbytery. From the sessions which do not otherwise elect someone else, the commissioners to the preceding stated meeting are eligible to be the ruling-elder commissioners for the special meeting.

V. ELECTIONS

- A. Nominations. The Presbytery itself elects its officers, boards, and members and moderators of its standing committees. The process begins with nomination by the Nominating Committee (except that the Coordinating Committee shall propose nominees for the Nominating Committee itself). In this regard, the Presbytery and its Nominating Committee shall continually take necessary steps to implement the provisions for unity in diversity, participation and representation as described in the Book of Order, particularly F-1.0403. Each election shall also provide opportunity for additional nominations from the floor.
- B. Elections. Annual elections ordinarily will occur at the stated meeting nearest to May 31. Vacancies may be filled as they occur. Commissioners and delegates to General Assembly and Synod, plus other representatives and similar roles, ordinarily should be elected at the stated meeting closest to October 31 but should be scheduled prior to required deadlines.
- C. Committee Members. Unless specified otherwise, members of each standing committee will be elected in three rotating classes, a system in which approximately one-third of the elected members (plus those filling vacancies) will assume office each year. Terms will ordinarily be three years. No person shall serve on the same committee for more than six consecutive years. Following the six years at least one year must elapse before that person is eligible to be elected to that role, unless the Presbytery specifically grants an exception. Terms for members of committees, unless otherwise stated, shall begin at the adjournment of the meeting at which they were elected.
- D. Commission Members. Each member of the Committee on Ministry or of the Coordinating Committee is thereby a member of the commission of when that committee functions as a commission to act on behalf of the Presbytery in the matters specified in this Manual. Election to and terms of all other commissions are actions of the Presbytery as provided in the Book of Order or this Manual.
- E. Moderators. Moderators (including co-moderators) of standing committees and commissions shall be Ruling Elders or Ministers of Word and Sacrament. Each moderator shall be enrolled as a member of that group. These moderators are elected by the Presbytery, ordinarily serve one-year terms, and may be reelected to additional terms. Unless otherwise stated, moderators' terms begin at the adjournment of the meeting at which they were elected. Any committee or commission may have co-moderators if the Presbytery so elects.

VI. OFFICERS

- A. Officers. The officers of the Presbytery shall be a Moderator, a Vice-Moderator, a Stated Clerk, and a Treasurer.
- B. Presbytery Moderator. The Moderator's term ordinarily shall be one year. The Presbytery may have co-moderators if it so elects.
- C. Vice-Moderator. The Vice-Moderator's term shall ordinarily be one year. The Vice-Moderator is a voting member of the Coordinating Committee.-The Vice-Moderator shall perform the duties of the Moderator when the Moderator is unable to serve, and he/she shall perform such other duties as may be assigned by the Moderator or the Presbytery. In the absence of both the Moderator and Vice-Moderator, the most recent past Moderator present shall serve as Acting Moderator.
- D. Stated Clerk. The Stated Clerk's term shall ordinarily be three years. If a vacancy occurs in the office of Stated Clerk, the Moderator shall appoint an eligible person to serve as Stated Clerk until the Presbytery elects its Stated Clerk.
- E. Treasurer. The Treasurer's term shall ordinarily be three years. The Treasurer of the Presbytery shall also be the Treasurer of the Trustees of the Presbytery of Lake Erie and an ex-officio non-voting member of the Administrative Committee (and thereby of the Board of Trustees). If a vacancy occurs in the office of Treasurer, the Moderator shall appoint an acting Treasurer who shall serve until the Presbytery elects its Treasurer.
- F. Assistant/Associate Stated Clerks. The Presbytery also may elect one or more Assistant Clerks or Associate Clerks at any meeting, after consultation with the Stated Clerk, for a term specified at the time of election, with duties and responsibilities as specified. During the absence or unavailability of the Stated Clerk, or when a clear and specific need has arisen, the Presbytery Moderator may appoint another eligible person (who is a Ruling Elder or Minister of Word and Sacrament) to be an Associate Stated Clerk for a specific term. An Associate Stated Clerk will have the authorities appropriate for a Stated Clerk for the specified situations.
- G. Assistant Treasurers. The Presbytery also may elect one or more Assistant Treasurers at any meeting, after consultation with the Treasurer, for a term specified at the time of election, with duties and responsibilities as specified. During the absence or unavailability of the Treasurer, or when a clear and specific need has arisen, the Presbytery Moderator may appoint an assistant treasurer or another person to be the Acting Treasurer.
- H. Eligible for reelection. Elected officers are eligible for election to multiple terms.
- I. Ending an officer's term. The term of an elected officer of the Presbytery may be ended prior to its expiration by resignation or by a three-fifths vote of the presbytery, provided that notice of this possible action was given in the call to the meeting [G-3.0110].

VII. STANDING COMMISSIONS

- A. Authorities and responsibilities. The Book of Order provides that the Presbytery may create Administrative Commissions. Each commission is empowered to consider and conclude matters referred to it by the Presbytery. The Presbytery shall state specifically the scope of a commission's powers and any restrictions on those powers [G-3.0109]. The standing commissions detailed below are authorized to carry out the tasks and responsibilities described, on behalf of the Presbytery. The Presbytery may create other commissions with authorities as designated. The Presbytery affirms its delegation of these responsibilities to each of these commissions. All such actions shall be reported to the Presbytery at its next stated meeting.
- B. Members. Each commission shall be composed of Ruling Elders and Ministers of Word and Sacrament in numbers as balanced as possible [G-3.0109(b)].

- C. Commission quorums. Unless specified otherwise in the Book of Order or this Manual, the quorum for each commission shall be a majority of its membership.
- D. Electronic meetings. The Permanent Judicial Commission may meet or carry out work via electronic communication only as permitted by the Book of Order. Any other standing commission may meet via electronic means which meet the standards of Roberts Rules of Order, providing (at a minimum) simultaneous aural communication.

E. Coordinating Commission. (comprised of the Coordinating Committee)

The voting members of the Coordinating Committee also shall be a standing administrative commission of the Presbytery, authorized to act on behalf of the Presbytery as designated in Section VIII-D-8 below. All commission actions are to be reported to the full Presbytery.

F. Commission on Ministry. (comprised of the Committee on Ministry)

The members of the Committee on Ministry, with its moderator or co-moderators, also shall be a standing administrative commission of the Presbytery, authorized to act on behalf of the Presbytery as designated in Section VIII-E-10 below. All commission actions are to be reported to the full Presbytery.

G. Permanent Judicial Commission (Nine members in three classes, each with 6-year terms)

The mandate of this commission shall be to uphold the goals and purposes described in the Church Discipline of the PC(USA) Book of Order, particularly its Preamble. The PJC's membership, functions and processes are governed by the Book of Order..

1. The Permanent Judicial Commission shall elect its own moderator, vice moderator, and clerk [D-3.04]. If its most recent election was more than one year ago, the Commission shall elect or reelect officers at its next meeting, but the persons most recently elected to the PJC officers' roles shall serve until their successors are elected and during any unfilled vacancy. If neither the moderator nor vice moderator are present to serve, the Commission member present with the longest total tenure on any PJC shall be the acting moderator, until the Commission elects a moderator pro-temp. In the absence of the Commission's clerk, the moderator shall appoint a clerk pro-temp.
2. The quorum of the Permanent Judicial Commission shall be as specified in the Book of Order (D-3.0102, D-3.0602)
3. As the Book of Order provides in D-3.0602c, previous PJC members may be called to serve temporarily on or for the Commission in certain situations.

H. Emergency Commission.

The Presbytery shall adopt and periodically review a policy which establishes an Emergency Commission, which shall have specified authority to act on behalf of the Presbytery during a widespread disaster or extreme emergency. This requires circumstances under which it is significantly impractical for the full Presbytery or the Coordinating Commission to meet or act during the emergency. This policy shall define the members and procedures of such a commission, its quorum, the specific authorities granted to it and any withheld from it, and the occasions during which this extraordinary commission is empowered to act. This policy must also identify the process for adding acting members in order to satisfy a quorum.

VIII. STANDING COMMITTEES

A. Administrative Committee = up to 9 members

The mandate of this committee is to deal with ongoing, inter-related administrative issues such as budget, personnel, investments, and office management. Its duties include:

1. Personnel: providing oversight for personnel issues [G-3.0110]
- 2 Budget: providing recommendations for the budget of administrative and mission funds of
the Presbytery and recommend the presbytery's per capita rate.

B. Board of Trustees = up to 9 members

The Board of Trustees shall be composed of all the Administrative Committee members who have legal standing to serve as corporate trustees. Each voting Trustee shall be a Minister of Word and Sacrament or a Ruling Elder. No person may serve as a voting Trustee for more than six consecutive years, unless the Presbytery specifically approves an exception.

The Treasurer and the General Presbyter shall be corresponding members of the Trustees with voice but not vote. The Presbytery may appoint additional "co-opted" corresponding members of the Trustees who shall have voice but not vote.

The Trustees shall elect their own President, Vice-President and Secretary. The Treasurer of the Presbytery shall be the Treasurer of the Trustees.

The Board of Trustees shall meet regularly. The Board shall set its own schedule of regular meetings. The Board shall meet whenever directed by the Presbytery. The President (or his/her designate) shall call meetings whenever the President deems it necessary or whenever two Trustees request it in writing. At least five days' postal or electronic notice of the meeting and its proposed agenda is required.

The Trustees shall have the following responsibilities:

1. Exercising the powers of the corporation listed above, subject to the limitations listed in the Section and in the Book of Order.
2. Administering the funds, investments and property of the Presbytery.
3. Holding and investing all funds in accordance with investment policies approved by the Presbytery. Borrowing funds as directed by the Presbytery. Loaning funds as directed by the Presbytery.
4. Accounting for all funds held by the Presbytery. Ensuring that all restricted funds are held and used in accordance with the requirements and for the purposes specified.
5. Annually, and at other times upon the request of the Presbytery, the Trustees shall submit to the Presbytery a statement of finances and all matters committed to them.
6. Arrange for the annual "full financial review" required by the Book of Order [G-3.0113], report its results to the Presbytery, and request that a summary of that review be included in the Presbytery's minutes.
7. Providing for adequate insurance for the Presbytery, including adequate bonding for the Treasurer and others authorized to handle the Presbytery's finances or to sign checks.
8. Recommending what action the Presbytery or the Coordinating Commission should take on all requests by churches for loans or for permission to buy, sell, mortgage, encumber or lease real property.

9. Advising sessions and the presbytery on matters of insurance, investments, real estate and civil law.
10. The loan of money to congregations may be approved by action of either the Coordinating Commission or the Presbytery, upon the recommendation of the Presbytery Trustees.
11. The sale of property may be approved by action of either the Coordinating Commission or the Presbytery, upon recommendation of the Presbytery Trustees.
12. The Presbytery Trustees shall have the authority to act on behalf of the Presbytery in matters of easement, right of way, and assisting Sessions in clearly responding to matters relating to property.
13. The Presbytery Trustees are authorized to sign legal documents at the direction of the presbytery (or as approved by the Coordinating Commission, which acts on behalf of the presbytery between stated meetings) on matters related to property sales, loans, and legal matters for the presbytery and its congregations.

C. Coordinating Committee

The Coordinating Committee will consist of the voting members and corresponding members identified later in this section. Each voting member must be a Ruling Elder or a Minister of Word and Sacrament. If co-moderators of a particular group are both present, both may be granted voice, but only one may vote. Upon a committee's request, the Presbytery may elect a member other than the committee moderator serve on the Coordinating Commission instead. If the Presbytery changes its lineup of committees or officers, those who serve in the remaining roles described below shall compose the Coordinating Committee until further action by the Presbytery.

Voting Members:

Moderator of Coordinating Committee
 Moderator of Presbytery
 Vice Moderator of Presbytery

Moderator of Administrative Committee

Moderator of Committee on Ministry

Moderator of Committee on Preparation for Ministry

Moderator of Mission & Social Witness Committee

Moderator of Nominating Committee

Moderator of Spiritual Formation Committee

Moderator of Worship Committee

Moderator of Presbyterian Women of the Presbytery (if a Ruling Elder or
 Minister of Word and Sacrament)

Corresponding (non-voting) Members:

General Presbyter
 Stated Clerk

Treasurer

Moderator of Presbyterian Women of the Presbytery (if not a
Ruling Elder or Minister of Word and Sacrament)

Commissioners to the previous and next meetings of General Assembly and of Synod may also attend and should be given voice whenever the Coordinating Committee meets.

The Coordinating Committee is to:

1. Provide a forum for coordination, dialogue and discussion among committees, commissions, other groups and individuals.
2. Engage in long-range strategic planning and discernment.
3. Promote faithful stewardship to support the mission and ministries of the Presbytery.
4. Review and recommend proposed changes to the Presbytery Manual.
5. Recommend to the presbytery actions on items placed by General Assembly before the presbyteries.
6. Review, amend and approve minutes of Presbytery meetings.
7. Consider broader issues associated with presbytery meetings.
8. Meet as the Coordinating Commission, to consider and act upon these matters on behalf of the Presbytery:
 - a. May approve, on behalf of the full Presbytery, actions related to the responsibilities of the Trustees listed in this Manual.
 - b. May authorize administration of the Sacraments and designate those who will officiate at non-congregation-based presbytery events and at regional occasions with connection to the life and ministry of the Presbytery.
 - c. May adjust the schedule, location and format of Presbytery meetings.
 - d. May act on any matter which is referred to it by the Presbytery.

D.. Committee on Ministry = up to 21 members, all of whom are Ruling Elders or Ministers of Word and Sacrament

The Committee on Ministry is to perform the duties prescribed in G-3.0307. On behalf of the presbytery, this committee is to take the lead in serving as “pastor, counselor, and advisor” to congregations, Commissioned Pastors, and Ministers of Word and Sacrament.

The Committee on Ministry:

1. Is to fulfill wide-ranging implications to encourage pastors, congregations and other connected organizations as they carry out their mission, ministry, vision, outreach and discernment.
2. Will serve as an instrument of the presbytery for promoting the peace and harmony of churches, particularly in regard to matters arising out of the relations between pastors and congregations.
3. Shall provide guidance on guest preaching and pulpit supply or temporary pastoral arrangements.
4. Will provide support and guidance when a pastoral transition occurs including the completion of mission studies, appointments of Pastor Nominating Committees, and the Call Process or alternative ways of securing pastoral leadership and sacramental care for a church including training for ruling elders to serve communion or undertake other tasks outside of the Commissioned Pastor process.
5. May conduct an initial examination of Ministers of Word and Sacrament who request transfer from other presbyteries, as well as ministry Candidates who seek membership in this presbytery after they are ordained; then make a recommendation regarding membership to the full Presbytery.

6. May consider and recommend to the Presbytery transfer requests for ministers seeking to become a member of this presbytery, as well as recommend appropriate dismissals to other presbyteries of Ministers of Word and Sacrament in good standing.
7. May supervise and support non-member pastors whose call is to labor within the bounds of this Presbytery and member pastors who minister outside the bounds of this Presbytery.
8. May deal with the Board of Pensions on behalf of the covered members and congregations.
9. May assist with the welfare of pastors and families through administration of the Emergency Assistance Fund, and advocate about the needs and problems of pastors and families which the Board of Pensions or other programs could address.
10. Shall annually propose to the Presbytery recommended minimum terms of call for Ministers of Word and Sacrament, Commissioned Pastors, and Certified Christian Educators; and should consult with congregations which struggle to meet these minimums.
11. Shall meet as the Commission on Ministry, to consider and act upon these matters on behalf of the Presbytery:
 - a. May approve or disapprove proposed calls for installed pastoral relationships; or present proposed calls to the full Presbytery for its consideration.
 - b. May approve, disapprove or modify contracts/covenants for temporary pastoral relationships.
 - c. May approve, modify or conclude pastoral commissions between Commissioned Pastors (who meet Book of Order and presbytery-approved requirements) and the presbytery or one or more congregations or validated ministries.
 - d. May validate ministries not directly linked with any congregation, in accord with any policies established by the Presbytery; encourage those ministries and ministers; and provide annual review of each pastor in a validated ministry [G-2.0503].
 - e. May appoint administrative commissions to ordain Ministers of the Word and Sacrament and/or to install them in installed pastoral relationships. This includes determining the location, time, date and leaders of such services.
 - f. May dissolve pastoral relationships in situations where the congregation and pastor concur.
 - g. May act on requests to create new pastoral positions.
 - h. May act on requests to grant honorable retirement for ministers.
 - i. May authorize particularly-trained Commissioned Pastors/Ruling Elders to administer the Sacraments and carry out other permissible pastoral functions, consistent with G-3.0301(b.) and any presbytery policies. Each authorization is limited to the congregation(s) or setting(s) specified. It is for a specific length of time, not to exceed two years, and it can be renewed.
 - j. May authorize administration of the Sacraments and other permissible pastoral authority by non-congregationally-based Ministers of Word and Sacrament.
 - k. May authorize administration of the Sacraments and designate those who will officiate at non-congregation-based presbytery events and regional occasions with direct connection to the life and ministry of the Presbytery.
 - l. Shall provide for the appointment of moderators of sessions of churches without pastors and of sessions where the moderator is temporarily unable to serve due to illness, disability, absence from the area or other reason; and similarly to provide for a moderator for duly-called congregational meetings when an acting moderator is needed. (The General Presbyter, the Moderator or a Co-moderator of the Committee on Ministry, or the Presbytery's Moderator or Vice Moderator may make such temporary short-term appointments between meetings of this commission.)

- m. May consider and act on requests from sessions regarding waivers on the rotation of elders [G-2.0404], when such a waiver is deemed wise. Each request must be considered only on the unique circumstances of that congregation, and only for a short and defined time frame.

E. Mission and Social Witness Committee = up to 9 members

The mandate of this committee is to do mission interpretation and advocacy for the larger church, serve as a liaison with the Presbyterian Senior Care Network and similar entities, create or promote opportunities for more participation in mission within the Presbytery and beyond, and challenge congregations and the Presbytery at large to consider vital issues involving the church in the world.

F. Nominating Committee = 7 members

Two Ministers of Word and Sacrament and four members of congregations, with men and women both represented, shall be elected for terms of up to three years. ***The seventh member of the Committee shall be the immediate past Coordinating Commission Moderator*** or another person elected by the Presbytery, ***who will serve a one-year term.***

The Nominating Committee nominates candidates for:

1. Standing committees and standing commissions, except as otherwise provided in this Manual.
2. Moderators of committees and standing commissions (except the Permanent Judicial Commission). The committee also shall review the performance of current moderators prior to deciding whether to nominate them for reelection.
3. The officers of Presbytery.
4. Commissioners and delegates to General Assembly.
5. Commissioners and delegates to Synod.
6. Readers and Alternates for Committee on Ordination Examinations
7. Presbyterian Scholarship Committee
8. Other roles with General Assembly, Synod, and other regional, national or ecumenical entities.

Each election always requires the opportunity for presbyters to make additional nominations in advance of or during the meeting.

G. Committee on Preparation for Ministry = up to 6 members

Performs the duties prescribed in the third paragraph of G-3.0307 in accordance with the Presbytery's CPM policies.

H. Spiritual Formation Committee = up to 9 members

The mandate of this committee is to promote and enhance Christian education and lifelong faith development. The committee is to oversee the Resource Center and its staff. It also should support the work of Christian Educators and church school teachers in congregations.

1. The committee will also seek to promote collaboration between the churches, with a particular focus on opportunities for youth.

2. Due to a legal agreement with CAPNWP and with several *other presbyteries*, Lake Erie's representation to the regional camping committee *will be maintained as a designated subcommittee*.

I.. Worship Committee = up to 6 members

1. Responsible for organizing worship for presbytery meetings.
2. Recommend resources and provide advice to congregations and others on matters of worship.

IX. COMMITTEES AND GROUPS APPOINTED BY THE MODERATOR

A. Committee on Representation = 3 members

The Presbytery Moderator shall appoint three persons to be the Committee on Representation. Terms are ordinarily one year, and members may be appointed to multiple terms.

1. The Committee on Representation is to advise the presbytery regarding the implementation of principles of unity and diversity as required in the Book of Order, including F-1.04 and G-3.0103.
2. This committee should consult periodically with the Stated Clerk regarding the plan for determining how many ruling elders each session should elect as voting commissioners, as to goals of parity and representation, and with consideration of sizes of congregations [G-3.0301]. Any proposed changes shall be considered by the full Presbytery.
3. This committee should also render an annual report to the Presbytery.

B. Roster of Potential Investigating Committee Members—9 persons

Each summer, the Presbytery Moderator shall appoint three people to the Roster of Potential Investigating Committee Members. Appointments can be made for up to three years. If there are vacancies, the Moderator may appoint additional persons to the roster. The Stated Clerk should provide an orientation or training materials for them from time to time. When an Investigating Committee is appointed, the Presbytery Moderator should consider these persons for that role, but s/he is not necessarily limited to this roster. The Names of any investigating committee appointed shall be immediately reported to the Stated Clerk. (D-7.0501)

C. Committees of Counsel—up to 3 members each

When required or when deemed it would be helpful, the Presbytery Moderator (after consultation with three or more trustees) shall appoint a Committee of Counsel to represent Presbytery in certain negotiations, mediations, or PC(USA) Church Disciplines processes. The Names of any Committee of Counsel shall be reported immediately to the Stated Clerk. The composition and responsibilities of a committee formed for a Church Discipline process are defined in the Book of Order (D-4.0204)

X. AMENDMENTS

Amending this manual. Issues which involve possible changes to the manual shall be referred to the Coordinating Commission which may make recommendations to presbytery. When amendments to the manual are proposed, the presbytery shall first receive those proposed amendments for study at one of its meetings, and it shall not vote on their adoption until a subsequent meeting of the presbytery. Manual amendments require a two-thirds (2/3s) vote for approval.

###

STANDING RULES

PRESBYTERY OF LAKE ERIE

[June 2018 draft #18.06 from Coordinating Committee, for Presbytery second reading]

Rules specific to Presbytery Meetings

- 1.1 Stated Meetings. Lake Erie Presbytery shall ordinarily have four or five stated meetings each year. However, the Presbytery may change the number of or schedule for future stated meetings by a majority vote at any properly convened meeting [G-3.0304].
- 1.2 Call to Stated Meetings. At least ten days before each stated meeting, the Stated Clerk shall send a call to the meeting (using the most-recent contact information provided to the Presbytery) to all Commissioned Pastors, member Ministers of Word and Sacrament, and Clerks and Moderators of Session in the Presbytery. The call may be sent electronically or by postal mail, and it shall indicate the place, date, and hour of the meeting, and it shall include as much information as practical on the major agenda items expected at the meeting. The Presbytery may determine if it wishes to add additional motions or reports to its docket for matters not included in the initial call.
- 1.3 Omnibus Motion. Elements of an Omnibus Motion will be distributed with the call prior to the Presbytery meeting, with instructions to voters if they would like to draw out a particular motion for discussion. Time will also be given at the beginning of the meeting to draw out particular motions. Drawn-out motions will be added to the docket. The Omnibus Motion is a consent motion which requires unanimous approval to become enacted.
- 1.4 Worship at Stated Meetings. Each stated meeting shall include worship of Almighty God. The Worship Committee is responsible for the worship service at presbytery meetings and is to arrange that the Sacrament of the Lord's Supper is celebrated at least annually. There should be an annual remembrance of those ministers, deacons and elders in the Presbytery who died during the preceding calendar year.
- 1.5 Reading and Approval of Presbytery Minutes. The Coordinating Commission shall review, amend and approve each set of Presbytery meeting minutes, then report this action to the Presbytery. These minutes shall be distributed as appropriately requested and will be made available at the next meeting. Minutes ordinarily will not be read aloud or voted upon by the full presbytery, although any voting commissioner or minister member may request that a further review be added to the docket. The Presbytery will then determine its action regarding those minutes.
- 1.6 Commission Minutes. Minutes from each meeting of each commission shall be included in the minutes for the meeting of the Presbytery which follows their receipt.
- 1.7 Altering the Standing Rules. A Standing Rule may be amended, added, deleted, or temporarily set aside with cause upon a majority vote of the Presbytery if the proposal was included in the call to the meeting, or upon a two-thirds (2/3s) majority vote without such advance notice. Editorial changes required by amendments to the Book of Order such as simple renumbering may be made by the Stated Clerk and reported at the next stated meeting.

Meetings

- 2.1 Quorums. The quorum for each committee with six or fewer members shall be one-half of its membership. All other standing and special committees of the Presbytery shall have a quorum of one-third of its

membership. The quorum for each commission is defined by the Book of Order or by the Presbytery Manual.

2.2 Parliamentary Authority. The parliamentary authority for meetings of the Presbytery and its commissions and committees shall be the latest edition of Roberts' Rules of Order, Newly Revised, for all matters not otherwise addressed in the Presbyterian Church (USA) Book of Order, the Manual of the Presbytery of Lake Erie, or the Standing Rules. Forms of group discernment other than parliamentary procedure are also permitted by the denomination's constitution and may be used.

2.3.0 Electronic Meetings. The Permanent Judicial Commission may only utilize electronic means to meet for training and organization, and for those meetings and tasks which are specified by the Book of Order. The Presbytery and all other committees and commissions of the presbytery may meet via electronic means provided that each participant has at a minimum the opportunity for simultaneous aural communication with all other participants. If a meeting is held at a stated location, members participating from off-site who participate by electronic means may vote.

2.3.1 Assigned Role during Hybrid or Electronic Meetings When the Presbytery or one of its Commissions or Committees conducts a meeting which uses a hybrid format consistent with standing rules and the Book of Order, the moderator shall designate a person as on-line monitor. The duties of this monitor are to monitor the on-line connection, announce to the clerk or recording secretary by reading or asking participants to announce the names of those participating off-site in determination of a quorum, announce to the moderator as necessary any requests to be recognized by those participating off-site, and count votes of those participants off-site then report that result to the moderator. This vote may be reported as pass/fail or may be a specific number as the moderator or the body requires. This monitor need not be a voting member of the body but may be administrative support.

2.3.2 Security of Electronic Connections The Presbytery or one of its Commissions or Committees when utilizing an electronic meeting format, shall take reasonable measures to ensure the safety and security of any internet connections, hardware devices, and programs used to facilitate such meeting formats. At a minimum this includes limiting access to authorized parties, use of secured Wi-Fi or other access, security and virus protection on devices used by the host, and use of standard security measures by any programs.

2.4 Absence from Committee Meetings. If a member of a standing committee of the Presbytery has been absent without excuse from two consecutive scheduled meetings of that committee, it may be assumed that the person has resigned from the committee, although that determination is up to the committee moderator and the Presbytery Moderator. The committee moderator shall report any such vacancy to the Stated Clerk and the Nominating Committee. (The full presbytery exclusively determines the membership status on commissions.)

Policies

3.1 Policy statements. The Presbytery and its commissions and committees may, from time to time, present policies, statements and guidelines for its activities. The Presbytery Office shall maintain a list of all adopted policy statements on its website. If the proposal was distributed in advance to members and commissioners, adoption of a policy statement require a majority vote. Otherwise, a two-thirds (2/3) vote is required to approve such a policy. The presbytery office, on request, may provide a copy of its list of policies, and of individual policies.

3.2 Committee tasks and procedures. Each commission, committee, sub-committee or task group of the presbytery may clarify and elaborate the task which are described in the Manual. It shall determine how its work is to be conducted, along with the goals and program it finds appropriate within its task.

3.3 Review and oversight of congregations. The Stated Clerk shall oversee a process for the annual review of Session minutes and rolls of congregations. Results of this review shall be reported to the Presbytery for its action. In addition, the Stated Clerk should refer to the Committee on Ministry Moderator(s) any actions, omissions, or records from congregations or sessions which the review process determines may be irregular

or deserve special attention. Members of the Committee on Ministry may choose to initiate less-formal or committee-level follow-up [G-3.0109] or may consider a recommendation for further administrative review.

3.4 Investigating Committee under Church Discipline. In order that the goals of the Presbyterian Church Constitution may be accomplished in matters of discipline, accountability and restoration within the church, any request for the establishment of an Investigating Committee is to be presented confidentially through the Presbytery's Stated Clerk according to Church Discipline requirements. Prior to submitting that information, an individual may choose to seek impartial, non-binding procedural advice from the Stated Clerk or from documentation provided by the national Association of Stated Clerks, or directly review the Book of Order.

When required, an Investigating Committee is to be appointed by the Moderator of Presbytery after consultation with the Stated Clerk and the Moderator (or one Co-Moderator) of the Commission on Ministry [D-7.0501]. Investigating Committee members may be drawn from the Investigating Committee Roster and/or any other eligible persons. The names of those so appointed, but no other details, will be reported at the next meeting of the presbytery.

Office and Operations

4.1 Presbytery Staff. The Presbytery may employ paid staff and utilize volunteer staff consistent with its mission. The position of General Presbyter shall be a called and installed position. The elected Stated Clerk, elected Treasurer, Assistant/Associate Clerk(s) and Assistant Treasurer(s) may be compensated or volunteer positions consistent with the presbytery's budget and by mutual agreement.

4.2 Leadership/Executive Staff. A General Presbyter shall be elected by the presbytery to an open-ended term or to a time-defined term, after considering the recommendation of a special committee, the General Presbyter Nominating Committee. This person shall be a Ruling Elder or Minister of Word and Sacrament within the PC(USA) for the duration of service. The terms of call shall be reviewed by the Administrative Committee and the full Presbytery annually. If serving a time-defined term, the General Presbyter is eligible for reelection. The presbytery may dissolve the call with the General Presbyter with his/her consent at any meeting. The presbytery may dissolve the call without the consent of the General Presbyter by a three-fifths vote at a Presbytery meeting, provided that notice of this possible action was given in the call to the meeting [G-3.0110].

4.3 Additional Staff. There may be also additional paid administrative or program staff employed by the presbytery. The Administrative Committee shall maintain written personnel guidelines and job descriptions for all staff members. The committee shall annually review performance and compensation with all staff members. The scope of the review for particular staff persons is within the purview of the committee. The Administrative Committee may hire or release these persons and will oversee their work. Staff members each have a right to a private hearing with the Administrative Committee on matters that relate to their employment.

4.4 Travel Reimbursement. Each congregation (or validated ministry) shall reimburse its pastors, elder commissioners, and alternate elder commissioners for their expenses in attending meetings or conducting business of the Presbytery. The Presbytery shall reimburse the volunteer members of its committees and commissions for their transportation expenses in attending meetings or carrying out the work of its commissions and committees, upon submission of a voucher signed by the appropriate moderator. Volunteers shall be reimbursed at either the rate of driving singly or the rate if providing transportation for a car pool. These mileage rates are to be recommended annually by the Treasurer and approved by Presbytery.

The following persons will be reimbursed at the current IRS mileage rates: General Presbyter, Stated Clerk, Moderator and Vice Moderator of the Presbytery, Coordinating Committee Moderator, Treasurer, Resource Center Staff, and, when approved through the Administrative Committee, program/administrative staff persons.

- 4.5 Roster of Clerks of Session. Because official communications between the Presbytery and its churches often are sent via Clerks of Sessions, each Session shall report immediately to the Presbytery any change in the name or contact information of its Clerk of Session.
- 4.6 Officer and Committee Roster. Annually, the Stated Clerk shall work with staff at the presbytery office to prepare and distribute a listing of the officers of the Presbytery and of all the members of standing commissions and committees for the ensuing year, indicating the year each person's term expires and eligibility for reelection.
- 4.7 Document Distribution and Event Information. Any new document for display or distribution over which there might be concerns from individuals or groups must be approved by the Moderator of Presbytery, the Moderator of the Coordinating Committee, and the Stated Clerk. If there is not unanimity among these persons, the matter will come to the Coordinating Committee for its vote. The office of the Presbytery of Lake Erie or its committees and commissions may share details about church-affiliated, ecumenical or community events which occur within the geographic bounds of Lake Erie Presbytery or are occurring at a regional or national level and related to the broad work and ministry of the Presbyterian Church. Presenting this information does not indicate endorsement by the presbytery of particular events.
- 4.8 Requests for Mailing Lists or Contact Information. Other entities sometimes request mailing lists or contact information for pastors, Clerks of Session or other specific groups within this presbytery. Such lists of contact information are not to be provided, unless approved by the Moderator of Presbytery, the Moderator of the Coordinating Committee, and the Stated Clerk. If there is not unanimity among these persons, the matter will come to the Coordinating Committee for its vote.

Ordinations, Installations, and Similar Occasions

- 5.1 Commission members and responsibilities. Each Ordination/Installation commission shall include ruling elders and minister members of Lake Erie Presbytery, and it will designate who will be responsible for the sermon, the Charge to the Pastor, and the Charge to the Congregation. The Moderator of Lake Erie Presbytery (or that person's designee) usually will preside and be responsible for propounding of the constitutional questions. The General Presbyter (or her/his designee) usually will offer a welcome on behalf of Lake Erie Presbytery.
- 5.2 Determination of date and time. The time, date and location of each Ordination/Installation service is not to be determined or publicized until approval is gained through the Commission on Ministry. If the request is to have this service on a Sunday morning, there must be prior conversation regarding the benefits of increased participation from the local congregation and the benefits of a different schedule which allows wider representation from across the full Presbytery.
- 5.3 Financial offering. Offerings taken at such services will be divided equally between the Committee on Ministry's Emergency Fund and a mission project designated by the host Session.
- 5.4 Invite the presbytery and local community. Ordination/Installation invitations should be sent by the General Presbyter through the Lake Erie Presbytery office to all pastors, clerks of session, honorably retired teaching elders on the roll, and other churches in the community of the service.
- 5.5 Expenses. The particular congregation involved shall pay the expenses of the Presbytery's ordination/installation commission or of any other commission or committee appointed by the Presbytery at the request of the congregation for that congregation's benefit. Non-congregationally-based ministries shall pay expenses for similar functions.

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