

**"The Purpose of the Presbytery of Lake Michigan is to challenge, encourage and equip worshipping communities of faith to make disciples of Jesus Christ with the gifts God gives them."**

PRESBYTERY OF LAKE MICHIGAN  
OPERATIONS MANUAL

Reviewed and amended 2011, 2012, 2013, 2014, 2016, 2019, 2021

# OPERATIONS MANUAL

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# Chapter I - A

## INTRODUCTION

*Book of Order* reference: G-3.0106

### **Purpose of Operations Manual**

To describe the workings of the units of the Presbytery

#### **Core values**

As partners in Christ's service, we seek God's way of grace and justice through Inclusion, Formation, and Inspiration.

*Adopted by the Leadership Team, May 25, 2017*

#### **Mission statement**

The Presbytery of Lake Michigan forms and partners with faith communities to challenge, encourage, equip and hold one another accountable as Christ's disciples.

*Adopted by the Leadership Team, August 24, 2017*

#### **Vision Statement**

We envision dynamic leaders and healthy congregations who are vital to their communities, working together to share the way of Christ's love, grace, and justice.

*Adopted by the Leadership Team, August 24, 2017*

### **Goals:**

- 1. PLM will work to strengthen relationships between**
  - a. the Presbytery and its congregations,**
  - b. the Presbytery and its minister members,**
  - c. the Presbytery and Sessions,**
  - d. congregations**
  
- 2. PLM will resource and support congregations for healthy and vital ministries.**
  
- 3. PLM will develop and support healthy and dynamic leaders for congregations and validated ministries.**
  
- 4. PLM will fulfill its other responsibilities mandated in G-3.03 in the Book of Order, including but not limited to**
  - a. Organizing, receiving, merging, dismissing, and dissolving congregations.
  - b. Overseeing congregations without pastors
  - c. Establishing pastoral relationships and dissolving them
  - d. Guiding the preparation of those preparing to become Ministers of Word and Sacrament
  - e. Maintain relationships with Synod and General Assembly as well as ecumenical and interfaith entities.
  - f. Develop strategies for the mission of the church in its district.

## Chapter I-B

### GENERAL PROCEDURES

- A. Minutes of all meetings are sent to the Presbytery Office/Associate Clerk promptly
- B. Actions taken by teams, committees, or commissions whose work in whole or in part is delegated by the presbytery and who represent the presbytery as administrative commissions must be reported to the presbytery at the next stated meeting.
- C. Annual budget requests are sent to the Budget and Finance Committee by the date established annually by the Leadership Team
- D. Budgets submitted by each team, committee, or commission shall show relevance to the stated foci of the presbytery
- E. Unit quorums shall be a simple majority of those elected, who have voice and vote
- F. *Book of Order* responsibilities assigned within our structure will have elected 3-year terms in order to sustain continuity in sensitive issues. All other units will be elected to 3-year terms unless otherwise specified. No persons shall ordinarily serve longer than six consecutive years, although those who assume a vacated partial term begins upon election and may be elected by the presbytery to additionally serve their full complement of years.
- G. Some mission work may be done by non-elected groups who share a philosophy of mission goals. Leadership and membership shall be voluntary and self-established, with reporting to the presbytery through the assigned facilitator.
- H. All committees and teams are encouraged to promote meetings by electronic meeting technology unless otherwise designated. Minutes will be kept of all meetings.
- I. Voting by email is allowed only to: 1) set meetings; 2) approve minutes; and 3) obtain a vote on time-sensitive actions. Such actions shall be reported in the minutes of the next meeting.

## Chapter I-C

### SPECIFIC PROCEDURES

- A. Due to a large number of Honorably Retired members in the presbytery, those ruling elders serving on the Nominating and Representation Committee and COM shall be granted voice and vote at stated meetings of the presbytery. Ruling Elders who are Past Moderators of the presbytery are granted voice and vote in perpetuity. The Stated Clerk shall normally also assign such right of voice and vote to ruling elders who are moderators and conveners of units of the presbytery in order to achieve balance in the numbers of teaching and ruling elders. Presbytery staff who are elders are also given voice and vote when further balance is needed.
- B. In 2007, the Presbytery of Lake Michigan delegated to the Committee on Ministry those time-sensitive actions related to the processing of calls and temporary pulpit contracts, receiving and transferring members, and for appointing commissions to install and ordain or to intervene with individual sessions or situations. All delegated actions shall be fully reported to the presbytery at its next stated meeting. The Presbytery of Lake Michigan retained the authority to grant the status of Retired or Emeritus to its teaching elder members.
- C. Those established policies of the Presbytery of Lake Michigan that deal with the work and mission of the Committee on Ministry and require changes of a non-substantial nature to the COM Handbook to meet periodic changes in the Book of Order of the PC(USA) can be updated by COM recommendation to and adoption by the Leadership Team.
- D. In June 2013, the Presbytery of Lake Michigan delegated to the Budget and Finance Committee the authority to act on behalf of the Presbytery to approve real estate transactions by Sessions when those transactions do not involve property that includes the church building/sanctuary and to report all such

actions to the Presbytery at the next stated meeting.

- E. In 2019, The Presbytery of Lake Michigan delegated those responsibilities formerly assigned to a required Committee on Preparation for Ministry to that separate committee. All delegated actions shall be fully reported to the presbytery at its next stated meeting. The presbytery retained the authority to approve candidates for ordination.
- F. Those established policies of the Presbytery of Lake Michigan that deal with the work and mission of the Committee on the Preparation for Ministry and require changes of a non-substantial nature to the CPM Handbook to meet periodic changes in the Book of Order of the PC(USA) can be updated by CPM recommendation to and adoption by the Leadership Team.
- G. In 2019, The Presbytery of Lake Michigan delegated to the Leadership Team the authority to establish and approve business for the docket at stated meetings of the presbytery, docket requests and packet materials must be received by the stated clerk by the published deadline for each stated meeting. The Presbytery of Lake Michigan delegates to the Leadership Team the authority to approve the celebration of the Lord's Supper and to designate offerings during worship at stated and specially called meetings of the Presbytery. The Presbyter designates to the Leadership Team to approve a clerk pro tem for stated meetings in which the stated clerk will be absent.
- H. The Presbytery of Lake Michigan will look for the self-election of unit moderators and conveners with the exception of Leadership Team, COM, CPM, and Nominating, where moderators shall be recommended to Nominating for election or assigned by office (LT).
- I. A special meeting of the presbytery will be called by the Leadership Team when necessary or by request of a committee or team to the Leadership Team. At least two (2) weeks prior notice will be given to the presbytery via electronic technologies available.
- J. If an elected member of a particular committee or team of presbytery wishes to resign prior to the end of his/her term, then he/she must notify the moderator of that same body in writing. The moderator of that committee will then notify, in writing, the moderator of the Committee on Nominations with a copy to the Stated Clerk. The Committee on Nominations will then include the information relative to the resignation in its report to the Presbytery at the next stated meeting. If an elected member has unexcused absences for three consecutive meetings of the body, as recorded in the minutes, the moderator of that body will inform, in writing, the Committee on Nominations and the Stated Clerk. The Stated Clerk will notify the elected member, in writing, that they have been removed from service to the body. The Committee on Nominations will report the action to the Presbytery at the next stated meeting.

## CHAPTER II-A

### LEADERSHIP TEAM

*Book of Order* references: G-3.0106, G-3.0301, G-3.0303, G-3.0304

#### **Purpose**

To seek God's leading as it holds before the Presbytery of Lake Michigan its core values and communicates these values to the other ministry teams for implementation

#### **Responsibilities**

- A. Assist, enable, support and encourage the churches of the Presbytery in their transformation to being intentionally missional, multi-cultural, multi-sensory and multi-media congregations.
- B. Seek God's direction for the presbytery to establish theological directions through the process of visioning and discernment with attention to theological integrity
- C. Serve as ministry facilitators to other teams, committees, commissions in the Presbytery, so that these groups have a direct connection to the Leadership Team. In the facilitator role, the Leadership Team

member:

- a. Interprets the Presbytery focus to the team or committee
  - b. Reminds the team or committee to set a direction that aligns with the presbytery's priorities
  - c. Informs the team or committee with Presbytery-wide issues that affect their work
  - d. Helps form linkages with other teams or committees that will support their work
  - e. Advocates with the Leadership Team for committee or team needs that require leadership support
  - f. Reports back to the LT concerning the committee or team
  - g. Oversees the requests for Presbytery Meeting docket time.
  - h. Serves as thinking partner with the Convener to the extent the Convener asks
  - i. Partners with the Executive Presbyter and other Presbytery Staff assigned to support the team or committee
  - j. To carry out this work, the Facilitator may, upon request of the Convener, attend team or committee meetings with voice-only
- D.** Hold planning retreats/events open to members of churches to assist in the process of leading the Presbytery into the future
- E.** Deal with or delegate *Book of Order* responsibilities assigned to a presbytery
- F.** Review the Manual of Operations every three years and approve revisions as necessary
- G.** Bear responsibility for funding decisions, monitoring the budget, and approving requests to raise money
- H.** Establish dates for stated meetings of the presbytery and approve requests for celebrating the sacrament of communion as related to presbytery activities. Establishes the docket for stated meetings and approves items of business to appear on the docket.
- I.** Plan the thematic and worship elements of stated meetings of the presbytery
- J.** Nominate members and moderator of the Nominating Committee annually
- K.** Nominate a 3-member advisory committee to serve the presbytery in matters of representation and inclusion as required (F-1.0403 and G-3.0103)
- L.** Receive the report of the Executive Presbyter/Stated Clerk related to annual performance reviews of Presbytery staff.
- M.** Receive recommendations from the Executive Presbyter/Stated clerk related to staffing needs and support of the Presbytery structure
- N.** Provide a Report of the Memorandum of Understanding with staff to the presbytery by the second stated meeting of each year.
- O.** Review and update the Presbytery Personnel Policies at least every three years
- P.** Receive revisions of staff position descriptions by the Executive Presbyter/Stated Clerk

## **Organization**

### **A. Composition**

1. Moderator of the Presbytery, with voice and vote
2. Vice-Moderator of the Presbytery, with voice and vote
3. Immediate past-Presbytery moderator, who will also serve as the Moderator of the Leadership Team, with voice and vote
4. six ruling elders and teaching elders elected in three classes for three (3) year terms not to exceed six years, balancing between ruling and teaching elders as much as possible.
5. The Executive Presbyter/Head of Staff, with voice but no vote
6. Associate Presbyter(s), if applicable, with voice but no vote
7. Stated Clerk, with voice but no vote

### **B. Meetings**

At least six (6) times a year, may convene at the call of the Moderator or any three (3) voting members with at least ten days' notice for a special meeting. Electronic conferencing may be used and is encouraged.

**C. Staff Resource**

Executive Presbyter/Stated Clerk

**D. Funding**

Through the Presbytery budget

**E. Miscellaneous**

Reports to the Presbytery directly

**CHAPTER II-B**

**EXECUTIVE LEADERSHIP TEAM**

*Book of Order* references: G-3.0110

**Purpose**

- A. Form the agenda for the meeting of the Leadership Team
- B. Receive feedback or grievances of the Executive Presbyter/Stated Clerk
- C. Perform annual performance review of the Executive Presbyter/Stated Clerk and Associate Presbyter

**Responsibilities**

- A. A. Form the agenda for the meeting of the Leadership Team
- B. Receive feedback or grievances of the Executive Presbyter/Stated Clerk
- C. Perform annual performance review of the Executive Presbyter/Stated Clerk
- D. Perform annual performance review of the Associate Presbyter, in consultation with the Executive Presbyter/Stated Clerk

**Organization**

**A. Composition**

The Presbytery Moderator, Vice-Moderator, Leadership Team Moderator, and Executive Presbyter/Stated Clerk.

**B. Meetings**

At least six (6) times a year, may convene at the request of any member of the Executive Leadership Team for a special meeting. Electronic conferencing may be used and is encouraged.

**C. Staff Resource**

Executive Presbyter/Stated Clerk

**D. Funding**

Through the Presbytery budget

**E. Miscellaneous**

Reports to the Presbytery through the Leadership Team



## Chapter III

### STAFFING RESOURCES

#### Purpose

To support the mission and program of the presbytery and to manage and coordinate the resources of the presbytery.

#### Responsibilities

1. Organize the exchange of information and communication between all church councils and various units of the synod and denomination.
2. Maintain and update the contact information on all congregations and committees .
3. Transact the financial activity and prepare reporting of presbytery funds activities
4. Maintain the records of the presbytery
5. Provide direction and promote execution of program and mission activities
6. Serve presbytery teams, committees, and commissions with a staff liaison

## Chapter III-A

### CURRENT STAFFING OF THE PRESBYTERY

The presbytery employs the following to support and promote its mission in 2024:

Salaried and Hourly:

EXECUTIVE PRESBYTER/STATED CLERK – FT (Stated Clerk elected, required by *Book of Order*)  
ASSOCIATE PRESBYTER – PT *elected*  
TREASURER – PT *elected*  
ASSOCIATE CLERK – PT  
COMMUNICATION/TECHNOLOGY MANAGER – PT  
BOOKKEEPER – PT  
OTHER SUPPORT STAFF AS NEEDED TO FULFILL THE MISSION OF THE PRESBYTERY

## Chapter III-B

### PARTICULAR PRESBYTERY POSITIONS

#### **MODERATOR – required and elected position in G-3.0104**

The Moderator is a volunteer, mandated by the *Book of Order*. The presbytery elects a moderator for a one-year term, alternating as much as possible with women and men who are ruling and teaching elders. The Moderator has Voice and Vote. The Moderator serves on the Leadership Team with Voice and Vote.

#### **STATED CLERK – required and elected position in G-3.0104**

The Stated Clerk is mandated by the *Book of Order*. The presbytery elects a stated clerk for the same

term as the executive presbyter. The position requires professional preparation and the ability to be a member of the presbytery as either a ruling or teaching elder, with Voice and Vote. The position description outlines duties. The Stated Clerk is responsible and reports directly to the Presbytery per the *Book of Order*.

### **TREASURER – elected position in G-3.0104**

The presbytery elects a treasurer for a three-year term, renewable. The position requires professional preparation and the ability to be a member of the presbytery as either a ruling or teaching elder. The Treasurer provides oversight of budgeting and financial reporting. Ruling elders serving as Treasurer have Voice and Vote

### **VICE MODERATOR – elected**

The Vice Moderator is a volunteer, elected for a one-year term and also alternating as much as possible with women and men who are ruling and teaching elders. The Vice Moderator supports the work of the Moderator and ordinarily moves into the Moderator position. The Vice Moderator has Voice and Vote. The Moderator serves on the Leadership Team with Voice and Vote.

### **PAST MODERATOR - assigned**

Upon completion of the term as Moderator the Past Moderator is called upon to provide a year of counsel and continuity to the work of the presbytery and serve as the Moderator of the Leadership Team with Voice and Vote. Ruling elders who serve as Moderator are granted by rule with permanent status as **Ruling Elders with Voice and Vote**.

## **CHAPTER IV - CONGREGATIONAL SUPPORT TEAM**

### **Chapter IV-A**

### **Commission on Ministry**

*Book of Order* references: G-3.0307 responsibilities as delegated by the Presbytery

#### **Purpose**

“Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.”

#### **Responsibilities**

In addition to the above, the following specific responsibilities are assigned to the Committee on Ministry:

- A.** Maintains an updated COM Handbook where the processes and policies of its work are spelled out
- B.** Certifies the credentials of members coming into the presbytery and welcome new members G-3.0306
- C.** Advises and shepherds the pastoral nominating process G-2.0803
- D.** Recognizes the retirement of a pastor both at the local church and at the Presbytery
- E.** Functions as a liaison for members of the Benefits Plan and the Board of Pensions; offering assistance in understanding coverage and benefits and aids members in securing financial assistance when

- needed
- F. Encourages the regular and purposeful use of continuing education opportunities by all pastors to better equip them for tasks of ministry
  - G. Serves as pastor and counselor to all church professionals within the bounds of the presbytery
  - H. Facilitates relations between ministry professionals, congregations and the presbytery
  - I. Seeks to develop and nurture good relationships between church professionals, congregations and the presbytery
  - J. Responds to needs, urgent and otherwise, of congregations and ministry professionals in transition, crisis, or conflict
  - K. Acts on behalf of the presbytery when possible and expedient to resolve difficulties between church professionals and congregations
  - L. Consults as necessary with all church professionals of the presbytery
  - M. Visits and consults with the sessions of the churches in the presbytery as necessary
  - N. Makes recommendations to the presbytery regarding annual terms of call of its teaching elders
  - O. Counsels with churches regarding calls for pastor relationships
  - P. Shall be open to communication at all times with the teaching elders, elders commissioned to particular pastoral service, ruling elders who are members of sessions, sessions of the presbytery, and certified Christian Educators within the bounds of the presbytery.
  - Q. Determines how the Committee on Ministry can best organize itself to accomplish the tasks assigned to it by the presbytery and/or the Constitution of the PC(USA)

## **Organization**

### **A. Composition:**

1. Twelve teaching elders and twelve ruling elders, elected in three classes for a three (3) year term, not to exceed six (6) consecutive years
2. Co-opted people as needed

### **B. Meetings**

Fourth (4th) Tuesday of the month except December; additional meetings as needed

### **C. Staff Resource**

Executive Presbyter/Stated Clerk, Associate Clerk serves as Recording Clerk

### **D. Funding**

Through the Presbytery budget

### **E. Miscellaneous**

1. Reports to the Presbytery directly
2. May consult with other units of the presbytery as necessary

## **Chapter IV-B**

### **Mediation Committee**

#### **Purpose**

The Mediation Committee is a group of ministers and church members with a variety of skills and training in developing systems theory, healthy churches, problem solving, dispute resolution, mediation and conflict management.

## **Responsibilities**

The Teams, typically of two persons, are available to work with pastors, sessions, staff persons or other groups of the presbytery or particular churches to help them resolve issues.

## **Organization**

### **A. Composition**

1. The team is requested by the Executive Presbyter/Stated Clerk in consultation with the Commission on Ministry (COM), but independent of the COM.

2. Members are recommended by the Team and invited to serve by the Executive Presbyter/Stated Clerk and COM. They are not elected and serve at will.

### **B. Meetings**

First (1st) Mondays of odd-numbered months. Holidays on first Mondays move that meeting to the next day.

### **C. Staff Resource**

Associate Presbyter, and Executive Presbyter/Stated Clerk, when needed

### **D. Funding**

Through the Presbytery budget

### **E. Miscellaneous**

Reports to the Presbytery through the Committee on Ministry

## **Chapter IV-C**

### **Vital Congregation and Worshiping Community Initiatives (IV-C Still Under Construction)**

## **Organization**

### **A. Composition**

1. The team is requested by the Executive Presbyter/Stated Clerk in consultation with the Commission on Ministry (COM), but independent of the COM.

2. Members are recommended by the Team and invited to serve by the Executive Presbyter/Stated Clerk and COM. They are not elected and serve at will.

### **B. Meetings**

First (1st) Mondays of odd-numbered months. Holidays on first Mondays move that meeting to the next day.

### **C. Staff Resource**

Associate Presbyter (and Executive Presbyter/Stated Clerk, when needed)

**D. Funding**

Through the Presbytery budget

**E. Miscellaneous**

Reports to the Presbytery through the Committee on Ministry

**Chapter IV-D****Congregational Connection Committee  
(IV-D still under construction)  
Resource Staff: Associate Presbyter****CHAPTER V - DYNAMIC LEADERS TEAM****Chapter V-A****COMMISSION ON PREPARATION FOR MINISTRY**

*Book of Order* references: G-2.0601 to G-2.0610 inclusive

**Purpose**

To oversee the process for those seeking God's call to ministry as Ministers of Word and Sacrament, Certified Christian Educators and Commissioned-Ruling Elders.

**Responsibilities**

In addition to the responsibilities mandated by the *Book of Order*, the Committee on Preparation for Ministry provides assistance in the following areas:

- A.** Assist candidates entering the certification process to become Certified Christian Educators and help guide them through the process; provide recognition of the candidate before Presbytery upon achievement of each of the steps
- B.** Assist elders interested in becoming Commissioned Ruling Elders through the process in accordance with the Presbytery policy on Commissioned Ruling Elders, and consultation with the COM on the mission strategies for use of CRE members of the presbytery.

**Organization****A. Composition**

1. Twelve (12) members, ruling and teaching elders in equal numbers, elected for a three (3) year term, not to exceed six (6) years
2. Co-opted people as needed

**B. Meetings**

Fourth (4th) Tuesday of the month; additional meetings as needed

**C. Staff Resource**

Associate Presbyterian and Associate Clerk

**D. Funding**

Through the Presbytery budget

**E. Miscellaneous**

Reports to the Presbytery directly

## Chapter V-B

### Youth Strategy Committee

**Purpose**

The Youth Strategy Team is a non-elected mission and program ministry group that plans and oversees presbytery-wide opportunities that provide our youth with educational, fellowship, and faith opportunities. Presbytery youth events include a Confirmation Retreat, Mid-High Youth Mix, Alma Youth Mix in conjunction with Alma College and the Presbytery of Lake Huron, SnowFest and Urban Plunge.

**Responsibilities**

1. Coordinating, overseeing and planning youth events sponsored by the presbytery.
2. Providing resources, training and a support network for youth ministry staff (both professional and volunteers) in the presbytery.
3. Ensure that adult and youth leaders of sponsored activities are aware of the presbytery's Sexual Misconduct Policy, Child Protection Policy, and Anti-Racism Policy and agree to abide by their direction.
4. Ensure that adult and youth leaders of sponsored activities have attended boundary training approved by the Presbytery.

**Organization**

1. The team is not elected, and its work is shared by those with passion and gifts for working with the youth in our churches.
2. Leadership is chosen by the team.
3. The team meets as necessary to do its work.
4. Funding is through the presbytery and by participating entities.
5. Reports to the presbytery through the Leadership Team (Dynamic Leaders Facilitator)

**Resource Staff:** Associate Presbyterian

## Chapter V-C

**Presbytery Worship Committee**

**(V-C still under construction)**

**Resource Staff: Associate Presbyter**

**Chapter V-D**

**Leadership Development Committee**

**(V-D still under construction)**

**Resource Staff: Executive Presbyter Stated Clerk**

**CHAPTER VI - MISSION AND OUTREACH TEAM**

**Chapter VI – A**

**Matthew 25 Justice Ministries**

**(VI-A still under construction)**

**Resource Staff: Executive Presbyter/Stated Clerk**

**Chapter VI – B**

**Global Partners**

**(VI-B still under construction)**

**Staff Resource: Associate Presbyter**

**Chapter VI-C**

**Ministry Partners/Campus Ministries**

**(VI-C still under construction)**

**Staff Resource: Executive Presbyter**

**Chapter VI-D**

**PDA Liaison**

**(VI-D still under construction)**  
**Staff Resource: Associate Presbyter**

## **CHAPTER VII - ADMINISTRATION AND SUPPORT TEAM**

**Chapter VII-A**  
**Session Minute Review Committee**  
**(VII-A still under construction)**  
**Staff Resource: Associate Clerk**

**Chapter VIII – B**  
**Policy and Procedures Committee**  
**(VII-B still under construction)**  
**Staff Resource: Executive Presbyter**

**Chapter VII-C**  
**Crisis Response Committee**

### **Purpose**

- A.** An advisory body to promote and enhance the process of reconciliation and healing by effectively supporting those affected, without compromising or disrupting (i) any investigation by civil authorities and due process or (ii) inquiry or judicial process that may be undertaken by the governing body.
- B.** When the Stated Clerk of the Presbytery receives a written statement of an alleged offense, the Stated Clerk shall immediately notify the Convener of the Presbytery's Response Coordination Team. The Presbytery's pastoral response will be managed by the Presbytery's Response Coordination Team.

### **Responsibilities**



- A. Promote and oversee presbytery-wide training on preventing sexual misconduct, child protection, and boundaries and the Presbytery’s policy for addressing potential sexual misconduct situations;
- B. Identify, in consultation with the Executive Presbyter/Stated Clerk those ordained officers within the Presbytery who may be appropriate to serve as liaisons to the victim, the accuser, the accused, and the affected congregation(s), and training liaisons for their role when notified of a report of potential sexual misconduct;
- C. Recruit and maintain a pool of potential resources in the Presbytery to whom liaisons might refer a victim, accuser, accused, or congregation for professional assistance after an assessment of their needs. This pool should include therapists and counselors such as licensed psychiatrists, licensed clinical psychologists, licensed marriage and family therapists, licensed clinical social workers, including those with expertise in working with children, lawyers specializing in domestic relations and employment law, skilled mediators, and consultants on conflict management

**Organization**

**A. Composition**

Six (6) persons, composed of ruling and teaching elders or Christian educators, to be appointed by the Moderator upon recommendation of the Stated Clerk and COM and serve up to six years as the Response Coordination Committee. The Response Coordination Committee shall elect a convener from among its members.

**B. Meetings**

Meets as needed

**C. Staff Resource**

Executive Presbyter/Stated Clerk

**D. Funding**

Through the Presbytery

**E. Miscellaneous**

Reports to Presbytery through the Stated Clerk as necessary

Overtures and Amendment Review Committee

Session Minute Review Committee

Policy and Procedures Committee

**Chapter VII-D**

**Administrative Commissions (ACs) and Joint Witness, Mergers, and Dissolution ACs**

**(VII-D still under construction)**

**Staff Resource: Executive Presbyter/Stated Clerk**

**Chapter VII-E**

**Overtures & Amendment Committee**

**(VII-E still under construction)**

## Staff Resource: Executive Presbyter/Stated Clerk

### VIII - A

#### BUDGET AND FINANCE COMMITTEE

*Book of Order* reference: **G-3.0113**

##### **Purpose**

- A. To manage the financial resources of the Presbytery in partnership with the Treasurer
- B. To budget the Presbytery's income and expenses
- C. To develop recommendations for the financial planning of the Presbytery
- D. **To serve as the Board of Trustees for the Presbytery**

##### **Responsibilities**

- A. Develop, present, and oversee the budget process of the Presbytery
- B. Ensure that there is an adequate financial record-keeping system and reporting process
- C. Propose an annual budget to the Leadership Team for recommendation to the Presbytery at its Stated Meeting in September
- D. Present an annual financial report of audit or review
- E. Establish long-range financial plans
- F. Manage the financial life of the Presbytery, including its investments
- G. Provide summary financial reports to the Leadership Team

##### **Organization**

###### **A. Composition**

1. Six (6) elected members divided equally into three (3) classes serving three (3) years each, not to exceed six (6) consecutive years, with equal numbers of teaching and ruling elders
2. Co-opted people as needed
3. Moderator is self-selected each year by the Budget and Finance Committee and ratified by the Presbytery

**B. Meetings:** Monthly except January and July on the first Tuesday of the month, **or as otherwise decided by its membership**

**C. Staff Resource:** Executive Presbyter/Stated Clerk and Treasurer

**D. Funding:** Through the Presbytery budget

###### **E. Miscellaneous**

- a. **A quorum of this Committee shall be one-half (½) of its membership.** Special meetings may be called with no less than forty-eight (48) hours' notice. Reports to the Presbytery through the Leadership Team.

### Chapter VIII-B

## **BOARD OF TRUSTEES**

*Book of Order* reference: G-4.0202 and G-4.0203

### **Purpose**

To facilitate the management of the Presbytery's civil affairs

### **Responsibilities**

Receive, hold, encumber, manage, and transfer property of the Presbytery according to the Constitution of the Presbyterian Church (U.S.A.)

### **Organization**

#### **A. Composition**

1. The six (6) members of the Budget and Finance Committee, divided equally into three (3) classes serving two (3) years each, not to exceed six (6) consecutive years, with equal numbers of teaching and ruling elders
2. Board self-selects its moderator each year and the Presbytery ratifies
3. The Presbytery of Lake Michigan delegates to the (Trustees) Budget and Finance Committee the authority to act on behalf of the Presbytery to approve real estate transactions by Sessions when those transactions do not involve property that includes the church building/sanctuary, and to report all such actions to the Presbytery at the next stated meeting.
3. Moderator serves as President of the Corporation
4. Executive Presbyter/Stated Clerk (the Resident Agent of the Corporation) and Treasurer are ex-officio members

#### **B. Meetings**

At least once a year

#### **C. Staff Resource**

Executive Presbyter/Stated Clerk and Treasurer

#### **D. Funding**

Through the Presbytery budget

#### **E. Miscellaneous**

Reports to the Presbytery through the Leadership Team.

## **Chapter IX**

### **NOMINATING AND REPRESENTATION COMMITTEE**

*Book of Order* reference: G-3.0111, F-1.0403, G-3.0103

### **Purpose**

To search for people to serve the Presbytery as it carries out its mission

To advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.

## **Responsibilities**

- A.** Nominate people to serve on the Presbytery's Leadership Team, Commission on Ministry, Commission on the Preparation for Ministry, and committees.
- B.** Nominate the Moderator and Vice-Moderator of the Presbytery
- C.** Nominate clergy/elders/youth to serve as principal or alternate General Assembly or Synod commissioners
- D.** Nominate people to fill vacancies in the various units as needed
- E.** Nominate people for the offices of Moderator, Vice Moderator, Stated Clerk and Treasurer in consultation with the Leadership Team
- F.** Complete its tasks in keeping in mind matters of representation
- G.** Any person nominated and elected to any entity shall be considered as resigned upon three unexcused absences from their assignment
- H.** Determine achievable representation within the Presbytery and serve as an advocate for the representation of all races, ethnicities, genders, ages, and sexual identities, and abilities
- I.** Serve as a resource to the Presbytery and review the performance of the Presbytery and the PNCs of its congregations in these matters
- J.** Report annually to Presbytery and Synod with recommendations for any needed corrective action
- K.** Advise the Presbytery on the employment of personnel in accordance with the principles of participation and representation and in conformity with a church-wide plan for equal opportunity

## **Organization**

### **A. Composition**

- 1. Nominations are made by the Leadership Team, which shall also designate a Moderator and Vice-Moderator
- 2. Three classes, each serving a three (3) year term, not to exceed six (6) consecutive years, including:
  - a. Two female ruling elders
  - b. Two male ruling elders
  - c. Two teaching elders
- 3. Co-opted people as needed

### **B. Meetings**

At least four (4) times a year

### **C. Staff Resource**

Executive Presbyter/Stated Clerk

### **D. Funding**

Through the Presbytery budget

### **E. Miscellaneous**

Reports to the Presbytery directly

## Chapter X

### PERMANENT JUDICIAL COMMISSION

*Book of Order* reference: D-5.0101

#### **Purpose**

To hear and give judgment on those cases which are duly brought before it

#### **Responsibility**

"In the cases transmitted to it, the permanent judicial commission shall have the powers prescribed by and conduct its proceedings according to the Constitution of the Presbyterian Church (U.S.A.) and rules governing the procedure in such cases." [D-5.0202]

As required in D-5.0206b the Presbytery of Lake Michigan through its Stated Clerk will ensure that "the current roster of those members of the PJC whose terms have expired within the past six years" shall be reported and available to the Council via its annual directory.

#### **Organization**

##### **A. Composition**

1. "Each commission shall be composed of teaching and ruling elders in numbers as nearly equal as possible. The presbytery commission shall be composed of not less than seven (7) members with no more than one (1) ruling elder from any one (1) of its constituent churches. The term for each member of a permanent judicial commission shall be six (6) years." [D-5.0101]
2. "Each permanent judicial commission shall meet and elect from its members a moderator and a clerk." [D-5.0201]

##### **B. Meetings**

"The meetings of the permanent judicial commission shall be held at such times and places as the electing governing body shall direct, or, if no directions are given, at such times and places as the commission shall determine." [D-5.0203]

##### **C. Staff Resource**

Executive Presbyter/Stated Clerk

##### **D. Funding**

Through the Presbytery budget

##### **E. Miscellaneous**

Reports to the Presbytery directly

## Chapter XI

### OTHER ORGANIZATIONS

The following organizations and representatives are related to, but not under the governance of, the Presbytery of Lake Michigan. Their members do not go through the presbytery's nomination and election process. They must set their own quorums and rules of process:

- A. Lake Michigan Presbyterian Women** – may report to the Presbytery through the Leadership Team
- B. Fellowship of Christian Educators** – may report to the Presbytery through the Discipleship Ministry Team
- C. Self-Development of People** – may report to the Presbytery through the Outreach Ministry Team

## APPENDIX A – STRUCTURE (TO BE INSERTED)

## APPENDIX B - REVISIONS

Date	Revision Description
11/04	Adopted
11/05	Nominating Committee
04/06	Administration Ministry Team

10/06	Number of elected members on ministry teams
12/06	Leadership Team
11/07	Leadership Team – give vote to Moderator/Vice-Moderator/Immediate Past Moderator
01/08	Changed references from Executive Presbyter to General Presbyter
04/08	Camp Greenwood Agency –increased from 6 members to 12 and 3-year terms rather than 2
09/08	Complete revision
10/11	Complete revision to reflect “nFOG” and to update structure and Book of Order citations
6/12	Updated revisions made by the Leadership Team
3/13	Updated revisions made by the Leadership Team
12/13	Addition to introduction/specific – procedure for resignation from teams/committees
5/21/14	Change to DMT/Higher Education duties deleted. Only funding oversight remains
2/11/16	Revision of AMT Description, and change to composition of LT
12/31/16	Removed Greenwood Agency from DMT
06/12/18	Treasurer moved to one year term
09/14/19	Update Revision by Presbytery – New Presbytery Structure Implemented