





























Presbytery Worship Committee

(V-C still under construction)

Resource Staff: Associate Presbyter

Chapter ~~VD~~

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 ~~VC~~

Ministry Partners/Campus Ministries

(VI-C still under construction)

Staff Resource: Executive Presbyter

Chapter ~~VD~~

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**

<b>Date</b>	<b>Revision Description</b>
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