

MANUAL OF ADMINISTRATIVE OPERATIONS

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PREAMBLE

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Per the Constitution of the Presbyterian Church (U.S.A.), hereafter Constitution (G-3.0106):

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which a council implements its decisions. Administration enables the church to give effective witness in the

world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.

Councils higher than the session may provide examples of policies and procedures that may be gathered into advisory handbooks. These examples illumine practices required by the Constitution but left to councils for specific implementation. Such handbooks may also offer information that enhances or secures the ministry of the particular council.

Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.

This Manual is the constitutionally required ecclesiastical document. The Bylaws of the Presbytery of Milwaukee of the Presbyterian Church (U.S.A.), Inc., is the corporate governing document. The Bylaws and the Manual of Administrative Operations shall be used together and shall not supersede the Constitution.

References herein to the Constitution are shown in parentheses and begin with a letter (F-Foundations, G-Government, W-Worship, or D-Discipline) followed by section numbers.

CHAPTER 1: CORE VALUES AND VISION

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Serving as Christ directs, the Presbytery of Milwaukee supports congregations and leaders through authentic relationships, risk-taking for the gospel, and collaborative leadership.

The Presbytery of Milwaukee, as a council of the Church, is responsible for implementing the Church's commitment to inclusiveness and participation. The Presbytery shall work to be open and inclusive and to maintain patterns of inclusiveness on the basis of race, gender, sexual orientation, age and/or disability. The Presbytery shall seek to be responsive to other organizations and institutions within its geographical bounds, which have mission priorities consistent with those of the Presbytery.

CHAPTER 2: PRESBYTERY ASSEMBLY

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- A. Purpose.** When the Presbytery gathers to govern, conduct business, and deliberate through its Ministers of Word and Sacrament and its ruling elder commissioners, it is known as the Presbytery Assembly.
- B. Voting Members.** People with the right to vote (collectively "Voting Participants") at Presbytery Assembly shall include the following:
 - (1) All ministers of the Word and Sacrament on the official rolls of the Presbytery ("ministers");
 - (2) Ruling elders commissioned by their sessions;
 - (3) Ruling elders serving as officers of the Presbytery;
 - (4) Others as determined by the Presbytery in a given year to ensure parity between ruling elders and ministers (G-3.0301).
- C. Non-Voting Members.** Ministers and ruling elders in good standing in other governing bodies of this church or in any other Christian church, who are present at any meeting of the Presbytery Assembly, may be invited to sit as corresponding members, with voice but without vote. The Presbytery Assembly may invite ministers of other presbyteries who are laboring within its bounds to sit as corresponding members with voice but without vote for the period of their service.

- D. Quorum.** A quorum shall consist of any three ministers of the Presbytery from three different congregations and three ruling elders commissioned by sessions of different congregations (a minimum of three congregations must be represented), meeting in regular or special session as defined in the Constitution of the Presbyterian Church (U.S.A.) (Constitution).

CHAPTER 3: MEETINGS OF THE PRESBYTERY ASSEMBLY

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- A. Stated Meetings.** There shall be a minimum of four regularly scheduled stated meetings per year. The Presbytery Assembly may add regular meetings to this schedule with due notice (at least two weeks) and without amending this Manual of Administrative Operations in order to do so. Notice may be given by mail and/or electronically.

In lieu of Presbytery Assembly action, the Presbytery Planning Commission shall determine the time and location of each meeting.

The Presbytery Assembly may adjourn a stated or special meeting to a specific time and place.

- B. Special Meetings.** The Moderator shall call a special meeting of the Presbytery Assembly at the request of, or with the concurrence of, two ministers not serving the same congregation and two ruling elders, the ruling elders being of different congregations (a minimum of two congregations must be represented).

Should the Moderator be unable to act, the Vice-Moderator, under the same conditions, shall issue the call; should both the Moderator and Vice-Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call.

If the Moderator, Vice-Moderator, and Stated Clerk are unable to act, any three ministers not serving the same congregation and three ruling elders, the ruling elders being of different congregations, may call a special meeting.

The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business.

Notice of a special meeting shall be sent not less than seven days in advance to each minister and to the session of every congregation. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted. Notice may be given by mail and/or electronically.

- C. Agenda and Meeting Papers.** All reports and recommendations shall normally be presented to the Presbytery Assembly in writing and contained within the “meeting packet” when materials are made available by mail and/or electronically.

The agenda and reports to Presbytery Assembly will be made available at the direction of the Presbytery Planning Commission through the Moderator of the Presbytery at least one week before the Presbytery meeting.

Agenda requests shall normally be communicated to the Presbytery Planning Commission no later than three weeks before the Presbytery Assembly meeting.

- D. Parliamentary Authority.** Meetings of the Presbytery Assembly shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, with the following exception: action items that are not expected to generate discussion may be assigned to a Consent Agenda for consideration in one action by majority vote; and any item may be removed from the Consent Agenda for separate consideration upon the request of a single voting participant.

E. **Voting.** Votes may be cast only by Voting Participants who are present.

CHAPTER 4: ENROLLMENT OF MINISTERS

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Ministers of Word and Sacrament, and approved clergy from other denominations, shall be received into membership as follows:

- A. **Candidates for Ordination.** Candidates for ordination as ministers under the care of this or any other presbytery of the Presbyterian Church (U.S.A.) shall be enrolled upon their ordination by this Presbytery.
- B. **Ordained Ministers.** Ordained ministers shall be received into membership upon examination and approval of the Commission on Transitional Ministries, with right of review and rescission by the Presbytery Assembly, as follows:
 - (1) On presentation and acceptance of letters of dismissal from other presbyteries of the Presbyterian Church (U.S.A.).
 - (2) From Reformed Churches who are part of the World Communion of Reformed Churches.
 - (3) From other churches in compliance with the Constitution and the Presbytery's policies.

CHAPTER 5: ATTENDANCE AT ASSEMBLY MEETINGS

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- A. **Ministers.** It is the responsibility of every minister member of the Presbytery to be present at all Presbytery Assembly meetings. Attendance may be a consideration when a minister's membership is under review in accordance with G-2.0503.
- B. **Excused Absences.** Voting Participants, both ruling elders and ministers, unable to attend a stated meeting of the Presbytery Assembly are required to request an excused absence, presented to the Stated Clerk. Unexcused absences will be noted in the minutes of the Presbytery Assembly.
- C. **Retired Ministers.** Those minister members enrolled as Retired shall be required to attend only when serving a church by appointment of the Presbytery.

CHAPTER 6: ELECTION OF LEADERSHIP AND REPRESENTATIVES

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The Presbyterian Church (U.S.A.) is governed by councils composed of presbyters elected by the people. The Presbytery of Milwaukee, as a council of the Church, is responsible for implementing the Church's commitment to inclusiveness and participation. The Presbytery shall work to be open and inclusive and to maintain patterns of inclusiveness on the basis of race, gender, sexual orientation, age and/or disability.

- A. **Agencies.** The Presbytery may designate such committees, commissions, task forces, and other structures as it deems necessary and helpful for the accomplishment of the mission of the church (G-3.0109) (collectively its "agencies"). Members of commissions shall be ministers or ruling elders. Deacons and active church members may be elected to other agencies of the Presbytery that are not commissions of the Presbytery.
- B. **Nominations.** The Nominating Committee shall present to the Presbytery Assembly nominations for the Presbytery Council and for the Presbytery's agencies, except that task forces of the Council shall be nominated by the Council. Nominees shall normally be presented for election at the November meeting of the Presbytery Assembly and

installed (or commissioned) at the February Assembly and shall take office upon installation or commissioning. The Council shall present to the Presbytery Assembly nominations for the Nominating Committee.

- C. Term Length and Limits.** With the exception of Moderator, Vice-Moderator, Permanent Judicial Commission members, and administrative staff, terms of service shall be for three years, and nominees may be elected to full or partial terms. Terms may be renewed upon approval of the Presbytery but shall not exceed six consecutive years on a particular agency, except that the Stated Clerk and the Treasurer shall not be subject to term limits. Following six years consecutively, individuals may not be re-elected to the same agency until one year has elapsed, unless otherwise provided by the Presbytery bylaws, this Manual of Administrative Operations and/or the Constitution. The Presbytery, upon written request and by majority vote of the Presbytery Assembly, may grant a waiver of this limitation on terms.
- D. Agency Classes.** Membership of all Presbytery agencies shall be divided into three classes in as equal number as possible, one of which shall be elected each year, with exceptions noted in the bylaws, this Manual of Administrative Operations, and/or the Constitution.
- E. Agency Officers.** Each Presbytery agency, unless otherwise noted in the bylaws or this Manual of Administrative Operations, shall elect from its members a moderator and/or co-moderators, vice-moderator, and clerk. If an agency fails to elect a moderator, the Council shall appoint a moderator until the agency is able to elect the required leader(s). The moderator serves for one year and may serve for no longer than three consecutive years. Agencies which have additional officers, such as a co-moderator, vice-moderator, and clerk, also serve for one year, and may serve for no longer than three consecutive years.
- F. Service Limits.** No member of the Presbytery or its congregations shall normally serve in more than two Presbytery agencies concurrently, with the exception of members serving on the Permanent Judicial Commission and/or the Presbytery Planning Commission.
- G. Absences.** If a member of any Presbytery agency is absent without excuse from three consecutive meetings or is absent from fifty per cent (50%) or more of the meetings in a given year, the moderator of the agency may declare the position vacant.
- H. Vacancy.** In consultation with the Nominating Committee, a vacancy on any Presbytery agency may be filled by appointment by the Moderator of the Presbytery. The Moderator of the Presbytery shall report the appointment at the next Presbytery Assembly.

CHAPTER 7: ECCLESIASTICAL OFFICERS

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- A. Officer Requirements.** The ecclesiastical officers of the Presbytery shall be a Moderator, Vice-Moderator, and Stated Clerk. All ecclesiastical officers must be a member of the PC (U.S.A) and ordained as either a Minister of Word and Sacrament or a ruling elder.
- B. Moderator and Vice-Moderator.**
 - (1) Nomination and Term. The offices of Moderator and Vice-Moderator shall be held by one ruling elder and one minister member of the Presbytery at any given time. The position held by a ruling elder and the position held by a minister member shall reverse from year to year.

The Nominating Committee shall nominate an eligible ruling elder and a minister member of Presbytery for the positions of Moderator and Vice-Moderator, normally to be elected by the Presbytery Assembly at the last meeting of the year, installed at the first meeting of the subsequent year, and taking office upon installation.

The term of office shall be one year but shall continue until the installation of the successor. The Moderator and Vice-Moderator shall be ineligible to succeed themselves in the same position after serving a full term in either position.

(2) Moderator Duties. The duties of the Moderator shall be to:

- a. Preside over the meetings of the Presbytery Assembly;
- b. Set the agenda of regularly scheduled Presbytery meetings in consultation with agency moderators, the planning commission, the Stated Clerk, and, as needed, Presbytery staff;
- c. Appoint members of temporary and special commissions authorized by the Presbytery Assembly;
- d. Appoint ministers or ruling elders to Presbytery agency vacancies in consultation with the Nominating Committee;
- e. Be an active and voting member of the Presbytery Council while Moderator;
- f. Be an active and voting member of the Presbytery Planning Commission;
- g. Preside, or designate someone to preside, over the ordinations and installations of ministers and the commissioning of ruling elders to pastoral service, as well as the dissolution of pastoral relationships; and
- h. Preside, or designate someone to preside, at the commissioning of fellowship, new worshiping communities, alternative ministries, the chartering of new churches, and at the dissolution of churches and validated ministries.

(3) Vice-Moderator Duties. The duties of the Vice-Moderator shall be to:

- a. Discharge the duties of the Moderator when requested by the Moderator, or when the Moderator cannot be present;
- b. Moderate, convene, and serve as an active voting member of the Bills & Overtures Committee; and
- c. Be an active and voting member of the Presbytery Planning Commission and the Council.

C. Stated Clerk.

(1) Nomination, Election and Term. The Nominating Committee shall nominate an eligible ruling elder or a minister member of Presbytery for the position of Stated Clerk. The Stated Clerk shall be elected by the Presbytery Assembly for a term of three years. The Stated Clerk may be reelected without a break in service in the position. The Stated Clerk is not subject to term limits.

(2) Policies Related to Stated Clerk. The calling, the form of accountability, the method of annual review, the job description, etc., of the Stated Clerk are contained in the Personnel Policies.

- (3) Absence of Stated Clerk. In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro tempore*, who shall function as elected until the Stated Clerk is available.
- (4) Associate or Assistant Stated Clerk. The Assembly may elect an Associate or Assistant Stated Clerk to assist the Stated Clerk administratively and who shall be directly accountable to and supervised by the Stated Clerk. The terms, the form of accountability, the method of annual review, the job description, etc., of the positions are contained in the Personnel Policies.

CHAPTER 8: THE CORPORATION AND CORPORATE OFFICERS [\[Return to Table of Contents\]](#)

- A. Incorporation.** As outlined in the bylaws, the Presbytery shall be incorporated under Chapter 187 of the Wisconsin Statutes as the Presbytery of Milwaukee of the Presbyterian Church (U.S.A).
- B. Title to Property.** The Presbytery shall hold title to all legacies and bequests of all monies and properties, real and personal, of every nature that may be given, granted, devised or bequeathed to said corporation, including that of any congregations of the Presbytery that have been dissolved.
- C. Members and Officers.** The Presbytery Council shall be composed in accordance with the Manual of Administrative Operations. The Presbytery Council shall serve as the Board of Trustees of the corporation, and shall have officers, who also serve as the officers of the corporation.
 - (1) Corporate President (Council Moderator). From its membership, the Presbytery Council elects a Council Moderator, who serves as Corporate President and serves with voice and vote.
 - (2) Corporate Vice-President (Presbytery Moderator or Vice-Moderator). The Presbytery Moderator and Presbytery Vice-Moderator are members of the Presbytery Council and serve with voice and vote. The Corporate Vice-President position is filled by either the Presbytery Moderator or Vice-Moderator, who are elected by the Presbytery Assembly. From its membership, the Presbytery Council, as the corporation, elects either the Presbytery Moderator or Vice-Moderator to serve as Council Vice-Moderator, who serves as Corporate Vice-President and serves with voice and vote.
 - (3) Corporate Secretary (Stated Clerk). The Presbytery Assembly elects a Stated Clerk, who serves as Corporate Secretary. As Corporate Secretary, the Stated Clerk is a member of the Presbytery Council by virtue of office and serves with voice and vote.
 - (4) Corporate Treasurer. The Treasurer is an Officer of the Corporation, nominated by the Presbytery Council serving as Board of Trustees, and elected and commissioned to service by the Presbytery. The Treasurer has voice and vote as an Officer of the Corporation on the Board of Trustees in matters of finance, as such matters come before Council, and voice without vote in the Presbytery Assembly as pertains to matters of finance. The term of office shall be three years. The Treasurer may be reelected and is not subject to term limits.

The call, the form of accountability, the method of annual review, the job description, etc., of the Treasurer are contained in the Personnel Policies.

CHAPTER 9: PRESBYTERY STAFF

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The Presbytery, through its Council, may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity (F-1.0403). Council may, in consultation with the next higher council, share staff as required by the mission of the body (see G-3.0110).

The executive, administrative, and other staff positions, the calling, the form of accountability, the method of annual review, the job description, etc., of the positions are contained in the Personnel Policies.

Staff members, if ruling elders or ministers, may be enrolled as members of the Presbytery, with voice and vote, by vote of the body.

CHAPTER 10: STANDING ADMINISTRATIVE COMMISSIONS & COMMITTEES

A. Commissions and Committees in General.

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- (1) Commissions. Commissions are empowered to consider and conclude matters referred to them by the Presbytery Assembly. (G-3.0109). Members of each commission shall be elected by the Presbytery Assembly and are accountable to the Presbytery.
- (2) Committees. Committees of the Presbytery shall study and recommend action or carry out decisions already made by the Presbytery Assembly or a commission of the Presbytery. Members of each committee shall be elected by the Presbytery Assembly and are accountable to a Presbytery Commission, except the Bills and Overtures Committee, the Committee on Representation, and the Nominating Committee, which report directly to the Presbytery Assembly.
- (3) Meetings. Commissions and committees of the Presbytery will meet at least quarterly, unless otherwise specified within the description of a commission or committee.

Commissions and committees may meet electronically or telephonically in accordance with *Robert's Rules*. Any decision made electronically, such as by email in accordance with *Robert's Rules*, or telephonically, between stated meetings, must be ratified by the commission or committee at its next stated meeting.

- (4) Quorum. A quorum for any commission or committee shall be a majority of its members.
- (5) Ex officio members. Designated staff shall serve as *ex officio* members of Presbytery commissions and committees. Per *Robert's Rules of Order*, they are members of the bodies by virtue of office or staff position. They have voice and vote rights, if they choose to exercise them, unless noted otherwise within the bylaws or this Manual of Administrative Operations.

The Stated Clerk, a resource to all commissions and committees (judicial, administrative, or ecclesiastical), may meet with these commissions and committees *ex officio*; however, unless otherwise noted in the bylaws or this Manual of Administrative Operations, the Stated Clerk does not have a vote on commissions and committees.

- B. Delegation of Presbytery Authority.** The Presbytery has delegated to the standing administrative commissions the responsibilities, per the Constitution, to provide that the Word of God may be truly preached and heard, to provide that the Sacraments may be

rightly administered and received, and to nurture the covenant community of disciples of Christ.

The above responsibilities have been distributed to the following administrative commissions:

- (1) Presbytery Council (Council).
- (2) Commission on Congregational Vitality (CCV).
- (2) Presbytery Planning Commission (PPC).
- (3) Commission on Transitional Ministries (CTM).
- (4) Commission on Pastoral Ministries (CPM).
- (5) Permanent Judicial Commission (PJC).

CHAPTER 11: PRESBYTERY COUNCIL

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The Council is a standing commission of the Presbytery and shall be composed of persons with differing ministry skills, commitments, and calls to lead the Presbytery in implementing its vision and coordinating the Presbytery's efforts to fulfill its constitutional and communal purposes. The Council will work collaboratively with all parts of the Presbytery structure and is accountable to the Presbytery.

A. Responsibilities. The Presbytery has delegated to the Council the following responsibilities:

- (1) Initiate or respond to requests to plan and implement Presbytery-sponsored programming;
- (2) Maintain responsibility for support, review and recommendations regarding personnel;
- (3) Serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
- (4) Develop, nurture, maintain covenants for, and, as appropriate, offer funding for relationships with partnership institutions, ecumenical mission agencies, and campus ministries;
- (5) Evaluate the needs and functions of the Presbytery;
- (6) Guide the Presbytery vision of identifying, developing, and supporting a diverse group of spiritual leaders;
- (7) Engage the Presbytery in visionary and expansive evangelism opportunities such as, but not limited to, New Worshiping Communities;
- (8) Act on behalf of the Presbytery, as may be helpful from time to time, to appoint representatives from the Presbytery to serve until they may be elected by the Presbytery to respond to immediate needs, such as disciplinary matters, or appointments to other church bodies, Synod or General Assembly;
- (9) Prepare and recommend to Presbytery a regular system of priority setting and response to new and emerging needs;

- (10) Communicate and coordinate regularly with all parts of the organization in consultation with Presbytery staff, Presbytery and Council moderators, commission moderators, and others as may be identified;
- (11) Maintain policies to guide congregations considering closure, dismissal, merger, or assimilation and work alongside those congregations and related administrative commissions in those processes;
- (12) Serve as trustees of the Presbytery of Milwaukee of the Presbyterian Church (U.S.A.), including formulating the Presbytery's budget, as a recommendation to the Presbytery Assembly for deliberation and adoption, and maintain communication with the Presbytery of Milwaukee Foundation;
- (13) Submit a financial statement of all matters committed to it and report its proceedings to the Presbytery for review and audit at its first meeting of the year, and at other times upon request of Presbytery.
- (14) Nominate candidates for the Nominating Committee.
- (15) Delegate matters to other agencies, when that is determined to be appropriate.

B. Representatives. Council also has been delegated the authority to elect representatives to the decision-making bodies of such organizations and institutions as the Presbytery seeks to be responsive to within its geographical bounds which have mission priorities consistent with those of the Presbytery, and as the Presbytery is able and is called upon to do so. Any elected representatives shall report at least annually to the Council.

C. Delegation of Council's Duties and Responsibilities. Council may delegate to Council committees, working groups or task forces of its own creation with duties and responsibilities related to the authority delegated to it by the Presbytery. However, Council may not delegate any decision-making that the Presbytery has delegated to it as a commission (see G-3.0109, as well as 1995 GA and various GAPJC on delegation of authority). Committees, task forces, and working groups shall study and recommend action or carry out decisions already made by Council. They shall make a full report to the Council, and their recommendations shall require action by Council. As the Presbytery is able and is called upon to do so, its Council will elect representatives to the decision-making bodies of such organizations and institutions. Any elected representatives shall report at least annually to the Council.

D. Members. The Council shall consist of eleven persons, which includes the Presbytery Moderator, Vice-Moderator, and immediate past Presbytery Moderator. Six additional members will be at-large members who do not serve as members on other standing commissions or committees of the Presbytery. The Stated Clerk shall serve on the Council *ex officio* and shall have voice and vote. Designated staff shall serve on the Council *ex officio* with voice but no vote. When Council is acting as the Board of Trustees of the Corporation, the Treasurer has voice and vote in matters of finance, and the Foundation President has voice without vote.

E. Election and Terms of At-Large Members. Nominations, elections, terms and term limits of at-large members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

F. Presbytery Budget. Annually, Council, with its Finance Committee, will formulate the Presbytery's budget, in consultation with commissions and other agencies, as a recommendation to the Presbytery Assembly for deliberation and adoption.

- (1) Balanced Budget Required. The budget must be balanced (operating income equal to operating expenditure).
- (2) Use of Foundation Funds. Foundation funds may be used to balance the budget but should not exceed 10% of Foundation's unrestricted assets (as determined by the Foundation Secretary/Treasurer based on a 12-quarter revolving average as of June 30 of the year preceding the year for which the budget applies). Requests to spend Foundation funds in an amount exceeding the above require approval by the Presbytery Assembly.

CHAPTER 12: COMMISSION ON CONGREGATIONAL VITALITY [\[Return to Table of Contents\]](#)

The purpose of the Commission on Congregational Vitality is to support innovative, creative, and connectional congregational ministries that enhance the vitality of congregations and empower leaders. This support may include training, resources, grants, and accompaniment. The actions of this Commission shall be taken at duly constituted meetings and reported to the next stated meeting of the Presbytery.

A. Responsibilities. The following responsibilities are delegated to the Commission on Congregational Vitality:

- (1) Maintain a mutual ministry relationship with every session regarding mission, local ministry, and participation in the common life of the Presbytery;
- (2) Receive, evaluate, and approve grant applications that promote congregational vitality, including through missional outreach and distribution of peacemaking funds;
- (3) Prepare applications to facilitate review of grant requests and establish deadlines and procedures for the submission, evaluation, and determination of grants;
- (4) Offer vitality initiatives and training;
- (5) Develop and maintain relationships with congregations in order to assess congregational vitality;
- (6) Provide resources for and interpretation of congregational assessment tools and results;
- (7) Work with congregations to engage the Marks of Vitality of the PC(U.S.A.);
- (8) Authorize and train ruling elders to administer or preside at the Lord's Supper;
- (9) Authorize and train ruling elders for preaching;
- (10) Help people to identify their gifts, skills, and call and how that might intersect with the needs and vision of the Presbytery;
- (11) Offer leadership development programs for equipping sessions, deacons, or other church leaders;
- (12) Grant waivers under G-2.0404 concerning terms of service of deacons and ruling elders; and
- (13) Supervise and administer camp scholarships funded by the Camp Corbin Fund.

B. Members. The Commission shall consist of no more than nine and no fewer than two members, both ruling elders and ministers in approximately equal numbers.

- C. Election and Terms of Members.** Nominations, elections, terms and term limits of members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

CHAPTER 13: PRESBYTERY PLANNING COMMISSION

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The Presbytery Planning Commission is delegated the authority by the Presbytery to set the dates for and plan the stated and called Presbytery gatherings. The actions of this Commission shall be taken at duly constituted meetings and reported to the next stated meeting of the Presbytery.

- A. Responsibilities.** The following responsibilities are delegated to the Presbytery Planning Commission:
- (1) Set the dates for and planning the stated and called Presbytery gatherings, which may include not only matters of business, but also educational programming during and between gatherings, beneficiary of the offering, worship, celebration of Holy Communion, and fellowship; and
 - (2) Approve contracts related to Presbytery meetings, which contracts shall be signed by the designated staff.
- B. Members.** The Commission shall consist of no more than six and no fewer than two people, to include the Presbytery Moderator, Vice-Moderator, and immediate past Presbytery Moderator. In addition, three at-large members from the presbytery, ministers and ruling elders in approximately equal numbers. Designated staff serve ex officio with voice and vote.
- C. Election and Terms of At-Large Members.** Nominations, elections, terms and term limits of at-large members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

CHAPTER 14: COMMISSION ON TRANSITIONAL MINISTRIES

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The Commission on Transitional Ministries supports congregations and pastors during times of transition and/or conflict in pastoral ministry. The Commission on Transitional Ministries has been delegated the authority of the Presbytery to provide oversight of relationships among ministers in the Presbytery and congregations, including authorizations to form and dissolve those relationships. The actions of this Commission shall be taken at duly constituted meetings and reported to the next stated meeting of the Presbytery.

- A. Responsibilities.** The following responsibilities are delegated to the Commission on Transitional Ministries:
- (1) Oversee and provide counsel for the temporary and permanent call processes engaged by particular congregations;
 - (2) Appoint moderators to sessions of churches without pastors or when the installed pastor is unable to invite another moderator;
 - (3) Approve applications to be on the pulpit supply list;
 - (4) Examine congregational pastors seeking membership into this Presbytery or dismiss them to other presbyteries and request the Stated Clerk to adjust the rolls accordingly;

- (5) Approve and orient, when appropriate, ministers of denominations in full communion with PC(U.S.A.);
- (6) Receive and process applications for those seeking temporary service from other Christian churches to serve in ministries in congregations of this Presbytery or agencies of this Presbytery or denomination, which may include development and oversight of requirements of preparation for service, and make recommendations to the Presbytery related to same;
- (7) Support and present candidates seeking ordination to a congregational ministry and Ruling Elders seeking commissioning as Commissioned Pastors to a congregation, once the Commission on Pastoral Ministries has certified that their training is complete and they are ready to receive a call;
- (8) Review and approve initial contract and terms of call, conduct an annual review and approval for interim positions, and conduct an annual review ensuring minimum terms of call are met for short-term contracts and those in temporary service from other Christian churches;
- (9) Grant the status of pastor emeritus/a to ministers when respective ministers and their congregations approve and request it;
- (10) Oversee administrative reviews, as described in the *Book of Order* (G-3.0108), including appointing and directing the Presbytery's Stated Clerk to execute General Administrative Reviews annually, to staff and resource this Commission or its appointed representative, and/or to execute Special Administrative Reviews and Direct Responses.
- (11) Exercise discretion in determining when to take action on information concerning difficulties within a congregation and/or pastoral relations;
- (12) Take the initiative to mediate, reconcile, and act to correct difficulties if requested to do so by the parties concerned or granted by the Presbytery Assembly;
- (13) Appeal to the Presbytery Assembly to create a special Administrative Commission to work with particular congregations and/or minister(s), ruling elder(s) commissioned to pastoral service, and certified Christian educator(s);
- (14) Hold hearings with sessions and congregations that afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline;
- (15) In accordance with the Constitution (G-2.0904), act on behalf of the Presbytery to dissolve pastoral relationships, including without the request of either pastor or congregation, provided that this Commission has met with the pastor and the session and has offered to be available to consult with the congregation (in accordance with GAPJC 1988, 200-7, *Campbell, Jr. et. al. v. Pby of Atlantic*); and
- (16) Work with congregations and pastors on sabbatical planning.

B. Members. The Commission shall consist of no more than fifteen and no fewer than two members, both ruling elders and ministers in approximately equal numbers.

C. Election and Terms of Members. Nominations, elections, terms and term limits of members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

CHAPTER 15: COMMISSION ON PASTORAL MINISTRIES

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The Commission on Pastoral Ministries supports persons discerning calls to the ordered ministry of Minister of Word and Sacrament and, after ordination, at all other stages and types of ministry. This includes personal support and group opportunities for learning and building relationships with colleagues.

The Presbytery has delegated to the Commission on Pastoral Ministries the responsibility to support and encourage inquirers and candidates as the individuals explore and prepare for a call to the ordered Ministry of Word and Sacrament or ruling elder commissioned to pastoral service, and for the Commission on Pastoral Ministries to discern the person's gifts, skills, and call for the church. The actions of this Commission shall be taken at duly constituted meetings and reported to the next stated meeting of the presbytery.

A. Responsibilities. The following responsibilities are delegated to the Commission on Pastoral Ministries:

- (1) Support and encourage inquirers and candidates in the exploration of ordered ministry as ministers of the word and sacrament, as well as ruling elders seeking to be commissioned to pastoral service;
- (2) Orient the session and pastor(s) of the applicant's home congregation to the expectations and requirements of the ordination process;
- (3) Interview and approve applicants for enrollment as inquirers as well as approve training and process for ruling elders seeking to be commissioned to pastoral service;
- (4) Confirm when inquirers, candidates, and ruling elders under care have met educational and assessment requirements;
- (5) Assign liaisons to serve as guides and mentors to each inquirer, candidate, and ruling elder under care;
- (6) Meet annually with inquirers, candidates, and ruling elders under care to discuss discernment process and assess next steps in process;
- (7) Recommend inquirers be examined by the Presbytery for candidacy;
- (8) Examine candidates and determine Certified Ready to Receive a Call status and assist with developing Personal Discernment Profiles;
- (9) Oversee the administration and awards of the Rev. Dr. Margaret E. Towner Scholarship, including promoting giving to the fund;
- (10) Support ruling elders in the initial stages of becoming a commissioned pastor or commissioned ruling elder, oversee their training, and upon completion of training, make a recommendation to the Commission on Transitional Ministries on their readiness to be commissioned;
- (11) Oversee the counsel, support, and accountability of each minister, ruling elder commissioned to pastoral service, and certified Christian educator, and report to the Presbytery annually the type of work in which each is engaged;
- (12) Examine and approve retired ministers and those in validated ministries outside of congregations who are seeking membership into this Presbytery, request the Stated Clerk place their names on the appropriate validated rolls of Presbytery; and, when requested, have the Stated Clerk dismiss them to other presbyteries

- (13) Welcome, orient, and support ministers who are new to the Presbytery;
- (14) Advise ministers of support programs for psychological, emotional, spiritual, and vocational health;
- (15) Ensure completion of annual long-term contracts and terms of call forms, including compliance with minimum terms;
- (16) Make recommendations to the Presbytery Assembly annually regarding compensation minimums and benefits standards;
- (17) Approve and place ministers on the retired ministers list, when requested
- (18) Provide care and support for ministers retired from service;
- (19) Assess and approve validated ministries outside of a congregation annually;
- (20) Grant permission to labor within or outside the bounds of the Presbytery;
- (21) Grant requests from ministers for setting aside or release from exercise of ordered ministry and notify the Stated Clerk with the reasons for such release to be recorded in the minutes of the Presbytery Assembly;
- (22) Maintain and implement the Presbytery's ethical boundaries policy in conjunction with the Commission on Transitional Ministries.
- (23) Maintain and implement the Presbytery's Pastoral Personnel Policies.
- (24) In accordance with the Constitution (G-2.0503), this commission is delegated on behalf of the Presbytery to oversee ministers not serving congregations. The CPM is responsible to determine and approve a minister in a non-congregation validated ministry, as well as oversee Members-at-Large, and those Retired from the ministry of word and sacrament. CPM, in accordance with the Constitution (G-2.0507 and G-2.0508) may release a minister from the ministry of word and sacrament in this denomination, as well as recommend to the presbytery that they delete a minister's name from the roll of membership. In accordance with the Constitution and GAPJC (2010, 219-04, 369, *Wolfe v. Pby of Winnebago*), a minister member not serving in a congregation shall be accountable to the Presbytery through this commission for the performance of their work and CPM has the authority to address the work and fitness for ministry of a minister through administrative means.

B. Members. The Commission on Pastoral Ministries shall consist of no more than nine and no fewer than two members, ministers and ruling elders in approximately equal numbers.

C. Election and Terms of Members. Nominations, elections, terms and term limits of members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

CHAPTER 16: PERMANENT JUDICIAL COMMISSION

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A. Authority. In accordance with the Constitution of the Presbyterian Church (U.S.A.) *Rules of Church Discipline*, the Presbytery has a standing judicial commission called the Permanent Judicial Commission (PJC) to conduct trials and appeals of remedial and disciplinary processes. In the cases transmitted to it, the Permanent Judicial Commission shall have only the powers prescribed by the Constitution of the Presbyterian Church (U.S.A.) and shall conduct its proceedings accordingly.

- B. Members.** The Presbytery shall elect a Permanent Judicial Commission from the ministers of the Word and Sacrament and ruling elders subject to its jurisdiction.
- (1) Composition. The Permanent Judicial Commission shall be composed of ministers of the Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated in accordance with [Chapter 6](#) of this Manual of Administrative Operations (G-3.0111) and in conformity to the church's commitment to unity in diversity (F-1.0403). The Permanent Judicial Commission shall be composed of no fewer than nine members, with no more than one of its ruling elder members from any one of its constituent congregations.
 - (2) Classes. The Permanent Judicial Commission shall be arranged in three classes of six years each, with each class as equal as possible in size and with one class completing its term every two years.
 - (3) Moderator and Clerk. For each case before it, the Permanent Judicial Commission shall meet and elect from its members a moderator and a clerk.
 - (4) Vacancies. Vacancies on the Permanent Judicial Commission due to resignation, death, or any other cause shall be filled by election by the Presbytery. The Presbytery may elect a person to fill an unexpired term at any meeting.
 - (5) Eligibility. Eligibility for service on the Permanent Judicial Commission is subject to the following additional conditions:
 - a. In filling vacancies for unexpired terms, a member who has served more than half a term is considered to have served a full term and is ineligible for immediate re-election.
 - b. No person who has served on a permanent judicial commission for a full term shall be eligible for reelection until two years have elapsed after the expired six-year term.
 - c. No person shall serve on more than one permanent judicial commission at the same time.
 - d. The moderator, stated clerk, or any member of the staff of a council or the staff of any of its entities shall not serve on its permanent judicial commission.
 - e. Continuing membership on a presbytery permanent judicial commission is dependent on membership in a congregation of the presbytery or in the presbytery.
- C. Roster.** The Stated Clerk shall keep a current roster of those members of the permanent judicial commission whose terms have expired within the past six years. The names shall be arranged alphabetically within classes beginning with the most recent class. The stated clerk shall report the roster annually to the council or councils.
- D. Meetings.** The meetings of the Permanent Judicial Commission shall be held at such times and places as the electing council or councils shall direct, or, if no directions are given, at such times and places as the Permanent Judicial Commission shall determine.
- E. Quorum.** The quorum of the Permanent Judicial Commission shall be a majority of its members, except that the quorum of the Permanent Judicial Commission in a disciplinary case shall be a majority of the membership other than those currently serving members assigned responsibilities under D-3.0102. In no instance shall the quorum be fewer than five members.

F. Activation of the Permanent Judicial Commission. The commission and its investigative committee(s) shall be activated when the Stated Clerk receives in writing a signed complaint, allegation, or reference, as described in the Rules of Church Discipline. Whenever a permanent judicial commission is required to meet for a hearing or trial, the Stated Clerk shall recruit a sufficient number of additional members by rotation from the roster of former members to ensure that a quorum will not be lost during the course of the proceeding.

G. Exclusions from Participation. When a congregation is a party to a case, members of the Permanent Judicial Commission who are members of that congregation or persons in permanent or temporary pastoral relationships with that congregation shall not participate in the case in any way.

Members designated under D-3.0102 (see Ch. 11.K, below) shall not otherwise participate in the case.

H. Presbytery Moderator or Stated Clerk as Parties.

(1) If there is a complaint, allegation, or reference in which the Presbytery Moderator is named as a party, the Presbytery Vice-Moderator shall assume the office of Presbytery Moderator including the roles and responsibilities under the Rules of Church Discipline and this Chapter of the Manual of Administrative Operations until the complaint, allegation, or reference is properly adjudicated under the Rules of Church Discipline.

(2) If there is a complaint, allegation, or reference in which the Stated Clerk is named as a party, the Presbytery Council shall appoint a Stated Clerk *pro tempore* to assume the roles and responsibilities under the Rules of Church Discipline and this Chapter of the Manual of Administrative Operations until the complaint, allegation, or reference is properly adjudicated under the Rules of Church Discipline.

(3) If there is a complaint, allegation or reference in which the Presbytery Moderator or Stated Clerk are named as parties, the Permanent Judicial Commission may decide to make a reference to the Synod for the matters to be adjudicated under the Rules of Church Discipline.

I. Permanent Judicial Commission Orientation. Once the activated Permanent Judicial Commission is convened with a quorum (a simple majority of members) and has elected its moderator and clerk, the Stated Clerk shall orient all members to the Rules of Church Discipline and be presented the complaint, allegation, or reference from a session for due process under the Rules.

J. Disciplinary Investigating Committee. Under the Disciplinary process of the Rules of Church Discipline, from the nine Permanent Judicial Commission members, the Presbytery Moderator, in consultation with the Stated Clerk, shall appoint three members to be the investigating committee in Disciplinary cases (see D-7.05). The remaining six members of the Permanent Judicial Commission shall be directed by the Presbytery Moderator to convene and elect from themselves a moderator and a clerk. If a quorum cannot be obtained, the Presbytery Moderator shall appoint members to the Permanent Judicial Commission from the roster of former Permanent Judicial Commission members and report the action at the next stated meeting of the Presbytery.

K. Special Committee of Reviewers and Effect on Quorum.

(1) Purpose. The moderator of the Permanent Judicial Commission shall designate a special committee of three persons to review any petition for review of the

procedures of the investigating committee while the investigation in a disciplinary case is in process (D-7.11), to review any petition for review of the decision not to file charges (D-7.1402), and to determine the need for administrative leave (D-7.0902).

- (2) Composition. The special committee shall be composed of at least one current member of the Permanent Judicial Commission and may include up to two former members of the Permanent Judicial Commission from the list of former Permanent Judicial Commission members required by D-3.0602b. The members of the special committee shall not take part in any subsequent trial.
- (3) Trial Quorum. When a case proceeds to trial after a review, the quorum of the Permanent Judicial Commission shall be a majority of its members who did not participate in the review, but in no case shall a quorum be fewer than five members (D-3.0602).
- (4) Session Reference. A session serving as a Permanent Judicial Commission under the Rules of Church Discipline shall make a reference of any petition for review to the Presbytery Stated Clerk, who shall follow this process for the creation of a special committee.

L. Inability to Attain a Quorum. If, through absence, disqualification, or recusal, a sufficient number of members of the Permanent Judicial Commission is not present to constitute a quorum, the Permanent Judicial Commission shall recess until such time as a quorum can be ensured as stated above.

M. Expenses. If the Permanent Judicial Commission is unable to try a case for lack of a quorum, if applicable, the Presbytery shall reimburse the expenses reasonably incurred by those persons required to be present in person.

CHAPTER 17: STANDING COMMITTEES

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A. Nominating Committee.

The Nominating Committee's purpose and work are described by the Constitution (G-3.0111). The Nominating Committee shall report to the Presbytery Assembly with recommendations for action.

- (1) Responsibilities. The Committee determines and oversees the process for nominating persons to serve in positions requiring election by this Manual. The process shall ensure that nominations are made by an entity broadly representative of the constituency of the presbytery, and in conformity with the church's commitment to unity in diversity (F-1.0403).
- (2) Members. The Presbytery Assembly shall elect a Nominating Committee broadly representative of the member churches of the Presbytery, with a membership as evenly divided as possible between ministers and ruling elders, and inclusive on the basis of race, gender, sexual orientation, age, and/or disability. The Nominating Committee shall consist of no more than nine and no fewer than two members, nominated by the Council and elected by the Presbytery Assembly. The membership will be composed of three classes, each class with equal numbers of members, if possible.
- (3) Terms. The term shall be no more than three years. No member shall be elected for more than two consecutive three-year terms. Nominations, elections, terms and

term limits of members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

B. Committee on Representation.

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The Committee on Representation's purpose and work are described by the Constitution (F-1.0403 and G-3.0103). This Committee shall report to the Presbytery Assembly with recommendations for action.

- (1) Responsibilities. The main function of the Committee on Representation shall be to advise the Presbytery with respect to its membership and to that of its commissions, committees, teams, agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the Presbytery. The Committee on Representation shall serve both as an advocate for the representation of people of differing races, ethnicities, gender, age, abilities, and sexual orientation, and as a continuing resource to the presbytery in these areas. In particular, the Committee on Representation shall:
 - a. Review the performance of Presbytery in these areas and report annually to it and to the Synod with recommendations for any needed corrective action;
 - b. Consult with the Nominating Committee concerning nomination or appointment of people of differing races, ethnicities, gender, age, abilities, and sexual orientation to commissions, committees, teams, agencies or other units;
 - c. Advise and resource the Presbytery on the employment of personnel, in accordance with the principles of participation and representation (F-1.0403) and in conformity with the State of Wisconsin's Fair Employment Law (Sections 111.31-111.395 of the Wisconsin Statutes).
- (2) Members. There shall be two classes composed of two members each, a ruling elder and a minister, and demographically representative of the presbytery.
- (3) Terms. The term of office is for three years, and a member may be re-elected by the Presbytery to serve no more than two consecutive terms. Nominations, elections, terms and term limits of members shall be per [Chapter 6](#) of this Manual of Administrative Operations.

C. Bills and Overtures Committee.

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The Bills and Overtures Committee has no regular scheduled meetings but convenes when proposed amendments to the Constitution are received from the General Assembly, and when overtures from the Presbytery of Milwaukee or other presbyteries to the General Assembly are to be considered. This Committee shall report to the Presbytery Assembly with recommendations for action.

- (1) Responsibilities. The Bills and Overtures Committee:
 - a. Receives and prepares proposed overtures originating in the Presbytery of Milwaukee or overtures from other presbyteries which seek concurrence for submission to the General Assembly, and presents them to the Presbytery in a timely manner according to the rules of the General Assembly, and may at its discretion offer non-binding recommendations to the Presbytery for approval or disapproval;
 - b. Reviews and makes recommendations to the Presbytery when proposed amendments are received from the General Assembly to be voted on by the presbyteries.

(2) Members. The Bills and Overtures Committee shall be composed of the Presbytery Vice-Moderator, two General Assembly Commissioners, and one Young Adult Advisory Delegate (YAAD) to the most recent General Assembly. The Presbytery Vice-Moderator serves as Moderator of the Bills and Overtures Committee. The Stated Clerk shall serve the committee as secretary with voice but without vote.

(3) Terms. The term shall be two years.

D. Personnel Committee.

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The Personnel Committee is responsible for providing oversight of the Presbytery staff, and is accountable to the Presbytery through the Presbytery Council.

(1) Responsibilities. The Personnel Committee shall:

- a. Maintain and implement the Presbytery Personnel Policies;
- b. Provide for annual reviews of all Presbytery staff;
- c. Make salary recommendations to the Council;
- d. Investigate and make recommendations to the Commission on Pastoral Ministries annually regarding compensation standards for ministers;
- e. Be available to Presbytery staff members for consultation;
- f. Work with the designated staff, interview and recommend to Council hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and
- g. Work with the designated staff, interview and recommend to the Nominating Committee the nomination of the Presbytery Treasurer, Presbytery Foundation Treasurer, Stated Clerk and Associate Stated Clerk.

(2) Members. The Personnel Committee shall be composed of no more than six and no fewer than two members nominated by the Nominating Committee and elected by the Presbytery Assembly. One additional member who is also a member of Council shall be appointed by Council to the Committee and shall serve at the pleasure of the Council while the person is a member of the Council. Designated staff shall serve *ex officio* with voice and vote. The membership elected by the Presbytery Assembly will be composed of three classes, each class with equal numbers of members if possible.

(3) Terms. Members shall be elected for a term of three years. No member shall be elected for more than two consecutive, three-year terms. These term limits do not apply to designated staff.

E. Finance Committee.

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The Finance Committee is responsible for overseeing the finances of the Presbytery, and is accountable to the Presbytery through the Presbytery Council.

(1) Responsibilities. The Finance Committee shall:

- a. Assist the Presbytery Executive, treasurer and the Council in the development of annual budgets, and monitor adherence to them;
- b. Review on at least a quarterly basis the Presbytery financials to look for any unusual transactions, patterns, or deviations;
- c. Develop strategies for increasing revenues, decreasing unnecessary expenses, and ensuring the financial sustainability of the Presbytery;

- d. Confirm that appropriate controls are in place to protect Presbytery funds from misuse or embezzlement;
 - e. Coordinate with the Presbytery Foundation on financial needs and cash flow between the organizations;
 - f. Advise the Council on the financial health of the Presbytery, including utilizing data for short- and long-term projections;
 - g. Make periodic reports to the Presbytery Assembly, as requested by the Council; and
 - h. Assist staff in coordinating with outside accounting firm and recommend changes to the firm and its responsibilities as needed.
- (2) Members. The Finance Committee shall have no more than six and no fewer than three members. Members will be nominated by the Nominating Committee and elected by the Presbytery Assembly. The membership elected by the Presbytery Assembly will be composed of three classes. The Presbytery Treasurer shall be an *ex officio* member, with voice and vote. The Treasurer shall not be the moderator of this committee. Designated staff shall serve *ex officio* with voice and vote.
- (3) Terms. Members shall be elected for a term of three years. No member shall be elected for more than two consecutive, three-year terms. These term provisions do not apply to the Presbytery Treasurer.

CHAPTER 18: ADDITIONAL ADMINISTRATIVE COMMISSIONS [\[Return to Table of Contents\]](#)

In accordance with the Book of Order (G-3.0109b), the Presbytery Assembly may create administrative commissions to consider and conclude matters not involving ecclesiastical judicial process, except that in the discharge of their assigned responsibilities the administrative commissions may discover and report to the Assembly matters that may require judicial action by the Assembly. The Assembly shall state specifically the scope of the commission's powers and any restrictions on those powers.

- A. Composition.** Administrative commissions shall be composed of ruling elders and ministers in numbers as nearly equal as possible and sufficient to accomplish their work. The minimum number for a commission is three people.
- B. Election or Appointment.** Members may be directly elected from a slate presented by the Presbytery Moderator, or the Presbytery Moderator may appoint members in consultation with the Stated Clerk, executive staff, and, if applicable, the moderators of Council and the Commission on Transitional Ministries.
- C. Quorum.** A quorum of any administrative commission shall be a majority of its members.
- D. Presbytery-Delegated Authority.** The Presbytery Assembly may entrust an administrative commission to:
 - (1) Ordain and install ministers;
 - (2) Examine and receive into membership ministers seeking membership in the presbytery, including approval of terms of call and commissions for ordination and installation; and receive candidates under care;
 - (3) Develop immigrant fellowships, organize new congregations and worshiping communities, merge congregations, or form union or federated congregations;

- (4) Visit particular congregations of the presbytery reported to be affected with disorder, and inquire into and settle the difficulties therein, except that no commission of a presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the Presbytery Assembly;
 - (5) Assume original jurisdiction, or full power and responsibility, over a session, when necessary;
 - (6) Make pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401c). When jurisdiction in a judicial proceeding against such persons has ended due to death or renunciation of the accused, such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the Assembly; and
 - (7) Address other matters as determined by the Presbytery Assembly.
- E. Commission Records.** A commission shall keep a full record of its proceedings and shall submit that record to the Presbytery for incorporation into its records.
 - F. Commission Actions.** Actions of a commission shall be regarded as actions of the Presbytery. The Presbytery may rescind or amend an action of its administrative commission in the same way actions of the Presbytery are modified.
 - G. Commission Decisions.** The decisions of an administrative commission shall be reported to the Stated Clerk who shall report it to the Presbytery Assembly at its next stated meeting.
 - H. Additional Duties.** A commission may be assigned additional duties by the Presbytery as a committee, which duties shall be reported and handled as the report of a committee.
 - I. Notice and Opportunity to be Heard.** When an administrative commission has been designated to settle differences within a particular organization or council, it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue.
 - J. Termination.** Administrative commissions are dismissed or dissolved by act of the Presbytery alone.

CHAPTER 19: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY [\[Return to Contents\]](#)

The Presbytery has a responsibility to maintain regular and continuing relationship to Synod and General Assembly (G-3.0302).

A. Nomination and Election.

- (1) The Nominating Committee shall nominate ministers and ruling elders to serve as commissioners and alternates to the Synod and the General Assembly in numbers as prescribed by the Synod and General Assembly.
- (2) Commissioners shall be elected prior to the deadlines set by the Synod and General Assembly.
- (3) Consideration shall be given to the dates when ministers have last served as commissioners and when churches have had elder representation; also, to the date of ordination of ministers, to their reception into the Presbytery, and to their faithfulness as presbyters.

(4) No person may be elected as a commissioner to both governing bodies in the same year.

B. Reporting. Commissioners shall report the deliberations and actions of the Synod and the General Assembly when requested by the Presbytery.

CHAPTER 20: FOUNDATION

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A. Foundation Board. The Presbytery of Milwaukee Foundation board members shall be elected from the Presbytery according to the bylaws of the Foundation and shall serve the purpose of the Foundation as defined by the bylaws of the Foundation.

B. Responsibilities. The Foundation shall control all matters related to the revenues, investments and expenditures of the Foundation consistent with decisions of the Presbytery Council.

(1) Proceeds from Sales of Properties. Net proceeds from the sale of properties of dissolved congregations will be deposited in the Foundation, unless otherwise designated by the Presbytery Assembly.

(2) Disbursements. Other than payment of management, all disbursements from the Foundation will be made directly to the account of the Presbytery of Milwaukee and be authorized by the Foundation Secretary/Treasurer and another Foundation officer. The Chair of the Presbytery's Finance Committee, the Presbytery Treasurer, and the Presbytery Executive are authorized to transmit such requests for disbursement, which shall be transmitted in writing (which may be by digital means). Requests for disbursement shall state the amount of the requested disbursement, whether the request is for a one time or a recurring transfer, and whether the amount is included in the approved Presbytery budget or authorized by the Presbytery Assembly.

(3) Loans. The Foundation may loan money to the Presbytery, its congregations, or ministries consistent with the goals of the Presbytery at the request and approval of the Presbytery Assembly. Such loans will not exceed fifteen per cent (15%) of total Foundation assets, and the terms of any loan shall not exceed five years.

C. Amendments to Foundation Bylaws. The Foundation bylaws may be amended at any regular meeting of the Presbytery, or at a special meeting called for that purpose, by a vote of the majority of the delegates present at such meeting. Amendments may be proposed by the Board or the Presbytery. If the Presbytery proposes the amendments, then the Presbytery shall consult with the Board and give it the opportunity for review and comment.

CHAPTER 21: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATIONS

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A. Amendments. This Manual of Administrative Operations may be amended by a majority vote of the members present at a meeting of the Presbytery Assembly. Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.

B. Suspension. Portions of the Manual Administrative Operations may be suspended by a two-thirds vote of the members present at any duly called meeting of the Presbytery

Assembly, in part or in whole, with the exception of this chapter, and such suspension shall not be in conflict with the Constitution of the Presbyterian Church (U.S.A.).