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Manual of the Presbytery of Redstone

CHAPTER I

1.1000 THE PRESBYTERY: Description and Meetings

- 1.1001 The name of the Presbytery shall be the Presbytery of Redstone of the Presbyterian Church (USA), with the general geographical boundaries being the counties of Cambria, Fayette, Somerset, and Westmoreland (Commonwealth of Pennsylvania). The Presbytery is a part of the Synod of the Trinity of the Presbyterian Church (USA), and is incorporated under the laws of the Commonwealth of Pennsylvania and shall maintain an office within the bounds of the Presbytery.
- 1.1002 The Presbytery of Redstone has chosen to arrange itself into four regional groups called “Districts” that may meet and work together for fellowship, training, and support.

Membership:

- 1.1003 The membership of the Presbytery shall consist of each enrolled teaching elder plus ruling elder commissioners from each church. The number of ruling elder commissioners from each congregation shall be published annually in the presbytery minutes. Based upon the annual equalization report, proposed recommendations may be made to the Presbytery. When changes in the number of ruling elder commissioners eligible to participate are approved, the respective clerks of session will be notified.

Meetings and Quorum:

- 1.1004 Presbytery shall ordinarily hold its stated meetings in regular session during the months of January, March, May, September and November. [Presbytery Manual – 3.2015 - Presbytery Council shall take any necessary action for setting of dates, times, and places of Presbytery meetings]. Council will publish annually the dates, times, and locations of the stated Presbytery meetings for the coming year. In the event of a need to alter the date, time or location or to reschedule the Presbytery meeting, the Moderator, in consultation with the Executive Presbyter, will make that decision and notify teaching elders and clerks of session through appropriate communication channels.
- 1.1005 The Presbytery shall also meet when specially called. The Moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being of different churches, may call a special meeting. (G-3.0304)
- 1.1006 A quorum of the Presbytery for the transaction of business shall be eight teaching elder members and the ruling elder members representing at least eight different churches in the Presbytery.

Powers and Duties:

- 1.1007 Recommendations to the Presbytery from committees, task forces, and boards will be placed on the agenda for the Presbytery meeting by Presbytery Council as follows:
- a. A committee, task force, or other group having an item of business that requires Presbytery action shall request docket time from Presbytery Council.

- b. Committee reports and packet material shall be in the Presbytery office no later than ten (10) days prior to the Presbytery meeting. All materials received will be available online seven days before the meeting. [Persons and churches without internet access may request a printed copy of the Packet from the Presbytery Office.]
- c. Any item not considered by a committee, task force, or board of the Presbytery will become an item of new business and shall be given to the Associate Stated Clerk in writing for its consideration. There shall be a designated time in the first half of the docket of each stated meeting of Presbytery for the announcement of the intention to introduce new business later in the meeting, and any new business not announced at that time will not be considered at that meeting.
- d. Any proposal of new business or recommendation to Presbytery that is deemed controversial by the Moderator, or carries financial implications without provision for appropriate funding, shall be referred to Presbytery Council for review and recommendation at the next Council meeting.
- e. Any item of business that is deemed controversial by Presbytery Council shall be included with the Packet prior to the Presbytery meeting.

1.1008 Any requests for distribution of literature or display of materials or presentation announcements from individuals, institutions, or organizations unrelated to an appropriate committee, network, or task force of Presbytery, an affiliated organization (VIII Special Relations) or the Presbytery Council, must have approval of Presbytery Council after review of the literature or materials.

- a. A committee, network, task force, or other group having an item of business that requires Presbytery action shall request docket time from Presbytery Council.
- b. Announcements from individuals or unrelated groups will be presented to the Council or its designee for inclusion in an announcements portion of the meeting.

1.1009 In those instances where the following persons are ruling elders they shall be granted the privilege of the floor with voice and vote at all meetings of the Presbytery: Executive Presbyter, Stated Clerk, Associate Stated Clerk, Recording Clerk, and the chairpersons of the following Committees: Committee on Ministry, Committee on Preparation for Ministry, Committee on Representation, Nominating Committee, Permanent Judicial Commission, and Presbytery Council. (G-3.0301)

1.1010 The following persons, or their designee, will be granted privilege of the floor at all meetings of the Presbytery: Executive Director(s) of Pine Springs Camp, Redstone Highlands, the Presbyterian Home of Johnstown, the Treasurer of the Presbytery, the Assistant Treasurer of the Presbytery, the Moderator of the Presbyterian Women.

CHAPTER II

2.1000 OFFICERS

- 2.1001 The officers of the Presbytery, elected by the Presbytery, shall be:
- a. Moderator;
 - b. Vice Moderator;
 - c. Stated Clerk;
 - d. Associate Stated Clerk;
 - e. Recording Clerk.

The officers of the corporation, elected by Presbytery Council, shall be:

- a. President of the Corporation, who shall be the Chairperson of the Presbytery Council;
- b. Secretary of the Corporation, who shall be the Stated Clerk;
- c. Treasurer;
- d. Assistant Treasurer.

2.1100 MODERATOR

- 2.1101 The Moderator of the Presbytery shall be the immediate past Vice Moderator. The Moderator's term is one (1) year. The Moderator shall not be eligible for a successive term. The Moderator shall fulfill all normal duties as outlined in the Book of Order (G-3.0104), and as outlined in the Presbytery Manual. The Moderator will be responsible to appoint members to serve on Administrative Commissions, Investigating Committees, Discernment Teams and any special Task Forces.
- 2.1102 The Moderator shall be a ruling elder or a teaching elder.
- 2.1103 The retiring Moderator shall provide for the delivery of a sermon and administering of the Sacrament of the Lord's Supper at the last stated meeting of the year. The Moderator-elect shall ordinarily be installed at the January meeting and shall assume office January 1.
- 2.1104 The Moderator shall be an ex-officio member of all Presbytery committees and task forces.
- 2.1105 The Moderator may attend the meeting of the General Assembly of the Presbyterian Church (USA), the Big Tent, and the meetings of the Synod of the Trinity, as an observer, at Presbytery expense, if funding is approved by Presbytery Council.
- 2.1106 The following committee, including the Executive Presbyter, the Stated Clerk, the Associate Stated Clerk, the Recording Clerk, the Moderator, the Vice Moderator, and the chair of Council, shall be responsible for reviewing and recommending acceptance or correction of Presbytery minutes. The minutes will be published on the Web Site within 3 weeks after the meeting.

2.1200 VICE MODERATOR

2.1201 The Vice Moderator of the Presbytery shall be elected at the November stated meeting for a term concurrent with that of the Moderator. The Vice Moderator will proceed to serve as Moderator in the succeeding year.

Nominations for Vice Moderator shall be made at Presbytery's September stated meeting. No nomination speeches will be allowed. No nominations shall be in order at the November meeting. At the time of election in November, a nominee shall be a continuing member of, or a commissioner to, Presbytery.

- a. The Nominating Committee of Presbytery is charged with the responsibility of seeking a candidate and presenting the nomination of a candidate for the office of Vice Moderator to the Presbytery at the September stated meeting. Other nominations for Vice Moderator may also be made from the floor at Presbytery's September stated meeting. No nomination speeches will be allowed. No nominations shall be in order at the November meeting. At the time of election in November, a nominee shall be a continuing member of, or a commissioner to, Presbytery.
- b. Nominees may, at their discretion, provide the Presbytery office with a biographical sketch not to exceed one side of a letter-size sheet of paper. Nominees who choose to distribute a biographical sketch shall provide the information to the Presbytery office in time for inclusion as part of the Presbytery packet for the November stated meeting. At the September stated meeting, the Stated Clerk will announce the deadline for inclusion in the packet and the number of copies required. Distribution of biographical sketches by persons other than the Presbytery staff on the day of the November stated meeting shall not be permitted.
- c. At Presbytery's November stated meeting, each nominee shall be introduced to Presbytery by a person or persons of his or her choosing (which may include himself/herself). All introductory speeches, both primary and subsequent supporting speeches, shall be no longer than four minutes in combined total. Immediately preceding the election, Presbytery shall have an opportunity to ask questions of the nominees as it sees fit.

2.1202 If the office of Vice Moderator becomes vacant, an election shall be held at the next stated meeting of the Presbytery to fill the unexpired term of that office. The Nominating Committee shall be charged with bringing a nominee to that meeting. Nominations may also be made from the floor. Following the close of nominations, each nominee shall be introduced by a person or persons of his or her choosing in speech(es) no longer than four minutes in combined total. Immediately preceding the election, Presbytery shall have an opportunity to ask questions of the nominees as it sees fit.

2.1203 The Vice Moderator shall be a teaching elder or a ruling elder, and may discharge any or all of the legal functions of the Moderator under any of the following conditions:

- a. when requested by the Moderator to do so;
- b. when at any meeting of the Presbytery the Moderator is not present;
- c. when the Moderator is incapacitated by illness or other causes;
- d. upon the death of the Moderator or upon the Moderator's removal from membership of the Presbytery, in which case the Vice Moderator shall serve as Moderator during the unexpired term of the deceased or removed Moderator.

2.1204 The Vice Moderator may attend the meeting of the General Assembly of the Presbyterian Church (USA), the Big Tent, the Moderator's conference and the meetings of the Synod of the Trinity, as an observer, at Presbytery expense, if funding is approved by Presbytery Council.

2.1300 STATED CLERK

Position:

2.1301 The Stated Clerk is an elected officer of the Presbytery (G-3.0104) who shall be elected by the council to perform those duties required by the Book of Order and requested by the Presbytery per job description below. These duties may be performed by the Executive Presbyter if the Presbytery elects that individual to the office or may be performed by another presbyter if so elected. The election shall occur at the May meeting of the Presbytery for a term of three (3) years, and the elected shall assume duties in September following the election.

2.1302 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to the Presbytery for a vote at its next stated meeting. Should a vacancy occur during the term, the Associate Stated Clerk shall assume these duties until Council decides how to proceed with a new election.

Basic Commitment:

2.1303 The Stated Clerk shall be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church, to witness in the world to that gospel through service and advocacy.

Purpose:

2.1304 The Stated Clerk shall perform those duties mandated in the Book of Order which have to do with record-keeping and official correspondence and shall, with or as the Executive Presbyter, convene and supervise the Clerk Team of the Presbytery. The Stated Clerk shall also supervise the work of the Office Manager as it pertains to work for the Clerk, ensuring that rolls are well maintained and correspondence is being managed.

Term of Service:

2.1305 The Stated Clerk shall be elected for a three (3) year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms. The Stated Clerk may be removed from office prior to completion of his or her term of service through the process outlined in G-3.0110.

Accountability:

2.1306 The Stated Clerk is elected by the Presbytery and is accountable to the Presbytery through the Presbytery Council and the Executive Presbyter.

Responsibilities:

2.1307 Keep the rolls of membership of the Presbytery and attendance records for its meetings for:

Teaching Elders who are continuing and active;

Teaching Elders who are members at large;

Teaching Elders who are Honorably Retired;

Teaching Elders who are inactive members;

Teaching Elders who have been deleted from the rolls;

Certified Christian Educators;

Certified Associate Christian Educators;

Ruling Elders commissioned to particular service;

Eligibility rolls for teaching elder and commissioners from congregations for General Assembly.

2.1308 Publish, annually, a roster of Permanent Judicial Commission members from the prior 6 years. (D-S.0206b)

2.1309 Furnish records when required by another council.

2.1310 Ensure that congregational annual reports (Roll of session, minutes review, annual statistical report for GA, manse inspection, terms of call and others the Presbytery or other councils may request) are completed.

2.1311 Serve as Secretary of the corporation of the Presbytery of Redstone.

2.1312 On behalf of the Presbytery, process the receiving and transmitting of the Presbytery membership.

2.1313 Respond, on behalf of the Presbytery, concerning any correspondence or as a result of its action as the "council".

2.1314 Serve as the official correspondent for the Presbytery.

2.1315 Preserve the minutes and post for availability to the public.

2.1316 Preserve records of the Presbytery including relevant records of active and dissolved congregations.

2.1317 Maintain clearance records as required by the Presbytery.

2.1318 Inform the Presbytery in November of all task forces, networks, and ad hoc committees in existence as of December 31 of the prior year with the reminder that each is to apply annually if it is continuing.

2.1319 Attend GA and/or Stated Clerks conference at Presbytery expense if funding is approved by the council.

2.1320 Maintain a log of official correspondence and its disposition and report the log to the Presbytery at each stated meeting.

Perform such duties as the Book or Order and the Presbytery may direct.

Evaluation and Review:

2.1321 The Presbytery Council shall provide for an annual review of the work of the Stated Clerk and the Executive Presbyter/Stated Clerk Team shall be consulted for input on the annual review. A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the Nominating Committee.

2.1400 ASSOCIATE STATED CLERK FOR CONSTITUTIONAL & JUDICIAL MATTERS

Position:

2.1401 An Associate Stated Clerk for constitutional and judicial matters shall be elected by the Presbytery as its chief parliamentarian. This election shall occur at the May meeting of Presbytery for a term of three (3) years. The elected person shall assume the duties of the office in September. Under the guidance of the Stated Clerk, in consultation with the Executive Presbyter, the Associate Stated Clerk will perform the duties listed below, including providing coverage for the Recording Clerk or the Stated Clerk when needed.

2.1402 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to the Presbytery for a vote at its next stated meeting.

Basic Commitment:

2.1403 The Associate Stated Clerk shall be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

Purpose:

2.1404 The Associate Stated Clerk shall be the chief parliamentarian for the Presbytery, providing guidance on church polity and Robert's Rules of Order during meetings of the Presbytery, and by providing guidance to committees, commissions, and councils as requested. The Associate Stated Clerk will also report and enter the decisions of the permanent judicial commission upon the minutes of the Presbytery council. The Associate Stated Clerk shall receive written charges and immediately forward to the appropriate body for action, remaining neutral, recording pertinent facts, and ensuring the administration of actions in timely manners.

Term of Service:

2.1405 The Associate Stated Clerk shall be elected for a three (3) year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms.

Accountability:

2.1406 The Associate Stated Clerk is elected by the Presbytery and is accountable to the Presbytery through the Presbytery Council and the Executive Presbyter and the Stated Clerk Team.

Responsibilities:

2.1407 To maintain a working knowledge of the Constitution of the Presbyterian Church (USA), Parts I and II; to maintain a working knowledge of Roberts Rules of Order; to communicate advice in matters of parliamentary procedure and interpretations of the constitution and rules of order as they pertain to actions of Presbytery meetings and other councils, committees, and commissions as needed; to respond to calls for advice from the local church (sessions, elders, treasurers, etc.); to seek advice from the Office of the General Assembly when needed and communicate answers to those seeking guidance.

2.1408 To receive complaints of a remedial or disciplinary nature which will be investigated; to coordinate the administrative transfer of information and the recording of facts as they pertain to the cases; to remain neutral in all investigations and cases; to secure advice from the Office of the General Assembly when needed in remedial or disciplinary cases; to retain confidentiality with all actions.

Evaluation and Review:

2.1409 The Presbytery Council, or its designee, shall provide for an annual review of the work of the Associate Stated Clerk. A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the nominating committee.

2.1500 RECORDING CLERK

2.1501 The Recording Clerk shall be elected by the Presbytery. The election shall occur at the May meeting of the Presbytery for a term of (3) years. The elected person shall assume duties beginning in September following the election.

2.1502 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to Presbytery for vote at its next stated meeting.

Basic Commitment:

2.1503 The Recording Clerk shall be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

Purpose:

2.1504 The Recording Clerk shall record the minutes of the meetings of the Presbytery and submit minutes to the Executive Committee (EP, Stated Clerk, Associate Stated Clerk, Chair of Council, Moderator and Vice Moderator) for review and revision. The Recording Clerk shall be the recipient of minutes of all Administrative Commissions. The Recording Clerk shall submit approved Presbytery minutes for Synod review.

Term of Service:

2.1505 The Recording Clerk shall be elected for a (3) term. The incumbent may be considered for re election with no limits on the number of consecutive terms.

Accountability:

2.1506 The Recording Clerk shall be accountable to the Presbytery through the Council, EP and Stated Clerk team.

Evaluation and Review:

2.1507 The Presbytery Council, or its designee, shall make provisions for an annual review of the work of the Recording Clerk.

2.1600 TREASURER

2.1601 The treasurer shall be elected by the Presbytery Council at its meeting in November for a term of three (3) years beginning January 1, and shall also serve as treasurer of the corporation in concurrent term.

2.1602 The responsibilities of this office shall include:

- a. presenting an audited account of all receipts and expenditures of the Presbytery upon completion of the annual audit;
- b. providing a detailed financial report at each stated meeting of Presbytery;
- c. giving oversight to the bookkeeper who shall functionally perform these duties;
- d. attend Council and Presbytery meetings at least three times per year.

2.1700 ASSISTANT TREASURER

2.1701 The Assistant Treasurer shall be elected by the Presbytery Council at its meeting in November for a term concurrent with that of the Treasurer. During absence or incapacity of the Treasurer, the Assistant Treasurer shall carry out the functions of the Treasurer.

2.2000 STAFF

2.2100 EXECUTIVE PRESBYTER

Position:

2.2101 An Executive Presbyter shall be elected by the Presbytery as its chief administrative officer.

2.2102 When a vacancy is to occur the Presbytery shall ordinarily elect a search committee and proceed to seek an Executive Presbyter in accordance with the guidelines of the Presbyterian Church (USA). A Mission Study of the ministry of the Presbytery may be commissioned by the Presbytery Council.

Basic Commitment:

2.2202 The Executive Presbyter will be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church, to witness in the world to that gospel, through service and advocacy.

Purpose:

2.2103 The Executive Presbyter shall facilitate, challenge, and encourage ministry, mission, and maintenance in accordance with the Mission Strategy for the Presbytery of Redstone. The Executive shall be the administrator accountable to the Presbytery, through its council, for the implementation of decisions and matters of strategy, programs, and resources. The Executive shall also provide staff services for the agencies and committees of the governing bodies.

Term of Service:

2.2104 The Executive Presbyter shall be elected for a renewable 5 year term. Notification of retirement on age or resignation shall be made to the contracting parties six (6) months prior to the date of retirement or resignation. However, any of the contracting parties may, at any time, request the joint consideration of the termination of the employment relationship.

Accountability:

2.2105 The Executive Presbyter is elected and employed by the Presbytery and is accountable to the Presbytery through the Presbytery Council and is accountable for Synod responsibilities through the Synod Executives.

Responsibilities:

2.2106 To maintain consistent personal contacts with sessions and congregations of the Presbytery in order to provide resources and assistance in encouragement of their mission and strategy; to communicate the decisions and programs of the Presbytery; to be available to represent the Presbytery in celebratory events of the congregation.

2.2107 To initiate relationships with those in pastoral service within the Presbytery in order to provide consultation, coaching, resources in ministry, and personal pastoral care for the pastor and his/her family.

- 2.2108 To work with and facilitate opportunities for leadership development for those in pastoral service (TE and CRE) and to encourage their personal and professional development; to work with the Committee on Ministry to coordinate a program of orientation and mentoring for new persons serving in pastoral service in the Presbytery.
- 2.2109 To serve as the chief administrative leader accountable to the Presbytery for the implementation of the mission, vision, and strategy of the Presbytery of Redstone; report regularly to the Presbytery Council and the Presbytery on the progress and implementation of the mission and strategy.
- 2.2110 To serve as the supervisor of all Presbytery staff in the implementation of Presbytery policies and decisions and to coordinate the work of any Synod and General Assembly agency staff working within the Presbytery.
- 2.2111 To serve as an ex-officio member (with voice and without vote), of the Presbytery Council and all Presbytery committees, task forces, networks, and ad hoc committees, providing staff services and resources as needed. To expedite the business of the Presbytery through its structure of committees and task forces; to serve particularly with the Committee on Preparation for Ministry and the Committee on Ministry as a guiding resource.
- 2.2112 To supervise the administrative operations of the Presbytery office, including record-keeping, resources, communications, and other functions on behalf of the Presbytery.
- 2.2113 To be accountable to the Synod for the implementation of Synod policies and decisions in the Presbytery; to interpret the concerns of the Presbytery to the Synod, and the concerns of the Synod and the whole Presbyterian Church (USA) to the Presbytery; to serve on Synod and Presbyterian Church (USA) task forces in consultation with the Presbytery Council.
- 2.2114 To attend, at Presbytery expense if funding is approved by Presbytery Council, the meetings of the General Assembly and the Synod, as well as other national and regional conferences and in-service training opportunities with the prior approval of Presbytery Council.
- 2.2115 To serve as the representative of the Presbytery with other ecumenical bodies.
- 2.2116 To implement the plan of the Presbyterian Church (USA) for equal employment opportunity and the Presbytery's affirmative action program.

Evaluation and Review:

- 2.2117 The Presbytery Council shall make provision for an annual review of the work of the Executive Presbyter. The terms of call shall be part of that review.
- 2.2118 A comprehensive review and evaluation shall occur every fifth year with the synod providing their review model that may be combined with the Presbytery's annual review.

CHAPTER III

3.1000 THE BOARD OF TRUSTEES

3.1001 The Presbytery Council shall constitute the Board of Trustees of the corporation. (G 4.0101)

3.2000 THE PRESBYTERY COUNCIL

Membership:

- 3.2001 The membership of Presbytery Council shall be composed of (18) members. Fifteen (15) members shall be elected by the Presbytery in three classes, divided as evenly as possible among ruling elder and teaching elder members of the Presbytery. The remaining (3) shall be the Moderator, Vice Moderator, and immediate past Moderator of Presbytery.
- a. The immediate past Moderator of the Presbytery shall normally become the Chair of the Presbytery Council. In the event that the immediate past Moderator is unable or unwilling to serve as the Chair of the Presbytery Council in the succeeding year, the Council is authorized to elect a Chair from among its own membership. The Moderator will advise the Stated Clerk of his / her decision prior to the last Council meeting of the year.
- 3.2002 In addition to the members listed above, the following persons are authorized to attend meetings of the Presbytery Council:
- a. Ex-officio with voice, but without vote: the Executive Presbyter, the Stated Clerk, the Associate Stated Clerk, the Treasurer, and the Assistant Treasurer;
 - b. By invitation of the Presbytery Council with voice but without vote: the Executive Directors of Pine Springs Camp, the Redstone Highlands – Presbyterian SeniorCare, and the Presbyterian Home of Greater Johnstown.

Meetings and Quorum:

3.2003 The Presbytery Council will normally meet in advance of meetings of the Presbytery, and at other times on the call of the chair of the Presbytery Council. At the call of the chair, a meeting may be called for specific business to be conducted by telephone conference call, video conference, or other synchronous electronic communications methods. Called at the discretion of the chair, such meetings may be called for time-sensitive issues provided that adequate means have been extended to Council members to assure that a deliberative process is available.

3.2004 A quorum for Presbytery Council shall be one-half its members present in person or through technological means.

Decision Making:

3.2005 Actions of the Council shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Council may be decided by unanimous consent. To obtain unanimous consent, the Chair will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the Chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the Chair should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Council and recorded in the minutes.

Powers and Duties:

- 3.2006 The Presbytery Council shall coordinate the mission and program of the Presbytery.
- 3.2007 The Presbytery Council shall be responsible for a regular review of the functional relationship between the structure of the Presbytery and the mission of the Presbytery, including an annual review of the work of each Presbytery committee and task force. The Council shall report its evaluation results and subsequent actions, and make recommendations to the Presbytery.
- 3.2008 The Presbytery Council shall present nominations to the Presbytery for the membership and the chair of the Nominating Committee.
- 3.2009 The Presbytery Council shall receive all overtures both within and from other presbyteries based upon its "Process for consideration for Overtures." When applicable, the Council may refer overtures to the appropriate committee or task force. When referred, the committee or task force to whom the referral is made shall report directly to the Presbytery.
- 3.2010 The Presbytery Council shall develop and present the Unified Budget for Operation and Benevolence to Presbytery for review and adoption.
- 3.2011 The Presbytery Council shall provide a financial report for each stated Presbytery meeting. The Presbytery Council shall arrange for and review the annual audit of the Presbytery accounts.
- 3.2012 The chairperson of Presbytery Council, Moderator, Vice Moderator, Stated Clerk, and the Executive Presbyter shall comprise an executive committee which shall be convened at the call of the chairperson of Presbytery Council and shall be responsible for such duties as are assigned to it by Presbytery Council.
- 3.2013 Presbytery Council shall take any necessary action for setting of dates, times, and places of the stated Presbytery meetings. Presbytery Council shall have responsibility for developing the Docket for the Presbytery meetings and for the coordination of the worship service.
- 3.2014 Presbytery Council shall appoint task forces and committees, as needed. Such appointments shall be reported to the Presbytery at its next stated meeting.
- 3.2015 The Council shall be responsible for the annual review of all staff and officers of the Presbytery. (G-3.0108a)

5.2013 The Presbytery Council shall approve Study Leave and Vacation requests for the Executive Presbyter and the Executive Presbyter shall approve Study Leave and Vacation requests for all other staff.

Responsibilities of the Presbytery Council when functioning as the Board of Trustees shall be:

- 3.2020 To receive, hold, encumber, manage, and transfer property, and to facilitate the management of its civil affairs in such manner as may be directed by the Presbytery from time to time, and by the Constitution of the Presbyterian Church (USA) and subject to the provisions of the nonprofit Corporation Law of the Commonwealth of Pennsylvania. In addition to the provision of the Book of Order G-4.0206a, the Presbytery Council shall require any church expecting to erect a new church edifice (or other building) or of making structural changes, or of making improvements on its property, which exceed 25% of the total budget of the previous year or require either a loan or a line of credit, to submit a written request to the Council for approval. The request should also include specifications of buildings or improvements and plans for securing the necessary funds. Approval by the Presbytery Council of the written request must be received before proceeding with such intention. All actions of the Presbytery concerning building or remodeling are valid only for a two-year period, and if building or remodeling has not begun within that time, then new approval shall be obtained from the Presbytery through the Council.
- 3.2021 To provide adequate insurance and bonding coverage.
- 3.2022 To approve and release funds from the Emma Johnston Fund on the recommendation of the Committee on Ministry and for the Cooper Scholarships on the recommendation of the Committee on Preparation for Ministry, contingent upon the recommendation being consistent with the provisions of the Fund.
- 3.2023 To provide for the maintenance and necessary improvements of the building and grounds of the Presbytery Center.
- 3.2024 To hold and administer investments that may be endowments, trust funds, property, or capital funds committed to the care of Presbytery, upon Presbytery direction and regulation. Presbytery Council shall manage the real estate and funds that may be owned or acquired by Presbytery of Redstone. (See Presbytery Policy - *Investment Policy Statement*)
- 3.2025 To be consulted by Pine Springs Camp prior to any action being undertaken to physically improve, change, or alter the real estate, including improvements thereto, comprising Pine Springs Camp in Jenner Township, Somerset County, Pennsylvania. [See *Presbytery Manual* 8.3005 para 3]
- 3.2026 To receive any and all amendments of the Articles of Incorporation and/or the by-laws of Pine Springs Camp, Inc., which shall be reported to the Presbytery of Redstone through Presbytery Council.

CHAPTER IV

4.1000 PERMANENT JUDICIAL COMMISSION

Membership:

- 4.1001 The commission shall be composed of five (5) teaching elders and four (4) ruling elders or four (4) teaching elders and five (5) ruling elders, each from a different congregation, divided into three (3) classes. The term of office for each member of the commission shall be six (6) years.
- 4.1002 No person having served on the commission for a full term of six (6) years shall be eligible for re-election until four (4) years have elapsed.
- 4.1003 The Moderator, Stated Clerk, Associate Stated Clerk, Executive Presbyter, and other Presbytery staff are not eligible to serve on the Judicial Commission in accordance with the Book of Order of the Presbyterian Church (U.S.A.) [D-5.0105]
- 4.1004 Members of the Care of Church Professionals subcommittee of the Committee on Ministry shall not serve on the Permanent Judicial Commission.

Powers and Duties:

- 4.1005 The Commission shall follow the guidelines of the Book of Order--Rules of Discipline, [D-5.000]

CHAPTER V

5.1000 COMMITTEE ON MINISTRY

Membership:

- 5.1001 The committee shall consist of twenty-four (24) members: twelve (12) of whom shall be teaching elders, and twelve (12) of whom shall be ruling elders.

Meetings and Quorum:

- 5.1002 The Committee on Ministry and its subcommittees will normally meet monthly, and at other times on the call of the chair of the Committee on Ministry or the subcommittee chair. At the call of the chair, a meeting may be called for specific business to be conducted by telephone conference call, video conference, or other synchronous electronic communications methods. Called at the discretion of the chair, such meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.
- 5.1003 A quorum for Committee on Ministry or its subcommittees shall be one-half its members present in person or through technological means.

Decision Making:

- 5.1004 Actions of the Committee on Ministry or subcommittees shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee or subcommittee may be decided by unanimous consent. To obtain unanimous consent, the chair will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chair should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee on Ministry.

Powers and Duties:

- 5.1005 The Committee on Ministry (COM) shall fulfill all provisions of the Form of Government in relation to the Committee on Ministry and develop policies and procedures for implementation.
- 5.1006 The COM may:
- Dissolve pastoral relationships in cases where the congregation and pastor concur in the request, and then inform the Presbytery,
 - Grant permission to labor within or outside the bounds of the Presbytery,
 - Dismiss teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of Presbytery,

- Approve temporary pastoral relationships (e.g. Temporary Supply, Stated Supply, Student Supply, and Interim Supply) and CRE contracts, with the provision that all such actions be reported to the next stated meeting of Presbytery,
- Serve as a commission between the May and September meetings for examination and receiving ordained teaching elders from other presbyteries,
- Through the AP/CRE committee provide for ongoing continuing education and mentoring of Authorized Preachers and Commissioned Ruling Elders.
- Appoint a commission to ordain teaching elders and/or install teaching elders in permanent pastoral relations in accordance with G-3.0109b (2). (The commissions shall consist of 3 teaching elders and 2 ruling elders, or 2 teaching elders and 3 ruling elders) (G-3.0109b)

The COM shall:

- Solicit necessary background clearances and certificates of mandatory reporter training prior to approving new calls/contracts or renewal of existing calls/contracts for pastoral service.
- 5.1007 All calls, and Terms of Call, shall be presented to the COM, and shall be submitted to Presbytery together with recommendations for suitable action. The Committee shall review annually all Terms of Call for adequacy to meet minimum terms of call established by the Presbytery
- 5.1008 The COM shall be responsible for considering formation, merging, field alignment, relocation, and dissolution of churches and recommending appropriate action to the Presbytery.
- 5.1009 The COM shall receive requests, and make recommendations to the Presbytery Council, regarding disbursements from the Emma Johnston Trust Fund within the bounds of Fayette County.
- 5.1010 The COM shall serve as liaison with the Pension Board of the Presbyterian Church (USA).
- 5.1011 The COM shall administer any emergency welfare funds of the Presbytery to members of the Pension Plan.
- 5.1012 The COM shall be responsible for the annual examination of session minutes and church registers.
- 5.1013 The COM shall have the responsibility for the supervision of all Authorized Preachers and Commissioned Ruling Elders.
- 5.1014 The Presbytery of Redstone determined that it is not in the best interests of the mission of the Presbytery to permit teaching elders serving as Associate Pastors or Interim Pastors to be considered for the position of Pastor of a local congregation. (G-2.0504c)
- 5.1015 The Committee on Ministry shall appoint a teaching elder or a member of the Committee on Ministry to moderate any congregational meeting called for the purpose of dissolving a pastoral call. (G-2.0903)
- 5.1016 The Committee on Ministry shall appoint a teaching elder or a member of the Committee on Ministry to moderate the Session of a congregation without a Moderator for reasons of vacancy or inconvenience.
- 5.1017 Teaching Elders other than those serving as called and installed pastors are authorized to celebrate the Sacraments in PC(USA) congregational settings when called upon to do so, however they must receive permission from the Committee on Ministry for the celebration of the Sacraments in any other context. (G-3.0306)

(Notation of the AP/CRE committee and its responsibilities.)

5.2000 COMMITTEE ON PREPARATION FOR MINISTRY

Membership:

- 5.2001 The committee shall consist of nine (9) members, five (5) of whom shall be teaching elders and four (4) of whom shall be ruling elders or four (4) teaching elders and five (5) ruling elders.

Meetings and Quorum:

- 5.2002 The Committee on Preparation for Ministry will normally meet monthly, and at other times on the call of the chair of the Committee on Preparation for Ministry. At the call of the chair, a meeting may be called for specific business to be conducted by telephone conference call, video conference, or other synchronous electronic communications methods. Called at the discretion of the chair, such meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.
- 5.2003 A quorum for Committee on Preparation for Ministry shall be one-half its members present in person or through technological means.

Decision Making:

- 5.2004 Actions of the Committee on Preparation for Ministry shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee may be decided by unanimous consent. To obtain unanimous consent, the chair will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chair should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee and recorded in the minutes.

Powers and Duties:

- 5.2005 The committee shall carry out the responsibilities of the committee in accordance with the Book of Order sections G-2.06 & 2.07.
- 5.2006 It is the responsibility of the Committee on Preparation for Ministry to mentor, consult, and work with each Inquirer/Candidate to determine the type and sequence of experience(s) necessary for preparation for ministry of that individual.

The Committee on Preparation for Ministry must approve all field education experiences in order to certify that candidates have completed all of the Book of Order requirements, met regularly with the Committee or their CPM Liaison, have completed approved Field Education experiences, and are eligible and ready to receive a call.

- 5.2007 All inquirers and candidates shall complete the Presbytery ethics seminar or a CPM-Approved alternate before the candidate will be certified ready to receive a call. (See Presbytery Policy - ***Ethical Conduct by Persons in Positions of Religious Leadership***)
- 5.2008 The Committee on Preparation for Ministry may enroll inquirers and report the action to the next stated meeting of Presbytery. (G-3.0106)
- 5.2009 The Committee on Preparation for Ministry shall follow the policy adopted by the Presbytery and the Synod of the Trinity regarding the procedures to be followed when standard examinations for ordination are failed. (See Presbytery Policy - ***Procedure when Standard Examinations for Ordination are Failed***)
- 5.2010 The Committee on Preparation for Ministry shall submit names of nominees to read ordination exams to the Nominating Committee of the Presbytery according to General Assembly guidelines so they may be elected at the May stated meeting of the Presbytery.
- 5.2011 The Committee on Preparation serves the Presbytery of Redstone in oversight of those seeking certification as Church Educators in cooperation with the denominational Educator Certification Council. The Committee shall also be responsible for assigning a mentor to each candidate seeking certification as a Church Educator.
- 5.2012 Through the AP/CRE subcommittee, the Committee on Preparation for Ministry shall give oversight to the training and certifying of Authorized Preachers and Commissioned Ruling Elders. [See Handbook ***Ruling Elders in Particular Pastoral Services.***]
- 5.2013 The Committee on Preparation for Ministry shall approve the disbursement of scholarship funds to Inquirers, Candidates, and Certified Christian Educator Candidates who are under care of the Presbytery.

5.3000 NOMINATING COMMITTEE

Membership:

5.3001 The membership of the Committee will consist of three persons: teaching elder, ruling elder, or lay person. (G-3.0103)

Meetings and Quorum:

5.3002 The Nominating Committee will normally meet monthly, and at other times on the call of the chair of the Nominating Committee. At the call of the chair, a meeting may be called for specific business to be conducted by telephone conference call, video conference or other synchronous electronic communications methods. Called at the discretion of the chair, such meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.

5.3003 A quorum for the Nominating Committee shall be one-half its members present in person or through technological means.

Decision Making:

5.3004 Actions of the Nominating Committee shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee may be decided by unanimous consent. To obtain unanimous consent, the chair will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chair should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee and recorded in the minutes.

Powers and Duties:

5.3005 The Nominating Committee shall nominate persons who have indicated a willingness to serve, for the following:

- a. all committees, councils, and boards except the Nominating Committee;
- b. other bodies requiring election by the Presbytery;
- c. commissioners to Synod and General Assembly including Young Adult Advisory Delegates;
- d. all officers of the Presbytery;

- e. Presbytery of Redstone board members to Camp Pine Springs, Inc., and when applicable the nominee for President of the Board of Directors;
- f. readers for Standard Ordination exams;

5.3006 The committee shall search for and recommend names for nomination to boards and agencies of the General Assembly and Synod.

5.3007 The procedure for election of commissioners to General Assembly shall be as follows:

- a. Commissioners and alternates shall be nominated and elected at the November stated meeting of Presbytery.
- b. Ruling Elder commissioners and their alternates to the General Assembly shall be nominated by a rotation based on alphabetical listing of the churches.
 - i. Only ruling elders from churches that have been represented at a minimum of seventy percent (70%) of the stated meetings of the Presbytery during the previous two years shall be eligible for nomination as a commissioner or alternate. Failure to supply a nominee for either a commissioner or alternate, when eligible, shall cause the church to be passed over on the rotation list.
- c. Teaching Elder commissioners and their alternates to the General Assembly shall be nominated in accordance with the following:
 - i. date of enrollment in the Presbytery of Redstone, date of ordination, and date of last attendance at General Assembly as a Commissioner but without eligibility during the first year. [Teaching elders will be assigned one point for each year since their date of enrollment, plus one point for each year since their date of ordination, plus one point for each year since their last attendance at General Assembly as a Commissioner. Teaching Elders who have never attended General Assembly as a Commissioner will be assigned a bonus of 100 points.]
 - ii. only teaching elders who have attended a minimum of seventy percent (70%) of the stated meetings of the Presbytery during the previous two years shall be eligible for nomination as either a commissioner or alternate, excepting military chaplains, fraternal workers, and employees of other governing bodies.
 - iii. At least one teaching elder commissioner shall be serving a church of the Presbytery in a pastoral relationship.
 - iv. A teaching elder who declines nomination as a Commissioner will be treated as though he /she had attended General Assembly that year.
 - v. A teaching elder who declines nomination as a Commissioner Alternate will still be eligible for nomination as Commissioner Alternate in regular rotation. A teaching elder who declines a second time will be considered as having attended General Assembly.
- d. Young Adult Advisory Delegates and alternates to General Assembly and Young Adult Advisory Delegates and alternates to Synod shall be nominated, when applicable, at the November stated meeting in the following manner:
 - 1 The Nominating Committee shall seek names from the Presbytery at large for persons to be interviewed and nominated for Young Adult Advisory Delegate to General Assembly and Young Adult Advisory Delegate to Synod.

5.3008 The procedure for election of Synod Committee Members and commissioners to Synod shall be as follows:

- a. Those persons shall be nominated and elected at a stated meeting of Presbytery.
- b. If a commissioner or a Synod Committee Member is unable to complete his or her term, a replacement will be elected by the Presbytery to complete that unexpired term.

5.4000 COMMITTEE ON REPRESENTATION

Membership:

5.4001 The membership of the Committee will consist of three persons: teaching elder, ruling elder, or lay person. (G-3.0103)

Meetings and Quorum:

5.4002 The Committee on Representation will meet as it deems necessary on the call of the chair of the Committee on Representation. At the call of the chair, a meeting may be called for specific business to be conducted by telephone conference call, video conference or other synchronous electronic communications methods. Called at the discretion of the chair, such meetings may be called for time-sensitive issues provided that adequate means have been extended to the members to assure that a deliberative process is available.

5.4003 A quorum for the Committee on Representation shall be one-half its members present in person or through technological means.

Decision Making:

5.4004 Actions of the Committee on Representation shall be decided by a majority vote of members present at any called meeting (in-person or technological) for which a quorum is present.

Some non-controversial actions of the Committee may be decided by unanimous consent. To obtain unanimous consent, the chair will offer the opportunity for any comment or objection to a proposed action. If there is none, the action may be decided upon. If there is any objection or request for discussion, the motion will be deliberated prior to a vote.

In some instances of routine and time-sensitive business, the chair may communicate to members via email (or if unavailable by telephone or fax) with a minimum opportunity of three days to comment or object or request discussion. Whenever possible, the chair should track the email receipt or request confirmation from recipients. If there is no objection or request for discussion, the motion will be approved by unanimous consent. Any comment, objection, or request for discussion would result in the motion being considered at a called meeting (in person or technological). Any actions of unanimous consent obtained through email communication will be reported at the next called meeting of the Committee and recorded in the minutes.

Powers and Duties:

5.4005 The Committee on Representation shall fulfill the requirements of the Form of Government as described (F-1.0403 and G-3.0103).

5.4006 The Committee on Representation shall report annually to the Presbytery.

5.4007 The Committee on Representation shall work proactively with the Nominating Committee to advocate for inclusion of under-represented groups on the Committees of Presbytery. The Committee shall also recruit persons in the under-represented categories for recommendation to the Nominating Committee. (G-3.0103)

CHAPTER VI

6.1000 GENERAL PROVISIONS

- 6.1001 Special task forces for specific assignments of the Presbytery may be appointed by the Moderator with the approval of the Presbytery. Task forces which have not reported on the floor of Presbytery for a period of one year shall automatically be dissolved as of December 31st of that year.
- 6.1002 Clerks of Session shall be required to furnish a statistical report conforming to the order of the General Assembly by the date established by the Stated Clerk. Clerks shall also furnish evidence of appropriate insurance coverage, identifying the carrier and stating that the policy is current.
- 6.1003 Any member of the Presbytery Council or a standing committee who is absent from three (3) consecutive meetings without excuse shall automatically cease to be a member. Notification by the chairperson shall be made to the person and to the Nominating Committee. Committee chairpersons should take the responsibility of notifying members of their committees who have two (2) unexcused absences of the provisions of this article. It will be the responsibility of the Committee Chairperson to enforce this provision.
- 6.1004 The new class of committee members shall be elected by the Presbytery at a stated meeting to take office January 1 of the following year.
- 6.1005 Chairpersons have the responsibility of notifying and inviting new members to their first meeting following their election and orienting them to the work of the committee.
- 6.1006 In all cases not provided for in this Manual, the Presbytery shall be guided by the most current edition of Robert's Rules of Order.
- 6.1007 The personnel policies and practices of the Presbytery shall be in accordance with the Equal Employment Opportunity Guidelines of the Presbyterian Church (U.S.A.)
- 6.1008 A staff person from another governing body serving this Presbytery and holding membership in another Presbytery may be enrolled as a corresponding member of Presbytery of Redstone.
- 6.1009 All committees are empowered to co-opt additional members with the approval of the Nominating Committee.
- 6.1010 The membership of each committee shall be divided into three (3) classes. No member of a standing committee shall serve more than six years aggregate. No person shall be eligible to serve more than three (3) consecutive years as a standing committee chair, unless approved by the Presbytery. All ex-officio and co-opted members of committees shall be without vote.
- 6.1011 Each standing committee shall elect, from its membership, a secretary, who shall keep an accurate record of the proceedings of each meeting, including the roll, for a minimum of three (3) years. Each committee is responsible for maintaining records of expenditures against budget provisions. Each Standing Committee shall submit a report to the Presbytery Council at its first meeting of the new year.

- 6.1012 All committees will ordinarily meet regularly, with the exception of the Committee on Representation, which shall meet as it deems necessary. All Task Forces meet as needed until the completion of their assigned task.
- 6.1013 In consultation with the Associate Stated Clerk, the Moderator of the Presbytery shall appoint an Investigating Committee of a Disciplinary case of no more than five but no less than three members and report the names of those appointed to the Presbytery at its next stated meeting. (D-10.0201b)
- 6.1014 The makeup and quorum of any Administrative Commission shall be decided on a case-by-case basis. An Administrative Commission formed for the purpose of ordaining and / or installing teaching elders shall consist of at least five members – ruling elders and teaching elders in numbers as nearly equal as possible. (G-3.0109b)
- 6.1015 By rule, all retired clergy who are not serving churches and all clergy living outside the bounds of the Presbytery will be granted excuse from all meetings of the Presbytery. They will, however, be counted “present” whenever they are in attendance.

CHAPTER VII

7.1000 AMENDMENTS

- 7.1001 The Presbytery may, by a two-thirds vote, temporarily suspend the provisions of this Manual, provided that such provisions are not required by the Constitution of the Presbyterian Church (U.S.A.)
- 7.1002 All proposed amendments to this Manual shall be submitted in writing to the Presbytery at a stated meeting for information only and voted upon by the Presbytery at the next stated meeting unless stipulated otherwise. Prior to the Presbytery's vote the Council shall review the proposed amendment and make recommendations. All amendments require a two-thirds vote of members present for adoption.
- 7.1003 Policy Statements, Guidelines, and Procedures may be adopted and / or revised by a simple majority vote.
- 7.1004 The Stated Clerk is authorized to make editorial changes to the Presbytery Manual and present the recommended changes to the Council. Such changes shall be reported to the Presbytery at the next Stated Meeting.

CHAPTER VIII – SPECIAL RELATIONS

8.1000 THE PRESBYTERIAN HOME OF GREATER JOHNSTOWN

787 Goucher Street, Johnstown, PA 15905

- 8.1001 (a) The Presbyterian Home of Greater Johnstown, formerly known as The Presbyterian Home of Conemaugh Presbytery, is a nonprofit corporation, organized and existing and having been incorporated on October 9, 1961 under and pursuant to the Nonprofit Corporation Law, as of the Commonwealth of Pennsylvania. The Articles of Incorporation, including amendments thereto, and the By-laws, including amendments thereto, of the reference to the extent that the same are not inconsistent with or contrary to the provisions of this manual. To the extent that any of the same are inconsistent with or contrary to the provisions of this manual, the provisions of this manual shall be conclusive and controlling.
- 8.1002 (b) The primary purpose of The Presbyterian Home of Greater Johnstown (hereinafter referred to as “The Johnstown Home”) is to provide and maintain long-term care in a Christian setting on a nonprofit basis, and to provide for and carry on such other activities in connection therewith as may be necessary and convenient to properly establish, maintain and operate such a home.
- 8.1003 (c) The Presbytery of Redstone shall nominate 3 members representing the Presbytery of Redstone (one for each class) to the nominating committee to be presented and elected by the Board of Directors. [This is a direct quote from the most recent by-laws of the Presbyterian Home of Greater Johnstown – Article IV, Section 4 D.].
- 8.1004 The following additional manual provisions shall be applicable to the relationship between The Presbyterian Home of Greater Johnstown and the Presbytery of Redstone:
- (1) The Executive Presbyter of Redstone Presbytery shall be an ex-officio member, without vote, of the Board of Governors.
 - (2) The Presbyterian Home will report to each meeting of the Presbytery regarding the work of the Presbyterian Home and provide an Annual Report showing the work of the Presbyterian Home for the previous year. [From the "Covenant" Agreement between Redstone Presbytery and the Presbyterian Home of Greater Johnstown.]
 - (3) The Administrator of The Presbyterian Home and the Presbytery of Redstone, and/or members of the Board of Directors, may be present at Presbytery Council of the Presbytery to consult with the Council or to review programs and progress, as needed or as directed by the Council and/or the Presbytery.
 - (4) The Presbytery Council acting as the Board of Trustees of the Presbytery shall receive a copy of the annual audit of The Johnstown Home.
 - (5) Any and all amendments of the Articles of Incorporation and/or the by-laws of The Johnstown Home shall be reported to the Presbytery through its Presbytery Council acting as the Board of Trustees.

8.2000 REDSTONE PRESBYTERIAN SENIORCARE

6 Garden Center Drive, Greensburg, PA 15601

- 8.2001 Redstone Presbyterian SeniorCare, formerly known as the Greensburg Home, was founded by the Presbytery of Redstone in 1978. In 1990, the Presbytery authorized the transfer of property to the Board of Directors of Redstone Highlands Retirement Community and permitted the adoption of new by-laws to protect the Presbytery of Redstone from any legal or financial responsibility for the operation of this facility.
- 8.2002 Redstone Presbyterian SeniorCare is a continuing mission of the Presbytery of Redstone.
- 8.2003 The Executive Presbyter of the Presbytery of Redstone shall be an ex-officio member, without vote, of the Board of Directors.

8.3000 PINE SPRINGS CAMP, INC.

P.O. Box 186, Jennerstown, PA 15547

- 8.3001 Pine Springs Camp, Inc. is a nonprofit corporation, organized and existing and having been incorporated on September, 1981 under and pursuant to the Nonprofit Corporation Law, as amended, of the Commonwealth of Pennsylvania. The Articles of Incorporation, including amendments thereto, and the by-laws, including amendments thereto, of Pine Springs Camp, Inc. are incorporated herein by reference to the extent that the same are not inconsistent with or contrary to the provisions of this manual. To the extent that any of the same are inconsistent with or contrary to the provisions of this manual, the provisions of this manual shall be conclusive and controlling.
- 8.3002 The primary purpose of Pine Springs Camp, Inc. is the operation of a camp, conference, and retreat facility known as Pine Springs Camp, situated in Jenner Township, Somerset County, Pennsylvania.
- 8.3003 Under agreement adopted by Presbytery of Redstone on November 18, 1980 and by Washington Presbytery on October 31, 1980, and effective on January 1, 1981, the aforesaid nonprofit corporation known as Pine Springs Camp, Inc., as amended on January 1, 2003, was organized and incorporated by Presbytery of Redstone and Washington Presbytery. The terms, conditions and provisions of the said agreement are incorporated herein by reference to the extent that the same are not inconsistent with or contrary to the provisions of this manual. To the extent that any of the same are inconsistent with or contrary to the provisions of this manual, the provisions of this manual shall be conclusive and controlling. It is expressly understood and provided that ownership of and title to the real estate, and improvements thereto, comprising Pine Springs Camp in Jenner Township, Somerset County, Pennsylvania, is and remains vested in Presbytery of Redstone, subject to the use of the same by the said nonprofit corporation known as Pine Springs Camp, Inc. under the terms, conditions and provisions of the said agreement, effective January 1, 1981.
- 8.3004 The Presbytery of Redstone will elect six (6) directors to the Pine Springs Camp, Inc. Board. There shall be three (3) classes of directors, and each class shall consist of two (2) directors elected for a three (3) year term. A director may serve only two (2) consecutive three (3) year terms, exclusive of any partial term. The President of the Board will be named to a two-year term and will alternate between the Presbyteries. Each Presbytery will choose their President using its own selection method. The President will be in addition to the twelve (12) regular directors on the camp Board. The other officers of Pine Springs Camp, Inc. will be elected by the Board of Directors in accordance with the by-laws, as amended of the said nonprofit corporation.
- 8.3005 The following additional manual provisions shall be applicable to the relationship between Pine Springs Camp, Inc. and Presbytery of Redstone:
- 1) The Executive Presbyter of Presbytery of Redstone, the Executive Presbyter of Washington Presbytery, and the Executive Director of Pine Springs Camp shall be ex-officio advisory members, without vote, of the Board of Directors;
 - 2) The Executive Director of Pine Springs Camp, and/or members of the Board of Directors, shall present to Presbytery Council of the Presbytery of Redstone a report detailing status and progress not less than two times each year. Said report shall include fundamental statistical and financial information, details of which to be stipulated by the Directors representing Redstone, and shall be presented to the Presbytery at a stated meeting. All other requests for access to the floor of Presbytery shall be presented to the Council.
 - 3) The Presbytery Council of the Presbytery of Redstone shall receive a copy of the annual audit of Pine Springs Camp, Inc., and the Presbytery Council shall be consulted prior to any action undertaken to

physically improve, change or alter the real estate, including improvements thereto, comprising Pine Springs Camp in Jenner Township, Somerset County, Pennsylvania. [See Presbytery Manual 3.0227]

- 4) Any and all amendments of the Articles of Incorporation and/or the by-laws of Pine Springs Camp, Inc. shall be reported to Presbytery of Redstone through its Presbytery Council.

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POLICIES, PROCEDURES, AND GUIDELINES LIST

The following are the Presbytery approved policies, procedures, and forms. *These are **not** part of the Manual, and may be changed by the particular body responsible for their creation by a majority vote.* See the Stated Clerk for additional information. NOTE: Forms are subject to change as new policies are adopted.

Presbytery

ETHICS AND SEXUAL MISCONDUCT.....	Presbytery - July 20, 1999
GUIDELINES FOR PRESBYTERIANS DURING TIMES OF DISAGREEMENT	
PERSONAL PRIVACY POLICY	Presbytery – September 18, 2012
RECORDS RETENTION.....	Presbytery - March 24, 2007

Council

INVESTMENT POLICY.....	Board of Trustees - July 22, 1999
POWERPOINT PRESENTATIONS GUIDELINES.....	Council - May 2006
PRESBYTERY WORSHIP GUIDELINES.....	Council - September 5, 2006
<i>Christian Education Subcommittee</i>	
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