

# Manual of Administrative Operations

## Holston Presbytery

### §1. Purpose of Holston Presbytery

To proclaim Jesus Christ as Savior and Lord, to serve Christ by helping the Presbyterian congregations within its boundaries to serve Him, to coordinate the Church's mission to which Holston Presbytery itself is called, and to represent the Presbyterian Church (USA) for its own members and to non-Presbyterians in this region as a witness for Jesus Christ.

### §2. Mission of Holston Presbytery

The mission of the Church is given substance by the Word of God and the activity of God's Spirit in the world. The Church is called to be God's faithful servant by going into the world, making disciples of all nations, baptizing and teaching, tending and keeping God's Creation, demonstrating by its love and the quality of its common life the reality of Christ's presence and saving work; sharing in worship, fellowship, and nurture; and practicing a life of prayer and service under the guidance of the Holy Spirit. As a Presbytery, our mission comes from the mission of the Church throughout the ages and is shaped by our own particular capabilities and the needs of our area; keeping in mind the marks of the Church (F- 1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

The presbytery is a council of the Presbyterian Church (USA) along with sessions, synods and the General Assembly (F-3.0203), thus it is has responsibility and power to (G-3.0301):

- a. Provide that the Word of God may be truly preached and heard. This responsibility shall include organizing, receiving, merging, dismissing, and dissolving congregations in consultation with their members; overseeing congregations without pastors; establishing pastoral relationships and dissolving them; guiding the preparation of those preparing to become teaching elders; establishing and maintaining those ecumenical relationships that will enlarge the life and mission of the church in its district; providing encouragement, guidance, and resources to congregations in the areas of mission, prophetic witness, leadership development, worship, evangelism, and responsible administration to the end that the church's witness to the love and grace of God may be heard in the world.
- b. Provide that the Sacraments may be rightly administered and received. This responsibility shall include authorizing the celebration of the Lord's Supper at its meetings at least annually and for fellowship groups, new church developments, and other non-congregational entities meeting within its bounds; authorizing and training specific ruling elders to administer or preside at the Lord's Supper when it deems it necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments.
- c. Nurture the covenant community of disciples of Christ. This responsibility shall include ordaining, receiving, dismissing, installing, removing, and disciplining its members who are teaching elders; commissioning ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the sources of congregational discord; supporting congregations in developing the graces of generosity, stewardship, and service; assisting congregations in developing mission and participating in the mission of the whole church; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations; warning and bearing witness against error in doctrine and immorality in practice within its bounds; and serving in judicial matters in accordance with the Rules of Discipline.

Holston Presbytery shall maintain a regular and continuing relationship with the Synod of Living Waters and the General Assembly (G-3.0302) and with the sessions within its district (G-3.0303).

### §3. Geographical Bounds of Holston Presbytery

Holston Presbytery, Inc., Living Waters Synod, of the Presbyterian Church (USA) includes the Presbyterian Church (USA) congregations within the twelve counties in upper East Tennessee: Carter, Cocke, Grainger, Greene, Hamblen,

Hancock, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington, including the Mt. Hermon Presbyterian Church of Big Stone Gap, Virginia, which is within the geographical bounds of Abingdon Presbytery.

#### **§4. Meetings of Holston Presbytery**

Holston Presbytery shall ordinarily hold four stated meetings each year: March, June, September and December.

The Moderator or Vice-Moderator of Holston Presbytery shall call a special meeting at the request of two teaching elders and two ruling elders, no two of whom shall be from a single congregation. When needed, adjourned meetings shall be scheduled before the end of a stated or special meeting.

A quorum shall be at least three teaching elders and three ruling elders from three different congregations.

All overtures, resolutions, and reports with recommendations which require action by the Presbytery shall be furnished to the Presbytery office at least ten days before the Presbytery meeting at which they are to be considered.

#### **§5. Membership of Holston Presbytery**

The membership of Holston Presbytery includes:

Teaching elders who are engaged in a validated ministry, or who have been designated member-at-large or honorably retired (who ordinarily reside within the bounds of the Presbytery and/or who are engaged in ministry within the bounds of the Presbytery);

Ruling elders elected as commissioners by each session (based on congregational membership— one ruling elder commissioner per every 500 members, or fraction thereof);

Ruling elders commissioned to pastoral service that are under contract with a congregation;

The Moderator and Vice-Moderator of the Presbytery, if ruling elders, for the term of their office.

#### **§6. Officers**

The officers of Holston Presbytery shall consist of a Moderator, Vice-Moderator, Stated Clerk, Recording Clerk, Treasurer, Assistant Treasurer, and such other officers as the Presbytery shall see fit to elect. Officers of the corporation are found in the Corporation Bylaws [See Appendix 1].

##### **Moderator**

At the September stated meeting of the Presbytery, nomination for the office of Moderator shall be made by the Committee on Nominations with additional nominations from the floor. Normally, the office of Moderator shall alternate between teaching elder and ruling elder. Ordinarily, the Vice-Moderator shall be nominated as the next Moderator. The Moderator shall serve for one year and shall preside and exercise authority as directed in the Book of Order.

The Moderator shall take office at the end of the December stated meeting of the Presbytery.

The Moderator shall be elected for such term as the presbytery may determine, not to exceed one year. At the time of election, the Moderator must be a member of, or a commissioner to, the governing body over which he or she is elected to preside (G-3-0104). Any ruling elder elected as Moderator shall be enrolled as a member of Holston Presbytery for the term of office whether or not commissioned by his or her session.

##### **Vice -Moderator**

The Vice-Moderator shall act in the absence of the Moderator and shall become the Moderator if the Moderator is unable to serve. The Vice-Moderator shall normally be nominated and elected at the September stated meeting of the Presbytery and take office at the end of the December stated meeting of the Presbytery. An elder elected Vice-Moderator shall be enrolled as a member of the Presbytery for the term of office whether or not commissioned by his or her session.

##### **Stated Clerk**

The Holston Presbytery Executive Presbyter may serve as the Stated Clerk for the presbytery for the duration of employment or the Stated Clerk may be elected by the Presbytery from within the membership of the Presbytery and upon the nomination of the General Mission Board.

The Stated Clerk shall record the transactions of the council, keep its rolls of membership and attendance, preserve its records, and furnish extracts from them when required by another council of the church (G-3.0104, G-3.0305). In addition, the Stated Clerk shall perform all other duties directed by the Book of Order.

#### Recording Clerk

Presbytery may choose to elect a Recording Clerk to assist the Stated Clerk in the fulfillment of the Clerk's duties. Upon nomination by the Stated Clerk in consultation with the General Mission Board, a Recording Clerk may be elected for a term of three years with election at the December meeting.

The duties of the Recording Clerk shall be to keep a full and complete record of each day's proceedings at all meetings of the Presbytery, and prepare a typed copy of the draft minutes and submit it to the Stated Clerk for review, correction, and approval.

#### Treasurer and Assistant Treasurer

A Treasurer and Assistant Treasurer shall be nominated by the Committee on Nominations and shall serve for a term of three years. The Treasurer and Assistant Treasurer may be elected for additional terms by the Presbytery. The Stated Clerk may serve as Assistant Treasurer.

The Treasurer and Assistant Treasurer shall be bonded or insured. The amount of the bond or insurance shall be set by the Administration and Planning Committee and approved by the General Mission Board.

### **§7. Organization**

#### General Mission Board

**Purpose:** The purpose of the General Mission Board is to facilitate the presbytery's work and to regularly review the relationship between the presbytery's structure and its mission (G-3.0106).

**Authority and Responsibilities:** The General Mission Board functions under the authority and direction of the Presbytery. The General Mission Board is responsible for keeping under observation the total work of the presbytery, ensuring the fullest use of its resources both human and material and recommending and initiating action whenever needed.

**Moderator:** The Moderator of the General Mission Board shall be the immediate past- Moderator of Presbytery. A ruling elder elected Moderator of the General Mission Board shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session. In addition to the usual duties of a Moderator, the Moderator of the General Mission Board shall make short term appointments when the normal elective process cannot be followed.

**Membership:** The General Mission Board shall be composed of the Moderator of the General Mission Board, the current Moderator of the Presbytery, the Vice-Moderator of the Presbytery, the President of the Trustees, three members-at-large (nominated by the Committee on Nominations), the moderator of all committees of Presbytery, and the President of the Presbyterian Women's Organization. Members without vote shall be the Executive Presbyter/Stated Clerk, the Treasurer, and other Presbytery staff persons. The Permanent Judicial Commission is not represented on the General Mission Board.

The General Mission Board members-at-large shall be elected for a three year term in three classes of one person each.

**Meetings:** The General Mission Board shall meet at least ten days prior to all stated meetings of the Presbytery. Special meetings of the General Mission Board shall be at the call of the Moderator of the General Mission Board or at the direction of the Presbytery.

**Quorum:** Seven voting members of the General Mission Board shall constitute a quorum.

**Organization:** The General Mission Board is responsible for its own organization. It shall have the authority to appoint persons for special responsibilities, call in resource persons, and form task groups from outside its own membership when needed.

**Functions:** The General Mission Board shall:

At the November meeting, review Presbytery goals for the next year and objectives of the committees in achieving the goals.

Prepare and adopt a budget to support the Presbytery's mission.

Coordinate the work of the committees in carrying out the goals and objectives of the Presbytery, including:

Encourage committees and other work groups to foster and build stronger bonds of relational connections with one another as they facilitate their work and implement the goals and objectives of Presbytery.

Approve objectives and areas of responsibility.

Review strategies and approve procedures.

Review reports to Presbytery. The General Mission Board may recommend to the Presbytery a substitute report.

Recommend the date, location, and items to be docketed for meetings of Presbytery.

Continually monitor Presbytery meetings for effectiveness.

Recommend to the Presbytery position descriptions received from the Administration and Budget Committee for all presbytery elected staff after consultation with the appropriate agency of Synod.

Recommend to the Presbytery calls of the Holston Presbytery staff with concurrence of the Committee on Ministry after consultation with the appropriate agency of Synod.

Approve the engagement of paid part-time persons on the recommendation of the Administration and Budget Committee in consultation with the Executive Presbyter when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers.

Make recommendations to the presbytery about the deployment of persons and the use of property for the coming year together with any suggested improvements. Such recommendations shall originate in the Administration and Planning Committee.

Assign responsibility for publicity and communication about the work of the Presbytery.

Develop, maintain, review and adopt a Handbook of Policies and Procedures approved by presbytery containing:

Personnel policies and procedures recommended by the Administration and Budget Committee;

Financial policies and procedures recommended by the Administration and Budget Committee;

Preparation for Ministry policies and procedures recommended by the Committee on Preparation for Ministry;

Committee on Ministry policies and procedures recommended by the Committee on Ministry.

Through the Church Records Subcommittee, regularly review Session Records.

Notify churches whose Session records are to be submitted for review of time and place.

Correspond with churches whose records were not submitted for review as requested; learn the reasons for such failure to submit records, and report reasons to the next stated meeting.

With the assistance of the Executive Presbyter, recommend to the Committee on Administration and Budget Committee proposed monies to higher PCUSA governing bodies. Also, prepare the general benevolence request to higher PCUSA governing bodies.

### Permanent Judicial Commission (G-3.0109a)

As directed in D-5.000 of the Book of Order, the permanent judicial commission shall consist of seven members—three pastors and four elders. No more than one member of the commission shall be from a single church.

The commission shall function as directed in D-5.0000 of the Book of Order.

### Administrative Commissions (G-3.0109b)

The Presbytery may, from time to time, create Administrative Commissions as the Book of Order authorizes in G-3.0109b. All Administrative Commissions shall have at least two teaching elders and two ruling elders from two separate congregations. A quorum of any commission shall be no less than a majority of its members.

Before such a commission is established, the presbytery's Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected.

### Committees—General

Applicability—Unless otherwise specifically stated, the provisions of this section apply to all committees.

List of Committees—The work of the presbytery shall be carried out through the following:

- Committee on Nominations
- Committee on Representation
- Committee on Ministry
- Committee on Preparation for Ministry
- Committee on Mission and Evangelism
- Committee on Discipleship
- Holston Presbytery Camp and Retreat Center Committee
- Administration and Budget Committee
- Standing Committees

### Membership:

Committee on Nominations—The Committee on Nominations shall consist of six members: two teaching elders, two laymen, and two laywomen. Election shall be for three-year terms with members not eligible for an additional term until one year has elapsed. However, a member elected to fill an unexpired term of eighteen months or less may be eligible for election for a full term. Election of members of the Committee on Nominations shall be by Presbytery on nomination by the Moderator of the Presbytery. The Moderator of the Presbytery shall designate the chairman of the committee.

Two members of the Committee on Nominations shall be elected each year at the December stated meeting of the Presbytery with terms of office to begin on the following January 1.

Committee on Representation—The Committee on Representation shall consist of three members. Election shall be for a three-year term, and members may be elected to a second consecutive term.

Committee on Ministry—The Committee on Ministry shall consist of six teaching elders and six ruling elders. Members of the Committee on Ministry may be elected to two consecutive three-year terms.

Committee on Preparation for Ministry—The Committee on Preparation for Ministry shall consist of teaching elders and ruling elders in as equal number as possible. Members of the Committee on Preparation for Ministry may be elected to two consecutive three-year terms.

Other Committees—Membership in the other committees of the Presbytery shall be teaching elders and lay persons, who need not be ruling elders, with the lay persons making up at least one half of the committee. The total membership of the committees shall normally be:

9 for Committee on Preparation for Ministry

9 for Committee on Discipleship

15 for Mission and Evangelism

12 for Administration and Budget Committee

9 for Holston Presbytery Camp and Retreat Center Committee

When it seems advisable to a committee or the General Mission Board, the size of a committee may be increased with Presbytery approval. In such a case until new members can be elected to regular terms, the General Mission Board may make interim appointments upon recommendations from the Nominations Committee. The total number of lay members shall be equal to or greater than the number of teaching elders.

Election—Election of members and designation of the Moderators of committees shall be by Presbytery on nomination by the Committee on Nominations. Election shall be at the December stated meeting of the Presbytery with terms of office beginning on January 1 and shall be for three-year terms with members eligible for nomination to a second consecutive term. A member elected to fill an unexpired term of eighteen months or less is eligible for immediate election to a full term.

Quorum—A quorum of the Committee on Ministry shall be seven members. A quorum for other committees shall be four members. In the absence of a quorum, a committee may meet but can take binding actions only through a ballot to which a quorum of the members respond.

Meetings—Each committee shall meet as frequently as needed to facilitate its work: meeting on its own adjournment, on the call of the chairman of the committee, or on direction of General Mission Board.

Organization—Each committee shall be responsible for its own organization, with approval of General Mission Board, and shall ordinarily function through subcommittees and task groups.

Membership in subcommittees and task groups need not be restricted in numbers nor limited to committee members only.

Subcommittees created by a committee shall be assigned one of the ongoing functions of the committee. The committee should evaluate the work of each subcommittee at least annually. Such evaluations should determine which objectives have been accomplished and which objectives should be continued, modified, or replaced. Terms of the service shall be three years with members eligible for nomination to a second term. Subcommittees should be structured to provide continuity.

Task groups shall be created for the purpose of carrying out a specific short-term objective. They shall be dismissed upon completion of the objective. If a task group is continued for more than one year, it shall be reconstituted and all members given the option of resigning.

Proposed subcommittees and task groups along with appropriate objectives shall be submitted to the General Mission Board for advice and consent, annually or when constituted. Evaluation of the work of such groups shall be reported to the General Mission Board at least annually.

Exchange of Information -- Each committee has the responsibility of informing the appropriate committee(s) of concerns in the local churches which come to the attention of the committee in the course of its work.

#### Committees—Specific

##### Committee on Nominations

Purpose—To see that the best possible use of personnel is made.

The Executive Presbyter shall serve as an advisory member of the committee without vote.

Functions—The committee shall:

Except for the Recording Clerk who is nominated by the Stated Clerk, nominate persons to fill all offices ordered by Presbytery. Nominate all trustees of presbytery, committee members, and committee chairpersons with the exception of members and chairperson for the Committee on Nominations and the standing committees both of which are nominated by the Moderator.

Ordinarily make nominations at the December stated meeting of the presbytery. Nominations from the floor are in order for all offices, including commissioners to the General Assembly. Elections shall take place at once with a majority of all votes cast being required to elect. Full terms of office shall begin January 1. Persons elected to fill unexpired terms shall take office at once.

Nominate trustees of institutions as specified in the charter of each institution having a covenant relationship with presbytery. Terms of office and the requirements for eligibility for reelection shall conform to the charters of the institutions.

Maintain contact with the General Mission Board, with the Committee on Representation, and with the other committees so that the best possible use of personnel can be made. This process shall include matching persons with positions to be filled, monitoring the representation of racial ethnic members, women, different age groups, and persons with disabilities considering suggestions about potential leaders and persons with specialized abilities, and ensuring that no persons are burdened with too much responsibility.

Nominate commissioners to the Living Waters Synod and to the General Assembly.

#### Committee on Representation

Purpose—To ensure that all persons have fair representation within Holston Presbytery.

Functions—As directed in G-3.0103 of the Book of Order, to advise the presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the presbytery on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.

#### Administration and Budget Committee

Purpose—To assist the Presbytery in refining the mission statement continuously so as to reflect the current focus of Holston Presbytery, to assist the Presbytery in establishing goals and objectives for implementing the mission of Holston Presbytery, to assist the units of the Presbytery to compare the results intended with the outcomes achieved; to oversee the administration of the financial affairs of the Presbytery and the operation of the Presbytery office.

Functions—Planning and evaluation functions shall be carried out as follows:

To foster and build stronger bonds of relational connections within the committee and with other committees and work groups as it facilitates its work and implements the goals and objectives of Presbytery.

At least every five years lead the presbytery in establishing goals for the next five years. Ideally, goals should be revised each year for the succeeding five years.

Refine the mission statement to reflect the current focus of Holston Presbytery. Recommend the necessary actions to eliminate inconsistencies between the mission statements and the practices of the presbytery.

By November 1 each year receive from the committees of the presbytery their objectives and strategies for the coming calendar year. An objective should be in quantitative terms, contain a deadline for completion, and represent a specific program to be carried out by a single committee. The strategy is a listing of the specific steps including timetable to be taken in achieving the objectives.

By the November General Mission Board meeting each year, report the objectives of the committees of the presbytery for approval at the December presbytery meeting.

Oversee the status of the Manual on Administrative Operations. Coordinate and forward to presbytery through the General Mission Board any changes requested. Review the manual annually and either recommend changes to presbytery or report that no changes are needed.

Assist the presbytery committees in self-evaluation and in reporting to presbytery at the December meeting on their evaluation of their performance for the current calendar year. Evaluation is the comparison of results intended with the outcomes achieved.

At least every five years report to the presbytery on whether (1) the presbytery's work is conducted in an efficient and effective manner, and (2) whether the presbytery officials and the presbytery members are mutually responsive in their relationships.

Prepare budgets for the General Mission Program of the presbytery for approval by the General Mission Board.

Evaluate for the General Mission Board all requests for financial appeals or campaigns within Holston Presbytery.

Monitor the effects of such appeals and campaigns on the giving patterns within the churches.

The administrative functions shall be carried out as follows:

Prepare job descriptions for all persons employed by the presbytery and have them approved by General Mission Board.

Prepare standard operating procedures on matters related to personnel and have them approved by General Mission Board.

Make an annual review and evaluation of the work done by each person employed by the presbytery.

Make a major review and evaluation every four years of the position description for each staff position in the presbytery. The churches and committees of Holston Presbytery will be consulted.

With the Executive Presbyter, recommend to the General Mission Board personnel to be employed on the support staff of Holston Presbytery.

In consultation with the Executive Presbyter, recommend to the General Mission Board for approval the engagement of paid part-time persons when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers.

With the assistance of the Executive Presbyter, prepare recommendations to the Committee on Stewardship and Budget on total requirements for staff salaries.

With the assistance of the Executive Presbyter, recommend to the November meeting of the General Mission Board salary changes and changes in other terms of employment for all persons employed by Holston Presbytery.

Through the Executive Presbyter, oversee the operation of the presbytery's office.

Prepare standard operating procedures on matters related to the operation of the presbytery's office and have them approved by the General Mission Board.

With the assistance of the Executive Presbyter, prepare recommendations to the Committee on Stewardship and Budget on requirements for presbytery office expenses.

Also, it will assist other committees in the preparation of standard operating procedures related to their work.

## Committee on Ministry

Purpose—To serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.

Functions—The Committee on Ministry shall include:

To foster and build stronger bonds of relational connections within the committee and with other committees and work groups as it facilitates its work and implements the goals and objectives of Presbytery.

Overseeing congregations without pastors; establishing pastoral relationships and dissolving them;

Authorizing and training specific ruling elders to administer or preside at the Lord's Supper when it deems it necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments;

Ordaining, receiving, dismissing, installing, and removing its members who are teaching elders; commissioning ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the sources of congregational discord; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations;

Serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.

Encourage and facilitate clergy cluster gatherings to strengthen the collegial work and ministry of the Presbytery

## Committee on Preparation for Ministry

Purpose—To oversee all inquirers and candidates preparing to be teaching elders of Holston Presbytery.

Functions—The Committee on Preparation for Ministry shall guide, nurture and oversee the process of preparing to become a teaching elder.

## Committee on Mission and Evangelism

Purpose—To provide support for the work of the church inside and outside the bounds of Holston Presbytery.

Organization — In order to accomplish its work, the Committee may establish work groups, task forces, or sub-committees. An organizational overview shall be provided by to the General Mission Board for its review and concurrence. The committee may choose to delegate duties to lessen the number of meetings necessary to accomplish its work, but shall meet at least two times a year and each of the work groups, task forces, or sub-committees shall be represented at the meeting of the Committee.

Functions—The Committee on Mission and Evangelism shall:

To foster and build stronger bonds of relational connections within the committee and with other committees and work groups as it facilitates its work and implements the goals and objectives of Presbytery.

Develop new churches, revitalize existing churches within the bounds of Holston Presbytery, and provide programs in evangelism.

Identify locations within Holston Presbytery for the development of new churches.

Negotiate with sessions and other units for sponsoring development of new work. Develop ministries for making disciples of Jesus Christ

Provide programs in evangelism for use by churches.

Recommend financial assistance for churches unable to provide adequate pastoral and program support, showing for each church whether there is an unfulfilled need in the area that justifies a continuing subsidy for a church or there is a plan for the eventual self-support of the work in question.

With the concurrence of the Discipleship Committee, recommend congregational dissolutions, mergers, or relocations.

Inform the churches of the local, regional, national, and international focus of the church in both its ecumenical and denominational dimensions.

Schedule speakers and provide audiovisual materials on the work of the church.

Supervise the work of missionaries in residence, volunteers in service, and others assigned to labor within the presbytery.

In areas concerning Ethical Issues and Human Needs to initiate position papers or overtures to other governing bodies in the general area of ethical issues and human needs.

Recommend actions to the presbytery and implement programs on ecumenical relations, religious freedom, peacemaking, justice, women's concerns, minority concerns, human services, hunger program, environment, health care, criminal justice, self-development of people, aging, energy, and other moral issues and human needs.

Oversee the relationship between Holston Presbytery and institutions with which it has a covenant relationship. Establish covenant relations between the following institutions and Holston Presbytery; oversee the relations between those institutions and Holston Presbytery, and report annually to Holston Presbytery including Evergreen Presbyterian Ministries, Grandfather Home for Children, King College, Lees McRae College, Tusculum College, and Sunset Gap Community Center. Negotiate with other governing bodies who contribute to the support of the institutions to ensure an equitable basis of support across the church. Recommend to the Committee on Administration and Budget an equitable basis for the allocation of funds from the presbytery to similar institutions. Receive the requests for funding from the institutions and transmit them with recommendations to the Committee on Administration and Budget.

#### Committee on Discipleship

**Purpose**—To witness with the congregations of Holston Presbytery by implementing the mission of the Presbytery.

**Organization** — In order to accomplish its work, the Committee may establish work groups, task forces, or sub-committees. An organizational overview shall be provided by to the General Mission Board for its review and concurrence. The committee may choose to delegate duties to lessen the number of meetings necessary to accomplish its work, but shall meet at least two times a year and each of the work groups, task forces, or sub-committees shall be represented at the meeting of the Committee.

**Functions**—The Committee on Discipleship shall provide encouragement and assistance to local congregations in defining and fulfilling their mission; and provide opportunities for congregational leader development.

To foster and build stronger bonds of relational connections within the committee and with other committees and work groups as it facilitates its work and implements the goals and objectives of Presbytery.

Foster stewardship and encourage the local churches in the intelligent stewardship of their local resources of time, talent, and money through a program of stewardship education.

Provide the local churches with challenges in terms of their support of the General Mission Program.

Oversee the continuing program of youth ministry within the Presbytery, and encourage youth ministry in congregations.

Oversee the continuing program of young adult ministry within the Presbytery, the campus ministry at ETSU and its facilities, and encourage young adult ministry in congregations.

#### Holston Presbytery Camp and Retreat Center Committee

Purpose—To oversee the continuing program and operation of Holston Presbytery Camp and Retreat Center.

The Committee shall act as a Board of Directors to fulfill the functions of the bylaws of the corporation.

The bylaws of the Board of Directors for Holston Presbytery Camp and Retreat Center shall be approved by Holston Presbytery.

Functions—The Committee of Holston Presbytery Camp and Retreat Center shall:

Provide maintenance of facilities and oversight of the program through subcommittees.

Program activities sponsored by another committee of the presbytery shall be planned and carried out by that committee with the assistance of the Director of Holston Presbytery Camp and Retreat Center.

Program activities sponsored by a single church or group from within Holston Presbytery shall be planned and carried out by that church or group with such assistance from the Director of Holston Presbytery Camp and Retreat Center as may be mutually advisable.

Program activities of a group from outside Holston Presbytery shall be planned and carried out by the group. The Director of Holston Presbytery Camp and Retreat Center shall be informed of the general content of such programs before the group arrives and shall be responsible that all activities conform with the purposes of the camp.

#### Standing Committees

The Moderator shall appoint a standing Committee on Bills and Overtures and a standing Committee on Thanks.

The Bills and Overtures Committee shall be appointed at the first stated meeting of the year and is to serve for one year or until the subsequent Committee on Bills and Overtures is appointed. The Committee is to receive, review and recommend to Presbytery actions regarding any bills or overtures that are received from the churches of the Presbytery as well as recommend to the presbytery actions with regard to position papers or overtures from other governing bodies.

The Standing Committee on Thanks shall be appointed for each stated meeting of Holston Presbytery to serve during that meeting and any adjourned meetings that follow.

#### Trustees of Presbytery

The Trustees of Holston Presbytery shall be composed of three teaching elders and three ruling elders, and shall be nominated by the Committee on Nominations every even-numbered year at the December stated meeting of the Presbytery, and shall take office January 1. The term of each trustee shall be six years. Trustees shall be elected in three classes with two trustees in each class. When established for the first time, one class shall serve for two years, the second class shall serve for four years, and the third class shall serve for six

years. Any vacancy due to any other cause may be filled by the presbytery at any meeting thereof to satisfy the unexpired term. Trustees may serve two successive terms maximum.

The trustees shall be incorporated and shall be organized as a president, vice-president, secretary, and treasurer who shall be nominated by the Committee on Nominations and elected by the Presbytery. The charter of the trustees shall be approved by the presbytery on recommendation of the General Mission Board. An annual meeting of the trustees shall be held in September each year.

In accordance with G-4.0101, the trustees are empowered to have and to hold in trust for the presbytery such real estate, monies held in trust, and properties as may be the property of the presbytery or held by it under legacies and bequests in behalf of the charitable or other objects under the control of Holston Presbytery. Under the direction of the presbytery, the trustees shall supervise, control, collect, invest, and disburse whatever the presbytery shall entrust to them and shall report to the presbytery at each December, at such other times as are expedient, and at any time required by the presbytery.

The trustees shall establish and maintain such records of real estate, monies in trust, and properties as are needed to establish the origin of the real estate, monies, or property and any restrictions on its use. Unless prohibited by the terms of a trust, the trustees shall transfer to the appropriate operating account all money obtained from the sale of real estate or property or money authorized for operations from monies held in trust. The trustees shall administer and maintain the real estate and other property of Holston Presbytery including an annual report to the December stated meeting of the Presbytery on the status of all monies in trust and all properties held for Holston Presbytery.

## **§8. Presbytery Staff**

Presbytery Staff-General

The Presbytery Staff shall be elected by the presbytery upon recommendation by the General Mission Board with concurrence of the Administration and Budget Committee and with consultation with the Synod of Living Waters. Any such recommendation should take into consideration the mission objectives of the Presbytery as well as the resources available to accomplish the work of the Presbytery.

The Presbytery Staff may be composed of the following positions or others as deemed appropriate to accomplish the mission objectives of the Presbytery:

Executive Presbyter

Stated Clerk

Director of Holston Presbytery Camp and Retreat Center

Director of Communications

Campus House Director

Treasurer/Financial Manager

Some of the functions usually performed by the presbytery staff may be supplied by part-time professional persons or by qualified volunteers. Approval of the engagement of paid part-time persons shall be by the General Mission Board on the recommendation of the Administration and Budget Committee in consultation with the Executive Presbyter and other committees of the Presbytery.

The General Mission Board delegates to the Administration and Budget Committee the design of job descriptions for each staff member.

The job descriptions, performance, and terms of call of each staff member shall be reviewed annually by the Administration and Budget Committee with recommended changes submitted to General Mission Board for approval. The General Mission Board may choose to specify that some of the staff positions may be term limited. Likewise it may also recommend the renewal of a staff position's term or allow the term to expire upon the recommendation of the Administration and Budget Committee following a comprehensive review prior to the end of the term.

## **§9. Facilities and Other Personnel**

Holston Presbytery may provide an office and such secretarial and office assistance to the staff and officers of the Presbytery as may be authorized by the General Mission Board as a means of facilitating the work of Holston Presbytery. The Presbytery may also choose to make use of technology to decentralize staff and establish a virtual office with appropriate support of the staff of the Presbytery.

#### **§10. Parliamentary Authority and Amendments**

##### Parliamentary Authority

Meetings of Holston Presbytery governing bodies and commissions and committees shall be conducted in accordance with the most recent edition of Roberts Rules of Order, except in cases where the constitution of the Presbyterian Church (USA) provides otherwise.

A specific provision in the Manual of Administrative Operations of the presbytery may be suspended for a single stated meeting by a two-thirds vote of the members present.

##### Method of Amendment

To amend this Manual of Administrative Operations, it shall be necessary to (1) propose the change(s) in writing at a stated meeting of Holston Presbytery, and (2) consider and vote upon the proposed change(s) at a subsequent stated meeting of Holston Presbytery. A two-thirds vote of the members present and voting is required for approval.

Approved by Holston Presbytery on: June 2, 2012.

## Appendix 1

### Bylaws of Holston Presbytery Of The Presbyterian Church (U.S.A.), Inc.

The following Bylaws were adopted, all prior Bylaws were repealed, by the Directors of the Corporation on the 2nd day of December, 1985, and are submitted for ratification and approval by the Presbytery on the 7th day of December, 1985.

#### PREAMBLE

In accordance with the purposes set forth in the charter of incorporation, and in accordance with the powers set forth therein, these Bylaws are adopted in order to set forth procedures to be followed to most expeditiously carry out the wishes of the Holston Presbytery of Presbyterian Church (U.S.A.) (an ecclesiastical body) with regard to its civil business and with reference to all property held by this Corporation on behalf of the ecclesiastical body. The business of this Corporation shall, therefore, be conducted by the Board of Directors of the Presbytery in accordance with these Bylaws. Unless otherwise specified in these Bylaws, the word "Presbytery" shall mean Holston Presbytery of Presbyterian Church (U.S.A.), Inc., an ecclesiastical body.

#### ARTICLE I. PURPOSE

The purpose of the Corporation shall be to receive, hold, encumber, manage and transfer property and facilitate management of the civil affairs of the Presbytery in such a manner as may be directed by the Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.) and the manual of Presbytery.

#### ARTICLE II. MEMBERS AND DIRECTORS

The members of the Presbytery shall be the members of the Corporation and the members of the Board of Trustees of Presbytery shall be the Directors of the Corporation. The present member churches are listed on Exhibit 1 attached hereto.

#### ARTICLE III. POWERS

This Corporation shall have all of the powers enumerated in T. C. A. 48-1-402 except those that might be inconsistent with the provisions of the Charter or the Book of Order of the Presbyterian Church (U.S.A.).

#### ARTICLE IV. MEETINGS OF THE BOARD

1. The Board shall meet annually in September at a time named by the President prior to the stated meeting of the Presbytery for the purpose of concluding any unfinished business and to approve the annual report of the Board of Directors to the Presbytery as prepared by the Secretary and Treasurer.
2. Other special meetings may be held on a two-week written notice of the President or of any five Directors, or at the direction of the Presbytery. The Board may be called to meet by the President before, during or after the meetings of Presbytery. A majority of the members may also waive the two week notice requirement.
3. A quorum shall consist of a majority of the Directors.
4. Recognizing the guidance and powers of God in civil matters as in ecclesiastical, all meetings shall be opened and closed with prayer.

#### ARTICLE V. OFFICERS OF THE BOARD

The officers of the corporation shall be the following:

The President of the Board of Trustees shall be the President;

The Vice President of the Board of Trustees shall be the Vice President.

The Secretary of the Board of Trustees shall be the Secretary

The Treasurer shall be elected annually.

#### ARTICLE VI. DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the Board, and as chief executive officer of the corporation, shall carry out the directives of the Board or of the Presbytery.
2. The Vice President shall serve instead of the President at the President's request or in the inability of the President to act.
3. The Secretary shall keep a full and complete record of all meetings of the Board of Directors. He/she shall attest to all documents requiring the signature of the President and shall enter in the minute book a list of all such documents thus executed by the officers in their official capacity.
4. The Treasurer shall keep an accurate record of all properties and obligations of the Corporation. He/she shall be responsible for receiving and accounting for all the funds of the corporation entrusted to its care and shall disburse funds in accordance with the budget and actions of the Presbytery or of the Board of Directors.
5. The Secretary and Treasurer shall annually prepare and present to the Board of Directors at their annual meeting, their respective reports containing a summary of all actions of the Board, of the documents executed, and a complete report of all funds handled during the preceding calendar year. These reports shall be approved by the Board and presented to the Presbytery at its next stated meeting.
6. The Budget and Stewardship Committee of Presbytery shall provide for the annual audit of the funds of the Corporation.
7. The President and Secretary, as the executive officers, are specifically empowered to execute notes, deeds, mortgages and other documents and civil obligations concerning the property of the Corporation without further directive of the Board of Directors, provided they have been authorized to do so by the Presbytery.

#### ARTICLE VII. INDEMNIFICATION

The Corporation may indemnify any person who was a Director or officer of the Corporation or whose testator or intestate was a Director or officer of the Corporation against amounts paid in a court—approved settlement, including reasonable expenses and attorney fees, or paid, after a verdict or decree of the Court except in relation to matters as to which such Director or officer is adjudged to have breached his/her duty to the Corporation in any case or suit which has been brought by or on behalf of the Corporation to procure a judgment in the Corporation's favor. The Corporation may also indemnify such persons from actions, whether civil or criminal, against judgments, fines, amounts paid in settlement and reasonable expenses including attorney fees actually and necessarily incurred as a result of such suit or proceeding or any appeal therein if such Director or officer acted in good faith for a purpose which he/she reasonably believed to be in the best interest of the Corporation and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his/her conduct was unlawful.

#### ARTICLE VIII. FISCAL YEAR

The fiscal year shall begin on January 1 of each year.

#### ARTICLE IX. AMENDMENTS AND RATIFICATION

1. These Bylaws may be amended by affirmative action vote of a majority of the Directors at the annual meeting or at any other meeting duly called, provided notice of the content of any proposed amendment has been given to all Directors with the call of the meeting. Amendments shall also be made at the direction of the Presbytery.
2. These Bylaws and any amendments thereto must be ratified by the Presbytery at its next stated meeting following approval by the Board of Directors.

#### ARTICLE X. GENDER

Whenever reference is made to one gender, it shall include the other.

Exhibit I – Member Churches of Holston Presbytery, Inc.

Amity Presbyterian Church (03482)  
Barton Springs Presbyterian Church (20397)  
Bethany Presbyterian Church (20370)  
Bethel-Dandridge Presbyterian Church (00460)  
Bethel-Kingsport Presbyterian Church (20371)  
Blountville Presbyterian Church (20344)  
Cedar Creek Presbyterian Church (07244)  
Cedarview Presbyterian Church (20373)  
Chuckey Presbyterian Church (20356)  
Clinton Presbyterian Church (20384)  
Cold Spring Presbyterian Church (20347)  
Colonial Heights Presbyterian Church (20375)  
Cove Creek Presbyterian Church (20389)  
Covenant Presbyterian Church (20364)  
Cross Anchor Presbyterian Church (03503)  
Erwin Presbyterian Church (03478)  
First Bristol Presbyterian Church (20350)  
First Elizabethton Presbyterian Church (03477)  
First Greeneville Presbyterian Church (11154)  
First Jefferson City Presbyterian Church (20361)  
First Johnson City Presbyterian Church (20365)  
First Kingsport Presbyterian Church (20376)  
First Morristown Presbyterian Church (11216)  
Grays Chapel Presbyterian Church (20390)  
Hebron Presbyterian Church (03615)  
Hopewell Presbyterian Church (03610)  
Jennie Moore Presbyterian Church (03479)  
Jonesborough Presbyterian Church (03487)  
Keystone Presbyterian Church (10976)  
Leesburg Presbyterian Church (20368)  
Liberty Presbyterian Church (11511)  
Magill Memorial Presbyterian Church (20391)  
Meadowview Presbyterian Church (20351)  
Mt. Hermon Presbyterian Church (00474)  
Mountain City Presbyterian Church (20385)  
New Bethel Presbyterian Church (20387)  
New Ebenezer Presbyterian Church (20360)  
New Market Presbyterian Church (03638)  
New Providence Presbyterian Church (20396)  
Newport Presbyterian Church (20386)  
Oakland Presbyterian Church (20381)  
Old Kingsport Presbyterian Church (03488)  
Philadelphia Presbyterian Church (03475)  
Piney Flats Presbyterian Church (20388)  
Preston Hills Presbyterian Church (20379)  
Reedy Creek-Bristol Presbyterian Church (23345)  
Reedy Creek-Kings port Presbyterian Church (03489)  
Rock Creek Presbyterian Church (00962)  
Rogersville Presbyterian Church (20392)  
Rosemont Presbyterian Church (20352)  
Salem Presbyterian Church (03500)  
Shady Valley Presbyterian Church (20394)  
Shenandoah Presbyterian Church (20367)  
St. Paul Presbyterian Church (03637)  
Strawberry Plains Presbyterian Church (20395)  
Tabernacle Presbyterian Church (00476)  
The Journey Presbyterian Church (12104)  
Timber Ridge Presbyterian Church (03483)  
Tri-City Korean Presbyterian Church (11926)  
Valley Pike Presbyterian Church (12364)  
Walkertown Presbyterian Church (03474)  
Watauga Avenue Presbyterian Church (03486)  
Waverly Road Presbyterian Church (20380)  
Weaver Union Presbyterian Church (20354)  
West Ridge Presbyterian Church (20357)  
Windsor Avenue Presbyterian Church (20355)  
Zion Presbyterian Church (07266)