

**MANUAL OF OPERATIONS
EASTERN OKLAHOMA PRESBYTERY**

M-1.0 MEETINGS OF PRESBYTERY

M-1.1 Schedule of Meetings

- a There shall be four stated meetings each year as follows:
 - 1. March - the first Tuesday.
 - 2. June - a Saturday following the conclusion of the General Assembly but no later than the third Saturday of the month.
 - 3. September - the third Friday and the Saturday following, at which meeting the sacrament of the Lord's Supper shall be observed (Fall Stated Meeting).
 - 4. December - the first Tuesday.
- b All stated meetings shall begin at 10:00 a.m. unless determined otherwise by the Council.
- c No committee of Presbytery shall meet during the meeting of Presbytery, except as Presbytery may direct.

M-1.2 Special Meetings

Special meetings may be held in accordance with the Book of Order.

M-1.3 Membership

- a Members of Presbytery shall be ministers on the roll of Presbytery and Commissioners elected from each of its member congregations.
- b The Moderator and Vice-Moderator shall be a member of Presbytery, if not already a member under M-1.3 a.
- c Elders elected moderators of committees, if not otherwise members of Presbytery under M-1.3 a, shall be enrolled as a member of the Presbytery for the term of their office.

M-1.4 Quorum

A quorum of the Presbytery shall be any three-minister members and the elder members present, provided that at least three churches are represented by elders.

M-1.5 Agenda and the Order of Business

The agenda for each stated meeting shall be prepared by the Stated Clerk in consultation with the Moderator, General Presbyter, and Council. The Stated Clerk shall include in the agenda a special time or times for worship. General Assembly Commissioners shall report to the next stated meeting of Presbytery following the conclusion of General Assembly.

M-1.6 Reports

- a The committees of Presbytery shall prepare printed reports in summary form (one page or less, if possible) to be mailed with the call of the meeting and placed on the web site. Such reports shall contain all recommendations that will need action by Presbytery. Narrative reports shall not be read aloud on the floor of Presbytery. Promotional material and reports shall be available at the time of registration and shall not be distributed on the floor of Presbytery without the approval of Presbytery.
- b The "packet" containing the agenda and all reports shall be mailed by the Stated Clerk at least ten days in advance of each meeting to each minister, clerk of session, and those commissioners elected for a year.

M-1.7 Voice and Voting Privileges

- a Members of Council shall have the right to speak at all Presbytery meetings.
- b Certified Christian Educators who are elders shall have the right to speak and vote at all Presbytery meetings.
- c Certified Administrative Personnel who are elders shall have the right to speak and vote at all Presbytery meetings.
- d Commissioned Lay Pastors, if authorized by Presbytery, shall have the right to speak and vote at all Presbytery meetings.

M-2.0 OFFICERS OF THE PRESBYTERY

The following officers of the Presbytery shall be elected to serve their stated terms, or until their successors are elected and installed:

M-2.1 Moderator

- a The Moderator shall be elected at the September meeting and installed at the December meeting of the Presbytery.
- b The Moderator shall preside at meetings of the Presbytery whenever possible. The Moderator shall function according to the Book of Order and Article II, Section 2 of the Bylaws of this Presbytery.

M-2.2 Vice-Moderator

- a The Vice-Moderator shall be elected at the September meeting and installed at the December meeting of the Presbytery. The Vice-Moderator shall become the Moderator-Nominee for the coming year.
- b The Vice-Moderator shall perform the ordinary duties of the Moderator in the Moderator's absence, or when requested by the Moderator to do so.

M-2.3 Stated Clerk

- a The Stated Clerk shall be elected by the Presbytery at the September meeting and installed at the December meeting for a term of three years.
- b In addition to the duties in the Constitution, the Stated Clerk, when needed, shall recommend the manner of redressing any imbalance between ministers and ruling elders.
- c The Stated Clerk may utilize the services of a Recording Clerk.

M-2.4 Treasurer

- a The Treasurer shall be elected at the September meeting and installed at the December meeting of the Presbytery for a term of three years. The Treasurer shall have the privilege of the floor of Presbytery.
- b The Treasurer shall maintain a treasury for the Presbytery in which the various funds and financial accounts are kept and reported in a discrete fashion. The Treasurer shall be responsible for the administration of the following functions:
 - 1. Record and disburse the monies of Presbytery according to the wishes of the donor and as authorized by the Presbytery.
 - 2. Submit a statement of receipts and disbursements at each stated meeting of Presbytery.
 - 3. Submit an annual financial statement at the March meeting.
 - 4. Submit to the Trustees annually the records of the treasury of Presbytery for audit.
 - 5. Submit financial statements to the congregations.

- c The Treasurer shall be an ex officio member, without vote, on the Board of Trustees and the Finance and Administration Committee.
- d The Treasurer may utilize bookkeeping services.
- e The fiscal year of the Presbytery shall be the calendar year.

M-2.5 Salaries

- a The Stated Clerk shall receive for services annual salaries to be determined yearly by the Presbytery on recommendation of the Presbytery Personnel Committee.
- b Recording and bookkeeping services may be compensated as determined by the Presbytery Personnel Committee.

M-3.0 PRESBYTERY COUNCIL

M-3.1 Meetings

The Council shall meet before each stated meeting of Presbytery. Special meetings may be called by the Moderator of the Council. If the Moderator is unable to act then the Moderator or Stated Clerk of Presbytery may call a meeting. Notice of called meetings shall ordinarily conform to the provisions in General Rules for Committees.

M-3.2 Membership

- a Members of Council are as follows:
1. Moderator of Presbytery
 2. Vice-Moderator of Presbytery
 3. Moderator Elect of Presbytery
 4. Immediate Past Presbytery Moderator, who shall moderate the Council
 5. Moderator of Care of Church Professionals Committee
 6. Moderator of the Connecting Congregations Committee
 7. Moderator of Developing Congregations and Evangelism
 8. Moderator of the Finance and Administration Committee
 9. Moderator of the Committee on Ministry
 10. Moderator of the Mission Committee
 11. Moderator of the Nominations Committee
 12. Moderator of the Personnel Committee
 13. Moderator of the Committee for Preparation of Ministry
 14. Moderator of the Representation Committee
 15. Moderator of the Resourcing Congregations Committee
 16. President of the Board of Trustees
 17. Presbytery's Representative to the Synod Executive Committee
 18. Moderator of Presbyterian Women
 19. Three members at large elected on a rotating basis for three-year terms.
 20. General Presbyter (non-voting)
 21. Associate General Presbyter (non-voting)
 22. Stated Clerk (non-voting)
 23. Executive Director of Dwight Mission (non-voting)
 24. Treasurer (non-voting)
- b The moderators of special committees, task forces, and agencies of Presbytery shall report to Council or through Council to Presbytery at least once a year; or by invitation of Council shall report their activities and plans. The Moderator of a Committee, or the person designated by that Moderator for a specific meeting of the Council, carries the responsibilities of the Committee Moderator, including the right to vote.

M-3.3 Quorum

A quorum of Council is one-third of the members.

M-3.4 Areas of Responsibility

- a The Council is responsible to the Presbytery for the implementation and coordination of the priorities, programs, concerns, and decisions of the Presbytery. Council works primarily by coordination through the Presbytery committees, commissions, agencies, divisions, temporary or special committees, and staff. Council also does its own work and may have its own committees.
- b The Council shall implement and coordinate the work of Presbytery through the Presbytery committees, commissions, agencies, divisions, temporary or special committees, and staff, as it relates to all its churches, sessions, ministers, and higher governing bodies (Synod and General Assembly.)
- c The Council shall report to each stated meeting of Presbytery.
- d In particular the Council is responsible for:
 - 1. Receiving the priorities as set by the Presbytery and providing for their implementation by reference to the appropriate working unit, or by the creation of a special task force or committee.
 - 2. Submitting recommendations to the Presbytery concerning any area of the work of the Presbytery, including the forwarding of reports and recommendations of working units, with or without comment. Reports or recommendations of a committee may be referred back to the committee with the consent of the committee moderator who brought the report to the Council. In the absence of the consent, the report or recommendation must go to the Presbytery with or without comment.
 - 3. Developing and maintaining a Council Procedures Manual in consultation with the committees and other units.
 - 4. Maintaining liaison with higher governing bodies by assigning to the appropriate presbytery committee, division, or agency as ex-officio members, those who are representatives to higher governing bodies or their boards, committees, or agencies.
 - 5. Evaluating the work of the Presbytery and its committees in the light of the Bylaws and the Manual of Operations. This function is to be "pastoral" and its concern should be to assist and strengthen the Presbytery in its operation under its Bylaws and Manual of Operations. As it carries out its work it shall:
 - (a) Be familiar with the Bylaws and the Manual of Operations' statement for each committee of the Presbytery.
 - (b) Audit committee functions and be in regular consultation with the moderators of all the committees.
 - (c) Evaluate the Manual of Operations and at the May meeting each year present a report on the "state" of the Manual with recommendations as to changes that should be made. This does not preclude making suggestions for changes at any time.
 - (d) Commend exemplary leadership and performance and propose public recognition of the same.

6. Compiling and making available as part 2 of this Manual of Operations, the individual committee's procedures manuals.
 7. Transferring a candidate to another presbytery, when requested by the Committee on Preparation for Ministry.
 8. Presbytery Planning Team (Committee of Council)
 - (a) Meet approximately one week after Committee Day and one week before Council to plan and evaluate Presbytery meetings (worship, theme, speakers, evaluation.)
 - (b) Composed of the three at-large members of the Council, the Presbytery Moderator and Vice-Moderator, the Moderator of Council, the General Presbyter and the Stated Clerk
 - (c) Submit to Presbytery at the September meeting a calendar for the coming year with time and place of meetings for the Presbytery and the Council (including Committee Days.)
 - (d) Arrange with the host churches for the physical arrangements for the meetings of Presbytery, Council, and Committees.
 - (e) Prepare for worship by the Presbytery.
 - (f) Provide ways to enrich the devotional, intellectual, and social life of members of the Presbytery, either within the meetings or at special events of the Presbytery.
 - (g) Plan and assist in the leadership of the annual Council Retreat.
 9. Suggesting ways in which the Presbytery might operate in geographical division, if advisable.
 10. In cooperation with presbytery committees, planning and executing area meetings to promote the work and life of the Presbytery involving as large a number of constituent members as possible, in order that the whole Church be informed and involved in the work and life of the Presbytery, Synod, and General Assembly.
 11. Prepare for the Finance and Administration Committee a budget request for the expense of the meetings of Presbytery including such things as the travel expense of commissioners who are not reimbursed by congregations, the entertainment of guests, honoraria, etc.
- e The Council is accountable to the Presbytery.
- f Council may create other committees with the approval of Presbytery.

M-3.5 Annual Budget

The Council shall submit to the Finance and Administration Committee at the appropriate time its budget request for the coming year.

M-3.6 Reports

The Council shall report its actions to each stated meeting of Presbytery. The reports shall conform to the provisions in the General Rules for Committees.

M-3.7 Committees of Council

Council may create other committees with the approval of the Presbytery.

M-4.0 GENERAL RULES FOR COMMITTEES

M-4.1 Membership and Organization

- a Each committee, which is elected by Presbytery, shall be composed of three classes. Each class shall be elected for a three-year term, with no person eligible for reelection who has served for two consecutive terms or part thereof, until one year has lapsed since the expiration of his/her last term. The provisions of this paragraph shall not apply to the Nominating Committee, (Bylaws, Article II, Section 7, and the Book of Order) and the Permanent Judicial Commission (Book of Order, Rules of Discipline.)
- b Except for the Nominating Committee and the Committee on Representation, the division of ministers and lay persons shall be as nearly equal as possible in each class and in the committee.
- c In consideration of workload or the need for special talents, any committee may co-opt additional persons. Such co-opted members shall be limited to a term of one year, but are eligible to be co-opted for additional one-year terms. All such members shall have the privilege of the floor with vote in committee meetings.
- d Any staff member of Presbytery whose primary function falls within a particular area shall be an advisory member of that committee, without vote.
- e The General Presbyter, Moderator, Vice-Moderator, and Stated Clerk shall be advised of all meetings of committees by the respective moderators. The General Presbyter, Moderator, Vice-Moderator and Stated Clerk shall be ex-officio members of all committees, without vote.
- f Each committee shall be responsible for consultation with any other committee upon matters in which there is reason to believe that such other committee has pertinent information and/or relevant interest. Any item received by a committee from another committee of this presbytery shall ordinarily be dealt with as follows:
 - 1. Reply to originating group with an acknowledgment and tentative response by the next committee day.
 - 2. Ordinarily complete response to be made no later than the second committee day following receipt of the item.
- g Persons from Presbytery who are elected to General Assembly or Synod committees shall serve as ex-officio members of the corresponding Presbytery committee with vote.
- h Each committee shall be responsible for relating to the appropriate agency or organization of higher governing bodies with similar interest or work.
- i Moderators of all subcommittees will be nominated by the Presbytery Nominating Committee and elected by the Presbytery. Moderators of sub-committees that are not already members of the parent committee will be considered ex-officio members of that parent committee and will attend and have voice and vote in the meetings of their parent committee.

M-4.2 Officers

- a The committee moderators shall be elected by Presbytery for a one-year term and shall be eligible for reelection, if otherwise qualified, not to exceed three consecutive years.
- b All moderators and members of committees, except staff, shall be elected at the September meeting of Presbytery, installed at the December meeting, and assume their duties immediately following the December meeting.
- c Committees shall elect their own vice moderators and secretaries.

M-4.3 Meetings

- a Stated meetings of all committees shall be on Committee Day.
- b A quorum for any stated or special committee meeting shall be one-third of its members with a minimum of three members, with the exception of the Permanent Judicial Commission (whose quorum shall be one more than one-half of its members) and the Committee on Ministry (whose quorum shall be two-thirds of its members). The quorum of all other commissions of Presbytery shall be a majority to conform to G-9.0504c of the *Book of Order*.
- c Special meetings of a committee may be held on the call of the moderator or by two or more of the voting members, provided that notice of the time, place, and items of business be given to each member normally at least ten days prior to the date of the meeting. Only such business may be transacted as was set forth in the notice of the special meeting. A telephone conference call may be used to conduct emergency business. An effort must be made to contact each committee member advising them of the time and manner of any emergency meeting.
- d If a member of the committee is absent without excuse for two consecutive regular meetings, the chair may declare the position vacant and shall inform the Nominating Committee and the Stated Clerk requesting that the vacancy be filled.

M-4.4 Operations

- a Beyond what is prescribed by the Book of Order, the Bylaws or the Manual of Operations, each committee shall be responsible for its own organization and process.
- b Each committee shall include in its manual of operations the process of consultation to be used which will enable the committee to clearly communicate with the Presbytery, its committees, officers, and congregations.
 - 1. Annually, each committee shall be responsible for developing or revising its own procedures manual which shall be submitted to Presbytery Council for approval. This manual shall be used for the orientation of its members.
 - 2. Each committee will annually develop a prioritized list of its goals and objectives for the ensuing year and shall submit this list to the Council by the first day of September of each year.
 - 3. Each committee shall function in accordance with its procedures manual, the planning process of Presbytery, and the style of Presbytery as set forth in the Preamble to the Bylaws.

- c The moderators or their designates shall prepare the agenda, convene the meeting, preside, conduct business, and coordinate the activities of their respective committees.

M-4.5 Minutes and Reports

- a All committees shall keep minutes of their proceedings, which shall be the property of Presbytery. Relevant minutes shall be passed on to the succeeding moderators. A copy of all minutes shall be submitted to the Stated Clerk.
- b All committee reports shall be submitted to Presbytery through Council. Items, which are for information or promotion only, shall not be placed on Presbytery's agenda without the approval of Council. Narrative reports shall not be read aloud at Presbytery meeting. All committee reports shall be included in the packet mailed before stated meetings of Presbytery, with the exception of COM and CPM, which may have supplemental reports available at the meeting.
- c Each committee shall be diligent and prompt in submitting to Presbytery, Synod, or General Assembly the required reports in the form, time, and place prescribed.

M-4.6 Budgets

- a Each committee is responsible for its own budget but remains accountable to the Presbytery.
- b Committee budgets should be based on that committee's mission statement and current objectives.
- c No checks will be issued without written authorization by the committee moderator or the General Presbyter.
- d The Finance and Administration Committee will regularly review the income and expenses and will notify moderators if it appears that expenses will exceed the amount budgeted.
 - 1. If a committee anticipates exceeding the annual budget for a particular line item (account number) but does not anticipate exceeding the total committee budget, reallocation of the budget should be noted in the next committee minutes and reported to the next Council meeting.
 - 2. If a committee anticipates exceeding its total budget, it should be reported to the next Council meeting, prior to actual expense. Council is authorized to make modifications to the Presbytery budget if no additional income is required.
 - 3. If a committee anticipates exceeding its total budget and the Council is unable to reallocate the budgeted Presbytery resources, authorization by the Presbytery is required.
- e Since budgets reflect only the current year's priorities, unexpended line items will not be escrowed for use in subsequent years without Council approval.

M-5.0 CARE OF CHURCH PROFESSIONALS COMMITTEE

M-5.1 Areas of Responsibility

This committee shall be responsible for the care of church professionals (all ministers – active & retired, Certified Christian Educators, and Commissioned Lay Pastors) under the jurisdiction of Eastern Oklahoma Presbytery. This shall include building relationships between church professionals and providing for the professional and spiritual development of church professionals.

M-5.2 Members

This committee shall be composed of twelve members, at least half of whom shall be lay persons.

M-5.3 Duties and Functions

- a Care – shall provide for the care of church professionals (and their spouses) under the jurisdiction of the Presbytery in such ways as:
 - 1 Community – encouraging church professionals to participate in fellowship, network, and pastoral care opportunities
 - 2 Education – offering educational events designed to foster leadership development and spiritual development
 - 3 Resources – providing a wide array of persons and materials which may be utilized by church leaders

- b Crisis response – as prescribed (and more fully described) in the Presbytery’s sexual misconduct policy, the committee shall provide support to all parties during the time of investigation; offer advice, as appropriate, to all parties; work toward understanding, repentance, forgiveness and reconciliation; and insure that a “pastor” is available for the parties involved.

M-5.4 Relationships

This committee will work cooperatively with other presbytery committees which may have overlapping interests and responsibilities for church leaders and programs.

M-6.0 CONNECTING CONGREGATIONS COMMITTEE

M-6.1 Areas of Responsibility

This committee shall be responsible for ministries linking the congregations of Eastern Oklahoma Presbytery to the Presbytery, the Presbyterian Church (U.S.A.), and the world.

M-6.2 Members

This committee shall be composed of nine members, at least half of whom shall be lay persons.

M-6.3 Duties and Functions

- c Receive, review, refer, and, if necessary, recommend actions on overtures received from other governing bodies.
- d Oversee the annual review of the minutes of sessions by the Presbytery.
- e With the Stated Clerk, provide for the preservation of Minutes and other documents of historical importance.
- f Provide orientation for all committee moderators
- g Provide for the orientation of all committee members.
- h Provide for orientation of all new elder commissioners to Presbytery.
- i Provide orientation of all new ministers.
- j Provide for celebration of church anniversaries and ordination anniversaries
- k Provide regional and presbytery-wide events to further the connections between the congregations and members of Eastern Oklahoma Presbytery.
- l Receive information and programs from the Synod and the General Assembly, and interpret and assist with the implementation or study of these by the Presbytery and its congregations.
- m Be the liaison to the Presbyterian Historical Society of the Southwest.

M-7.0 DEVELOPING CONGREGATIONS & EVANGELISM COMMITTEE

M-7.1 Areas of Responsibility

This committee shall be responsible for ministries and strategies in support of congregational development and vitality within Eastern Oklahoma Presbytery and its congregations.

M-7.2 Members

This committee shall be composed of nine members, at least half of whom shall be lay persons.

M-7.3 Duties and Functions

- a Be an advocate for evangelism with Presbytery and local congregations, helping them to develop goals and strategies in evangelism and church growth.
- b Assist churches in the area of congregational transformation.
- c Develop strategies and/or provide task forces as needed for small churches, rural churches, urban churches, etc.
- d Develop strategy for new church development; develop proposals for new church development and advise, supervise, and evaluate all such developments.
- e Provide a forum for the exchange of ideas between various racial/ethnic ministries of Presbytery.
- f Create, receive, and evaluate proposals for new racial/ethnic ministries.
- g Provide evaluation of existing racial/ethnic ministries on a regular basis.
- h Supervise, under the authority of Presbytery, the process of congregations wishing to merge, relocate, or dissolve.
- i Explore new congregational ministries and forms of ministries.
- j Advise, advocate for, and evaluate all aid-receiving churches under its responsibility.
- k Assist churches, when requested, in the development of their goals, strategies, and leadership development.
- l Maintain within Presbytery's office a permanent record of all evaluations of congregations and ministries directly assigned to its oversight.

M-8.0 FINANCE AND ADMINISTRATION COMMITTEE

M-8.1 Membership

This Committee shall consist of nine members, at least half of whom shall be lay persons, and three members shall function as a Development subcommittee.

M-8.2 Duties and Functions

The Finance and Administration Committee:

- a Shall develop strategy for financing and mission interpretation for the Presbytery and prepare a unified mission budget for the Presbytery in light of the financial strategies of the Presbytery, Synod, and General Assembly.
- b Shall be guided in its work as described below and with additional direction from Council. It shall divide itself into as many subcommittees/ task forces as it deems necessary to carry out its work. At least one member of the committee shall be a member of any of its subcommittees or task forces. The Committee shall:
 - 1. Be responsible for periodic reporting of the financial condition of Presbytery to Presbytery and its committees.
 - 2. Consult with the Treasurer to insure a system of accounting that will make financial information readily available and review with the Treasurer this bookkeeping on a periodic basis.
 - 3. Receive all budget requests and, with due consultation with committees of the Presbytery, propose to the Presbytery at its December meeting a unified mission budget which reflects the Presbytery's priorities and is consistent with anticipated receipts.
 - 4. Submit to the Presbytery at its March meeting a balanced unified mission budget after receiving information from local congregations regarding their unified mission budget pledge to Presbytery's unified mission budget.
 - 5. Receive all requests for changes in the adopted unified mission budget for recommendation to Presbytery.
- c The Committee may create a Development Subcommittee to oversee the Presbytery's Development Fund and provide resources and support for planned giving within the congregations of Eastern Oklahoma Presbytery. Specific responsibilities may include:
 - 1. Develop and implement guidelines for solicitation and acceptance of gifts to the Fund, insuring that all monetary gifts or proceeds are deposited in an agency to be named, unless otherwise directed by the Presbytery.
 - 2. Recommend to the Finance and Administration Committee the disbursement of proceeds from the investments of the Development Fund for the ongoing mission of Eastern Oklahoma Presbytery, as approved and directed by the Presbytery.
 - 3. Develop Presbytery-wide programs in the area of planned giving, generally but not restricted to working with individuals and sessions.
 - 4. Maintain a current mission needs list and recommend to the Presbytery any changes to the current mission needs list.

5. Visit with sessions as they develop and implement capital funds campaigns, encouraging them to include a current Presbytery mission need in any mission component of such a campaign.
6. May, with approval of the Presbytery, secure the services of one or more volunteer staff to fulfill its work, such staff person's work to be directed by the Committee and supervised by the General Presbyter.
7. May direct gifts received for the Development Fund to one of Presbytery's mission areas.
8. Recommend to the Finance and Administration Committee the disbursement for Presbytery's ongoing mission proceeds from the investment of any gifts not specifically directed to one of Presbytery's mission areas.
9. Include a Planned Giving Program (including wills emphasis, living trust, etc.) that encourages church members to include the church (their local congregation, the Presbytery, the larger church) in the distribution of their estates and offers consultation with church sessions and with church members.

M-8.3 Budget Premises: The budget is a framework within which we work.

- a The budget reflects the Presbytery's priorities rather than setting them.
- b The budget reflects how we expect to use the financial resources we anticipate receiving.
- c New ministries and unanticipated circumstances require flexibility.

M-8.4 Operating Fund Guidelines: Each committee is responsible for its own budget, but remains accountable to the Presbytery.

- a Committee budgets should be based on that committee's mission statement and current objectives.
- b No checks will be issued without written authorization by the committee moderator or the General Presbyter.
- c The Finance and Administration Committee will regularly review the income and expenses and will notify moderators if it appears that expenses will exceed the amount budgeted.
 1. If a committee anticipates exceeding the annual budget for a particular line item (account number) but does not anticipate exceeding the total committee budget, reallocation of the budget should be noted in the next committee minutes and reported to the next Council meeting.
 2. If a committee anticipates exceeding its total budget, it should be reported to the next Council meeting, prior to actual expense. Council is authorized to make modifications to the presbytery budget if no additional income is required.
 3. If a committee anticipates exceeding its total budget and the Council is unable to reallocate the budgeted presbytery resources, authorization by the Presbytery is required.
- d Since budgets reflect only the current year's priorities, unexpended line items will not be escrowed for use in subsequent years without Council approval.

M-8.5 Restricted Fund Guidelines: All continuing restricted funds (liability accounts) shall have written definitions, which shall include:

- a Date and source of original funds.
- b Purpose for which funds were set aside.
- c Persons responsible for oversight and approval of the use of the funds.
- d Protocol for it and how funds are to be used in offsetting expense lines within the operating budget.
- e The Accounting Services Agency is authorized to create temporary current liability accounts for new funds received, subject to review by the Finance and Administration Committee. Any fund which is intended to continue for more than three months shall be defined as noted above.

M-9.0 COMMITTEE ON MINISTRY

M-9.1 Areas of Responsibility

This Committee is responsible for the implementation of the Presbytery's concern for and pastoral oversight of its ministers and commissioned lay pastors and their relationships with congregations, including but not limited to: pastoral care of pastors and professionals in the parish; pastoral care of ministers in approved ministries outside the parish and in retirement; encouraging continuing education and professional development of ministers and church professionals; professional counseling for ministers and their families; and congregations relationships with ministers. It also implements Presbytery's pastoral concern for other church professionals, such as church educators, musicians, and business administrators.

This Committee shall fulfill any requirements as set forth in the Book of Order and the Bylaws of this Presbytery. In accordance with the provisions of the Book of Order, the Committee on Ministry shall be authorized to serve as an Administrative Commission with the power of Presbytery:

- a To find in order calls issued by churches.
- b To approve and present call for services of ministers.
- c To dissolve the pastoral relationship in cases where the congregation and minister concur.
- d To dismiss ministers at their request to other presbyteries.
- e To grant permission to labor within or outside the bounds of the Presbytery.
- f Report all such actions to the next stated meeting of the Presbytery.
- g This Committee has the responsibility of examination of ministers seeking membership in the Presbytery.

M-9.2 Membership

The Committee has three equal classes totaling eighteen members, at least half of whom shall be lay persons.

M-9.3 Subcommittee on Commissioned Lay Pastors

When helpful in order to oversee the lay pastor program, the committee may form a Subcommittee on Commissioned Lay Pastors, with three members. The Moderator of the Subcommittee shall serve as a co-opted member of the Committee on Ministry. This Subcommittee shall identify, recruit, train, present to Presbytery, place, and supervise Commissioned Lay Pastors and Lay Preachers within the Presbytery.

M-9.4 Pensions and Retirement Liaison/Representative

This person (who may be a member of the Committee or co-opted by the Committee) shall handle all matters that relate to the Board of Pensions and all aspects of retirement on behalf of the personnel of this Presbytery.

M-10.0 MISSION COMMITTEE

M-10.1 Areas of Responsibility

This committee shall serve the Presbytery by developing a mission strategy for the Presbytery, interpreting and promoting the mission causes of the Presbytery and the larger church, and on assisting local congregations in mission.

M-10.2 Membership

This committee shall consist of twelve members, at least half of whom shall be lay persons.

M-10.3 Duties and Functions

- a Coordinate the work of Eastern Oklahoma Presbytery in mission:
 - 1. Develop and implement an overall mission strategy for the Presbytery and evaluate the mission and work of the Presbytery in light of its mission strategy.
 - 2. Coordinate and oversee the work of the Malawi Partnership Subcommittee
 - 3. Coordinate and oversee the work of a Social Concerns Subcommittee
 - 4. Coordinate and promote presbytery-wide mission projects.
 - 5. Assist and consult on mission projects developed by other Presbytery committees and agencies.
 - 6. Provide counsel and recommendations regarding any new or emerging Presbytery mission partnerships.
 - 7. Provide and/or publish materials for the Mission Yearbook of Prayer and the Presbytery mission yearbook of prayer.
- b Secure permission of the Council prior to any presbytery-wide solicitation of funds.
- c Assist local congregations in mission, both serving congregations as they serve others and linking them in a wider mission:
 - 1. Serve as a resource for mission interpretation within local congregations, through both printed mission interpretation materials (see above) and convening local gatherings of persons from congregations involved in mission interpretation.
 - 2. Provide regular training in stewardship and mission interpretation for the Presbytery and its congregations.
 - 3. Serve as a resource to congregations planning mission trips.
- d Provide regular opportunities for congregations to communicate with the Presbytery regarding their involvement in mission.
- e Be the liaison with groups, including but not limited to ecumenical ministries, community-based ministries, and all others referred to the Committee by Presbytery.
- f Relate to the governing body of Goodland Home, including advocating for and evaluating its requests for funding from Presbytery.

M-10.4 Malawi Partnership Subcommittee

The Malawi Partnership Subcommittee shall:

1. Implement the Memorandum of Understanding between Eastern Oklahoma Presbytery and the Synod of Livingstonia (Church of Central Africa Presbyterian).
2. Encourage gifts from individuals and congregations to fulfill the Memorandum of Understanding (within the guidelines for presbytery-wide fund requests as outlined above).
3. Report and direct any recommendations regarding the partnership to the Mission Committee.

M-10.5 Social Concerns Subcommittee

a. VISION

The Social Concerns Subcommittee will assist the Presbytery by raising awareness of the ways social concerns intersect with the Gospel and by providing resources for the congregations and the presbytery to make informed responses to those concerns.

These concerns will include but not be limited to the social justice ministries of the PC(USA), such as:

Criminal Justice

Environmental Justice

Peacemaking

Women's Justice Ministries

Racial and Ethnic Ministries

Presbyterian Health, Education and Welfare Association and its special focus networks

Other concerns for which the General Assembly has approved study papers or public policy statements, such as hunger, poverty, public education, children's issues, immigration

b. TASKS AND ACTIVITIES

1. Provide information and resources
2. Promote opportunities for education, dialogue, and actions within the bounds of Eastern Oklahoma Presbytery
3. Present public statements on current issues, in line with General Assembly positions as approved by the Presbytery
4. Support congregations in their work of seeking social justice and doing social ministries

c

STRUCTURE

1. Moderator is elected by the Presbytery and serves on the Mission Committee, either as an elected member or as a co-opted member
2. Members will be confirmed annually by the Mission Committee and reported to the Presbytery
3. May form task forces or networks to deal with specific issues, such as Peacemaking and Justice for Women
4. The subcommittee will make reports to the Mission Committee at its regular quarterly meetings
5. Meetings of the subcommittee and task forces may be held by phone and e-mail, but minutes shall be kept of all meetings and reports shall be made to the Presbytery through the Mission Committee

M-11.0 NOMINATING COMMITTEE

M-11.1 Membership

This Committee shall be composed of nine members in three equal classes, at least half of whom shall be lay persons. The make-up, terms of office, and duties shall be as set out in the Book of Order.

M-11.2 Duties and Functions

This committee shall:

- a Be nominated and elected according to the Bylaws, Article II, Section 7, at the September stated meeting and take office at the December meeting.
- b Fulfill the requirements as set forth in the Book of Order and of Article II Section 7 of the Bylaws of this Presbytery.
- c Present its nominees for the officers, committees, and moderators of the committees at the September stated meeting of Presbytery.
- d Present nominees to fill vacancies in the officers and committees of Presbytery as vacancies occur.
- e Incorporate into its procedures manual a plan by which commissioners shall be elected to Synod and General Assembly, insuring a rotation process for ministers and churches.
- f Present for election no later than the December stated meeting of Presbytery the nominees for commissioners to Synod and General Assembly.
- g Meet and coordinate with the Committee on Representation.

M-12.0 PERMANENT JUDICIAL COMMISSION

M-12.1 Areas of Responsibility

The Permanent Judicial Commission shall exercise those responsibilities and functions prescribed for it under the Rules of Discipline of the Book of Order.

M-12.2 Membership

The Permanent Judicial Commission shall be composed of nine members elected in three equal classes for a term of six years, with not more than one of its elder members coming from any one of Presbytery's constituent churches. The Commission shall be composed of ministers and ruling elders in numbers as nearly equal as possible. Any vacancy due to resignation, death, or for any other cause may be filled by Presbytery at any meeting thereof by the usual nomination and election process. No person who has served for a full term of six years shall be eligible for reelection until after four years have elapsed since the expiration of his/her term. In each odd numbered year, Presbytery shall elect three members to the Permanent Judicial Commission except that at the first election after the adoption of the Bylaws, Presbytery shall elect three members for a two year term, three members for a four- year term, and three members for a six-year term.

M-12.3 Duties and Functions

- a The Permanent Judicial Commission, in performing its functions, shall be governed by the Rules of Discipline of the Book of Order.
- b After the election and taking office by each new class, the Permanent Judicial Commission shall be convened by the Stated Clerk and shall elect from its members a Moderator and a Clerk. Other meetings of the Commission shall be held at such times and places as Presbytery shall direct, or if no directions have been given, at such times and places as the Commission shall determine.
- c The quorum of the Commission for a trial or hearing and decision of a case shall be six.
- d The Moderator of the Permanent Judicial Commission shall develop an administrative budget request which shall be submitted to the Finance and Administration Committee by the first day of June each year. In the event that any matter is transmitted to the Permanent Judicial Commission for action under the Rules of Discipline of the Book of Order, the Permanent Judicial Commission shall develop an estimated budget of all costs and expenses. This budget shall be submitted as soon as possible to the Finance and Administration Committee whose responsibility will be to secure prompt Presbytery approval for the anticipated expenses.

M-13.0 PERSONNEL COMMITTEE

M-13.1 Membership

This Committee shall consist of six members in three equal classes, at least half of whom shall be lay persons.

M-13.2 Duties and Functions: This Committee shall:

- a Relate to all Presbytery personnel.
- b Formulate a written position description for each office.
- c Consult with and interview each person occupying any of these positions at least on an annual basis and report any recommendations to Council.
- d Review the work of the Presbytery office and staff and the Stated Clerk's office and staff.
- e Review and recommend to the Finance and Administration Committee the compensation of all Presbytery personnel.

M-14.0 COMMITTEE ON PREPARATION FOR MINISTRY

M-14.1 Membership

This Committee shall consist of nine members in three equal classes, at least half of whom are lay persons.

M-14.2 Duties and Functions

It is the responsibility of this Committee to oversee the recruiting, care, and nurture of inquirers and candidates for the Office of Minister of Word and Sacrament. They shall fulfill the requirements as set forth in the Book of Order. They shall:

- a Aid local churches in the encouragement of responsible recruitment for church vocations.
- b Provide continuing support for inquirers and candidates under care of Presbytery.
- c Provide annually to Presbytery an updated list of inquirers and candidates under care.
- d Provide training for local sessions concerning the process and care of inquirers and candidates.
- e Interview, examine, and make recommendations concerning inquirers and candidates seeking membership in the Presbytery.
- f Have authority to dismiss candidates at their request to other presbyteries in accordance with the Book of Order reporting such actions to the next stated meeting of the Presbytery.

M-15.0 COMMITTEE ON REPRESENTATION

M-15.1 Membership

This committee shall be composed of three members, at least one of whom shall be a lay person.

M-15.2 Functions and Duties

- a Advise the Presbytery at its first stated meeting each calendar year the membership of each committee and bring to its attention changes that should be made to implement the principles of participation and inclusiveness which will ensure the fair and effective representation described in the Book of Order.
- b Be responsible for the following:
 - 1. Finding creative ways to advocate for the inclusiveness of racial ethnic members, persons of both genders, persons of differing age groups, and persons with disabilities, and welcome them into our congregations.
 - 2. Consulting with sessions of racial ethnic congregations to secure names of potential nominees, and forwarding them to the Nominating Committee.
 - 3. Consulting with the Presbyterian Women' s Coordinating Council to secure names of potential nominees, and forwarding them to the Nominating Committee.
 - 4. Advising the Presbytery at its first stated meeting each calendar year of the employment of Presbytery personnel for the purpose of conforming with the principles of participation and representation described in the Book of Order.
 - 5. Consulting with the Committee on Preparation for Ministry regarding recruitment of inquirers and candidates for ministry.
 - 6. Consulting with the Committee on Ministry regarding recruitment of racial ethnic ministers to serve our racial ethnic ministries.
- c The Committee may meet with the Nominating Committee to communicate directly regarding representation issues, and may participate in the work of the nominating Committee. However, the committee shall meet at least twice each year apart from the Nominating Committee in order to attend to duties as listed in 15.2.b
- d Not be merged with any other committee as required by the Book of Order.
- e Meet and coordinate with the Nominating Committee twice a year.
- f Be nominated and elected according to Bylaw, Article II, Section 7, at the September Stated Meeting and take office at the December Stated Meeting.

M-16.0 RESOURCING CONGREGATIONS COMMITTEE

M-16.1 Areas of Responsibility:

This committee shall be responsible for ministries and resources in support of congregations and their programs.

M-16.2 Members:

This committee shall be composed of nine members, at least half of whom shall be lay persons.

M-15.3 Duties and Functions:

- a Develop long range strategy for the development of a comprehensive program of Christian Education and Spiritual Nurture within the Presbytery.
- b Develop plans for such activities as: teacher training; curriculum review; and adult, youth and children's ministries.
- c Serve as liaison with Dwight Mission Agency and Dwight Mission, Incorporated, in the areas of program development and advocating and evaluation of its requests for funding.
- d Provide aids to local congregations as they examine worship under the Book of Order and give assistance, when requested, in enhancing congregational worship life.
- e Be responsible for the study and promotion of the use of all media within the Presbytery. This is to include print, films, TV, video, etc. whether developed or used denominationally or ecumenically.
- f Oversee the Youth Council. The Council shall consist of nine adults and up to eighteen youth serving one-year terms (not to exceed three consecutive terms. At least three of the adults shall be members of the Resourcing Congregations Committee.
- g Oversee Presbytery communications (including written and electronic). Encourage the use of the Presbytery's web page and the Synod of the Sun newsletter for the sharing of resources and information regarding the life and work of the Presbytery. Provide a poster or other vehicle for sharing the Presbytery's annual schedule of meetings.
- h Be the liaison to campus ministries and recreational ministries within the Presbytery.
- i Develop mission interpretation materials highlighting the work of the Presbytery, Synod, and General Assembly, including but not limited to the stewardship/ budget interpretation brochure, the Sun newspaper mission insert, the promotion of General Assembly and Presbytery special offerings.

M-17.0 BOARD OF TRUSTEES

M-17.1 Membership

This Committee shall be composed of six members, at least half of whom shall be lay persons.

M-17.2 Functions and Duties

This Board shall:

- a Fulfill the requirements of the Bylaws.
- b Be responsible for seeing that an audit of Presbytery's account books is conducted annually and reporting the results of the audit to Presbytery no later than the September stated meeting.
- c Be custodians of all real property under the care of Presbytery according to Article II, Section 10, of the Bylaws.

M-18.0 SUSPENSION AND AMENDMENT

M-18.1 Suspension

The Manual of Operations, except for this section, may be suspended for a particular meeting upon consent of two-thirds of those present, provided that the specific provision sought to be suspended is cited.

M-18.2 Amendment

The Manual of Operations may be amended by a vote of a majority of those present at any meeting of Presbytery, provided that notice of the amendment has been included in the packet mailed before the stated meeting at which the amendment will be considered.