

Manual of Administrative Operations (MAO)

Presbytery of Susquehanna Valley

Adopted May 20, 2017

Book of Order G-3.0106: Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.

This Manual of Administrative Operations is identical with and functions as the presbytery's 'Standing Rules'

I. Mission:

The Presbytery of Susquehanna Valley lives to serve and encourage congregations as we together seek to be faithful to our calling in Jesus Christ.

II. Organization:

MAO Terminology:

Presbytery is composed of congregations and teaching elders of Susquehanna Valley Presbytery.

Cabinet serves as a leadership and coordinating body of Presbytery, as well as the corporate trustees.

Committees are mandated by the Book of Order or established by Presbytery.

Commissions are established by Presbytery, are limited in duration with a specific charge.

Teams are formed for particular ministries and to address identified needs or issues.

Clusters are two or more congregations working cooperatively for ministry or mission.

Task Forces are formed when the needs are identified and are of limited duration.

A. Presbytery

1. The organization and responsibilities of the Presbytery of Susquehanna Valley along with its membership and elected officials are set forth in its bylaws.
2. The work of Presbytery to serve its congregations shall be carried out by Presbytery Cabinet, committees, teams, and commissions mandated by the Constitution of the Presbyterian Church (U.S.A), entities required by New York State Law, and/or Presbytery. These groups are further defined below. Any such group may seek the gifts of additional persons for reasons of personal expertise and/or for a specific task.
 - a. The Cabinet, committees or commissions of Presbytery are elected by Presbytery. Each group is responsible to Presbytery for the work of all subordinate units established, which may include sub-committees, teams, task forces, and/or clusters. At least one member of each subordinate unit shall be drawn from the membership of the Cabinet, committee, or commission.
 - b. Committees, commissions, and teams have the opportunity, responsibility and right to present their reports and recommendations to the Cabinet for information or input; and to Presbytery for full deliberation.
 - c. The quorum for Cabinet and committee meetings shall be one third of the members except as mandated by the provisions of the Book of Order or state law. A “conference” telephone call, video conference or online simultaneous communication forum so constituted shall be considered a meeting.
 - d. Voting by e-mail is permissible only if there has been provision for advance deliberation on the decision or item in question as provided in sections 1 and 50 of Roberts Rules of Order. All qualified persons on Cabinet or committee must be assured the opportunity to vote and receive confirmation by return communication that their vote was received and recorded. There must also be provision for any qualified person to object to the vote, and when such objection is received it effectively voids any vote taken or delays its confirmation. Ordinarily, this form of voting is used where the general intent of the vote has already been approved, but details,

specific costs or consultation with another group or person was needed before final decision or confirmation.

- e. Matters of routine business may be presented by e-mail when a majority of members reply that there is no objection, and such matters are ratified by report of the roll call vote and adoption at the next meeting.
- f. Each unit of Presbytery, except the Permanent Judicial Commission, shall report to Presbytery at least annually.
- g. Special funds of Presbytery shall be administered by the appropriate committee, commission, team or task force designated by the Presbytery or Cabinet. A report of the administration of such funds shall be made regularly and at least annually, to the Presbytery.
- h. Grants, appropriations, or loans from funds which are administered directly by the Presbytery shall be made after action by Cabinet on recommendation from the appropriate committee, commission, team or task force.

B. Cabinet *(See Bylaws for composition and responsibilities)*

Cabinet Duties:

1. The Cabinet shall serve as corporate trustees of the PSV.
2. The chair of Cabinet shall act as President of the Trustees and the corporation; the Moderator serves as the Vice-President of the Trustees; the Presbytery Treasurer shall serve as Treasurer of the corporation; and the Stated Clerk shall serve as the Secretary of the corporation.
3. Cabinet shall have the responsibility to receive, hold, encumber as necessary, manage and transfer property, investments and assets on behalf of Presbytery and to oversee management of its corporate affairs as Presbytery may direct.
4. Cabinet may assign the insurance, property and other trustee duties to one or more of the voting members of Cabinet. This delegation may include the authorization of one or more of the trustees to sign binding agreements within the scope of their responsibilities.
5. Cabinet shall nominate persons for membership on the Presbytery Committee on Nominations

The work of Presbytery coordinated by Cabinet may be accomplished by:

1. Cabinet Committees
 - a. Finance membership includes a member of Cabinet, the treasurer, and two (2) to five (5) members at large and the Moderator ex officio. The Finance duties include preparation and recommendation of the annual Presbytery Budget; oversight of the work of the bookkeeper and treasurer; investments; audits/financial reviews; monthly income and expenses; review requests for grants and/or loans; sale and/or mortgage of church property; management of presbytery property; and any other duties as assigned by Cabinet.
 - b. Personnel membership includes a member of Cabinet, two to five members at large and the Moderator ex officio. The Personnel duties include annual reviews of staff (i.e. Stated Clerk, Administrative Assistant, and Treasurer); recommendations relating to Personnel Policies, annual compensation and benefits; and any other duties as assigned by Cabinet.
 - c. Presbytery Worship is coordinated by the Moderator and Vice-Moderator in cooperation with the host congregation(s) and designated participants.
2. Teams: A teams is formed when Cabinet determines that one program area or issue of ministry calls for special attention or oversight. Membership may be drawn from any source. Each team's membership, work plan and budget will be reviewed and prioritized annually by the Cabinet. Current teams include:
 - a. Christian Nurture (CN) which includes Christian Education, camperships, campus ministry, Young Adult Advisory Delegates (YAADs), Youth Triennium, and youth ministry;

- b. Ethiopian Mission Partnership Team (EMPT) with the Western Wollega Bethel Synod based in Dembi Dollo, Ethiopia;
 - c. Justice in Mission and Ministry (JIMM) which supports and interprets the Peace & Global Witness offering, peacemaking, Stewards of Creation, Earth Care Congregations, interfaces with NYS Council of Churches, and advocacy;
 - d. Congregational Development (CD) which will develop resources and workshops for both Presbytery and our congregations (leadership development, wills emphasis, New Beginnings, stewardship, grants & loans, etc.).
3. Task Forces: A task force may be established by Cabinet for a specific purpose and a limited duration, which shall be stated at the time of establishment. It is discharged when its responsibilities have been completed. Membership may be drawn from any source.
 4. Clusters: A cluster is defined as two or more faith communities, at least one of which is PSV / PC(USA), joining cooperatively to do ministry or mission. If funding is requested from the presbytery, then each congregation’s governing body must formally endorse the cluster’s purpose and funding request.
 5. Membership on committees shall conform to the Book of Order.

C. **Presbytery Committees Membership** on committees shall conform to the Book of Order. Members shall be divided into two classes, with terms of service of two years each, normally one class to be elected at the final stated Presbytery meeting of each year. A committee member may be elected to succeed himself or herself. A member shall not serve more than six consecutive years until a lapse of one year has occurred.

Chairs of committees are elected by Presbytery and shall assume their responsibilities at the first meeting of the New Year. No person shall serve as chair of more than one committee, and ordinarily no person shall serve on more than two regular committees at the same time. This rule does not include membership on teams or task forces.

Quorums of committees shall be the majority of elected members. A “conference” telephone call, video conference or online simultaneous communication forum so constituted shall be considered a meeting.

Committee Operations: Each committee shall maintain its own policies and guidelines subject to review by both the Cabinet and Presbytery. They shall report at least annually to Cabinet and to Presbytery for information / coordination. Each committee shall administer funds in the per capita (administrative) and mission (unified mission) budgets as allocated.

1. **Committee on Lay Preaching (CoLP)**

Membership shall be four to six with at least one member being an Authorized Lay Preacher.

Duties:

- a. Implementation of Presbytery’s program and guidelines for Lay Preaching.
- b. Consult with and work together with the Committee on Ministry in preparing Authorized Lay Preachers when they seek to become Commissioned Lay Pastors.

2. **Committee on Ministry (COM)**

Membership shall be nine to twelve. Stated Clerk and Moderator of Presbytery shall be members of COM ex officio.

146 Duties:

- 147 a. The committee shall advance the health, vitality, and well-being of all teaching elders and
 148 congregations associated with the Presbytery. It shall serve as pastor, counselor, and advisor to
 149 teaching elders, commissioned lay pastors, those serving in pastoral roles, and congregations. It
 150 shall review and recommend approval of teaching elders to become members of Presbytery and
 151 terms of call as appropriate.
- 152 b. Direct access to this committee shall be had at all times by all Teaching Elders of the Presbytery,
 153 and by all Ruling Elders in the Presbytery in active service, in all matters relative to the spiritual
 154 or temporal welfare of the churches in which they hold office.
- 155 c. COM shall maintain at least one liaison with the Board of Pensions who may or may not be an
 156 elected member of the committee.

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158 **3. Committee on Nominations (NomCom)**

159 Membership shall consist of three to five persons elected by Presbytery.

160 Duties:

- 161 a. Make nominations for:
- 162 1) Offices of Moderator, Vice-Moderator, Cabinet Chair, Stated Clerk, and Treasurer.
 - 163 2) Members-at-large for Presbytery Cabinet and members of committees of Presbytery listed in
 164 this Manual.
 - 165 3) Members of the Permanent Judicial Commission.
 - 166 4) Commissioners, Alternates, and Young Adult Advisory Delegates to the General Assembly
 167 and to Synod. It shall consult, but not be bound by, a rotation list of Teaching Elders and
 168 churches.
- 169 b. Strive to ensure adequate representation from each of the areas of the Presbytery.
- 170 c. Make nominations for vacancies as they occur.

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172 **4. Committee on Preparation for Ministry (CPM)**

173 Membership shall consist of three to five Ruling and Teaching Elders

174 Duties:

- 175 a. Oversee the process of discernment and preparation for Inquirers and Candidates for ordained
 176 ministry to the office of Teaching Elder. It shall, when necessary, bring Inquirers, Candidates,
 177 and matters pertaining to preparation for ministry to the Presbytery for action.
- 178 b. Oversee the process of discernment for Commissioned Lay Pastors in coordination with CoLP.
- 179 c. concern itself with presenting to youth and adults the challenge and opportunities of church
 180 vocations and ministries.
- 181 d. Oversee and disburse the Presbytery's scholarship fund designated for persons preparing for
 182 ordained ministry.
- 183 e. Nominate to Presbytery those to serve as readers of the Standard Ordination Exams.

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185 **5. Committee on Representation (COR)**

186 Membership shall consist of three people meeting the criteria outlined in the Book of Order.

187 Duties:

- 188 a. Strive for inclusiveness and representation as defined in the Book of Order (G-3.0103).
- 189 b. Review the performance of Presbytery in these matters, consult with the Committee on
 190 Nominations, and report annually to Presbytery.

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192 **D. Permanent Judicial Commission (See Bylaws)**

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E. Bills & Overtures (B&O)

Membership shall consist of current and immediate past Commissioners to the Synod and General Assembly

Duties:

1. Relate to and work with the Stated Clerk to interpret the work of their respective councils to the Presbytery.
2. All amendments to the Constitution coming to or from the Presbytery for action, together with all overtures to the Synod or General Assembly shall be referred to this group for its recommendation for action to the Presbytery. In the case of amendments coming to the Presbytery from General Assembly this group shall consult and collaborate with appropriate committees and teams of Presbytery for their recommendation for action.

III. Suspending and/or Amending the Manual of Administrative Operations

1. Suspension of this Manual of Administrative Operations may be done for a specific time and purpose by a majority vote of the members of Presbytery voting.
2. Amending of this Manual of Administrative Operations may accomplished by a majority vote of the members of Presbytery voting.

wherever the by-laws say 'Standing Rules' they be amended to read Manual of Administrative Operations'