

THE MANUAL OF NEW CASTLE PRESBYTERY

PREAMBLE

We, the members of New Castle Presbytery, in order to provide the structures which will enable us to respond in mission to the call of Our Lord Jesus Christ and to discharge the Constitutional responsibility of a Presbytery as defined in The Book of Order of the Presbyterian Church (U.S.A.), adopt the Rules in this Manual which are to be regarded in all things as subordinate to the Constitution of our denomination.

We believe that "the mission of the church is given form by God's activity in the world as told in the Bible and understood by faith" (Book of Order G-3.0100) and that "the church is called to be a sign in and for the world of the new reality which God has made available to people in Jesus Christ" (Book of Order G-3.0200).

0.000 PREFACE: THE MANUAL

0.001 TITLE

The title of this manual shall be THE MANUAL OF NEW CASTLE PRESBYTERY, hereinafter designated as THE MANUAL.

0.002 PURPOSE

The purpose of THE MANUAL shall be to describe and stipulate the standard organization and operating procedures of New Castle Presbytery as it carries out its mission.

0.003 AUTHORITY

THE MANUAL shall be the authoritative description of its subject matter as adopted by New Castle Presbytery, but it shall be subordinate to the constitutional documents of the Presbyterian Church (U.S.A.), to official interpretations thereof by its General Assembly and Stated Clerk, and to lawful injunctions of the Synod of the Mid-Atlantic, as well as to the civil law of the states and localities which may have jurisdiction.

0.004 SHORTENED TITLES AND ABBREVIATIONS

The following shortened titles and abbreviations are designated for use where desired within THE MANUAL, in the minutes of New Castle Presbytery, and in similar documents:

THE PRESBYTERIAN CHURCH (U.S.A.) - THE PRESBYTERIAN CHURCH OR PCUSA

THE FORM OF GOVERNMENT - G

THE DIRECTORY FOR WORSHIP - W

THE RULES OF DISCIPLINE - D

NEW CASTLE PRESBYTERY or THE PRESBYTERY OF NEW CASTLE - THE PRESBYTERY

THE MANUAL OF NEW CASTLE PRESBYTERY - THE MANUAL or M

0.005 CITATIONS AND CROSS REFERENCES

Generally, citations and cross references to parts of the Presbyterian Constitution and of THE MANUAL will be made by using the marginal reference numbers with decimals, but reference may also be made by using chapter and paragraph numbers. (EXAMPLE: G-14.0100-.0103 refers to the Form of Government, Chapter XIV - Ordination, Sections .0100-.0103 - Ordination for Church Officers.) Citations and cross references are intended to be aids in locating relevant material, but it should NOT be assumed that in every case they list ALL relevant material.

0.006 HEADINGS

Chapter and section headings in THE MANUAL and in the minutes of the Presbytery are intended as aids in locating material and ARE NOT to be considered part of the text itself.

0.007 SUSPENSION OF RULES

Any provision of THE MANUAL, except those which are mandatory under the church Constitution or because of actions of the General Assembly or synod of jurisdiction may be suspended at any meeting of the Presbytery by a two-thirds vote of members present and voting. Such suspension shall be valid only for that particular special or stated meeting, so actions which are intended to have effect with duration into or beyond the next stated meeting must be regularized at the following stated meeting or lose their validity from that following stated meeting on. A separate chapter of this Manual contains the rules for amending the Manual.

CHAPTER ONE: THE PRESBYTERY

(See G-11.0000)

1.001 NAMES

The names New Castle Presbytery and The Presbytery of New Castle, ordinarily shortened hereinafter to the Presbytery, refer to the same entity and for ordinary purposes are interchangeable. However, the corporate form in the State of Delaware is New Castle Presbytery; the corporate form in the State of Maryland is The Presbytery of New Castle and the customary form in documents of the Presbyterian General Assembly is The Presbytery of New Castle.

1.002 ECCLESIASTICAL JURISDICTION

The Presbytery is a governing body of the Presbyterian Church subordinate to the General Assembly and the synod of jurisdiction of the Presbyterian Church (U.S.A.). It is subject to and organized under the Constitution of the Presbyterian Church (U.S.A.). Many chapters in the constitution are relevant to the Presbytery, but particular attention is directed to Chapter 11 of the Form of Government, entitled "The Presbytery." It has ecclesiastical jurisdiction over its member ministers and over its churches and their members, subject to the constitutional provisions for the original jurisdiction of sessions over most ordinary matters pertaining to the churches and their members.

Presbytery uniquely displays the nature of our denomination. It consists of all the churches and ministers of the Word in a geographical area and is the body responsible for the mission and government of the Presbyterian Church (U.S.A.) in that corner of the world. It is charged by the denomination with the development of strategy for mission and the coordination of the work of its member churches.

Presbyteries are alike in many respects because of responsibilities prescribed by the Constitution, and they are different because of the tasks and organizations that they create for themselves. They are both administrative and programmatic, blessed with the gifts of many ministers -lay and clergy - and guided by their respective visions of God's mission in the world.

1.003 CIVIL JURISDICTION AND INCORPORATION

For most purposes, the Presbytery is organized as and operated as an informal religious organization under the laws of the States of Delaware and Maryland. However, it is incorporated in accordance with Chapter 7 (G.7.0400-7.0403) INCORPORATION AND TRUSTEES in the State of Delaware as "New Castle Presbytery" (Chapter 71, Volume 4, Laws of 1808) and in the State of Maryland as "The Presbytery of New Castle" (Chapter 249, Acts of 1886). The corporate seal should be applied only to documents of the corporation, not to those of the informal religious organization. The bylaws of the corporation comprise another chapter of this manual. (M.9.000)

1.004 GEOGRAPHIC JURISDICTION

The Presbytery shall exercise ecclesiastical jurisdiction within the entire State of Delaware and in the following counties of Maryland: Caroline, Cecil, Dorchester, Kent, Queen Anne, Somerset, Talbot, Wicomico and Worcester.

1.100 MEMBERS OF THE PRESBYTERY

1.101 VOTING MEMBERS

The Presbytery consists of the persons described in paragraphs M-1.102, 1.103 and 1.104 following, when they are duly qualified and enrolled, as full members with all rights of debate and voting.

1.102 CONTINUING MEMBERS (MINISTERS)

The Ministers of the Word and Sacrament who are continuing members of the Presbytery include active members, members-at-large and inactive members (G-11.0406-.0416).

1.103 COMMISSIONERS (DELEGATES) REPRESENTING CHURCHES

When the Presbytery meets, each church shall be represented by an elder commissioned by the Session with the following provisions (G-11.0101):

- (a) Churches with membership over 500 shall be represented as follows:

501-1000	2 elders
1001-1500	3 elders
1501-2000	4 elders
2001+	5 elders

- (b) Annually, during the first quarter of the year, the Stated Clerk shall ascertain the number of resident ministers who are active members, or members-at-large (G-11.0101) of the Presbytery and the number of elders which the churches are entitled to send as commissioners to Presbytery meetings. When the number of ministers is larger, the Stated Clerk shall bring the imbalance to the attention of Presbytery at its first meeting of the year. Presbytery shall redress the imbalance by inviting Sessions of particular churches to elect additional elder commissioners, with special attention to the concerns of G-9.0104 and G-11.0101.

1.104 OTHER ELDER MEMBERS OF THE PRESBYTERY

Each elder elected Moderator, Vice Moderator, Stated Clerk or Treasurer,, shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session. Each elder elected chair of a mandated committee, chair of a unit, or a member of the Council of the Presbytery or the Permanent Judicial Commission, shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session (G-11.0101c). "Mandated committees" include the Committee on Ministry, Committee on the Preparation for Ministry, Committee

on Representation and Committee on Nominations. A pool of Elder commissioners who are people of color may enroll four (4) as members of a Presbytery meeting.

1.105 CORRESPONDING MEMBERS

Presbyters (ministers of the Word and Sacrament or Elders) in good standing in other governing bodies of this church or in any other church with which the Presbyterian Church (U.S.A.) is in full correspondence, who are present at any meeting of the Presbytery, may be invited to sit as corresponding members, with voice, but without vote.

1.106 ONE-YEAR TERMS

In order that the Presbytery may have continuity to fulfill its responsibilities, the sessions shall normally elect commissioners for one-year terms, but with no person to serve for more than six consecutive years in either partial or full terms combined.

1.107 ALTERNATE COMMISSIONERS

The sessions shall elect alternate commissioners to serve when it is impossible for the principal commissioners to serve. The alternates shall acquaint themselves with the work of the Presbytery by attending its meetings as observers.

1.108 NOT TO INSTRUCT COMMISSIONERS

The sessions should elect commissioners in whom they have confidence, and they may discuss anything they wish with their commissioners; but UNDER NO CIRCUMSTANCES may they either explicitly or implicitly instruct their commissioners how to vote during Presbytery meetings. Commissioners must be free to vote in accordance with their Christian consciences, and they must be open to the possibility that God may speak to their consciences through the debate on the floor of the Presbytery as well as in other ways.

1.109 REPORTS

Commissioners shall always report to their sessions on their participation in or lack thereof in Presbytery meetings. Until they enroll, commissioners are not members of the Presbytery; so they should look to their sessions, not the Presbytery, to excuse them if they do not enroll and attend.

1.110 DIVERSITY

Sessions should bear in mind that it is good for the Presbytery to be composed of persons of various ages, ethnic groups, races and walks of life, as well as of both sexes, so they should, whenever practicable, elect commissioners who will add to the proper balance of the Presbytery.

1.200 MEETINGS OF THE PRESBYTERY

1.201 STATED MEETINGS

The Presbytery will meet at least five times a year (the "Stated Meetings"). Its meetings are planned and organized by the Presbytery Council. The Council will recommend a schedule for the next year to the Presbytery for its adoption. The Presbytery Council will solicit invitations from local churches to host Stated Meetings, will evaluate such invitations based on guidelines contained in Chapter 8, and establish such locations in a timely fashion so that they may be published in the Presbytery Directory for the relevant year.

1.202 SPECIAL CALLED MEETINGS

When any emergency shall require a meeting earlier than the time to which the next Presbytery stands adjourned, or earlier than the next Stated Meeting, a special meeting ("Special Meeting") shall be called in accordance with G-11.0201. The Moderator shall call a Special Meeting at the request, or with the concurrence, of two ministers and two elders, the elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both the Moderator and Stated Clerk are unable to act, any three ministers and three elders (the elders being of different churches) may call a Special Meeting. The Synod may direct the Presbytery to convene a Special Meeting for the transaction of designated business. Notice of a Special Meeting shall be sent not less than ten days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

1.203 ADJOURNED SESSIONS OF MEETINGS

The Presbytery may adjourn either a Stated Meeting or a Special Meeting to a definite time and place, to continue its business as a continuation of the same meeting, OR it may designate certain persons or agencies to determine the time and place of reconvening. Any business may then be transacted which legally could have been transacted during the original session, and no other business; for the adjourned session is a continuation of the same meeting. No substitution of commissioners shall be permitted at an adjourned Stated Meeting or Special Meeting without the specific approval of the Presbytery.

1.204 TIME AND PLACE

The Presbytery Council shall have the authority to schedule and to reschedule Presbytery meetings in particular locations and set times of convening and adjourning

1.205 NOTICE OF MEETINGS

Notice of Stated Meetings and of Special Meetings shall be mailed to the list of persons designated in Section 1.206, below, at least ten days in advance of each meeting, if mailed by first class mail. (For Stated Meetings, the mailing of a schedule listing meetings, times of convening, and places once a year shall be deemed to satisfy the requirement.) When any meeting is adjourned temporarily to reconvene later at a designated time and place, no additional notice shall be

required. However, it may be sent if desired.

1.206 MAILING LISTS

Notices of meetings, dockets and related papers, and copies of minutes shall be mailed to all ministers on the Presbytery's roll, all clerks of session, all elders elected for terms as delegates, all members of the Presbytery Council, all chairs of standing committees, all chairs of units, the Office of the Synod of the Mid-Atlantic, and other persons or institutions placed on the mailing list by the Stated Clerk. When the elder commissioners are not known, their copies shall be addressed "Commissioner" and sent to the mailing address of their churches. Alternate commissioners shall be placed on the mailing list when requested by the clerks of sessions.

1.207 QUORUM

Any three ministers, and as many elders as may be present belonging to the Presbytery, provided that at least three churches are represented by elders, having met at the time and place appointed, shall be a quorum competent to proceed to business (G-11.0202).

1.300 OFFICERS

1.301 GENERAL PROVISIONS

The officers of the Presbytery shall be as listed in M-1.304 and 1.307. The officers shall be elected by the Presbytery.

1.302 ELECTIONS

Regular elections of officers shall be at the November Stated meeting of the Presbytery. The terms of office shall begin at the January meeting unless otherwise decided by the Presbytery or by this Manual, and the terms shall extend until their successors have been elected and are legally qualified. Whenever a person is elected because another person did not complete his or her term, the election shall be only for the remainder of that term unless otherwise declared by the Presbytery at the time of election.

1.303 EXPENSES

All reasonable expenses of the officers incurred in the performance of their duties shall be paid by the Presbytery.

1.304 MODERATOR and VICE MODERATOR

The Moderator and Vice Moderator shall be elected for one-year terms, which shall begin with the induction of the Moderator, which normally shall be at the first Stated Meeting of the calendar year, and shall be a voting member of the Presbytery Council.

a. EX-OFFICIO MEMBERSHIPS

The Moderator shall be a voting member of the Presbytery Council.

b. DUTIES

The Moderator shall perform the duties of the office as specified in The Book of Order (G-9.0202; 9.0301; 11.0101c).

c. VICE-MODERATOR

The Vice-Moderator shall be elected for a term concurrent with the Moderator's. The duties of the Vice-Moderator shall be to fulfill the duties of the Moderator as listed above in the absence of the Moderator or at the Moderator's request. In the case of the Moderator's resignation or inability to serve, the Vice-Moderator shall become Moderator. The Vice Moderator shall be a voting member of the Presbytery Council.

1.305 STATED CLERK

The Stated Clerk shall be elected for a three-year term of office and may succeed himself or herself.

a. EX OFFICIO MEMBERSHIPS

The Stated Clerk shall be a non-voting member, ex officio, of the Presbytery Council.

b. DUTIES

The Stated Clerk shall perform the duties of the office as specified in The Book of Order (G-9.0203; 11.0101; 11.0305-0306). The Stated Clerk shall be the secretary of the Presbytery Council and may be, when duly elected, Secretary or Recording Secretary of the Board of Trustees. The Stated Clerk shall have the authority to refer communications to the appropriate officer, committees and other agencies of the Presbytery, and to submit to the Synod of the Mid-Atlantic and to the General Assembly the regular reports requested by those judicatories. The Stated Clerk shall conduct an annual training event for clerks of sessions.

c. COMPENSATION

The Presbytery shall pay the Stated Clerk a salary and may make contributions to include him or her in the PCUSA Pension Plan. He or she will be reimbursed for expenses related to the office of Stated Clerk.

d. STAFF

The Stated Clerk may employ secretarial assistance for the writing of minutes and other work of the office. The employment contract for such assistance may be either directly with the person(s) employed - in which case the person(s) shall be subject to the Presbytery's employment policies - or by contract with another employer - and shall be subject to the budgeting processes of the Presbytery.

e. OTHER CLERKS

The Stated Clerk shall have the authority to appoint temporary clerks for assistance during Presbytery meetings.

f. ASSISTANT STATED CLERK

The Presbytery shall elect an Assistant Stated Clerk for a one-year term.

g. DUTIES

The sole function of the Assistant Stated Clerk shall be to insure that the Presbytery has a functioning Stated Clerk at all times; so the Assistant Stated Clerk shall have the legal authority to perform all the duties of and to discharge all the obligations of the Stated Clerk which are necessary or timely when the Stated Clerk is unable to act because of absence from the bounds of the Presbytery, or because of illness, or in a brief interim between stated clerks.

h. COMPENSATION

The Assistant Stated Clerk shall receive no financial compensation unless the work involves a considerable amount of time, in which case he or she may be paid an honorarium as determined by the Presbytery Council.

1.306 TREASURER

The Treasurer of the Presbytery shall be elected by the Presbytery to a three-year term. The Treasurer shall have charge of and be responsible for all administrative and mission funds of the Presbytery and shall serve as Treasurer of the Trustees (See M7.018). The Treasurer shall receive all apportionments voted by Presbytery and other income. The Treasurer shall retain administrative and mission fund assets in the manner authorized by the Resource Management Unit and shall disburse those funds as authorized by the Presbytery Council following adoption by Presbytery of the Administrative and Mission Budgets. The Treasurer shall obtain and submit reports in the form(s) and in accordance with the schedule determined by the Resource Management Unit. The Treasurer shall be bonded in an amount agreeable to the Presbytery conditioned for the faithful performance of the duties of the office.

1.307 PARLIAMENTARIAN AND ALTERNATE PARLIAMENTARIAN

A Parliamentarian and Alternate Parliamentarian shall be elected annually for one-year terms concurrent with the Moderator's. Nomination of the Parliamentarian and an alternate shall be by the Committee on Nominations. To anticipate discussion at the Presbytery meetings, the Parliamentarian should attend the Council meeting immediately preceding each meeting of the Presbytery.

1.400 PROFESSIONAL STAFF

1.401 PROFESSIONAL STAFF

The Presbytery Staff are those persons, ordained and unordained, who are trained in one of the church-related occupations and who are engaged and called by the Presbytery. The Presbytery Staff also consists of persons who are engaged to perform needed support services either full time or part time.

A. EXECUTIVE PRESBYTER

A chief administrative officer (Executive Presbyter) and other Professional Staff may be elected by the Presbytery to provide staff services to the Presbytery. When the position of Executive Presbyter is vacant, a search committee shall be elected by the Presbytery to conduct a search for a replacement. The Executive Presbyter shall normally be elected to a five-year term. The Resource Management Unit shall review the performance of the Executive Presbyter and make recommendations to the Presbytery on compensation.

B. ASSOCIATE EXECUTIVE PRESBYTER

The Presbytery may elect an Associate Executive Presbyter. The Associate Executive Presbyter shall be responsible to the Presbytery Council through the Executive Presbyter. The performance of the Associate Executive Presbyter's performance shall be evaluated annually by the Executive Presbyter and then by the Resource Management Unit, which shall make recommendations to the Presbytery on compensation.

C. SPEER TRUST ADMINISTRATOR

The Presbytery may elect an administrator for the Speer Trust. The Speer Trust Administrator shall be responsible to Presbytery Council through the Executive Presbyter. The performance of the Speer Trust Director's performance shall be evaluated annually by the Executive Presbyter and then by the Presbytery Council, which shall make recommendations to the Presbytery on compensation.

CHAPTER TWO: THE PRESBYTERY COUNCIL **(See G-11.0103)**

2.000 FUNCTIONS, MEMBERSHIP, MEETINGS, OFFICERS

2.001 CHARGE

The Presbytery Council is charged with the overall coordination of the Presbytery's mission and with the theological inspiration for its worship and witness as a body that is both gathered and dispersed. It is also responsible for evaluating each of the three Units of the Presbytery annually. (M-3.001)

2.002 FUNCTIONS

The Functions of the Presbytery Council shall consist of the following items and any other items assigned to it by the Presbytery:

- a. Conduct long range evaluations and planning;
- b. Coordinate with the Presbytery's three units and its mandated committees;
- c. Set the docket for Presbytery meetings;
- d. Plan worship for Presbytery meetings;
- e. Approve the final draft of the annual budget for submission to the Presbytery;
- f. Make final recommendations to the Presbytery regarding all proposals to expend unbudgeted funds;
- g. Be the body through which the Executive Presbyter, Associate Executive Presbyter and Stated Clerk are responsible to the Presbytery;
- h. Oversee the process through which the Presbytery establishes and updates its goals and engages in theological reflection upon its mission. Maintain and publish a "Statement of Mission and Goals of the Presbytery." The Statement and any changes in it must be approved by the Presbytery;
- i. Be the coordinating body for all ecumenical relations of the Presbytery;
- j. Coordinate the work between the Mission Unit, the Congregational Care Unit and the Resource Management Unit (M-3.001);
- k. Review and support the organizational plans and operations of the various "Units."
- l. Act on behalf, or in the name of, the Presbytery, in accordance with The Book of Order (G-9.0402), on all matters, but only in those cases when the Council determines that a delay until the next Presbytery meeting will adversely affect the mission of the Presbytery, or any of its members or constituent congregations, and then, only when such delegation of authority is not expressly prohibited by The Book of Order;
- m. Recommend a schedule for meetings of the Presbytery;
- n. Address issues which are not the specific responsibility of any Unit by referring them to a particular Unit;
- o. Monitor the attendance of members of Units, recommending remedial measures when necessary;
- p. Nominate to the Presbytery persons to serve on Presbytery's Committee on Nominations (see M-5.104); and

- q. Perform all other tasks as may be directed by the Presbytery.

2.003 MEMBERSHIP

Voting members of the Presbytery Council shall consist of twelve members elected to three-year terms. Voting members also include (a) the immediate Past Moderator of Presbytery; (b) the Moderator and Vice-Moderator. All members of Council must be Ministers of the Word and Sacrament, or Elders. No member of the Council shall serve on any Unit or mandated committee.

2.004 NOMINATION OF MEMBERS

The moderators and at-large members will be nominated by the Nominations Committee and elected by the Presbytery. The Committee on Representation shall review the composition of the Council, and make recommendations to the Council and the Presbytery to insure inclusiveness.

The at-large members shall be in three (3) classes, consisting of clergy and elders that, when aggregated, consist of an equal number of clergy and elders.

2.005 TERMS

At-large members of Council shall be eligible for two three-year terms, or partial and full terms aggregating not more than six years.

2.006 QUORUM

A quorum for meetings of the Presbytery Council shall be eight (8) members.

2.007 OFFICERS

The immediate past Moderator of the Presbytery shall ordinarily serve as Chair of the Council for one (1) year. The Council may elect a Vice-Chair. In the absence of the Chair or Vice-Chair for any one meeting, Council shall select one of its members to preside, having been convened by the Secretary, who shall ordinarily be the Stated Clerk.

2.008 MEETINGS

The Presbytery Council will meet as necessary to strategize, plan, coordinate and evaluate the mission of the Presbytery.

CHAPTER THREE: UNITS

3.000 GENERAL

3.001 The Units

The work of the Presbytery is to be planned and implemented by its Units:

- A. Mission Unit
- B. Congregational Care Unit
- C. Resource Management Unit

3.002 The Responsibilities of the Units

Units are expected to coordinate the execution of their assigned responsibilities to prevent overlapping work, gaps between related activities, and to identify synergies from which activities may be enhanced. As the committees and work groups of a unit prepare their resource requirements and set their assignment priorities, each unit shall integrate the efforts in priority and help the committees and work groups to obtain the required resources. To judge the priorities of their work, the units, committees, and work groups shall use the Vision, Mission, and Strategic Priorities established by the Presbytery and maintained by the Council.

Each Unit shall have responsibility for particular portions of the Presbytery's work. Areas of responsibility shall be:

- A. Mission Unit
 - Mission planning and funding
 - Mission education and interpretation
 - Speer Trust (spending / grants)
 - Ministries of peace and justice
 - Women's concerns
 - Developing leadership for mission
 - Campus ministries
 - Social issue advocacy
 - Self Development of People
 - Stewardship interpretation
 - Racial/ethnic mission support
 - Developing partnerships

- B. Congregational Care Unit
 - Congregational redevelopment

- New church development
- Care of pastors and congregations (COM – M.3202b)
- Installation and dismissal of pastors (COM – M.3202b)
- Recruitment, care and nurture of Inquirers and Candidates (CPM – M.3202b)
- Stewardship of Accumulated Resources (SOAR)
- Continuing education of clergy
- Vocation and ministry of laity:
 - ◆ Development of lay leaders
 - ◆ Church officer training
 - ◆ Resourcing congregations
 - ◆ Resourcing teachers
- Ministry with children, youth and older adults - multi/cross generational
- Chesapeake Center
- Evangelism
- Triennial visits (COM – M.3202b)
- Presbyterian Women
- Presbyterian Men
- Racial / ethnic concerns

C. Resource Management Unit

- Judicial concerns (PJC – M.3202c)
- Leadership nomination
- Representation distribution (Committee on Nominations – M.3202c)
- Asset and financial trust
- Speer Trust (Fiduciary)
- Preparation and review of finances and budgets
- Staff human resources
- Administration of the Presbytery staff and office
- Communications
- Overtures processing
- Review of session minutes and records
- Development and maintain a talent bank for leadership development

Other areas of responsibility may be added to any Unit by action of the Presbytery or the Presbytery Council.

3.100 ORGANIZATION OF THE UNITS

3.101 Composition

Each Unit shall be composed of six persons elected by the Presbytery upon nomination by Presbytery's Committee on Nominations. (Requirements for inclusiveness and representation shall be observed.) Such persons shall serve in three equal classes. No one shall serve on more than one Unit or on the Presbytery Council at the same time. No one shall serve on a particular Unit longer than two full three-year terms, or partial and full terms, aggregating more than six years.

3.102 Officers

Each Unit shall be chaired by one of its members elected chairperson by the Unit annually. Each Unit shall also elect from its membership a Vice-chairperson, a secretary and a liaison to the Council. Minutes of all Unit meetings shall be maintained.

3.103 Meetings

The Unit shall normally meet monthly (except during summer months) to plan, organize and evaluate its work. The chairperson may call special meetings with a notice being given to all members of the Unit. A quorum for a meeting of a Unit shall be 50% of the Unit's members, one of whom shall be either the chairperson or the vice-chairperson.

3.104 Accountability

Units shall provide reports of their activities, accomplishments and needs on at least a quarterly basis to the Council. This shall include a discussion of variances from the projected resource budget plans and proposed future needs. Units will also provide an annual written report to the Council.

3.200 OPERATION OF UNITS

3.201 Planning

Each Unit shall determine an effective plan for organizing and carrying out its responsibilities. In order to carry out its responsibilities, a Unit may create committees and/or "work groups" responsible for particular areas of the Unit's work. The Units have the responsibility for relating the recommendations of their committees to the Presbytery Council, when appropriate, and for securing docket time requested by their committees through the Council.

3.202 Committees

Committees are of two types: mandated by The Book of Order, and discretionary, by the Presbytery, its Council or Units.

A. Mandated Committees

There are five committees mandated by The Book of Order. The members of these shall be nominated by the Presbytery Committee on Nominations and elected by the Presbytery.

(Requirements for inclusiveness and representation shall be observed.) The members shall be organized into three equal and rotating classes of a size to accomplish the stated responsibilities. No one shall serve on a committee more than two full three-year terms or partial and full terms, aggregating more than six years. Each committee shall elect one of its members to serve as chairperson of the committee, and a secretary for the committee.

Mandated Committees may petition the Presbytery Council directly for access to Presbytery docket time if action required does not permit time for access via their Unit. These committees should use access via Units for matters of low time sensitivity to build support and preclude surprises causing confusion.

If The Book of Order mandates additional bodies at some future time, such bodies shall be added as Committees under an appropriate Unit.

These Committees are distributed as follows to the Units:

- a. Mission Unit
 - None to date
- b. Congregational Care Unit
 - Committee on Ministry (COM)
 - Committee on the Preparation for Ministry (CPM)
- c. Resource Management Unit
 - Committee on Nominations
 - Committee on Representation
 - Permanent Judicial Commission (PJC)

B. Discretionary Committees

Committees may be established by a Unit to perform ongoing functions related to the Unit's goals and priorities. To establish a committee, the Unit shall propose to the Presbytery Council the creation of the committee, its purpose, and its structure. With the concurrence of the Council, the committee shall be staffed by the Unit and organized into three equal and rotating classes of a size to accomplish the stated responsibilities. No one shall serve on a committee more than two full three-year terms or partial and full terms, aggregating more than six years. The committee shall appoint one of its members to serve as chairperson of the committee. A committee may be dissolved, with the approval of the Presbytery Council, whenever the related Unit determines that the needs have changed or determines another means for organizing its responsibilities. If the Council and a Unit are not in agreement regarding the establishment or the dissolution of a committee, the matter shall be resolved by action of the Presbytery. Committees are responsible to their particular Unit and shall submit recommendations and reports to the Presbytery.

Matters to be brought to the Presbytery for a decision originating in a discretionary committee shall be submitted to their Unit; which shall in turn refer the matter to the Presbytery Council for inclusion in the Presbytery docket.

With the approval of the Presbytery Council, two or more Units may establish “Joint Committees.” The Presbytery Council shall make the “Joint Committee” the responsibility of a single Unit with the understanding that the originating Units shall review the work for their interests.

The current committee distributions are noted in Appendix 1.

3.203 Work Groups

The Council or a Unit may create “Work Groups” in order to accomplish a specific task. The creating organization shall be responsible for securing persons to serve on a Work Group.

A Work Group normally shall not exist longer than one year. A Work Group may be renewed by the creating entity for additional one-year periods. The Council of Presbytery shall review and may extend a Work Group if it is deemed in the best interest of the mission of Presbytery. A Work Group is responsible to its creating organization. The creating organization shall determine the formulation of final recommendations and reports to be made to the Presbytery.

Current Work Groups are listed in Appendix 1.

3.204 Task Forces

The Presbytery Council, a Unit, or a Committee may create “Task Forces” in order to Accomplish a specific task in a corresponding specified time period. The creating organization shall be responsible for securing persons to serve on a task force. A task Force shall include at least one member from the creating organization who shall serve as the task force’s chairperson. A task force is responsible to its creating organization. The creating organization shall determine when any task force’s mission is complete and act to dissolve it.

CHAPTER FOUR: PRESBYTERY CLUSTERS

4.000 GENERAL

4.001 RESPONSIBILITIES

The Presbytery is divided geographically into Presbytery Clusters and these Presbytery Clusters are specifically organized to

- (1) provide opportunities for friendship and mutual support among clergy and lay persons within each Presbytery Cluster
- (2) provide an opportunity for communication from Presbytery Clusters to the Presbytery Council and the units and vice versa
- (3) implement projects and programs that better fit a smaller geographic area including an annual officers' training event
- (4) provide a special opportunity for congregations to share with one another the successes and difficulties of their ongoing ministry

Each Presbytery Cluster may request resources from the Mission Unit for its own programs, and, likewise should help facilitate Presbytery-wide programs made available by the Mission Unit as needs coincide with overall Presbytery emphasis. Resources can be combined for the hosting of Presbytery Meetings which shall be held within the bounds of the Presbytery.

4.002 ACCOUNTABILITY TO PRESBYTERY

The Presbytery Clusters are accountable to the Presbytery through reports to the Presbytery Council.

4.003 ASSIGNMENT OF CHURCHES AND MINISTERS TO PRESBYTERY CLUSTERS

All the churches within the bounds of the New Castle Presbytery will be a part of one of the three geographical Presbytery Clusters which will consist of the following churches:

NORTHERN PRESBYTERY CLUSTER (16)

Calvary	Church of Our Savior
Church of the Covenant	Community
Concord	Elsmere
First & Central	Green Hill
Hanover Street	Limestone
Lower Brandywine	New Castle
Red Clay Creek	Trinity
West	Westminster (Wilmington)

CENTRAL PRESBYTERY CLUSTER (19)

Chesapeake City (First)	Chestertown
Christiana	Delaware City (First)

Dover
Forest
Newark (First)
Pencader
Port Deposit
Rock
St. Andrews
White Clay Creek

Elkton
Head of Christiana
New Covenant
Perryville
Port Penn (First)
Smyrna (First)
West Nottingham

SOUTHERN PRESBYTERY CLUSTER (20)

Beaver Dam	Buckingham
Coolspring	Easton
Faith Chapel	Frankford
Georgetown	Gunby
Lewes	Makemie Memorial
Manokin	Milford (First)
Ocean City (First)	Ocean View
Pitts Creek	Rehoboth
Rehoboth of Midway	Seaford
Westminster (Rehoboth Beach)	Wicomico

Any minister of the Presbytery who is not a pastor of a congregation will be assigned to the Cluster in which she/he resides.

4.004 CHANGE IN ASSIGNMENTS

If there is a church which believes its assignment to a Presbytery Cluster is inappropriate, it may petition the Presbytery Council to be assigned to another Presbytery Cluster.

4.100 PRESBYTERY CLUSTER SPECIFICS

4.101 MEETINGS OF PRESBYTERY CLUSTERS

There shall be no less than four meetings of clusters per year. At the first such meeting of the calendar year, the cluster shall elect a convener.

4.102 MEMBERSHIP

The membership of the Presbytery Cluster is open to any and all in the Cluster who would share ideas, as well as concerns.

4.103 CONVENER

Each Presbytery Cluster will be convened and led by its Convener. The Convener of each Cluster will be chosen by a vote of the majority of that Cluster at its annual meeting. The term of the Convener is for one year (January through December) with the annual election taking place at the annual meeting.

CHAPTER FIVE: BOOK OF ORDER MANDATED COMMITTEES AND COMMISSIONS

5.000 GENERAL

5.001 MANDATED COMMITTEES AND COMMISSIONS

The Book of Order (G-9.0902) mandates that each Presbytery have as a part of its operations structure the following committees and commissions:

- a. Committee on Nominations
- b. Committee on Representation
- c. Committee on Preparation for Ministry
- d. Committee on Ministry
- e. Permanent Judicial Commission

5.101 COMMITTEE ON NOMINATIONS

The Committee on Nominations shall be composed of nine members divided into three equal classes. This Committee's membership shall be composed of equal numbers of clergy, laymen, and laywomen (G-9.0801) and shall be representative of the geographical diversity of the Presbytery. Members of this committee shall be elected by the Presbytery upon the nomination of the Presbytery Council and there shall be opportunity for nominations from the floor of the Presbytery. No member shall be elected for a term of more than three years or serve for consecutive terms, full or partial, aggregating more than six years.

5.102 DUTIES

The duties of the Committee on Nominations are outlined in the Book of Order G-9.800 and G-11.0103w.

5.103 OFFICERS

The Committee on Nominations shall elect from its own membership persons to serve as Chairperson, Vice-Chairperson and Secretary. Such persons shall be elected annually at the time the new class assumes office on the Committee.

5.104 RESPONSIBILITIES TO THE PRESBYTERY STRUCTURE

The Committee on Nominations shall nominate to the Presbytery annually at the last stated meeting of the calendar year persons to fill new classes on the Council, Units, mandated committees and commissions and any necessary representative search committees for Presbytery's professional staff, as well as the Offices of Moderator and Vice-Moderator of the Presbytery. In all nominations the concerns of representation and inclusiveness shall be observed. Such nominations shall be circulated with the proposed docket for the last stated Meeting of the Presbytery of the calendar year. All units, committees and commissions shall meet between the last and the first Stated Meetings of the calendar

year to nominate their chairpersons. (Persons elected to office at the last Stated Meeting of the calendar year will be eligible to vote for their respective chairperson and representatives to the Council.)

The Committee on Nominations shall nominate to the Presbytery at-large members of the Presbytery Council at the last Stated Meeting of the calendar year. In its nominations of at-large members of the Council, the Committee on Nominations shall be charged with trying to bring balance and inclusiveness to the Council's membership.

The terms of office of all chairs and new members of the Council, units, mandated committees and commissions shall begin at the first Stated Meeting of the calendar year.

5.105 STAFFING OF SUBUNITS, WORK GROUPS, TASK FORCES, COMMITTEES, ETC.

The staffing of subunits, work groups, task forces, committees, etc., is at the discretion of the unit involved, in order to do the work of the unit. Subunits, work groups, task forces, committees, etc., gain access to the floor of Presbytery through their respective unit.

5.106 NOMINATIONS OF COMMISSIONERS TO HIGHER GOVERNING BODIES

Nominations of persons to serve as commissioners to the annual meeting of Synod shall take place no later than the second Stated Meeting of Presbytery of the calendar year.

Nominations of persons to serve as commissioners to the annual meeting of General Assembly shall take place at the last Stated Meeting of the calendar year.

The Committee on Nominations shall seek to assure that persons nominated to serve as commissioners to higher governing bodies shall be persons active in the life of New Castle Presbytery and persons with active knowledge of the larger Church.

5.107 NOMINATIONS FOR OTHER POSITIONS REPRESENTING PRESBYTERY

If persons are requested to serve on other bodies, including subsidiary organizations (see Chapter Six), in the name of New Castle Presbytery, such positions shall be filled by nomination by the Committee on Nominations and election by the Presbytery.

5.108 RELATIONSHIP TO THE STRUCTURE OF THE PRESBYTERY

The Committee on Nominations shall report to the Presbytery and to the Presbytery Council through the Resource Management Unit. Docket time for meetings of the Presbytery shall be secured through

request to the Resource Management Unit.

5.201 COMMITTEE ON REPRESENTATION

The Committee on Representation shall be composed of six persons, three men and three women with the majority of its members selected from the racial ethnic groups within Presbytery. The total membership shall include persons from each of the following categories (G-9.105):

- a. Majority male membership
- b. Majority female membership
- c. Racial ethnic male membership
- d. Racial ethnic female membership
- e. Youth male and female membership

5.202 DUTIES

The duties of the Committee on Representation are outlined in the Book of Order, G-9.0105 and G-12.0302.

5.203 OFFICERS

The Committee on Representation shall elect from its membership a person to serve as Chairperson.

5.204 RELATIONSHIP TO THE STRUCTURE OF PRESBYTERY

The Committee on Representation shall report to the Presbytery and to the Presbytery Council through the Resource Management Unit. Docket time for meetings of the Presbytery shall be secured through request to the Resource Management Unit.

5.301 COMMITTEE ON PREPARATION FOR MINISTRY

The Committee on Preparation for Ministry shall be composed of fifteen persons as equally divided between ministers and elders as possible, and organized into three classes of five each. None shall serve more than two three-year terms, consecutively.

5.302 DUTIES

The Committee on Preparation for Ministry shall assure that all the provisions of the Book of Order regarding the evaluation and nurture of persons preparing for the ministry of Word and Sacrament are observed (G-14.0300).

5.303 OFFICERS

The Committee on Preparation for Ministry shall elect from its own membership persons to serve as chairperson, vice-chairperson and secretary. Such persons shall be elected annually at the time a

new class assumes office.

5.304 RELATIONSHIP TO THE STRUCTURE OF PRESBYTERY

The Committee on Preparation for Ministry shall report to the Presbytery through the Congregational Care Unit. Docket time shall be secured through the Congregational Care Unit.

5.401 COMMITTEE ON MINISTRY

The Committee on Ministry shall be composed of twenty-four persons, consisting of equal numbers of clergy and elders, divided into three equal classes. None shall serve more than two three-year terms or two partial terms, aggregating more than six years (G-11.0501).

5.402 DUTIES

The Committee on Ministry's duties as found in the Book of Order G-11.0500 and G-14.0502 shall be strictly observed. A quorum of at least a majority of the Committee's members is required for meetings (G-11.0501).

5.403 OFFICERS

The Committee on Ministry shall elect from its own membership persons to serve as chairperson, vice-chairperson and secretary. Such persons shall be elected annually at the time a new class assumes office on the committee.

5.404 RESPONSIBILITIES TO THE STRUCTURE OF PRESBYTERY

The Committee on Ministry shall report to the Presbytery and the Presbytery Council through the Congregational Care Unit. Docket time shall be secured through the Congregational Care Unit.

5.501 PERMANENT JUDICIAL COMMISSION

The Permanent Judicial Commission shall be composed of nine persons - five clergy and four elders, with not more than one of its elder members from any one of its constituent congregations. Members shall be divided into three equal classes. Terms of office shall be for six years with no member, having served for a six-year term, being eligible for re-election until four years have elapsed (D-4.0000).

5.502 OFFICERS

The Permanent Judicial Commission shall elect from its own membership persons to serve as

Moderator of the Commission and Clerk of the Commission. Such persons shall be elected every two years at the time a new class assumes office on the Commission.

5.503 DUTIES AND JURISDICTION

The Permanent Judicial Commission's duties and jurisdiction as described in the Book of Order (D-4.0000 and D-5.0000 as well as the entire Rules of Discipline) shall be strictly observed.

5.504 RELATIONSHIP TO THE STRUCTURE OF PRESBYTERY

The Permanent Judicial Commission shall report to the Presbytery and the Presbytery Council directly. Docket time shall be secured through direct request to the Council or Resource Management Unit.

CHAPTER SIX: SUBSIDIARY ORGANIZATIONS

6.000 GENERAL PROVISIONS

As a governing body of the Church, the Presbytery has the authority to create and hold accountable subsidiary organizations in the program area of its responsibilities. These organizations are required to report at least once a year to the Presbytery and are under the oversight of the Presbytery Council at all times.

6.100 PRESBYTERIAN WOMEN

THE PRESBYTERIAN WOMEN IN/OF NEW CASTLE PRESBYTERY is that organization of women which unifies the women's work of churches of Presbytery and relates it to the Women's Groups of the Synod of the Mid-Atlantic and the General Assembly. New Castle Presbyterian Women report to the Presbytery through the Congregational Care Unit. The Moderator of New Castle Presbyterian Women or her designee shall have the permission of the floor at all meetings of the Presbytery.

6.200 PRESBYTERIAN HOMES, INC.

6200 (a) PRESBYTERIAN HOMES, INC., is incorporated as a charitable corporation under the provisions of the State of Pennsylvania. Its Board of Trustees is comprised of representatives elected by several presbyteries of the Presbyterian Church (U.S.A.) including New Castle Presbytery. It is a private, charitable corporation rather than an agency of the Church.

6.200 (b) MISSION OF PRESBYTERIAN HOMES, INC.

The mission of Presbyterian Homes, Inc. is to offer Christian understanding, compassion, and sense of belonging to those whose needs may be physical, psychological, social, financial, or spiritual in nature, by providing a full range of high quality health care, housing and other related community services directed primarily for the elderly which contribute to the wholeness of the body, mind and spirit.

6.200 (c) MEMBERS

New Castle Presbytery is entitled to elect/appoint two (2) persons to the Board of Trustees of Presbyterian Homes, Inc. Presbyterian Homes, Inc. shall report to New Castle Presbytery on an annual basis through the Mission Unit.

6.300 THE ADMINISTRATIVE COMMISSION ON THE SPEER TRUST

New Castle Presbytery, on June 18, 1985, established and appointed an administrative commission, pursuant to the Book of Order G-9.0502, to be known as the ADMINISTRATIVE COMMISSION ON THE SPEER TRUST, for orderly and effective management of the on-going memorial gift of the GEORGE I. and LIZZIE F. SPEER MEMORIAL FUND.

6.301 POWERS

The scope of power granted to the Administrative Commission on the Speer Trust is to act for the Presbytery in all matters respecting the expenditure of the annual net income from the George I. and

Lizzie F. Speer Memorial Fund, in accordance with:

- (a) New Castle Presbytery's "Biblical and Theological Rationale for the Use of Gifts and Bequests to Presbytery" adopted on April 19, 1983, and
- (b) The specific and organizational structure, procedures and responsibilities hereinafter enumerated.

EXCEPT THAT:

- (a) members of the Commission shall be elected by the Presbytery, through the Committee on Nominations.
- (b) any budget for administrative expenses shall be submitted to and approved by the Presbytery.

6.302 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Administrative Commission on the Speer Trust are:

- a. Cooperate with the Presbytery Units and Presbytery Clusters in developing and executing a Presbytery mission process, in such a way that the functions of the Commission remain distinct from but in harmony with the overall mission strategy of the Presbytery.
- b. Interpret the Guidelines to the Presbytery and its churches, taking care to show how the actions of the Commission reflect these Guidelines; and the above done in a manner so as to insure that a continuing learning process takes place for all concerned.
- c. Take the initiative and provide leadership in the definition and development of strategies and resultant programs/projects that will most effectively achieve the goals and objectives contained in the Guidelines.
- d. Maintain liaison with the appropriate agencies of the General Assembly and Synod so as to interpret to them the Presbytery's guidelines for the use of Speer Trust funds, and interpret their use of these funds back to the Presbytery.
- e. Establish procedures for producing, publishing and distributing information and guidelines required for the preparation and submittal of funding requests.
- f. Enable and resource sessions and congregations in the preparation for, and subsequent development of, potentially fundable program requests.
- g. Receive, review, conduct on-site evaluations where advisable, and select/decide on proposals for funding.

- h. Establish procedures for monitoring/evaluating the performance of funded programs; with particular emphasis on their relationships with churches and committees within the Presbytery.
- i. Interpret all funded proposals to the Presbytery on a regular basis.
- j. Formulate and recommend to the Presbytery an annual budget for the Commission's operations.
- k. Transmit in writing to the Stated Clerk of the Presbytery all funding decisions for the reporting of same to the next stated meeting of the Presbytery (Book of Order G-9.0505).
- l. Keep a full record of its proceedings, and submit the same annually/quarterly to the Presbytery through its Stated Clerk for incorporation in the Minutes of the Presbytery (Book of Order G-9.0502).

6.303 COMPOSITION OF THE COMMISSION

- a. The Commission shall be composed of twelve (12) members, six (6) lay and six (6) clergy, of which:
 - *at least two (2) are racial ethnic women
 - *at least two (2) are racial ethnic men
 - *at least four (4) persons reside outside New Castle County, but within the bounds of the Presbytery
 - *women and men are in equal numbers
- b. Members shall be divided into three classes.
- c. Names to replace retiring and resigning members shall be nominated to the Presbytery by the Presbytery Committee on Nominations.
- d. Persons for the position of Chairperson and Vice Chairperson shall be recommended by the Commission, whenever possible from among its current membership, to the Presbytery Committee on Nominations for its nominations to the Presbytery.
- e. A quorum for meetings of the Commission shall be eight (8) members. (Book of Order G-9.0504)
- f. The Commission may invite other persons to sit with it as consultants, without vote.

6.304 FINANCIAL RELATIONSHIPS AND GUIDELINES

- a. The Mission Unit has responsibility for the receipt of Trust income for short-term

investment and safety of monies until disbursement is authorized by the Commission.

- b. The Board of Trustees of the Presbytery is responsible for liaison with PNC Bank relative to portfolio management objectives of the Speer Trust, and to General Assembly Mission Responsibility Through Investments Guidelines.
- c. The Mission Unit is responsible for the development of guidelines and procedures for the prompt disbursement of the Trust income as required by the funding and programmatic decisions of the Administrative Commission, and pursuant to the adopted Guidelines of the Presbytery, including provisions for special grant decisions by the Commission in amounts exceeding a full year's income from the Trust.
- d. Administrative and operational costs of the Commission, authorized by budgetary decisions of the Presbytery, are taken from the total year's income from the Trust.
- e. Disbursements to the designated General Assembly and Synod agencies, pursuant to the percentages specified in the Speer Trust Guidelines, are to be made as block grants at the end of each income year.

CHAPTER SEVEN: BY-LAWS OF THE CORPORATION

7.000 GENERAL PROVISIONS

The business and property of the corporate form of the Presbytery (the Corporation) shall be conducted and managed by a Board of Trustees (the Trustees) in accordance with the provisions of the Form of Government (G-8.0000) and the mission of New Castle Presbytery as coordinated by the Presbytery Council.

7.001 INCORPORATION

The Trustees of the Presbytery of New Castle shall have the legal status and powers of incorporation granted under the laws of the States of Delaware and Maryland (M-1.003), and where there be conflict, under the laws of the State of Delaware.

7.002 ANNUAL MEETING

There shall be an annual meeting of the Corporation at the last stated meeting of the Presbytery in each calendar year when the members of the Presbytery shall be called into a meeting of the Corporation to elect new Trustees and conduct any business appropriate to the meeting.

7.003 POWERS OF THE TRUSTEES

Without prejudice to and in derogation of the powers conferred on the Trustees by law, by the Council (2.002h), and by these By-Laws, it is expressly declared that the Trustees shall have the following powers:

- a. The Trustees may purchase or otherwise acquire real property in the name of the Corporation and may mortgage, sell and/or otherwise dispose of real property. When the Trustees begin their consideration of such actions the Trustees shall notify the Council and, if the Council so requests, shall consult with the Council to enable the Council to set guidelines or give directions regarding such actions.
- b. The Trustees may purchase or otherwise acquire personal property in the name of the Corporation and may hold, maintain, preserve, invest, reinvest, sell and/or otherwise dispose of personal property. In the name of the Corporation the Trustees may lease, hold, maintain, preserve, invest or reinvest in and/or let real property.
- c. The Trustees may receive, take, inherit or otherwise acquire by gift, grant, devise, bequest, devolution, inheritance or any other manner for any religious purpose any kind or amount of real or personal property or interest therein, (within the limits prescribed by statute) and the same to have, hold, manage, maintain, preserve (in trust or otherwise) and to grant, convey, transfer, assign and otherwise dispose of, in accordance with the terms of any such gift, grant, devise, bequest, inheritance or other form of acquisition or as provided by law.

- d. Title to all property, which belongs to or shall hereafter devolve upon or accrue to the Presbytery, shall vest in the Trustees, who shall hold, manage, control, maintain, preserve, let, mortgage, sell, grant, or otherwise dispose of the same.
- e. The Trustees may make gifts, grants, or loans, conditionally or unconditionally, to any Presbyterian Church or new church development within the bounds of the Presbytery for church expansion, building renovation or repair, purchase of land, or similar purpose, subject to approval by the Council.
- f. The Trustees may grant or withhold leave to any church, within the bounds of the Presbytery, to purchase, acquire, manage, lease, mortgage, sell or dispose of its real or personal property, to borrow money or to transact any other kind of business, to which the assent or consent of the Presbytery may be necessary or desirable.

7.004 REVIEW OF ACTIONS

Actions of the Trustees shall be subject to review and amendment by the Presbytery, except in the case of trusts, previously approved by the Presbytery, that give sole and absolute discretion to the Trustees for the use of funds of the trust.

7.005 REPORTS

Actions of the Trustees shall be reported to the Presbytery Council. Distribution of the Trustees' minutes shall constitute this report. The Presbytery Council shall submit the report of the actions of the Trustees to the Presbytery at stated meetings of the Presbytery.

7.006 MEMBERSHIP

There shall be nine elected Trustees of the Presbytery. Members shall be nominated by the Presbytery Nominating Committee after consultation with the President of the Board of Trustees to insure a proper balance of the special expertise needed on the Board. The Executive Presbyter, Presbytery Treasurer, and Chairperson of Council shall be ex-officio members without vote. There shall be female and racial ethnic representation on the Board and at least three persons among the elected and ex-officio Board members shall be ministers of the Word and Sacrament.

7.007 ELECTION

Three Trustees shall be elected each year at the annual meeting of the Corporation to serve for a term of three years. These persons shall be nominated by Presbytery's Committee on Nominations. No Trustees may serve more than two full terms, or six years, consecutively. Vacancies on the Board shall be filled by temporary appointments by the Presbytery Council until the next annual meeting of the Corporation when replacements shall be elected to fill unexpired terms.

7.008 OFFICERS

The Trustees shall elect from their voting members a President, a Vice-President, a Secretary of the Corporation and a Recording Secretary, respectively. No person shall serve as President for more than two consecutive years.

7.009 ORGANIZATIONAL MEETING

The President -- or, if there be none or if he/she be unable to act, the Vice-President, Secretary, or Stated Clerk of the Presbytery, in that order -- shall call a meeting of the Trustees for the purpose of organization as soon as convenient after the annual Corporation meeting. If no call for the organization meeting of the Trustees has been issued within fifteen days after such Corporation meeting, then the Moderator of Presbytery shall forthwith issue such a call.

7.010 CALLED MEETINGS

Any meeting other than the organizational meeting may be called by the President of the Corporation or by any three Trustees, upon giving at least ten days' written notice to each Trustee of the time and place of the meeting and of the business to be transacted.

7.011 TIMES FOR MEETINGS

The Board of Trustees shall hold meetings at times and places that insure adequate consideration of matters of substance and encourage meeting attendance. Meetings shall be held at least quarterly.

7.012 QUORUM FOR MEETINGS

For regular, called and organizational meetings of the Trustees, five (5) voting members shall constitute a quorum, and questions are to be settled by a majority vote of those in attendance.

7.013 NOTICE OF MEETINGS

Notice of a meeting shall be sufficient if it is written and deposited in the United States mail, postage paid, addressed to each Trustee as the name and address appear on the records of the Secretary.

7.014 TRUSTEES' MINUTES

The Trustees shall keep minutes of all their meetings which shall be filed annually with the Resource Management Unit for review.

7.015 DUTIES OF THE PRESIDENT OF THE CORPORATION

The President of the Corporation shall be the chief executive officer of the Corporation and shall preside at all meetings of the Trustees. The President shall execute all contracts and agreements of

the Trustees; shall report to the Trustees all matters which interests of the Corporation may require to be brought to the notice of the Trustees; shall be an ex-officio member of all committees of the Trustees; and shall have such additional powers as may be assigned by the Trustees.

7.016 DUTIES OF THE VICE-PRESIDENT

In the absence of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have the powers of the President. The Vice-President shall have such additional powers and duties as may be assigned by the Trustees.

7.017 DUTIES OF THE SECRETARY

The Secretary shall be the custodian of the corporate seal or seals of the Corporation, and shall perform such other duties as are from time to time assigned by the Trustees.

7.018 DUTIES OF THE TREASURER

The Treasurer of the Board of Trustees is the Treasurer of New Castle Presbytery. The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Corporation, and shall deposit or cause to be deposited in the name of the Corporation all moneys or other valuable effects in such depository or depositories as shall from time to time be selected by the Trustees. The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall render to the President or Vice-President, and to the Trustees, whenever requested, an account of the financial condition of the Corporation. The Treasurer shall give the Corporation a bond in such form and in such penalty and with such security as shall be satisfactory to the Trustees, conditioned for the faithful performance of the duties of the office of Treasurer of the Corporation and the restoration to the Corporation, in the case of death, resignation or removal from office, of all books, papers, vouchers, money and other property of whatever kind belong to the Presbytery.

7.019 CORPORATE SEAL

The Corporation shall have a corporate seal, or seals, as required by law and in the form adopted by the Trustees.

CHAPTER EIGHT: PRESBYTERY MEETINGS

8.000 Arrangements

8.001 AUTHORITY OVER MEETINGS

Responsibility for the scheduling of the Presbytery meetings belongs to the Presbytery Council. Responsibility for the organization of the Presbytery meetings belongs to the Agenda Planning Committee of the Council. Responsibility for the conduct of Presbytery meetings belongs to the Moderator and Stated Clerk.

8.002 STATED MEETINGS

Five stated meetings of the Presbytery are normally held each year. No docket shall exceed five hours of meeting time. Two of the meetings will be on Saturdays and three of the meetings will be on Tuesdays. Meetings shall convene at a time established by the Presbytery Council. The first meeting of the calendar year will be on a Saturday at least 120 days before General Assembly.

8.003 HOST CHURCHES

Requests to host a stated meeting of the Presbytery are made to the Stated Clerk. The Stated Clerk will be the Presbytery's liaison to host churches, providing guidelines and information to churches about the necessities and expectations for a Presbytery meeting.

8.004 MAILINGS PRIOR TO MEETINGS

Notices and dockets of meetings, along with related papers, shall be mailed to ministers and commissioners prior to meetings of the Presbytery (M.1.205, M.1.206). The Agenda Planning Committee of the Council shall determine what material is to be included in a mailing. Candidates and Inquirers related to the Presbytery shall receive these mailings. Mailings to all ministers, commissioners and clerks of sessions in Maryland shall be by First Class Mail.

8.005 DISTRIBUTION OF MATERIALS AT MEETINGS

With the permission of the Stated Clerk, sessions, units and agencies of the Presbytery, Synod and General Assembly, and institutions and organizations related to the Presbyterian Church (USA) may obtain table space for distribution of literature at the Presbytery meetings in order to effect open communication and freedom of information.

8.006 ANNOUNCEMENT OF HANDICAPPED ACCESSIBILITY

Notices of the Presbytery meetings shall include information on what portions of the meeting will be fully accessible to persons with physical handicaps, particularly whether there is wheel chair access to all places that will be used as part of the Presbytery meeting.

8.007 CHILD CARE

Host churches shall provide childcare for all participants' families at stated meetings of the Presbytery. This childcare normally includes children up to the age of twelve and is to be provided on an as-needed basis. Persons requesting childcare shall make this request to the Presbytery Office at least

five days prior to a Presbytery meeting. If volunteers are not available and caregivers are paid, the host congregation is normally expected to allocate \$25.00. Any balance of payment would be paid by the Presbytery.

8.008 MEALS

Host churches may charge a reasonable fee for the meal served. The current fee is \$5.00. Hosts should attempt to plan meals with thought to dietary needs and restrictions.

8.009 EXPENSES OF MINISTERS

Ministers attending Presbytery meetings who do not have a travel allowance in their call or contract may request that the Presbytery pay their expenses. Such expenses would include travel and meal costs.

8.010 LEAVE OF ABSENCE

Ministers whose ecclesiastical duties and/or status preclude their attendance at particular meetings of Presbytery may, upon request, be excused by notifying the Stated Clerk within ten days after the meeting. The Stated Clerk and Assistant Stated Clerk shall be the Committee on Leave of Absence unless neither be present, in which case the Clerk Pro Tem selected by the Presbytery shall serve in that capacity.

8.011 BRIEFING OF NEW COMMISSIONERS

A briefing of commissioners new to Presbytery should be conducted by the Vice-Moderator, or a knowledgeable substitute, fifteen minutes prior to the meeting, normally in a room designated by the host church.

8.100 WORSHIP

8.101 REGULAR WORSHIP

Worship will be a part of every stated meeting of the Presbytery. Providing worship is a responsibility of the Presbytery Council.

8.102 INCLUSIVE LANGUAGE

Worship, as with all other elements of Presbytery meetings, shall be conducted with language appropriate to a diverse and inclusive community of faith.

8.103 OFFERINGS

An offering shall normally be a part of Presbytery meetings. The designation of the offering's recipient is the responsibility of the Moderator and shall be announced prior to receiving the offering.

8.104 SACRAMENT OF THE LORD'S SUPPER

The Presbytery schedules the celebration of the Lord's Supper at meetings of the Presbytery through the Council. The Lord's Supper will be provided at the discretion of the Agenda Planning Committee of the Council. Whenever fermented wine is served as a part of this sacrament, unfermented wine (grape juice) shall also be served with equal dignity and equal availability.

8.105 REMEMBRANCE AND MEMORIAL

A remembrance of elders who have died shall be included at least annually as a part of the worship of the Presbytery. Memorial minutes for deceased ministers shall be provided in a timely manner, most appropriately in a time of worship.

8.200 ORGANIZATION AND CONDUCT OF MEETINGS

8.201 DOCKET

A docket for each stated meeting of the Presbytery will be prepared by the Agenda Planning Committee of Council and published by the Stated Clerk at least ten days in advance of the meeting (M.1.206). Requests for docket time are made to the Agenda Planning Committee of Council, generally through a Unit, and should include the time required, the names of all speakers and any special considerations that are needed. The docket will include a time for consideration of new business.

8.202 BUSINESS

The Moderator of the Presbytery shall appoint a Committee on Arrangements, a Committee on Resolution of Thanks, and shall invite corresponding members to make their presence known so that they may be welcomed by the Presbytery. These actions shall be the actions of the Presbytery, by consensus and without vote, unless challenged by a commissioner from the floor.

Business at Presbytery meetings is presented through motions. Motions to Presbytery take three forms:

- (a) Omnibus Motion: At each stated meeting of the Presbytery omnibus motions will be included in the Presbytery packet mailed to ministers and commissioners. The Stated Clerk will present for action by the Presbytery omnibus motions on matters the Clerk considers non-controversial, after the following procedures have been taken into account:
 1. Chairpersons of units, committees and work groups have been given the opportunity to respond to questions of information pertaining to items of business in the omnibus motion;

2. Any commissioner who wants a particular item of business lifted from the omnibus motion for discussion has identified the item to the Stated Clerk;
 3. The Stated Clerk has placed on the regular meeting docket all items removed from the omnibus motion and has made a motion for approval of all business remaining in the omnibus motion.
- (b) Action Motion: Recommendations from mission units, mission groups and the Council of the Presbytery that may elicit debate, and items that are constitutionally appropriate as action items, will be placed on the docket.
- (c) New Business: Any item of business received by the Stated Clerk after the Agenda Planning Committee of Council has prepared the docket, or any item not considered by a Unit or the Council of the Presbytery, will be considered under new business. New business must be submitted to the Stated Clerk in writing. The Stated Clerk shall report to the Presbytery all such requests received and make a recommendation to the Presbytery concerning the docketing or referral of such items. New business which is not reported through a mission unit, mission group or the Council will normally be docketed for consideration at the end of the meeting.

8.203 AMENDMENTS, BILLS AND OVERTURES

The Stated Clerk shall refer all bills, overtures and constitutional amendments to an appropriate Unit, Committee, Commission or Council for recommendations to the Presbytery.

8.204 WRITTEN MATERIALS

All information related to expected actions by the Presbytery should be included in the docket mailing. Exceptions occur only when the action is urgent and could not have been anticipated by the time of the mailing. All written materials for presentation to the Presbytery shall be duplicated in sufficient quantity for distribution to commissioners of the Presbytery and, if not in the pre-mailing, must be on the table at least one hour before the start of the meeting. Materials to be duplicated by the Presbytery Office shall be received in the office at least two (2) weeks prior to the meeting of Presbytery.

8.205 REQUESTS FOR TIME

Groups and organizations outside the Presbytery structure who seek docket time shall make their request to a Unit, Committee, Commission, or the Council of the Presbytery.

8.206 STANDING REPORTS

In addition to the reports of Units, Committees, Commissions and the Council, time may be allowed for reports by the Presbytery Staff. The Moderator will be responsible for sharing pastoral concerns with the Presbytery.

8.207 DEBATE

The maker of a motion shall have the privilege of first and last debate on the motion.

8.208 RULES

In all cases not provided for in this Manual, the Presbytery shall be guided by the most recent edition of Robert's Rules of Order.

8.209 INCLUSIVE LANGUAGE

With leadership from the Moderator, meetings of the Presbytery shall be conducted with language appropriate to an inclusive community of faith.

8.210 MINUTES

The reporting of the Presbytery minutes may take different forms. A digest of the minutes of the Presbytery will be mailed with the docket and be available at the Presbytery meeting; copies of the complete minutes will be available upon request and for inspection at the Presbytery meetings. After five years the minutes may be deposited with the Department of History of the Presbyterian Church (U.S.A.) in Philadelphia.

8.300 FUNDING AND SOLICITATION POLICY

- 8.301 All funding requests by a group, an institution, any special Offering, or any Synod-wide approved campaign must be recommended by a Unit and presented to Council for approval prior to its initiation in New Castle Presbytery.
- 8.302 All funding requests from presbyteries or their churches, and including capital campaigns by institutions and agencies officially related to Synod, must be cleared through its Council and approved by Synod Meeting at least one year prior to beginning the campaign when it covers more than one presbytery.
- 8.303 Once approved by the church session and by Synod and New Castle Councils the petitioner can proceed with the solicitation process.
- 8.304 Acquisition and use of membership rolls, directories or mailing labels from churches, Presbytery and Synod requires the advance approval of the applicable governing body.

CHAPTER EIGHT(B) - RULES FOR SESSION RECORDS AND MINUTES

8B.000 SESSION MINUTES

8B.010 FORM OF SESSION MINUTES

8B.011 LOOSE-LEAF

Use of the loose-leave binder and sections authorized by the General Assembly is mandatory (except that Sessions using authorized bound minute books as of January 1970 are permitted to complete these books before acquiring the loose-leaf binders and sections).

8B.012 PAGE NUMBERS

Pages are to be consecutively numbered. In the case of loose-leave systems, use of pages with consecutive numbers already printed on them is highly preferred.

8B.013 PARAGRAPH IDENTIFICATION

The paragraphs in the minutes of each meeting are to be identified by a brief caption indicating the subject of the action reported in the paragraph. The captions are to be located either (a) in the margin, or (b) at the beginning of the paragraph, and distinguished by capital letters and underlining or bold print.

8B.014 MARGINS

Margins for the pages in loose-leaf binders are to be at least one-half inch for the "outside" edge, and at least one inch for the "bound" edge, and the minutes (including Clerk's signature) of successive meetings shall be separated by no more than one inch of clear space (except where minutes end within two inches from the bottom of a page). However, if a session prefers to begin the minutes of the next meeting at the top of the next page, leaving more than one inch of clear space at the end of the last minutes, that space must be neatly crossed out with a large "X".

8B.015 CORRECTIONS

Erasures of other than single character typographical errors made at the time of entering data are not permitted, nor are any interlineations, or any other extraneous marks or notations permitted, except as provided for in these rules. Errors are to be indicated by a single line penned or typed through the word or phrase (and a diagonal line through a whole paragraph or page) and each such line is to be initialed and dated by the one whose signature attests the particular minutes. When later corrections are made to minutes that have already been engrossed (that is, formally typed on numbered pages of Session minute book), see ___ for procedure.

8B.016 REFERENCES

Whenever an action or minute of a previous meeting is referred to, the date of same is to be noted in parentheses.

8B.017 INSERTIONS

Insertion in Session Minutes of separate pages, as well as pasted, stapled or clipped material not

on archival numbered pages that is part of approved minutes, is not permitted. Mechanically reproduced material on numbered archival paper may be incorporated into the body of the minutes.

8B.018 ATTEST

The minutes of each Session meeting are to be attested by the personal signature of the Clerk, or Clerk pro tem, or the Moderator as to their completeness and accuracy, as well as to their approval by the Session. Also, the minutes of all meetings of the congregation and corporation shall be attested by the Moderator and the Clerk, or Secretary of the meeting, and entered in the minute book of the session (G-7.0307).

8B.020 CONTENT OF SESSION MINUTES

8B.021 TIME/PLACE

Record the date, time and place of each meeting and specify whether the meeting is stated, special or adjourned.

8B.022 SPECIAL MEETINGS

Minutes of a special meeting shall record who called the meeting and for what specific purpose.

8B.023 ATTENDANCE

Record for each meeting the name of the Moderator, and, in either alphabetical order or by order of classes,

- a) the names of Elders present
- b) the names of Elders absent with excuse
- c) the names of Elders absent without excuse
- d) others present

No less than once a year, attendance should record the composition of the Session with regard to age, gender, race and ethnic group, and note how this corresponds to the composition of the congregation's active members. This material should then be forwarded to the Nominating Committee of the congregation. We suggest this be recorded in the minutes of the session meeting at which the session receives the clerk's Annual Statistical Report to Presbytery. (G-10.0301)

8B.024 PRAYER

Record the opening and closing of each meeting with prayer. (G-9.0301)

8B.025 PREVIOUS MEETING

At each stated meeting, ordinarily following the opening prayer and roll call, record the reading and/or review, correction (if any), and approval of

- a) the minutes of the last stated meeting and the minutes of
- b) any special or adjourned meetings held since the last stated meeting. In each case, specifically record the date of the meeting of which the minutes have been approved.

8B.026 CORRECTIONS

Record any and all corrections, additions, or changes made to previous minutes in specific detail (except minor alterations in spelling, etc., in cases where previous minutes have not yet been engrossed). When corrections are made to engrossed minutes, add a marginal notation beside the original entry indicating the page number where the corrections have been recorded.

8B.027 COMMUNICATIONS

Record the reading or presentation of all communications to the Session, as well as the disposition of, or action taken in response to, each communication (e.g., referred, tabled, etc.).

8B.028 WHAT TO RECORD

It is only essential to record the formal actions by, and summary of reports to the Session, and such other details which are vital to the transaction and understanding of the business of the meeting. Details of motions that are lost, or discussions that do not result in formal decisions, need not be recorded except as requested by the Session.

8B.029 ACTIVE MEMBER TOTAL

The minutes are to record at each stated meeting at which such changes occur:

- a) the active member roll total as of the date the last such summary was recorded
- b) a summary of the changes of this meeting (losses, gains, etc.)
- c) the new active member roll total or the unchanged active member total.

8B.030 CONTENT OF SESSION MINUTES - PARTICULAR ACTIONS

8B.031 ECCLESIASTICAL EVENTS

Record (as appropriate items in the pastor's or clerk's report) the date and other requisite information for the following ecclesiastical events in the minutes of the next stated meeting of the Session following each event.

8B.032 LORD'S SUPPER

The celebration of the Sacrament of the Lord's Supper in the local church is under the authority of the Session, so the regular schedule of celebrations should be recorded in the minutes at the time when the schedule is adopted, celebrations apart from the regular schedule should be recorded as

they are approved, and celebrations at other times and places which occur in the pastoral ministry of the church under policies approved by the Session should be reported and recorded. (W-2.4012)

8B.033 ORDINATION

Record the ordination and/or installation of pastor, elders and deacons [G-10.0302(c)(8)].

8B.034 PRESBYTERY COMMISSIONERS

Record the names of elders elected as commissioners to Presbytery and the terms of office or particular Presbytery meetings for which their commissions are valid. When they report back to the Session on their participation in the Presbytery meetings, the Session's acceptance of their reports should be recorded. [G-10.0102(o) (1)]

8B.040 ACTIONS REGARDING MEMBERS

8B.041 INFORMATION ABOUT RECORDING NAMES

Whenever the Session acts regarding a member or members, their permanent identification number from the Chronological Roll should be included with all mention of member names in Session Minutes.

8B.042 BAPTISM

In the recording of administration of the Sacrament of Baptism, in the case of infants, record the full name of the infant, date of birth, and also the full names and church membership of the parents, including the maiden or family name of the mother; in the case of adult baptisms, record maiden names of married women [G-10.0302(c)(2)]. (See New Member Section 8B.205 for additional suggestions.)

8B.043 WEDDINGS

Record the following weddings and, in each instance, note whether either or both persons married are active members:

[G-10.0302(c)(1)]

- a) all weddings performed by the pastor(s)
- b) those performed in the church by ministers other than the pastor(s)
- c) weddings of active members performed in other locations when the information is known.

8B.044 DEATHS

Record all deaths of active members, the date of death and all funerals performed by the pastor(s), and those performed in the church by other than the pastor(s) [G-10.0302(b)(8)].

8B.045 NEW MEMBERS

Record the full name of persons examined and received into active membership - (indicating in every case whether the person is also to be baptized) - as well as the manner of reception (i.e., profession, reaffirmation or transfer) and noting particularly

[G-10.0302]

- a) in the case of a married woman - the family name, as well as her husband's name (e.g., Mary Brown Smith [Mrs. Robert T.] or if the couple are not using the same last name, Mary Brown (spouse of Robert T. Smith). This form is to be used in the minutes, the Alphabetical Roll and the Chronological Roll.
- b. A married man would be recorded at Robert T. Smith (spouse of Mary Brown Smith) or (spouse of Mary Brown) if his wife does not use the same last name. This form is to be used in the minutes, the Alphabetical Roll and the Chronological Roll.
- c) in the case of transfer - the name and location of the church from which transferred;
- d) the names of baptized children who are transferring their membership with their parents [G-10.0302(1)].

8B.046 ISSUE OF TRANSFERS

Record the full name of each person to whom a certificate of transfer is issued, always including the names of their baptized children, as well as the full name and location (community and state) of the church to which the certificate is to be sent [G-10.0302(b)(1)]. (cf.

8B.047 REMOVAL OF TRANSFERS

The following entries are to be made with respect to members whose names are deleted by reason of transfer: [G-10.0302(b)].

8B.047.1 ON RECEIPT OF CERTIFICATE OF RECEPTION

Record the Session's receipt of the certificate of reception returned by another church for members previously granted a letter of transfer, and record the full name of the member(s) thus to be deleted from the ACTIVE MEMBER ROLL or the INACTIVE MEMBER ROLL. NOTE: Since this action by Session is the action of record which formally removes the name [G-10.0302(b)(1), this is the date to be used in the "removed" column on the Chronological Roll. Do not use the date the original letter was issued.

8B.047.2 WHEN THE TRANSFER IS NOT COMPLETED

Dismissed members remain under the jurisdiction of the dismissing church until that church is notified that the members have been accepted into the church to which they were dismissed. If

notice is not received within a reasonable period of time, the dismissing church should inquire to make sure that correspondence has not gone astray and then treat the members as it would any others with their degree of inactivity.

8B.048 MEMBER REMOVALS

All removals from the Active Member Roll of the church, indicating specific reasons and also citing the appropriate provision(s) of the Book of Order which authorized the action. [G-10.0302(b)]

8B.050 CONSTITUTIONAL REQUIREMENTS

The following actions, pursuant to provisions of the Constitution (as noted), are to be recorded at the appropriate meetings of the Session:

8B.051 SUMMARY OF ANNUAL REPORT

The Session is required to send an ANNUAL STATISTICAL REPORT TO THE GENERAL ASSEMBLY through the Stated Clerk of Presbytery on forms provided by the General Assembly, by the deadline set by the Stated Clerk, and to record in its minutes and present to the congregation a summary of that report, which shall include at least the information called for by an outline provided by the Stated Clerk. (Note that adoption of the report BEFORE sending it in IS NOT REQUIRED and that a summary of it MUST BE admitted to record.)

8B.052 RECORDS REVIEW

Session minutes and registers shall be submitted, when requested, to the Presbytery Records Committee and Session's reception of the ANNUAL REVIEW shall be recorded in Session minutes at the next stated meeting following receipt of the Records Committee report [G-10.0301].

8B.053 NOMINATING COMMITTEE

The Session shall appoint two elders to the annual church Nominating Committee. At least one of these elders must currently be on the session and shall be named as Moderator of the Nominating Committee. At least one member of this committee shall be designated by and from the BOARD OF DEACONS, if the church has deacons. Other members of the committee, in sufficient number to constitute a majority thereof (exclusive of the congregation or by such organizations within the church as the congregation may designate, none of whom may be in active service on the Session or Board of Deacons [G-14.0201(b)]).

8B.054 RECORDS

The Session's annual review of the records of the DEACONS and TRUSTEES (if any), and all other congregational boards and organizations under the Session's jurisdiction shall be recorded.

8B.055 BUDGET

The Session's review and approval of the ANNUAL BUDGET. A Summary of the budget MUST BE included in the minutes. [G-10.0102(b)]

8B.056 MINUTES OF CONGREGATIONAL AND CORPORATION MEETINGS

Record in the Session Minute Book: (See 8B.018)

- a) the full minutes of all congregational meetings, [G-7.0304] and either
- b) the full minutes of all corporation meetings (not only where the unicameral system is in effect, but also where separate congregation and corporation meetings are held), or
- c) where a separate Board of Trustees is maintained, a digest of the minutes shall be included in the Session Minute book, and
- d) minutes of congregational meetings shall be attested by the Moderator and the Clerk of Session [G-7.0307].

8B.060 CHURCH REGISTERS

8B.061 FORM OF THE CHURCH REGISTER

8B.062 LOOSE-LEAF

Use of the officially authorized loose-leaf system with its printed register pages is mandatory.

8B.063 SPECIAL NOTES

Special notations and instructions regarding the dates and information contained in each volume of a church register are to be entered on a page facing the title page. (Examples: arbitrary date of commencement where a new register has been started; location of previous records not included in this volume; special codes, if any, used to indicate incomplete or questioned data;, etc.)

8B.064 ERASURES

Erasures of other than single character typographical errors made at the time of entering data are not permitted; nor are any interlineations, underlinings, or any other extraneous marks or notations permitted.

8B.065 CONTENTS

The following rolls and registers are to be prepared and maintained according to the printed instructions in each instance, except that the additional rules for particular sections of the register,

as noted in 8B.066 below, are to take precedence: [G-10.0302(a-c)]

- a) Roll of Pastors, etc. (see 8B.067)
- b) Roll of Elders
- c) Roll of Deacons (where applicable)
- d) Roll of Trustees (where applicable)
- e) Chronological Roll of Active Members
- f) Alphabetical Index to Roll of Active Members
- g) Roll of Inactive Members
- h) Roll of Affiliate Members
- i) Roll of Baptized Members
- j) Register of Infant Baptisms
- k) Register of Adult Baptisms
- l) Register of Marriages
- m) Register of Deaths

8B.070 SPECIFIC RULES FOR PARTICULAR SECTIONS OF THE CHURCH REGISTER

8B.071 ROLL OF PASTORS

The Roll of Pastors includes pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, student interns and parish associates serving the church, with dates of service.

[G-10.0302(c)(5)]

8B.072 ROLLS OF OFFICERS (ELDERS, DEACONS AND TRUSTEES)

8B.072.1 ELDERS AND DEACONS

In the case of rolls of Elders and Deacons, use of the two-page, five-column format is mandatory.

8B.072.2 TERMS OF OFFICE

All dates entered in Column 4 of the rolls of Elders and Deacons or in the "Record of Service" column of the Roll of Trustees are to assume full three-year terms of office. If the term is less than three years, use of the added notation (1) or (2) following the date of election or reelection is required. [e.g., 1969 (2) would show the officer had been elected in 1969 for a two-year term.]

8B.072.3 TRUSTEE SERVICE

In the Trustees "Record of Service" column, only one of the following types of entries is appropriate: "Term Expired," "Reelected," "Resigned," or "Deceased." The appropriate date of completion (or continuance) of service is to be included in each instance.

8B.073 CHRONOLOGICAL ROLL OF ACTIVE MEMBERS

Members should be assigned one permanent membership number.

8B.073.1 CODE

Indicate by the following code whether member is received on confession (C), reaffirmation (R) or transfer (T).

8B.073.2 CHANGE OF STATUS

When the name of a member is transferred to the Inactive Members Roll, the words, "transferred to the Inactive Members Roll," should be entered in the "membership terminated - manner of termination" column and the date of the sessional action given in the date column.

8B.073.3 DATES

Dates entered for reception into membership, deletion, etc., are to correspond to the date of the session meeting at which the Session took the action.

8B.073.4 TRANSFER

In the case of transfer of members, an optional entry may be made in the "Remarks" column, showing the date of Session's approval of the certificate of transfer being sent.

8B.073.5 DISCIPLINARY ACTION

Whenever a name is deleted or transferred to another roll as a form of disciplinary action, the section number of the applicable rule in the Book or Order must be recorded in the "membership terminated" column, along with the words, "deleted" or "transferred to inactive members roll."

8B.074 ALPHABETICAL INDEX TO ROLL OF ACTIVE MEMBERS

Names must be typed or printed. Last names are to be entered first.

8B.075 ROLL OF INACTIVE MEMBERS

8B.075.1 MODE AND DATE

Both the mode of removal of a name from the Inactive Roll (restored, deleted, or deceased) as well as the date, are to be entered when such removal occurs.

8B.076 ROLL OF BAPTIZED MEMBERS

This roll shall list the names of those people baptized in the particular church who have not made a

profession of faith in Jesus Christ as Lord and Savior, and active members' children who were baptized elsewhere.

CHAPTER NINE: HOW TO AMEND THIS MANUAL

9.000 TWO WAYS TO AMEND THE MANUAL

9.001 AMENDING CHAPTER ONE THROUGH SEVEN AND CHAPTER NINE

Chapter One through Seven may be amended by a two-thirds vote of Presbytery at two consecutive meetings of Presbytery (a first reading with a two-thirds approval and a second reading with a two-thirds approval) provided the proposed amendment has been mailed with the

docket prior to the first reading. Amendments may be proposed by Sessions, Presbytery Council, Units, individual members of Presbytery or Presbytery elder commissioners. Proposed amendments are to be treated like any other business before Presbytery and, therefore, may be amended from the floor prior to adoption.

9.002 AMENDING CHAPTER EIGHT

Chapter Eight may be amended by a simple majority of Presbytery at any meeting of the Presbytery, provided the proposed amendment has been mailed with the docket for that meeting. Amendments may be proposed by Sessions, Presbytery Council, Units, individual members of Presbytery or Presbytery elder commissioners. However, an amendment effecting a policy or procedure of a particular Unit must be referred to that Unit for evaluation and recommendation prior to consideration by Presbytery.

APPENDIX 1

Current Discretionary Committees and their Unit distribution are as follows:

a. Mission Unit

- Peace and Justice Committee
- Racial/Ethnic Mission
- Education & Interpretation Committee
- Presbytery Partnering Committee
- AIDS Committee
- Speer Trust Commission (Spending & Grants)

b. Congregational Care Unit

- Stewardship of Accumulated Resources (SOAR)
- Existing Church Renewal & Redevelopment
- New Church Development Committee

c. Resource Management Unit

- Trustees
- Administration Committee
- Human Resources Committee
- Volunteer Development Committee
- Finance and Budget Committee
- Speer Investments (Fiduciary)
- Session Records Review Committee
- Property & Loan Committee (of Trustees)

Work Groups and their Unit distribution are as follows:

- a. Mission Unit
 - Work Group for Racial Justice
- b. Congregational Care Unit
 - None presently
- c. Resource Management Unit
 - None presently

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MANUAL OF

NEW CASTLE PRESBYTERY



June 2005

