

**Foothills Presbytery**  
**Manual of Operations**  
*(Updated June 5, 2007)*

**MISSION STATEMENT**

**I. MISSION STATEMENT**

The mission of Foothills Presbytery,  
a governing body of the Presbyterian Church (USA),  
is to connect the PC(USA) congregations of Upstate South Carolina  
in Christian service to God and humanity.

**II. CORE VALUES**

As we carry out our mission, we the members of Foothills Presbytery seek:

1. To center our common life in Jesus Christ,<sup>1</sup> Immanuel (God with us),<sup>2</sup> our Savior,<sup>3</sup> our Friend,<sup>4</sup> and our Servant-Lord;<sup>5</sup>
2. To look outward to God, outward to humanity, and outward to our earthly environment—in our every act of worship, ministry, service, and mission;<sup>6</sup>
3. To be flexible in structure, dynamic in practice, and imaginative in all things, as befits service to the Lord, engaging the many and various gifts God has given the members of our congregations;<sup>7</sup>
4. To serve intentionally as Presbyterians;<sup>8</sup>
5. To focus our efforts on the context, needs, and possibilities in the communities of Upstate South Carolina, the USA, and the world.<sup>9</sup>

**III. GOALS**

In the light of our mission and core values, the goals of Foothills Presbytery are:

- \*To bear witness to Jesus Christ.
- \*To equip the saints for the work of the ministry.
- \*To excel in building up the Church.
- \*To maintain the unity of the Spirit in the bond of peace.

The goals of Foothills Presbytery work themselves out in the following vision:

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<sup>1</sup>For an elaboration of this Core Value, see Appendix I, Addendum to Mission Statement, 1.

<sup>2</sup>Matthew 1:23.

<sup>3</sup>John 4:42, I John 4:14, Eph. 5:23.

<sup>4</sup>John 15:13-15

<sup>5</sup>Phil. 2:5-11, Romans 10:9, I Cor. 12:3, John 13:12-14, Matthew 22:34-40, Matthew 25:31-46, Mark 7:24-37

<sup>6</sup>For an elaboration of this Core Value, see Appendix I, Addendum to Mission Statement, 2.

<sup>7</sup>For an elaboration of this Core Value, see Appendix I, Addendum to Mission Statement, 3.

<sup>8</sup>For an elaboration of this Core Value, see Appendix I, Addendum to Mission Statement, 4.

<sup>9</sup>For an elaboration of this Core Value, see Appendix I, Addendum to Mission Statement, 5.

#### IV. VISION STATEMENT

##### ❖ **To bear witness to Jesus Christ.**

##### A Commitment to Holistic Growth

In the twenty-first century, it is critically important that we take seriously the responsibility of handing our faith over to others. Foothills Presbytery, located in an area of dynamic change, is committed to helping our congregations grow. We embrace a holistic understanding of growth, which includes congregational growth, congregational health, and an understanding of the cultural context in which growth takes place, including new venues for witnessing to the love and grace of Jesus Christ.

##### ➤ Congregational Growth

- Foothills Presbytery will complete the current plans for New Church Development (NCD), to include completion of the Riverside Hills NCD and the initiation of a predominately African-American NCD project.
- Foothills Presbytery will explore new and creative models of NCD.
- Foothills Presbytery will develop new goals for further New Church Development

##### ➤ Congregational Health

- Foothills Presbytery will develop a systematic, effective program for redevelopment and revitalization of existing churches.
- Foothills Presbytery will support its small churches by advocating and promoting ways that small churches may be effective and healthy, with particular attention to racial ethnic congregations.
- Foothills Presbytery will encourage mentoring relationships between churches.
- Foothills Presbytery will provide training in programs that encourage congregational health and growth.

##### ➤ Cultural Context

- Foothills Presbytery will identify potential demographic shifts, groups, and trends that will enable the congregations of the Presbytery to minister to the needs of the people of the upstate with the gospel.
- Foothills Presbytery will network with other church governing bodies and agencies in order to compare, assess, and evaluate trends and practices in other areas.
- Foothills Presbytery will explore the possibilities of ministry and mission in immigrant communities (e.g. Hispanic and Asian communities).

##### ❖ **To strive to excel in building up the church (1 Cor. 14:12)**

##### A Web of Connection

Saint Paul encouraged and edified the Christians of the first century with his letters to the churches. The early church was built through a network of teachers and leaders who were inspired by the Holy Spirit. Foothills Presbytery is committed, in the twenty-first century, to the development of an effective and dynamic web of connection among the congregations of the Presbytery.

➤ Communication

- Foothills Presbytery will assist local congregations in upgrading computer and Internet capabilities so that meetings may be held online, resources may be accessed, and communication among pastors, leaders and presbytery staff can be improved.
- Foothills Presbytery will devise a way to listen to its congregations and leaders on a regular systematic basis, and will use information gained from this process to assess its effectiveness.
- Foothills Presbytery will continue publication of the Presbytery newspaper with an increased emphasis on getting the paper into every upstate Presbyterian home, and in having each issue available online. The paper will focus on stories and information on mission, ministry and news from churches within the Presbytery.

➤ Community

- Foothills Presbytery will conduct “Foothills Forums” on a regular basis, offering opportunities for fellowship, discussion and community building for pastors and lay leaders.
- Foothills Presbytery will lead the way in the clustering of churches for fellowship, learning and idea-sharing.
- Foothills Presbytery will plan for a new centrally located Presbytery office which upstate Presbyterians will identify as a place where they may find resources and assistance.

❖ **To equip the Saints for the work of ministry (Eph. 4:12)**

Inspired and Educated Leadership

The Presbytery must play an essential role in the equipping of leaders in the twenty-first century church. The work of ministry in the church and the world includes the work of Ministers of Word and Sacrament, Christian Educators, Commissioned Lay Pastors, elders, deacons, musicians, administrative staff and other lay leaders. Foothills Presbytery is committed to the calling, enrichment, and support of competent and inspired lay and ordained leadership in the church, the community and the world.

➤ Inspiration and Support

- Foothills Presbytery will develop an aggressive program for the recruitment of quality persons for the ministry of Word and Sacrament and find ways to provide financial and spiritual support for inquirers and candidates.
- Foothills Presbytery will develop programs and resources for ministers and Christian Educators to experience intentional spiritual growth and renewal.
- Foothills Presbytery will ensure that pastoral care will be provided for ministers and Christian Educators.

➤ Education

- Foothills Presbytery will develop a program to support and train Christian Educators and other lay professionals. This will include promotion of the various certification processes, increased resources for Continuing Education, and financial support for advanced degree work.
- Foothills Presbytery will provide relevant, creative and “cutting edge” continuing education for pastors, Christian Educators and other lay leaders.

- Foothills Presbytery will explore ways to expand the opportunities for education and training for lay leaders in the church, including commissioned lay pastors, elders and deacons.
- Foothills Presbytery will explore forming relationships with institutions of the church that will expand educational opportunities for clergy, Christian Educators, and lay leaders (e.g. PC(USA) theological institutions, Montreat Conference Center, and Presbyterian College)

❖ **To make every effort to maintain the unity of the Spirit in the bond of peace (Eph. 4:3)**

A Unified Body with a Shared Vision

The Presbytery is more than a collection of congregations. It is one living, unified body composed of many members who seek to share a common vision for ministry and mission. We seek to be related, complimentary, and integrated in service to Jesus Christ, and are committed to the development of a sense of unity in our Presbytery so that we may serve Christ as one body.

➤ Our Unity

- Foothills Presbytery will develop a sense of unity among its congregations, pastors, educators and lay leaders. We will seek to break down walls which may exist between clergy and lay leaders, small and large congregations, and geographical sections of our Presbytery.
- Foothills Presbytery will see the theological diversity we experience as a blessing. We will engage in theological conversation with respect and appreciation for each other, celebrating those things we hold in common and agreeing to continue committed discussion on those things on which we may differ.

➤ Our Vision

- Foothills Presbytery will meet in the context of worship. We will cultivate an atmosphere of reverence, joy, and celebration when we meet together.
- Foothills Presbytery will develop a shared vision and keep it before the governing body and its congregations. We will continually seek to live by that vision, share that vision, and provide resources and support which enable all of our congregations to embrace and live that vision.

## **MANUAL OF FOOTHILLS PRESBYTERY**

### **I. NAME AND AUTHORITY**

This section of the Body of Christ shall be called Foothills Presbytery of the Presbyterian Church (U.S.A.). It shall consist of all the ministers and Presbyterian (U.S.A.) churches in six (6) counties: Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg.

Foothills Presbytery is a member of the Synod of the South Atlantic and has the duties and powers specified by the Book of Order.

Foothills Presbytery shall be incorporated as an Eleemosynary Corporation with by-laws according to the laws of the State of South Carolina.

### **II. CONSTITUTION**

The Constitution of Foothills Presbytery is the Constitution of the Presbyterian Church (U.S.A.), and the Standing Rules for its organization and government shall always be subject to the Constitution of the Presbyterian Church (U.S.A.).

### **III. ORGANIZATION AND OPERATING PROCEDURES**

#### **A. MEETINGS**

Presbytery shall ordinarily hold at least four stated meetings each year. Unless the governing body varies its procedure for special reasons, these meetings are to be held on the third Tuesday of February, the fourth Sunday of April, the third Tuesday of August and the first Sunday of November. Unless Presbytery decides otherwise in advance, it shall convene for its February and August meetings at 9:30 a.m., take recess for lunch, and continue in session for an appropriate period after that meal when needed. For its April and November meetings, it shall begin at 2:30 p.m. A moderator shall be elected for a one year term and will remain in office until a new moderator is elected. The moderator shall preside at all adjourned or called meetings during the term of office.

#### **B. BASIS AND PLACES OF MEETINGS**

Invitations for meetings shall be received by Council.

#### **C. DOCKET FOR MEETINGS**

The docket for each meeting shall be prepared by Presbytery's Council in consultation with the Stated Clerk. Copies of the docket shall be mailed at least two weeks before each meeting to all ministers, clerks of sessions, and others as requested. All meetings shall be opened with prayer. Normally there shall be a worship service during each meeting. Unless a candidate is requested to preach, the retiring moderator or person requested by him or her shall conduct the worship service. During at least one of its meetings each year, Presbytery shall celebrate the Sacrament of the Lord's Supper. If circumstances permit, the host pastor and session shall lead in this observance. Memorials to ministers and a list of ruling elders who have died in the preceding twelve months shall be read before the Communion Service.

In order to ensure fairness and access to all necessary information, any new business to be dealt with at a presbytery meeting shall be introduced at the place assigned for new business and allocated an appropriate time on the Presbytery docket. Unless Council recommends otherwise, at least a portion of the meeting shall be reserved for an educational or inspirational program, with special emphasis given to theological and social issues, or to the missionary, evangelistic, and teaching tasks of the church.

#### D. RULES OF PARLIAMENTARY PROCEDURE

The rules that shall govern all the transactions of business in all meetings of Presbytery shall be those found in the latest edition of Roberts Rules of Order. The Stated Clerk will have a copy on hand and will be the parliamentarian for all meetings of Presbytery.

#### E. MEMBERSHIP

All ministers belonging to the Presbytery and the elder commissioners elected by their sessions comprise the voting membership of the body. For continuity and knowledge, all church sessions are encouraged to select their commissioners to attend stated and other meetings of Presbytery for a period of one year. Alternates should also be named. Other elders should be encouraged to attend meetings of Presbytery as visitors and observers.

Signed registration forms shall indicate attendance of members of Presbytery. The appropriate forms shall be made available by the Stated Clerk.

The act of proper registration by a ruling elder is construed as that person's declaration that he or she is a person duly elected by his or her session as a commissioner to this meeting of Presbytery.

Ministers and elders are expected to arrive promptly at the announced hour for the convening of Presbytery and to remain throughout the meeting until adjournment unless specifically excused. Those who cannot attend or must be excused early shall send in writing prior to the meeting their reasons for absence or for being excused early. Repeated failure in the matter of attendance by ministers shall be reported to the Committee on Ministry as shall like failure of a congregation to send a commissioner. Normally no minister shall be excused from all the meetings of Presbytery in any one calendar year.

Regarding the issues of parity, Foothills Presbytery:

1. will count all resident ministers in validated ministries, including parish ministry, chaplaincy, specialized ministry, etc. (Book of Order G 11.0403),
2. will count resident retired ministers who attended at least one presbytery meeting during the previous year,
3. will give voice and vote to Certified Christian Educators under the following conditions: (a) that the certified Christian Educator be an elder, (b) that the Educator be currently employed at least half time as a Christian Educator in this presbytery, (c) that the privilege of vote be automatically terminated when employment as noted in "b" ceases, (d) that such voting privilege be explicitly granted by vote of the presbytery at the meeting immediately following the Educator first becoming eligible by reason of employment or certification.

Foothills Presbytery invites elders in the following categories to be commissioners to all meetings of presbytery: (a) officers of the presbytery, (b)

chairpersons of teams and ministries, (c) members of presbytery Council, (d) executive presbyter or associate executive presbyters.

Further, that these elder commissioners be included in the consideration of parity.

## F. ORGANIZATIONAL STRUCTURE

### PRESBYTERY COUNCIL

*The Council coordinates the meetings of Presbytery, and acts as instructed by Presbytery between meetings. It provides for communication between the ministries of Presbytery and interprets the work of the ministries to the Presbytery. The Council functions as the Corporate Board of the Presbytery. By virtue of their election to Council, Council members are also elected to the Corporate Board. The Chair of Council shall serve as Chair of the Corporate Board.*

**Council Composition:** Chairperson of Council, Moderator of Presbytery, Co-chairs of the four Ministries. 10 persons (including chair) *Ex Officio:* Vice Moderator of Presbytery, Presbytery Staff.

#### **Council Responsibilities:**

1. Acts on Presbytery's behalf to approve requests from congregations to buy, sell or encumber property.
2. Sets the agenda of Presbytery meetings and makes arrangements for Presbytery meetings.
3. Interprets and communicates the budget of Presbytery.
4. Facilitates communications between the Ministries and from the Ministries to the Presbytery.
5. Provides for the worship of Presbytery.
6. Ensures a fair and clear decision-making process that is consistent with the *Constitution* of the Presbyterian Church (USA).
7. Encourages maximum participation in Presbytery meetings.
8. Acts on behalf of Presbytery between meetings as Presbytery deems appropriate and as instructed by Presbytery.
9. Functions as the corporate board of Foothills Presbytery, Inc. with the authority to acquire property for Presbytery and to hold the same at the directions of Presbytery.
10. When the Presbytery shall purchase property and make deferred payments, the Council shall have the authority to execute a security deed to secure any unpaid balance of the purchase money and to execute all necessary papers in connection with such transaction.

### MINISTRY OF GOVERNING BODY UNITY

*The Ministry of Governing Body Unity leads the Presbytery to "make every effort to maintain the unity of the Spirit in the bond of peace" (Ephesians 4:3). Through the work of its teams and committees, the ministry seeks the unity of the Presbytery in Jesus Christ and leads the Presbytery in a common vision for ministry and mission. The Ministry of Governing Body Unity develops a sense of unity in the Presbytery in which the structures of the governing body are related, complementary and integrated in service to Jesus Christ, and are consistent with the Constitution of the Presbyterian Church (USA).*

**Ministry Composition:** Two Co-chairs; Two representatives each from the following: Unity Team; Vision Team; Permanent Judicial Commission; Corporate Board; Administration, Staff and Office Management Team; Sexual Ethics Team. (Total: 14 members)

**Ministry Responsibilities:**

1. Provides for the coordination of the Ministry's teams and committees.
2. Provides a link of communication between its teams and committees, the Presbytery Council and the Presbytery.
3. Meets before every stated meeting of Presbytery Council.
4. Sends two Co-chairs to Presbytery Council.
5. Provides for the evaluation of the work of its teams and committees in light of the Mission and Vision Statement of Foothills Presbytery.
6. Communicates budgetary information to the Finance Team of Presbytery.

**Teams and Committees:**

**Unity Team**

*The Unity Team develops a sense of unity among the people, churches and structures of Foothills Presbytery. The Presbytery's unity is centered in Jesus Christ as Lord.*

**Team Composition:** 12 persons (including chair)

**Team Responsibilities:**

1. Provides regular opportunities for theological conversation
2. Develops creative processes for the discussion of difficult and timely issues that may come before the Presbytery and the larger church.
3. Receives all overtures which have been referred to Presbytery and provides advice to the Presbytery regarding action on such overtures. Presbytery shall vote on all such overtures.
4. Develops ways to encourage greater participation of laity in Presbytery
5. Develops opportunities for ministers, educators and lay leaders to share in fellowship and discussion.
6. Works with staff to prepare and recommend a budget to the Ministry of Governing Body Unity and the Finance Team.

**Vision Team**

*The Vision Team keeps the mission and vision of the Presbytery before the governing body and its constituent congregations. The Team evaluates the mission and vision of Presbytery on a regular basis and proposes changes when appropriate.*

**Team Composition:** 12 persons (including chair)

**Team Responsibilities:**

1. Provides for the regular review of the mission statement and vision statement of the Presbytery.
2. Provides for the regular review of the functional relationship between Presbytery's structure and mission.
3. Reviews, adjusts and creates long term objectives (3-5 years) and short term objectives (1-2 years) of Presbytery.

4. Establishes and enacts ongoing internal and external evaluation processes.
5. Keeps records of benchmarking contacts and opportunities, and of how that information is communicated to Presbytery.
6. Works with staff to prepare and recommend a budget to the Ministry of Governing Body Unity and the Finance Team.

#### **Permanent Judicial Commission**

*The Permanent Judicial Commission addresses all matters referred to it which are related to judicial process as required in the Rules of Discipline of the Constitution of the Presbyterian Church (USA). It reports directly to the Presbytery.*

**Commission Composition:** 7 persons (including chair and clerk)

#### **Commission Responsibilities:**

1. Hears remedial cases and appeals which are under its jurisdiction. (See D-6.000-D-8.000)
2. Hears disciplinary cases which are under its jurisdiction. (See D-9.000-D.13.000)
3. Acts on requests for reference which are under its jurisdiction. (See D-4.000)
4. Acts on any other matters related to judicial process as required by the Constitution of the Presbyterian Church (USA).

#### **Administration, Staff, and Office Management Team**

*The Administration, Staff and Office Management Team provides support and oversight of the Presbytery office and staff.*

**Team Composition:** 9 persons, including Chair and Executive Presbyter/Stated Clerk

#### **Team Responsibilities:**

1. Develops and implements personnel policies for Presbytery program and administrative staff.
2. Provides for annual reviews of all employees in consultation with the Executive Presbyter/Stated Clerk.
3. Consults with Presbytery program and administrative staff in the development and implementation of office policies and procedures.
4. Consults with Presbytery program and administrative staff in matters regarding office equipment and furnishings.
5. Recommends search processes for program staff to Presbytery in consultation with the Executive Presbyter/Stated Clerk.
6. Ensures that all Constitutional requirements concerning consultation, affirmative action and equal employment opportunity are met when new personnel are employed (see G-9.0404, G-11.0303, G-12.0302, and G-13.0201b).
7. Recommends termination of program staff to Presbytery in consultation with the Executive Presbyter/Stated Clerk and in a manner consistent with the Constitution of the Presbyterian Church (USA). (See G-9.0705 and G-9.0706).
8. Approves employment and/or termination of administrative staff in consultation with the Executive Presbyter/Stated Clerk, and in a manner consistent with the Constitution of the Presbyterian Church (USA).
9. Makes annual recommendations to the Finance and Stewardship Team regarding staff salaries and changes in terms of call of program staff.

### **Sexual Ethics Team**

*The Sexual Ethics Team shall work with other entities of the Presbytery in dealing with matters regarding sexual ethics and misconduct.*

**Team Composition:** 6 persons (including chair)

**Team Responsibilities:**

1. Trains committee members in issues regarding sexual ethics and misconduct.
2. Recommends changes in the *Foothills Presbytery Policy and Procedures on Sexual Misconduct* (See Appendix IV) to the Presbytery.
3. Trains and forms care teams as outlined in the *Foothills Presbytery Policy and Procedures on Sexual Misconduct*.
4. Ensures that ministers serving in validated ministries in Foothills Presbytery acknowledge receipt of the *Foothills Presbytery Policy and Procedures on Sexual Misconduct*.
5. Provides continuing education on sexual ethics and misconduct for ministers, educators, church professionals, congregations and sessions.
6. Works with staff to prepare and recommend a budget to the Ministry of Governing Body Unity and the Finance Team.

### **MINISTRY OF CONGREGATIONAL DEVELOPMENT**

*The Ministry of Congregational Development leads the Presbytery in evangelism as we bear witness to Jesus Christ. Through the work of its teams and committees, the ministry helps our congregations to grow in number and in health. The ministry develops growth in new congregations and explores new outreach and evangelism in immigrant communities.*

**Ministry Composition:** Two Co-chairs; Two representatives from each of the following: New Church Development Team, Congregational Health and Growth Team, Cultural Context Team, Committee on Representation, Racial Ethnic Cabinet. (Total: 12 members)

**Ministry Responsibilities:**

1. Provides for the coordination of the Ministry's teams and committees.
2. Provides a link of communication between its teams and committees, the Presbytery Council and the Presbytery.
3. Meets before every stated meeting of Presbytery Council.
4. Sends two Co-chairs to Presbytery Council.
5. Provides for the evaluation of the work of its teams and committees in light of the Mission and Vision Statement of Foothills Presbytery.
6. Communicates budgetary information to the Finance Team of Presbytery.

**Teams and Committees:**

#### **New Church Development Team**

*The New Church Development Team develops new congregations in Foothills Presbytery focusing on outreach mission and ministry.*

**Team Composition:** 12 persons (including chair)

**Team Responsibilities:**

1. Develops new congregations in a manner consistent with the New Church Development Guidelines of Foothills Presbytery.
  - a. Studies and approves areas of potential development of new congregations.
  - b. Maintains a long-range financial plan for the development of new congregations.
  - c. Coordinates financing of new congregations, including grants, loans, etc.
  - d. Coordinates new church development with existing congregations.
  - e. Encourages supporting congregations for new congregations.
  - f. Recommends new models for new church development.
  - g. Selects sites for new church development.
  - h. Conducts searches for organizing pastors.
  - i. Recommends calls to organizing pastors.
  - j. Supervises and supports organizing pastors.
  - k. Provides coordination and support for steering teams.
  - l. Recommends chartering of new congregations as particular churches
2. Recommends amendments to the New Church Development Guidelines of Foothills Presbytery.
3. Works with staff to prepare and recommend a budget to the Ministry of Congregational Development and the Finance Team.

### **Congregational Health and Growth Team**

*The Congregational Health and Growth Team encourages the wholistic health and growth of existing congregations focusing on outreach mission and ministry.*

**Team Composition:** 12 persons (including chair)

#### **Team Responsibilities:**

1. Cultivates an understanding of congregational health and growth within the Presbytery.
2. Provides training in congregational health and growth.
3. Identifies congregations which may be candidates for congregational transformation and renewal.
4. Provides guidance and support to congregations which are selected for intentional congregational transformation and renewal.
5. Explores clustering of small churches for mission and ministry.
6. Encourages mentoring relationships between congregations.
7. Provides support to ministers and leaders of smaller congregations.
8. Develops policies and procedures regarding sustentation and support.
9. Approves and administers grants of sustentation and support.
10. Consults with sessions requesting assistance in planning and funding facilities expansion.
11. Administers Presbytery's revolving loan fund.
12. Publicizes and interprets Synod and General Assembly programs, grants and loans which relate to congregational health, growth, and transformation.
13. Approves relevant applications for Synod and General Assembly grants and loans.
14. Counsels with congregations which are in significant decline.
15. Provides direction and assistance to congregations which are being dissolved.
16. Works with staff to prepare and recommend a budget to the Ministry of Congregational Development and the Finance Team.

### **Cultural Context Team**

*The Cultural Context Team assesses the characteristics, needs and opportunities of the upstate so that the congregations of Foothills Presbytery can reach the people of our area with the gospel.*

**Team Composition:** 12 persons (including chair)

#### **Team Responsibilities:**

1. Administers and interprets demographic studies of the upstate area and of churches in this area.
2. Assists congregations in obtaining and interpreting demographic studies.
3. Communicates with other presbyteries, governing bodies of other denominations, and with civic and governmental agencies in order to gain insight and information about regional and community needs.
4. Assesses and compares programs and ministries in other presbyteries, denominations and agencies which are addressing the changing cultural contexts of their areas.
5. Explores new possibilities for mission and ministry in and with racial ethnic and immigrant communities of the upstate and advises Presbytery and congregations of these opportunities.
6. Identifies changing socio-economic conditions in the upstate and communicates this information to the Presbytery.
7. Works with staff to prepare and recommend a budget to the Ministry of Congregational Development and the Finance Team.

### **Committee on Representation**

*The Committee on Representation advises the Presbytery with respect to its membership and to that of committees, boards, agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the church (See G-9.0105).*

**Committee Composition:** One white male lay person or minister; two white female lay persons or ministers; two racial ethnic male lay persons or ministers; two racial ethnic female lay persons or ministers; two youth, one of whom shall be male and one female, and one of whom shall be a racial ethnic person; and one person with a disability (See G-90105a). 10 persons (including chair)

#### **Committee Responsibilities:**

1. Advocates for the inclusion of racial ethnic members, women, different age groups and persons with disabilities in the life and leadership of Presbytery.
2. Reviews the performance of the Presbytery in matters pertaining to representation and inclusiveness and reports findings annually.
3. Makes recommendations to Presbytery for corrective action which may be necessary to enhance inclusiveness and fair representation. (See G-9.0105c)
4. Consults with the Nominating Committee of Presbytery concerning inclusiveness and representation. (See G-9.0105c)
5. Consults with the Racial Ethnic Cabinet concerning representation and inclusiveness. (See G-9.0105d)
6. Consults with the Coordinating Team of Presbyterian Women concerning representation and inclusiveness. (See G-9.0105d)

7. Advises the Presbytery on employment of personnel in accordance with the principles of participation and representation. (See G-9.0105e)
8. Reports to Presbytery directly.

### **Racial Ethnic Cabinet**

*The Racial Ethnic Cabinet serves as an advocate and interpreter for racial ethnic opportunities and concerns to the Presbytery.*

**Cabinet Composition:** Two representatives from each racial ethnic congregation; Any racial ethnic pastors, commissioned lay pastors and educators presently serving within the Presbytery. Approximately 21 persons (including chair).

#### **Cabinet Responsibilities:**

1. Advocates for the mission and witness of racial ethnic churches within the Presbytery.
2. Supports the development of a broad base of potential lay leadership for Presbytery from within racial ethnic congregations.
3. Consults with the Committee on Representation and Nominating Committee concerning representation within Presbytery structures and leadership.
4. Provides an opportunity for networking and fellowship among racial ethnic congregations.
5. Advocates for financial support of ministries within the racial ethnic community and churches.
6. Addresses and offers effective witness regarding race relations, peacemaking, human suffering and other pressing issues within society that affect the racial ethnic community.
7. Works with staff to prepare and recommend a budget to the Ministry of Congregational Development and the Finance Team.

### **MINISTRY OF CONNECTIONAL MISSION**

*The Ministry of Connectional Mission develops and maintains an effective and dynamic web of connection among the congregations of the Presbytery. Its teams and committees “strive to excel in building up the church” (I Corinthians 14.12) by providing for effective communication between the Presbytery and its congregations and between the congregations themselves. The Ministry connects upstate Presbyterians in mission to our Lord Jesus Christ.*

**Ministry Composition:** Two Co-chairs; Two representatives from each of the following: Community Team, Finance and Stewardship Team, Presbyterian Women Coordinating Team, Campus Ministry Team, Mission Team. 14 persons (including Co-chairs).

#### **Ministry Responsibilities:**

1. Provides for the coordination of the Ministry’s teams and committees.
2. Provides a link of communication between its teams and committees, the Presbytery Council and the Presbytery.
3. Meets before every stated meeting of Presbytery Council.
4. Sends two Co-chairs to Presbytery Council.
5. Provides for the evaluation of the work of its teams and committees in light of the Mission and Vision Statement of Foothills Presbytery.
6. Communicates budgetary information to the Finance Team of Presbytery

## **Teams and Committees:**

### **Community Team**

*The Community Team nourishes our connectionalism with each other, with Christ, and with the world as Foothills Presbytery. In order that our mission and ministry may be strengthened, the team encourages fellowship and relationships between congregations, develops effective communication between the Presbytery and its congregations, and facilitates communication throughout the Presbytery and between the Presbytery and the community.*

**Team Composition:** 9 persons (including chair)

#### **Team Responsibilities:**

1. Provides for regular and systematic opportunities for listening and sharing among congregations and members.
2. Encourages clustering of churches for fellowship, communication, and resource sharing.
3. Develops practices and procedures that ensure effective and efficient communication within Foothills Presbytery, making use of connective technology.
4. Advises congregations in the upgrading of computer and internet resources.
5. Publishes an e-newsletter to keep Foothills Presbyterians informed of news of the Presbytery, its congregations, and the Presbyterian Church (USA).
6. Develops, updates and maintains the Presbytery website.
7. Encourages listening and mutual sharing through the annual required review of Sessional minutes.
8. Works with staff to prepare and recommend a budget to the Ministry of Connectional Mission and the Finance Team.

### **Finance and Stewardship Team**

*The Finance and Stewardship Team provides financial planning and fiscal oversight for the Presbytery. It promotes stewardship in the congregations of the Presbytery and interprets the budgets of Presbytery, Synod and General Assembly.*

**Team Composition:** 9 persons (including chair)

#### **Team Responsibilities:**

1. Receives budget information and requests from the Ministries.
2. Oversees budget process; forms an annual budget to submit to Council for consideration, interpretation, and communication to Presbytery.
3. Authorizes expenditures within the budget, reporting regularly to the Presbytery.
4. Oversees the investments of Presbytery.
5. Ensures that an annual independent audit is performed and reported to the team and the Presbytery.
6. Encourages stewardship in the congregations of the Presbytery through training and education.
7. Encourages sessions to make budgeted benevolent allocations for the work of Presbytery, Synod and General Assembly causes.

8. Recommends approval and promotion of special offerings as authorized by the Presbytery, Synod and General Assembly.
9. Recommends scheduling and approval of capital funds campaigns to the Presbytery.

### **Presbyterian Women Coordinating Team**

*The Presbyterian Women Coordinating Team builds a Presbytery-wide community of women serving Christ through the Presbyterian Women's organizations in the congregations of Foothills Presbytery.*

**Team Composition:** Officers and elected representatives

#### **Team Responsibilities:**

1. Plans regular gatherings, cluster meetings, and special interest gatherings among Presbyterian Women in the Presbytery.
2. Identifies issues of concern to Presbyterian Women.
3. Provides program support and resources through the Presbyterian Women enablers to Presbyterian Women in congregations
4. Provides representatives to serve in Presbytery's structure as needed
5. Supervises Presbyterian Women enablers
6. Provides general oversight of the total program of Presbyterian Women in the Presbytery.
7. Determines voting representatives to churchwide gatherings
8. Determines an annual budget and authorizes expenditures.
9. Maintains accountability to and relations with the Presbytery through an annual report, which includes a financial report, submitted to the Ministry of Connectional Mission.
10. Maintains a working relationship with National Staff in the Synods.

### **Campus Ministry Team**

*The Campus Ministry Team coordinates the outreach ministry of the Presbyterian Church (USA) on the campuses of universities and colleges within the bounds of Foothills Presbytery.*

**Team Composition:** 12 persons (including chair); Campus ministers also serve *ex officio*.

#### **Team Responsibilities:**

1. Develops and promotes a vision for campus ministry in the Presbytery.
2. Oversees and supports the campus ministries within the bounds of Foothills Presbytery.
3. Advocates, empowers and encourages close cooperation between local congregations and campus ministry programs.
4. Communicates regularly with local campus ministry committees.
5. Submits annual budget for campus ministry to the Finance Team.
6. Participates in state-wide Campus Ministry Cabinet.

### **Outdoor Ministries Program Board of Foothills and Trinity Presbyteries**

*The Outdoor Ministries Program Board coordinates the programmatic aspects of outdoor ministry in Trinity and Foothills Presbyteries. Its responsibilities are outlined in the Covenant Agreement between the Presbyteries, which is included in the Foothills Presbytery Manual (See Appendix III). The Program Board nourishes connections among children, youth, and adults in outdoor ministry.*

**Board Composition:** 6 persons elected by Foothills Presbytery; 6 persons elected by Trinity Presbytery. Officers of the Outdoor Ministries Program Board shall be: Moderator, Vice Moderator, Secretary and Treasurer. The offices of Moderator and Secretary shall alternate between the two presbyteries. One member of the board shall serve on Presbytery Council as an ex-officio member.

### **Mission Team**

*The Mission Team encourages and supports congregations in the development of local and international mission partnerships. It coordinates, interprets and promotes the partnership between Foothills Presbytery and Kwahu Presbytery of the Presbyterian Church of Ghana. The team promotes special mission opportunities in the Presbytery.*

**Team Composition:** 12 persons (including chair)

### **Team Responsibilities:**

1. Interprets and promotes General Assembly and Synod mission opportunities, institutions and programs.
2. Coordinates, interprets and promotes the Ghana Partnership program.
3. Provides support to congregations engaged in local and international mission partnerships.
4. Recommends to the Nominations Committee representatives to the Indwellings Board for election by Presbytery, and facilitates communication between the board and the Presbytery.
5. Oversees and supports the Foothills Presbytery Work Camp program.
6. Advises Presbytery on matters regarding social justice, racial harmony and peacemaking.
7. Advises Presbytery on local mission needs and issues.
8. Relates to ecumenical bodies and agencies including the South Carolina Christian Action Council.
9. Works with staff to prepare and recommend a budget to the Ministry of Connectional Mission and the Finance Team.

### **MINISTRY OF VOCATIONS AND LEADERSHIP**

*The Ministry of Vocations and Leadership leads the Presbytery in the calling, preparation, enrichment and support of competent, inspired lay and ordained leadership for the church, the community and the world. Its teams and committees are engaged in “equipping the saints for the work of ministry” (Ephesians 4:12) and in working with congregations as they seek, support, educate, and relate to Ministers of Word and Sacrament, Christian Educators, Commissioned Lay Pastors, elders, deacons, administrative staff, musicians and other lay leaders.*

**Ministry Composition:** Two Co-chairs; Two representatives each from the following: Inspiration and Support Team; Education Team; Committee on Ministry; Committee on Preparation for Ministry; Youth Council; Committee on Nominations. (Total: 14 members)

**Ministry Responsibilities:**

1. Provides for the coordination of the Ministry's teams and committees.
2. Provides a link of communication between its teams and committees, the Presbytery Council and the Presbytery.
3. Meets before every stated meeting of Presbytery Council.
4. Sends two Co-chairs to Presbytery Council.
5. Provides for the evaluation of the work of its teams and committees in light of the Mission and Vision Statement of Foothills Presbytery.
6. Communicates budgetary information to the Finance Team of Presbytery.

**Teams and Committees:****Inspiration and Support Team**

*The Inspiration and Support Team seeks and supports competent, faithful leaders for the vocational ministry of the church.*

**Team Composition:** 12 persons (including chair)

**Team Responsibilities:**

1. Assists congregations in the identification of potential leadership for church ministry, especially pastoral, racial-ethnic, educational, and youth ministry.
2. Encourages potential church leaders to engage in the Inquiry and/or educator certification processes of the Presbyterian Church (USA).
3. Develops and promotes resources for financial support for Inquirers, Candidates and Educators.
4. Provides resources relating to church related vocations.
5. Coordinates and implements denominational programs which encourage church related vocations.
6. Welcomes and orients all new pastors, educators, interims, and commissioned lay pastors serving within Foothills Presbytery.
7. Acknowledges the work of pastors, educators, interims and commissioned lay pastors serving within Foothills Presbytery.
8. Develops programs and resources for spiritual growth and renewal for ministers, educators, and commissioned lay pastors.
9. Provides pastoral care to ministers, educators and commissioned lay pastors.
10. Provides continuing education opportunities for ministers, Christian educators, and commissioned lay pastors.
11. Explores and strengthens relationships with institutions of the church in order to expand educational opportunities for ministers, educators and lay leaders.
12. Works with staff to prepare and recommend a budget to the Ministry of Vocations and Leadership and the Finance Team.

**Education Team**

*The Education Team nurtures and supports congregations of Foothills Presbytery in their ministries of Christian education so that they can reach the people of our area with the gospel.*

**Team Composition:** 15 members (including chair)

**Team Responsibilities:**

1. Develops programs and resources for church officer education.
2. Develops and promotes programs, education and resources for commissioned lay pastors.
3. Develops programs, networks and resources for church administrators, treasurers and secretaries.
4. Supports congregations in the education of church school teachers, youth advisors and other leaders in Christian Education.
5. Promotes and interprets curriculum for use in congregational Christian Education programs.
6. Provides orientation and resources educating persons for service on Presbytery teams and committees.
7. Oversees a resource center for the use of congregations and leaders of the Presbytery.
8. Works with staff to prepare and recommend a budget to the Ministry of Vocations and Leadership and the Finance Team.

### **Presbytery Youth Council**

*The Foothills PYC plans, promotes and implements a program of youth ministry for all Middle School and Senior High School youth and their advisors in the churches of Foothills Presbytery.*

**Council Composition:** 28 members (including moderator)—7 are adults, 21 are youth with at least 4 sophomores, 4 juniors and 4 seniors. The PYC will accurately represent the diversity within the Presbytery. *Ex Officio:* Presbytery Coordinator for Youth and Young Adult Ministries

#### **Council Responsibilities:**

1. Is accountable to the Presbytery's Ministry of Vocations and Leadership.
2. Reports at each meeting of the Ministry of Vocations and Leadership.
3. To plan and implement two weekend retreats (Middle School in the fall and Senior High School in the spring).
4. To plan and implement two one day events (Senior High School in the fall and Middle School in the spring).
5. To plan and implement a one-day event that provides leadership development for youth and advisors (Held last Saturday of January).
6. To promote Presbytery, Synod and General Assembly opportunities for youth.
7. Works with staff to prepare and recommend a budget to the Ministry of Vocations and Leadership and the Finance Team.

### **Committee on Ministry**

*The Committee on Ministry “serves as pastor and counselor to the ministers and Certified Christian Educators of the Presbytery, facilitates relations between congregations, ministers and the presbytery, and settles difficulties on behalf of the presbytery when possible and expedient.” (G-11.0501a)*

**Committee Composition:** 22 persons (including chair) *Ex Officio:* Executive Presbyter; Associate for Education.

**Committee Responsibilities** (The following is a summary of responsibilities. For a complete listing, COM members should refer to their COM Manual which is updated each January and August):

1. Works with Congregations in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.).
  - a) Visits with each session of the Presbytery at least once every three years (*G-11.0502c*).
  - b) Relates to congregations regarding pastoral leadership as outlined in the whole of *G-11.0502*.
  - c) Promotes the peace and harmony of the churches of the Presbytery, especially in regard to matters arising out of the relations between ministers and churches, seeking to mediate and reconcile those involved (*G-11.0502j*).
  - d) Follows procedures outlined in *G-11.0502j* in its relation to churches within which there may be difficulties.
  - e) Relates to congregations regarding educational ministry leadership as outlined in the whole of *G-14.0700*.
  - f) Counsels sessions and personnel committees on job descriptions, compensation and benefit standards (*G-10.0102n*, *G-11.0103f*, *G-11.0103n*, *G-14.0705b*).
  
2. Works with Ministers in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.).
  - a) Relates to ministers serving congregations as outlined in the whole of *G-11.0502*.
  - b) Relates to each member Minister annually reporting on his or her call and changes in terms of the respective call (*G-11.0502a,b,h*).
  - c) Examines Ministers transferring from other presbyteries and Candidates receiving calls within Foothills Presbytery (*G-11.0402*; *G-11.0502h*).
  - d) Promotes the peace and harmony of the churches of the Presbytery, especially in regard to matters arising out of the relations between ministers and churches, seeking to mediate and reconcile those involved (*G-11.0502i*).
  
3. Works with Christian Educators in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.).
  - a) Relates to Christian Educators as outlined in the whole of *G-14.0700*.
  - b) Includes interviews with Certified, Certified Associate and Enrolled Educational Assistant Christian Educators in all formal visits (*G-11.0502c*) and work with congregations, especially in those situations in which the head of staff position has become vacant.
  - c) Encourages educators to seek certification, provides guidance through the Educator Certification Advisor, and encourages sessions to make continuing education funds and time available to educators seeking certification. (*G-14.0705a.(1-3)*)
  - d) Provides access to Certified and Certified Associate Christian Educators, including support and mediation in conflict situations. (*G-14.0705b.(3)*)
  
4. Works with Commissioned Lay Pastors in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.).
  - a) Approves commissions of commissioned lay pastors and authorizes functions they are to perform in accordance with *G-14.801c and e*.
  - b) Appoints mentors to supervise commissioned lay pastors. (*G-14.0801d*)
  
5. Works with the Inspiration and Support Team to fulfill other responsibilities in relation to ministers, Christian educators, and Commissioned Lay Pastors, including pastoral care.

6. Work with staff to prepare and recommend a budget to the Ministry of Vocations and Leadership and the Finance Team.

### **Examinations Commission**

*The Examinations Commission of Foothills Presbytery is elected by the presbytery to examine candidates (G-14.0402a) and ministers (G-11.0402) who are seeking membership in the Presbytery.*

**Commission Composition:** 12 persons (including chair) with no more than one person serving from a particular church. Members will reflect the diversity of Foothills Presbytery. Five members will be selected by the COM from the COM. Two members (1 clergy, 1 elder) will be selected by and from the Unity Team. Two members (1 clergy, 1 elder) will be selected by and from the Inspiration and Support Team. Members from COM, Unity and I and S will serve a one-year term, renewable up to six years total. The remaining three members will be nominated by the Nominating Committee of Presbytery and elected by Presbytery as at-large members, comprised of three classes of one person elected to a three-year term.

#### **Commission Responsibilities:**

1. Examine and take action on previously ordained pastors transferring into Foothills Presbytery, and report this action to the Presbytery.
2. Examine candidates for ordination and Commissioned Lay Pastors, and make recommendations concerning the ordinands' or CLP's examination on the floor of Presbytery. In the event of a questionable examination, the Examination Commission will refer the candidate or CLP to the COM for determination of the call.
3. In every case present them by suitable means on the floor of presbytery, including the possibility of dialogue with members

### **Committee on Preparation for Ministry**

*The Committee on Preparation for Ministry provides direction for those who are to be ordained as ministers of the Word and Sacrament. The Committee enters into covenant relationship with those preparing to become ministers and is engaged in such relationship through the phases of inquiry and candidacy. (G-14.301)*

**Committee Composition:** 12 members (including chair)

#### **Committee Responsibilities:**

1. Interviews persons recommended by their sessions for inquiry and decides whether to enroll them as inquirers, reporting their actions to the next stated meeting of presbytery. (G-14.0303e)
2. In cooperation with the session and the inquirer, determines the length of the phase of inquiry and determines whether the inquirer should apply to become a candidate. (G-14.0303f)
3. Confers with inquirers, reviews the inquiry phase, and makes recommendation to the presbytery through the stated clerk with respect to inquirers' applications for candidacy. (G-14.0305c and G-14.0305d)
4. Instructs sessions on their role in inquiry and the candidacy process. (G-14.0306a.(1))

5. Provides oversight of inquirers and candidates in matters relating to the preparation for ministry. (G-14.0306a(2.))
6. Provides for annual consultations with each inquirer and candidate. Notifies presbytery of receipt of reports on annual consultations. (G-14.0309b)
7. Conducts final assessments of candidates' readiness for ministry.
8. Certifies candidates on behalf of the presbytery as being ready to receive a call and reports such certification to the next stated meeting of presbytery. (G-14.0310a)
9. Makes recommendation to the presbytery concerning the transfer and removal from covenant relationship of inquirers and candidates under its care. (G-14.0311 and G-14.0312)
10. Makes decisions regarding applications for financial aid, including persons pursuing educational ministry.
11. Works with staff to prepare and recommend a budget to the Ministry of Vocations and Leadership and the Finance Team.

### **Nominating Committee**

*The Nominating Committee nominates persons to fill all vacancies on continuing committees, councils, teams, boards, and other bodies that require election by the presbytery. (G-9.0801b)*

**Committee Composition:** 12 persons (including chair): 1/3 Ministers of Word and Sacrament, 1/3 laywomen, and 1/3 laymen. (G-9.0801a)

#### **Committee Responsibilities:**

1. Gives consideration to the nomination of equal numbers of ministers of Word and Sacrament, laymen and laywomen.
2. Consults with the Committee on Representation of the presbytery, seeking to implement the principles of inclusiveness of the *Constitution*.
3. Prepares nominations for the officers of presbytery.
4. Prepares nominations for Co-chairs of all four ministries, and for the chairperson of the Council of presbytery.
5. Prepares nominations for all teams and committees and their chairpersons.
6. Seeks to identify persons whose gifts and interests would lead them to serve within the presbytery.
7. Consults with chairpersons of ministries, teams and committees concerning committee members who might be inactive, and concerning suggestions for new persons who might serve.
8. Prepares nominations for commissioners to the General Assembly following the procedure adopted by presbytery and outlined in the presbytery manual (in Appendix V).
9. Prepares nominations for commissioners to Synod.
10. Prepares, as required, nominations for the boards of institutions supported by the Presbytery, Synod, and the General Assembly.
11. Prepares nominations for General Assembly committees and agencies as required.

## **IV. OFFICERS OF PRESBYTERY**

The officers of Presbytery with their respective duties shall be as follows:

### **1. Moderator**

At the Winter Meeting each year, moderator and vice-moderator shall be nominated to serve for a term of one year, beginning at the next stated meeting. Upon

assuming office this person shall preside at all the sessions of Presbytery during his or her term of office. In case of the moderator's absence, the vice-moderator shall preside. If both the vice-moderator and moderator are absent, the last former moderator who is present and who is a member of the governing body shall preside. Normally the vice-moderator will be placed in nomination to serve as moderator the year following his or her term as vice-moderator.

The moderator shall appoint such teams, task forces, or committees as are authorized by Presbytery. He or she shall authenticate the records of the governing body, Sessional minutes and other documents within the sphere of his or her office. The moderator shall be a member of Presbytery's Council after his or her nomination and during his or her time in office. Unless a candidate is designated to preach, the moderator or a person designated by him or her shall be responsible for the worship at the meeting at which he or she is succeeded in office.

## 2. Stated Clerk

The Executive Presbyter, whose responsibilities are hereafter defined, shall ordinarily be the Stated Clerk of Presbytery. The Stated Clerk shall be called for a five-year term as defined in the Book of Order. If the Executive Presbyter is the Stated Clerk, there shall be no additional salary paid. The duties of the Stated Clerk shall be:

- a) To send notices of the time and place of the next meeting of Presbytery at least two weeks prior to the meeting.
- b) To send to each session at least a month before the due date all the necessary blanks for its annual report to Presbytery.
- c) To prepare all official papers for Presbytery, and to send to the governing body of the Church all papers and reports ordered by Presbytery or required by the governing body.
- d) To edit the minutes as adopted, being careful to retain the purpose of Presbytery in every action recorded.
- e) To keep a correct record of the minutes of Presbytery and, with the Recording Clerk, to prepare the minutes for duplication and distribution as ordered by the court. Minutes are to be distributed to ministers and sessions.
- f) To be the custodian of all official papers and records of Presbytery.
- g) To forward historical material, documents, and copies of all official minutes to the Historical Foundation of the Presbyterian Church (U.S.A.).
- h) To receive all papers and communications addressed to the Presbytery and to present them at the proper time. The Stated Clerk should acknowledge promptly the receipt of all official communications and, according to his or her judgment, answer promptly every letter requiring a response.
- i) To notify all persons elected or appointed by Presbytery of the duties they are expected to fulfill.
- j) To notify the Stated Clerk of the General Assembly promptly of all ministers received, dismissed, or changing fields within the bounds of the Presbytery.
- k) To prepare in advance of the winter meeting an accurate list of ministers and candidates, and a complete list of churches of Presbytery, clerks of sessions with their mailing addresses. These shall be furnished to the Stated Clerk of the General Assembly on the forms and in the manner required.

- l) To prepare promptly after the close of the church year accurate reports of the Presbytery for the General Assembly on the forms furnished, the statistical portion of which shall be included in the next official minutes of the Presbytery.
- m) To remind the Chair of Council, Chairs of Ministries and Teams, and the Chairs of permanent and interim committees of reporting times at meetings of Presbytery and of the policy that calls for recommendations to be submitted in time to be included in the handbook for the meeting.
- n) To simplify and expedite the business of Presbytery by every reasonable means.
- o) To write a letter of appreciation to the host church immediately following each meeting of Presbytery (in lieu of a resolutions committee).
- p) To report on the attendance at each meeting of presbytery, noting those requesting excuses for absence and those unexcused, and notifying the Committee on Ministry of these absences.

### 3. Recording Clerk

The Recording clerk shall be elected annually upon recommendation by the Nominating Committee and the Stated Clerk. He or she shall receive such compensation as may be determined by the Council or percentage designation of his or her time if he or she is a minister in an aid receiving church.

The duties of the Recording Clerk shall be:

- a) To keep a full record of the proceedings of Presbytery and read it for the governing body or committee designated to approve it.
- b) To receive copies of all reports as presented to Presbytery and a written copy of all motions for inclusion in the minutes.
- c) To convey the minutes, properly recorded, to the Stated Clerk for editing and duplicating as soon as practical.

### 4. Treasurer

The Treasurer of Presbytery shall ordinarily be an elder, and shall be elected by the Presbytery. He or she shall be assigned responsibilities in a job description prepared by the Executive Presbyter and approved by the Administration, Staff and Office Management Team. In order to aid the Treasurer in the discharge of his or her responsibilities, and upon his or her recommendation, the Administration, Staff and Office Management Team may employ an Assistant Treasurer who shall be assigned responsibilities in a job description prepared by the Executive Presbyter and approved by the Administration, Staff and Office Management Team. The Treasurer and the Assistant Treasurer shall be bonded for an amount to be recommended by the Finance and Stewardship Team.

## **V. THE STAFF OF PRESBYTERY**

## THE EXECUTIVE PRESBYTER

Nominations for the office of Executive Presbyter shall be made by the Administration, Staff, and Office Management Team, but election shall be by the Presbytery. The nominee shall be a person of strong Christian faith and character, shall be either a minister or elder, shall be appropriately educated, shall have a diversified experience in the life of the church, shall possess demonstrated skills in administration, and shall be a person of proven commitment to Presbyterian doctrine and polity as well as to the cultivation of ecumenical relationships.

### DUTIES AND RESPONSIBILITIES:

1. Be available to provide pastoral care, support and guidance to ministers, educators and all congregations of the Presbytery, and to respond to the unique needs of each congregation, paying special attention to the smaller churches.
2. Initiate and encourage ideas that will help Foothills Presbytery continually identify and develop its vision for the future, and carry out that vision through its mission goals and objectives, always being led by the Spirit of God.
3. Act as chief administrative officer, accountable to the Presbytery through the Administration, Staff, and Office Management Team, providing oversight and leadership for the Presbytery staff and office in the implementation of Presbytery decisions in matters of strategy, program and resources. This would include recommending staff personnel, staff responsibilities and staff duties.
4. Provide for the effective communication and coordination of the overall ministry of the Presbytery, including interpreting the decisions and programs of the Presbytery to individual church ministers and sessions, as well as interpreting the decisions and policies of the Presbytery to the general public, as appropriate.
5. Provide for the smooth functioning of all parts of the Presbytery, and manage conflict as it arises in a way that is clear, consistent, and reflective of Christian theology regarding the way to treat people.
6. Be a resource advisor to Presbytery Council, the Committee on Ministry and other committees as needed and, together with Council, provide for the effective functioning of Presbytery meetings.
7. Help the many parts of the Presbytery to connect, to hear and understand each other, and to experience that unity in Christ which makes our diversity creative.
8. Interpret and advocate the interests of the Presbytery to Synod and General Assembly and to interpret the interests of the whole church to the Presbytery.
9. Visit congregations regularly, at worship services and special events, as a positive presence among them, listening to them, supporting them, and encouraging them with enthusiasm, humor and love.
10. Attend to her/his own spiritual discipline, including Bible study, prayer and reading, and to pray for the Presbytery and its members regularly.

11. Shall serve as Stated Clerk.

RELATIONSHIPS:

1. The Executive Presbyter shall be immediately responsible to the Administration, Staff, and Office Management Team and ultimately to Presbytery itself.
2. In supervising the other employees of Presbytery, the Executive Presbyter may delegate such authority as is consistent with the abilities and duties of other personnel while continuing to assume responsibility for their work.
3. For communication, s/he or a staff associate as assigned may be an advisory member of all Ministries and/or Teams of Presbytery unless that body should specify otherwise when an ad hoc or ad interim committee/task force is appointed. It is not expected that the Executive Presbyter shall attend every meeting of each Ministry or Team.
4. S/he shall be encouraged as a presbyter to accept responsibilities at the Synod and/or General Assembly levels as long as these responsibilities do not impair the effectiveness of his or her work for the Presbytery.

TERMS:

1. The Executive Presbyter is called upon the recommendation of the Administration, Staff, and Office Management Team for an initial term of three (3) years. There shall be an annual review and evaluation of the performance of the Executive Presbyter by the Administration, Staff, and Office Management Team. It is anticipated that at the end of the second year, the performance review process will result in the term being extended for an additional five (5) years. During the fourth year of any five (5) year term, a comprehensive review and evaluation will be conducted by the Administration, Staff, and Office Management Team, including a review of the Executive Presbyter position description. There is no limit to the number of five (5) year term extensions that are permitted, so long as retirement policies are followed.
2. The salary and benefit package for the Executive Presbyter will be determined based on the candidate's education and experience.
3. Presbytery shall provide for its Executive Presbyter an office, a secretary and such other help as the Administration, Staff, and Office Management Team deems necessary.

ASSOCIATES

Upon request and recommendation of the Executive Presbyter, and by authority of the Presbytery, the Administration, Staff, and Office Management Team may call or employ such associates and assistants to the Executive Presbyter as the mission and circumstances of Presbytery may require. Each Associate is responsible to the Executive Presbyter under the authority of the Administration, Staff and Office Management Team. In each instance the Executive Presbyter in consultation with the Administration, Staff and Office Management Team shall present a position description setting forth the duties of the positions. The terms of the calls shall be similar to, but not identical with, those specified for the Executive Presbyter. There shall be an annual review and evaluation of their performance and a comprehensive review every five years

conducted by the Administration, Staff and Office Management Team in consultation with the Executive Presbyter.

#### OFFICE STAFF

Upon recommendation of the Executive Presbyter, the Administration, Staff, and Office Management Team shall authorize the employment of staff for its office as necessary. In building a staff, care shall be exercised on the one hand to provide for efficiency of operation and on the other hand to avoid unnecessary duplication and expense. An appropriate position description shall be prepared for each person employed, and performance shall be reviewed annually by the Executive Presbyter and reported to the Administration, Staff, and Office Management Team.

#### **VI. EXCEPTIONS OR AMENDMENTS TO THE STANDING RULES**

1. Any Standing Rules contained in this manual may be temporarily suspended for a regularly scheduled meeting by a two-thirds vote of all the members enrolled at that meeting.
2. Amendments to the Manual
  - A. In order to achieve and maintain a current, coordinated and consistent operating guide, proposed amendments to this manual when submitted to Presbytery, shall be transmitted to the Council for study and recommendation, with indication as to those sections of the Manual which would be affected by them. Before taking final action, Presbytery shall hear and consider recommendation of Council but shall not be bound by it.
  - B. Recommendations concerning proposed amendments to the Manual shall be submitted by the Council in writing at any regularly scheduled meeting of Presbytery and voted on at the next regularly scheduled meeting. Adoption shall be by a majority vote of all members present at the meeting.

#### **APPENDIX I**

##### **ADDENDUM TO MISSION STATEMENT**

[N.B.: The following are elaborations of the Core Values, number for number.]

1. We seek to center our life in Jesus Christ, Immanuel (God with us– Matthew 1:23) and the Word made flesh (John 1:14):
  - i. Who was born and lived as “the least among us” (Matt. 25:40, 45), Who indeed suffered and died for us and for our sins, was raised again from the dead, and will come again to draw all things to himself (I Cor. 15);
  - ii. Who, did not count equality with God a thing to be possessed, but emptied himself of all self-claims, taking the form of a servant even to the point of death on a cross, that at his name every knee should bow and every tongue confess that ‘Jesus Christ is Lord,’ to the glory of God (Phil. 2:5-11);
  - iii. In Whom, through Whom, and for Whom all things were created and hold together (Col. 1:16-17, John 1:1-2);

- iv. Through Whom all things were reconciled to himself, making peace by the blood of his cross (Col. 1:19f);
  - v. To Whom all power and authority in heaven and on earth has been given (Matt. 28:18), yet Whose power is made perfect in weakness (II Cor. 12:9, 13:4; I Cor. 1:21-31);
  - vi. Who is the head of the Church (Col. 1:18, I Cor. 12:12-31); and
  - vii. Who is with us, powerful and present always, to the end of time (Matt. 28:20)].
2. We seek to serve others and not ourselves:
- i. “Outward” means looking beyond ourselves to serve God above all, other humans, and the natural world in which we live;
  - ii. Serving God in all of life has no higher purpose than itself, and is best represented in pure worship, and service that expects nothing in return (Luke 6:35, Job 1:9ff);
  - iii. Serving other humans is tested by our willingness to love and serve “the least among us” (Matt. 25:40, 45; Mark 9:41);
  - iv. Serving the environment entails taking responsibility for its health and well-being, for we are tied to the earth as a creature is to the creation; and
  - v. Looking outward means changing the rhythm of church life *from* sending-out-in-order-to-gather-in *to* gathering-in-in-order-to-send-out.
3. We seek to energize and exercise all the gifts God has placed at our disposal, which means:
- i. Identifying the manifold gifts and callings God has given to each member of the Presbytery;
  - ii. Serving God with the whole self–body, mind, and spirit;
  - iii. Being flexible, dynamic, and imaginative in our service; and
  - iv. Inviting our members to a maximum participation in the service of God and humanity, with the vigor of a movement more than the demands of a hierarchy.
4. We seek to serve intentionally as Presbyterians, which means:
- i. Doing all things according to the Scriptures, the Word of God to humanity, for in the power of the Spirit of God the Word bears witness to Jesus Christ, the Word made flesh; the Word is to be faithfully proclaimed at the center of the Church’s life, her worship; and in all of life the Word acts as a lamp to our feet and a light to our pathway;
  - ii. Living in the covenant established by God in, with, and through Jesus Christ as our vital connection to God, to one another in the PC(USA), to

- our partner churches throughout the world, to Christians of other churches and denominations near or far, to humanity made in the image of God, and to the rest of God's creatures and creation;
- iii. Confessing the Gospel of Jesus Christ, most poignantly at times and places when its truth is brought into question (as manifested repeatedly in the PC(USA) *Book of Confessions*), declaring to ourselves and to the world that we will live and die in the service of our Lord Jesus Christ;
  - iv. Receiving all things from God's hand by grace alone, without any earning or deserving on our part, whether the basic blessings of life, the times of our lives, the Gospel of our salvation in Jesus Christ, or the faith with which to discern and embrace God as the One in whom we live and move and have our being;
  - v. Facing the issues of life with a rugged determination born of the Gospel itself, which sees all things surrounded by God's majesty, love, grace, mercy, and peace with justice, and will not be stopped by limitations real or perceived, overwhelming opposition, insuperable difficulties, apparent failures, or monstrous evils—confident that what is begun with God's blessing God will bring to its completion at the right time; and
  - vi. Seeking to understand every moment both public or private within the presence, purposes, and activity of Jesus Christ, Whom to serve is life itself and with Whom to live or die (and live forevermore) is the joy of our salvation.
5. We seek to be a faithful Christian community [servants and witnesses] in the very time, place, people, and situation to which God has called us to serve, namely, the community of Upstate South Carolina, USA, in the 21<sup>st</sup> Century AD.
- i. The Gospel cannot be an extension of our culture, e.g., merely something that patriotic Americans believe, or a commodity that meets needs, or a tool that fixes things; the Gospel, however, also cannot be expressed apart from the particular times, places, and culture to which God has called us providentially.
  - ii. We live and work in many contexts, including a broad mixture of ages, socio-economic conditions, racial-ethnic-immigrant constituents, cultures, and religious options (both Christian and non-Christian).
  - iii. We live and work in the contexts of a definite historical identity (the American Southeast) undergoing rapid change at the hands of an advanced technological society, cyberspace, and post-modernism.
  - iv. We live and work at a time when both the American government (officially) and American culture (unofficially) are distancing themselves increasingly from Christianity and disestablishing the Christian Church from its historic pre-eminence in America: the mission of the Church is thus at our front door as much as it is abroad; and
  - v. Whatever other contexts we find ourselves in, Presbyterian Christians always live and work in the context of God—God's presence, God's

mission (*missio dei*), and God's time (providence).

## **APPENDIX II**

### **DEFINITION OF TERMS**

The designations, committee and commissions, are employed in conformity with the definitions given in the Book of Order.

#### Standing Committee:

A Standing Committee is one appointed by the Moderator of the Presbytery who shall name its Chair. Its members shall serve during one stated meeting unless otherwise directed.

#### Ad Interim Committee:

Presbytery may elect or may direct the Moderator to appoint an Ad Interim Committee to examine any question. This Ad Interim Committee shall make its report and recommendations at the following stated meeting, or at a designated meeting of Presbytery. It shall be discharged when the report is received and acted upon by Presbytery, unless that body orders otherwise. The convenor of the committee shall be appointed by the Moderator, and the committee shall organize itself.

#### Ex-Officio Member:

An ex-officio member of any committee shall be a person who holds membership in it by virtue of his or her office. Ex-officio members have full privileges in the committee, except that of voting.

#### Task Force:

A task force is not a part of the permanent structure of Presbytery, but is a group enlisted to serve for a definite period of time and for the purpose of making some special study or of rendering some specific service, or of both. When the particular assignment given a task force is completed, the group shall be dissolved with appreciation expressed.

If the duties and responsibilities of a task force extend over more than the twelve months, there shall be a careful review of its work.

#### B. By-Laws of Foothills Presbytery

Foothills Presbytery, of the Presbyterian Church (U.S.A.), is a governing body of the Presbyterian Church (U.S.A.), governed by the Book of Order of said Church and having the authority and the duties and responsibilities of such as the Book of Order shall from time to time vest in and impose upon it.

The membership of the Presbytery and representation at its meetings, the holding of meetings and the giving of notices thereof, the determination of a quorum, the keeping and transmittal of minutes, and the designation and selection of essential officers are prescribed by the Book of Order. Having authority under the Book of Order, as a governing body of the Church to "establish rules for" its government "agreeable to the doctrines related thereto in the Scriptures," Foothills Presbytery adopts the following by-laws:

1. In the event of inconsistency between these by-laws and the Book of Order, the Book of Order shall prevail.

2. This Presbytery shall be chartered in perpetuity as an eleemosynary corporation under the Laws of South Carolina. It shall adopt a seal, to be kept by its Stated Clerk and impressed as required.

3. The property of the Presbytery, both real and personal, shall be owned and held by it in its corporate name.

4. The real property of the Presbytery and the permanent special funds entrusted to it for the furtherance of its purposes shall, subject to directions of Presbytery at its lawfully convened meetings, be managed by a Corporate Board of seven members. The Moderator and the Executive Presbyter of the Presbytery shall be members thereof by virtue of their selection to such offices, so long as they hold such offices. The other five members shall be elected by Presbytery to take office on January 1 following his or her election and to hold office until his or her successor has been elected and has accepted the office.

Any elected member who, during the term for which he or she has been elected, shall also hold one of the offices by virtue of which he or she is entitled to serve upon the Board, shall continue to serve the term to which he or she was elected and no vacancy shall be deemed to exist on account of his or her eligibility to serve in both capacities.

Any vacancies among the elected members shall be filled for the unexpired term by the Presbytery at its next stated meeting.

5. At its first meeting and, thereafter at its first meeting in each year, the Board shall elect from among its members a Chair and a Vice-Chair to hold office until January 1 following and thereafter until a successor shall have been elected. An officer of the Board shall not serve in that office more than three consecutive years. The Stated Clerk of the Presbytery shall serve as Secretary to the Board. The Chair, or in that person's absence, the Vice-Chair shall preside at all meetings of the Board. If neither is present, the senior member present shall preside.

6. Meetings of the Corporate Board may be called by the Chair or by any three members of the Board, and shall be called when directed by the Presbytery and shall be held at the place designated in the notice within the bounds of the Presbytery. The Stated Clerk, as Secretary to the Board, shall give five days written notice of the time and place of each meeting. After notice has been duly given, four members attending shall constitute a quorum.

The Board may, without meeting, take any action within its authority when agreed to by all its members in writing.

7. Acting solely under the directions of Presbytery given at a stated meeting or at a special meeting called for the purpose, the Corporate Board shall be responsible for the buying, selling and mortgaging of all real property of the Presbytery and the acquiring and conveying to title to such property and, after acquisition, the holding and defending of the title to the same.

The Board, unless otherwise directed by Presbytery, shall see to the retention, investment, and reinvestment of all permanent special funds of Presbytery and shall pay out the income therefrom and the principal of such funds as Presbytery shall direct. The Board shall, by its resolutions, establish and may terminate such bank accounts, savings accounts, and investment accounts as it determines to be reasonably required for such purposes and may rent deposit boxes or similar facilities for the protection of its documents and shall designate the person or persons to deposit to and to draw upon said accounts and to have access to said deposit boxes.

8. The seal as impressed at the foot of the by-laws shall be the seal of Foothills Presbytery.

9. These by-laws may be amended at any stated meeting of Presbytery of notice of the proposed amendment shall have been given with notice of the stated meeting, and notice shall have also been given to the members of the Corporate Board then in office.

### **APPENDIX III**

#### **Covenant of the Outdoor Ministry Program of Trinity and Foothills Presbyteries**

##### **Article I**

###### **Introduction**

**Purpose:** The Outdoor Ministry Program Board (OMPB) of Trinity and Foothills Presbyteries exists in order to serve the program and staffing needs of the camping and conference ministries of the constituent Presbyteries.

**Relationships:** The OMPB is jointly related to the Presbyteries in that each Presbytery elects the members of the board. Each Presbytery shall elect six members of the board who will serve three year terms. Board members may be re-elected for a subsequent three year term. One member of each class shall also serve on the Camp Fellowship Committee of Trinity Presbytery and the **Camp and Conference Division** of Foothills Presbytery.

The OMPB shall elect its own officers. The Board shall elect a moderator and a secretary. Terms of service for officers shall be one year, with the possibility of re-election of a second year. The Board's moderator and secretary shall be from different Presbyteries and shall alternate upon election.

**Covenant of Agreement:** The covenant specifies further the relationship and accountability of the OMPB to Trinity and Foothills Presbyteries and the responsibility of the Presbyteries to this ministry. The covenant will be in effect indefinitely with comprehensive review and evaluation every five years. Amendments to the covenant shall require concurrence of the OMPB and each of the constituent Presbyteries.

##### **Article II**

###### **Mission**

The Presbyteries of Trinity and Foothills covenant to:

- (a) Work together to support and provide camping and conference ministries through the Outdoor Ministry Program Board of Foothills and Trinity Presbyteries.
- (b) Provide, maintain and develop Camp Fellowship and Camp Buc for the ongoing camping and conference ministry of the Outdoor Ministries programs of Trinity and Foothills Presbyteries.
- (c) And as covenant partners, to provide unified funds through the program budgets which shall support the work of camping and conference ministries in accordance with the established budget processes of each Presbytery.
- (d) Elect members to serve on the OMPB.

### **Article III**

#### **Responsibilities of Outdoor Ministries Program Board (OMPB)**

The Outdoor Ministries Program Board Covenants to:

- (a) To make available camp and conference ministry resources (program and personnel) for study, worship, fellowship and service, to undergird and support the nurture and on-going ministries of the two Presbyteries and the churches within their bounds.
- (b) To provide and promote an integrated residential camping and conference program for children, youth and adults of Trinity and Foothills Presbyteries.
- (c) To cooperate with the other divisions of the two presbyteries in carrying out the ministry and mission of the Presbytery, Synod and General Assembly.
- (d) To set and oversee equitable policies for the use of facilities by churches, PC(USA) governing bodies, and as space may be available, to groups outside the governance of the PC(USA).
- (e) To support and supervise the work of the Outdoor Ministries Program Director in consultation with appropriate Presbytery staff.

### **Article IV**

#### **Financial Commitment**

- (a) The Presbyteries will share equally in providing for the terms of call for the Outdoor Ministries Program Director.
- (b) Changes in the terms of call of the Outdoor Ministries Program Director shall be recommended by the Outdoor Ministries Program Board.

### **Article V**

#### **Property**

The camp and conference properties of Foothills and Trinity Presbyteries will remain in the trust of the Presbyteries. Use of the property will be coordinated

between the OMPB and the appropriate structures of the constituent Presbyteries.

**Article VI**  
**Strategic Planning**

The OMPG shall, in consultation with the appropriate structure of the constituent Presbyteries, develop and provide an ongoing process for strategic planning.

**Article VII**  
**Signatures**

The covenant, having been approved in the stated meetings of Trinity and Foothills Presbyteries is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

Foothills Presbytery

Trinity Presbytery

\_\_\_\_\_

\_\_\_\_\_

Moderator

Moderator

\_\_\_\_\_

\_\_\_\_\_

Stated Clerk

Stated Clerk

**APPENDIX IV – SEXUAL MISCONDUCT POLICY**  
**(No Changes – Not included in this document)**

**APPENDIX V**

**Procedure for Nominating Commissioners to General Assembly**

At the meeting at which nominees for Commissioners to the General Assembly are determined, the Nominating Committee shall prepare a slate of nominees.

- A. In drawing up its slate of Commissioners to the General Assembly, the names of ministers shall be submitted as follows:
  - (1) The Committee shall nominate two ministers as principals and two ministers as alternates to General Assembly. Among the criteria to be taken into account are: time of service in this and other presbyteries; fair representation of male, female and racial members; effective work on a division or committee of Presbytery, Synod or General Assembly. The Committee may also consider special reasons such as the Presbytery's desire to nominate a member as Moderator of the General Assembly, its wish to have an overture from the Presbytery duly supported, its belief that a member is especially qualified to contribute to the debate on issues before the General Assembly, or its knowledge of special circumstances in a member's case which makes it particularly appropriate that she or he be a Commissioner.
  - (2) Ordinarily the ministers elected as alternates shall become the

principal commissioners in the following year.

B. In drawing up its slate of Commissioners to the General Assembly, the names of elders shall be submitted as follows:

- (1) The committee shall choose elder nominees from the churches of Presbytery, taking into consideration such criteria as the varieties in the size of the congregation, the involvement of the church in the life and work of Presbytery, and the geographical distribution of churches within Presbytery.
- (2) The committee shall ask the Sessions of two churches to recommend one of their elders to the committee, including biographical data and record of church service as part of the recommendation.
- (3) In order to ensure that both men and women are represented in the nominating process, the committee shall be free to make suggestions to the sessions regarding possible candidates.
- (4) Presbytery shall elect two principals and two alternates. Ordinarily the alternates shall become the principal commissioners in the following year. The alternates will attend General Assembly as observers at Presbytery expense.
- (5) Those sessions failing to make a recommendation when given the opportunity shall be given another opportunity the following year. A session not presenting a nominee for two consecutive years shall be placed at the bottom of the list for consideration.

C. The Nominating Committee shall not place the name of any person in nomination until it has secured the consent of that person.

D. Notwithstanding the names placed in nomination by this committee, nominations from the floor of Presbytery at the time of any election shall always be in order, provided that the consent of the person nominated has first been secured and a brief biographical sketch prepared for distribution to members of Presbytery.

E. In case any minister or elder elected as a Commissioner finds it necessary to be excused from attendance at the General Assembly, the Moderator shall be empowered to substitute one of the alternate ministers or elders.

F. The Moderator shall designate one of the elected as Chair of the Commissioners. Following the General Assembly, the Commissioners, under the guidance of the Chair, shall prepare a brief report to the Presbytery which shall summarize the work of the Assembly. All commissioners shall report to the Stated Clerk, in writing, certifying their attendance at the General Assembly.

