

# **Standing Rules and Manual of Operations of the Presbytery of Plains and Peaks**

**Adopted by the Presbytery Organizing Convention  
December 3, 1994  
Ft. Morgan, Colorado**

**Comprehensive Revisions  
August 12, 2006 – Ft. Collins, Colorado  
August 7, 2018 – Sterling, Colorado**

**Amended  
August 24, 2019 – Sidney, Nebraska  
November 2, 2019 – Boulder, Colorado**

## Standing Rules

### 1. **Mission Framework: Foundational Principles, Vision Statement, Mission Statement, Mission Commitments** (adopted by Presbytery October 2017)

#### 1.1. Foundational Principles (Core Values)

As Presbyterian people of God, united under the Lordship of Jesus Christ and empowered by the Holy Spirit, we believe that:

- Our Presbytery is a family of people whom God has chosen and given to one another so that by God's grace we can enjoy and share the good news in joy.
- As sisters and brothers in Christ, saved by grace alone, we are called to work in a spirit of love, gratitude, and encouragement.
- The Holy Spirit leads our Presbytery.
- Our Presbytery's primary role is to advance the vision and mission of congregations.
- The congregations of the Presbytery and the Presbytery depend upon one another in advancing the vision and mission of our Denomination.
- Listening for the Word of God is the most important discipline in every gathering of Christians.
- Public worship of God is a primary means by which we demonstrate the Rule of God at meetings of the Presbytery as well as in every congregation.
- Trusting in God, we are called to take risks and to think and act creatively, flexibly, nimbly, and collectively as we fulfill Christ's direction.
- Our Presbytery's Vision and Mission is informed by Scripture, inspired by prayer, and is an expression of our worship, by which we glorify God and bear witness to God's love for the world in Jesus Christ.
- As an inclusive family of Christians, the Presbytery depends on the Risen Christ and the fellowship of its members in an atmosphere of compassion and trust for its energy and imagination.
- Our Presbytery conducts its mission within the connectional polity of the PCUSA and the theology of the Reformed tradition.

#### 1.2. Vision Statement (what we are called to be)

On the threshold of a new day, the Presbytery of Plains and Peaks is called to be a compassionate, supportive, respectful, and inclusive family of congregations that is:

- united through and faithful to Jesus Christ,
- informed and directed by the witness of Scripture,
- called into and connected through the Reformed theology and polity of PCUSA,
- dedicated to missional outreach to the community, local to global, and
- challenged and committed in our stewardship for all of God's creation.

#### 1.3. Mission Statement (what we are called to do)

God calls us to work in our communities for new generations by participating in the work of the Holy Spirit as we commit to:

- Partner together in mission
- Equip leaders for ministry and mission
- Create and revitalize congregations for mission.

##### 1.3.1. Mission Commitments (how we respond)

To realize our mission priorities as a family of congregations, God requires that we:

- Pray for and encourage one another in our mission efforts.
- Develop new, community-centered models of mission and mission efforts.
- Conduct regular and appropriate assessment and evaluation to identify and build upon existing strengths.

- Facilitate necessary programs and opportunities for leadership development and spiritual growth.
- Exercise faithful stewardship of resources and facilities.
- Conduct all activities consistent with the Constitution of PCUSA.

## 2. Basic Definitions

- 2.1. *Boundaries*: The Presbytery of Plains and Peaks is a mid-council of the Presbyterian Church (U.S.A.). It has jurisdiction over the minister members on its rolls and over particular churches of the Presbyterian Church (U.S.A.). Located in the following counties: **In Colorado** – Boulder, Broomfield, Jackson, Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma; **In Nebraska** – Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux.
- 2.2. *Corporation*: The Presbytery of Plains and Peaks is a corporation under the Non-profit Corporation Act of the State of Nebraska, and successor to the Presbytery of Box Butte, a Nebraska corporation, and to the Presbytery of Boulder, a Colorado corporation.
- 2.3. *Governance*: The Presbytery of Plains and Peaks is governed by the Constitution of the Presbyterian Church (U.S.A.), by these *Standing Rules*, and by policies it may, from time to time adopt.
- 2.3.1. A current book of *Presbytery Policies* and *Presbytery Standing Rules and the Manual of Operations* will be published and made available by the Stated Clerk.
- 2.3.2. Meetings of the Presbytery, its committees, subcommittees, and task forces will be conducted according to the most recent edition of *Robert's Rules of Order (Newly Revised)* except where otherwise required by the Constitution of the Presbyterian Church (U.S.A.).
- 2.4. *Membership*: Membership of the Presbytery consists of Ministers of the Word and Sacrament, and ruling elders, in numbers as equal as possible.
- 2.4.1. All ordained ministers enrolled by the Presbytery are voting members.
- 2.4.2. Each church in the Presbytery is represented by at least one ruling elder commissioned by the session to be a voting member.
- 2.4.3. Representation is based on membership as shown below:
- 0 – 200                    1
  - 201 – 800                2
  - 801 – 1,200              3
  - 1,201 +                  1 additional person per 400 members
- 2.4.4. To correct imbalance in the numbers of minister and ruling elder members (G-3.0301), at the end of the year the Stated Clerk will notify the churches how many extra ruling elder members they may receive for the next year. The process is: to determine the number of ministers within the bounds of the Presbytery; determine the number of ruling elder members (G-3.0301); then determine the number of ruling elder members to be equally distributed among the churches for balance.

- 2.4.5. Sessions are encouraged to name ruling elder commissioners and alternates for one-year terms that begin in January of each year, and to report their names, addresses, email addresses, and telephone numbers to the Stated Clerk.
  - 2.4.6. The moderator or the moderator's appointee of Presbyterian Women of the Presbytery of Plains and Peaks who is a ruling elder will be enrolled as a member of the Presbytery for the term of her office, whether or not commissioned by her session (G-3.0301).
  - 2.4.7. Each ruling elder elected to the office of Moderator or Vice-Moderator of the Presbytery, as a moderator of a committee, a member of Council, or a member of the Committee on Ministry will be enrolled as a member of Presbytery for the term of office (G-3.0301).
  - 2.4.8. Each ruling elder elected as Synod commissioner will be enrolled as a member of Presbytery for the term of office.
  - 2.4.9. Each ruling elder elected by the Presbytery as Stated Clerk will be enrolled as a member of the Presbytery for the duration of service in that staff position.
  - 2.4.10. Each ruling elder elected by the Presbytery as Executive Director of Highlands Presbyterian Camp and Retreat Center will be enrolled as a member of the Presbytery for the duration of service in that staff position.
- 2.5. *Mission Framework*: The work of the Presbytery of Plains and Peaks is defined by a framework for planning the Presbytery's mission.
- 2.5.1. This Framework includes foundational principles, vision statement, mission statement, and mission commitments.
  - 2.5.2. All parts of the Presbytery's organization (constitutional and committees; staff and staffing patterns; Presbytery meeting patterns; *Standing Rules* and manuals) will be held accountable in their work through regular review and evaluation to ensure that they are faithful and effective in implementing the foundational principles, vision statement, mission statement, and mission commitments.
  - 2.5.3. Responsibility for review and evaluation is lodged in the Council.
  - 2.5.4. The Presbytery's Mission Framework will be reviewed and revised every ten (10) years; Mission Commitments and descriptions of committees of Presbytery contained in the *Manual of Operations*, every five (5) years.
- 2.6. *Geographic Representation*: For purposes of geographic representation as may be required in the *Standing Rules* and manuals of the Presbytery, the following regions are established:
- 2.6.1. Boulder/Broomfield, consisting of the counties of Boulder and Broomfield in the state of Colorado, or their legal successors.
  - 2.6.2. Larimer, consisting of the counties of Larimer and Jackson in the state of Colorado, or their legal successors.
  - 2.6.3. Panhandle/Plains, consisting of all other counties of the Presbytery not encompassed by the preceding sections.

### 3. Meetings

- 3.1. *Stated meetings*: The Presbytery will hold a minimum of three (3) stated meetings each year, the dates and times to be determined by Council. Presbytery will publish meeting dates for the upcoming calendar year at its final stated meeting each year. Churches throughout the Presbytery will be invited to host meetings.
- 3.2. *Special Meetings*: The moderator shall call a special meeting at the request, or with the concurrence, of two (2) ministers, not serving the same congregation, and two (2) ruling elders from 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 (3) ministers, not serving the same congregation, and three (3) ruling elders from 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 (10) days in advance to all members of Presbytery. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted. If the Stated Clerk determines the purpose of the special meeting may be unusually controversial, it shall be noted in the call. Special meetings by electronic media may be held, provided notice is given to all members and opportunity afforded to all who desire to participate. Costs for meetings called for the benefit and convenience of particular persons and congregations may be assessed to them.
- 3.3. *Meeting Cancellation/Postponement*: The Moderator of Presbytery, in consultation with the Stated Clerk, may cancel or postpone a meeting of Presbytery in extraordinary circumstances. Notice will be provided to all members of Presbytery.
- 3.4. *Expenses*: Expense reimbursement for attendance at Presbytery meetings will be made as follows:
  - 3.4.1. The Presbytery reimburses members who drive to meetings as determined by the Council.
  - 3.4.2. Child care at Presbytery meetings will be provided at Presbytery expense. Request must be received at least seven (7) days prior to the Presbytery meeting.
  - 3.4.3. Churches or other employing agencies are responsible for all other expenses of their ministers and ruling elder commissioners.
  - 3.4.4. The Presbytery pays costs of common meals (as per Council planning guide for Presbytery meetings) served at the meetings for all persons whose attendance is required; visitors are asked to pay for their own meals.
- 3.5. *Quorum*: A quorum for transaction of Presbytery business shall be any three (3) ministers not serving the same congregation and at least three (3) ruling elder commissioners who represent three (3) different churches (G-3.0304).
- 3.6. *Annual meeting*: The first stated meeting of the year will include the Annual Meeting of the Presbytery Corporation.
- 3.7. *Elections*: All regular elections, except as otherwise provided in the *Standing Rules*, will take place at the last stated meeting of the year. The terms of office in the Presbytery will begin on January 1.
- 3.8. *Business and Mailing Deadlines*: All reports and overtures to be considered at any stated meeting must be placed in the hands of the Office Administrator no less than twenty-one (21) calendar days before the

first day of the meeting, and must be made available on the Presbytery website no less than fourteen (14) calendar days before the first day of the meeting with the exceptions noted below.

3.8.1. The Committee on Ministry, Committee on Preparation for Ministry, and Council may have a supplemental report distributed at the Presbytery meeting, provided the Moderator of COM, CPM, or Council has informed the Stated Clerk of Presbytery about the business to be transacted.

3.8.2. Moderators of other committees may, through the Stated Clerk, request the Presbytery to suspend this rule at the beginning of a stated meeting, for particular items of late business.

3.8.3. Overtures to the General Assembly may be presented to the Presbytery by a session or committee of Presbytery. They must be in the hands of the Stated Clerk no later than forty-five (45) calendar days before the meeting at which it will be considered, to allow for distribution in the Presbytery packet, discussion by sessions, and for study and recommendation by Council. The Council may distribute its report on overtures at the beginning of a stated meeting.

3.9. *Consent Agenda*: Moderators of committees may designate items for a consent agenda, to be considered with the report of the originating committee.

#### 4. **Officers and Staff**

##### 4.1. *Moderator*

4.1.1. Elected from one or more candidates nominated by the Nominating Committee at the last stated meeting of the year, to begin a term of office on January 1 and serve for one (1) year (G-3.0104).

4.1.2. Authority and duties are those specified in the *Form of Government* (G-3.0104).

4.1.3. When the need arises for an inquiry by an Investigating Committee to determine whether charges should be filed in a disciplinary case as provided in the *Rules of Discipline* (D-10.0103), the Moderator, after consultation with the Stated Clerk of the Presbytery, shall appoint not more than five (5) nor less than three (3) persons to serve on the Committee, as provided in D-10.0201a. In cases involving alleged violations of the Presbytery Sexual Misconduct Policy, the Moderator will appoint the Committee from a list of persons selected and trained for this purpose by the Committee on Ministry.

4.1.4. When the need arises for appointment of a Committee of Counsel to represent the Presbytery in a remedial case or complaint filed with the Synod of the Rocky Mountains, the Moderator is authorized to appoint up to three (3) persons for that purpose, after consultation with the Stated Clerk of the Presbytery.

4.1.5. When vacancies occur in committees between the meetings of Presbytery, the Presbytery moderator, in consultation with the Nominating Committee, may appoint persons to fill the vacancies temporarily until the next Presbytery meeting (SR5.1.10, SR10.4.3.3).

4.1.6. The Moderator has authority to appoint persons to represent the Presbytery in responsibilities not otherwise provided for in the *Standing Rules*, or where timing and meeting schedules do not allow for them to be named by the Nominating Committee or some other group. In all cases, the Moderator will consult with other appropriate elected persons before making such appointments.

- 4.1.7. The Moderator shall nominate, to the Presbytery, candidates for election to Administrative Commissions and committees empowered to conduct Special Administrative Review.

#### 4.2. *Vice-Moderator*

- 4.2.1. Elected from one (1) or more candidates nominated by the Nominating Committee at the last stated meeting of the year, to begin a term of office on January 1 and serve for one (1) year.
- 4.2.2. The Vice-Moderator performs functions and duties as may be assigned by the Moderator. If the Moderator becomes unable to carry out the duties of the office, the Vice-Moderator will assume those duties until the Presbytery elects a Moderator.
- 4.2.3. The Vice-Moderator is eligible for nomination to the office of Moderator. If elected to complete the unexpired term of a Moderator, the Vice-Moderator is eligible for election to a succeeding full term.

#### 4.3. *Treasurer*

- 4.3.1. The Treasurer shall be elected for a definite term by the Council.
- 4.3.2. The Treasurer receives and disburses all funds for the Presbytery according to its annual budget and fiscal policies established by the Presbytery. The Treasurer is not authorized to make any disbursements not properly authorized under the Presbytery's fiscal policies.
- 4.3.3. A position description will specify the Treasurer's authority, responsibility, and assigned tasks.
- 4.3.4. The Presbytery will bond all persons who receive and disburse funds, in an amount sufficient to protect the assets of the Presbytery.

#### 4.4. *Stated Clerk*

- 4.4.1. The Presbytery shall elect a Stated Clerk for a definite term (G-3.0104). This may be full- or part-time according to the needs of Presbytery as determined by Council, and approved by Presbytery.
- 4.4.2. The Stated Clerk possesses all necessary authority to carry out the responsibilities of the office as set forth in the *Book of Order of the Presbyterian Church (U.S.A.)*.
- 4.4.3. The Stated Clerk shall be an employee of the Presbytery. A position description will specify the Stated Clerk's authority, responsibility, and assigned tasks under the Presbytery's policies.
- 4.4.4. The Stated Clerk is accountable to the Presbytery through the Council.
- 4.4.5. The Stated Clerk may appoint one or more Recording Clerks to assist in keeping minutes and other tasks. If a Recording Clerk is otherwise an employee of the Presbytery, compensation will be included in his/her regular compensation package.
- 4.4.6. The Stated Clerk is authorized to make editorial and grammatical adjustments in producing the record of Presbytery action as long as the substance is not thereby changed.

#### 4.5. Presbytery Leadership

- 4.5.1. The Executive Presbyter is the principal administrative officer of the Presbytery and, as head of staff, supervises the work of the Executive Director of Highlands Presbyterian Camp and Retreat Center, and works in conjunction with the Stated Clerk and the Office Administrator.
- 4.5.2. The Executive Presbyter is accountable through the Council for the implementation of decisions and matters of strategy, program, and resources. S/he shall also provide staff services for all committees of the Presbytery with voice but not vote.
- 4.5.3. The Executive Presbyter will be elected by the Presbytery with or without a definite term, with annual and end-of-term evaluations. The office will be filled in accordance with the principles of participation and representation found in G-3.0103 and with the requirement of a representative search committee in G-3.0110.
- 4.5.4. A position description reviewed annually by the Council or its Personnel Subcommittee, will specify the Executive Presbyter's authority, responsibility, and assigned tasks.
- 4.5.5. The Executive Presbyter will be the official liaison to Ecumenical/Interfaith bodies as directed by Council.

#### 4.6. *Executive Director of Highlands Presbyterian Camp and Retreat Center (Highlands)*

- 4.6.1. The Director of Highlands is elected by the Presbytery Council upon nomination by the Highlands Presbyterian Camp and Retreat Center Committee.
- 4.6.2. Terms of employment, terms of service, and evaluation of the Executive Director's work, including authority to recommend that the Council terminate an Executive Director's services, are assigned to the Highlands Presbyterian Camp and Retreat Center Committee and the Council.
- 4.6.3. The Highlands Presbyterian Camp and Retreat Center Committee will maintain personnel policies for the Executive Director and other employees and volunteers who work at the Camp. The policies will conform to the personnel policies of the Presbytery and to principles of participation, representation, and equal employment opportunity in the *Form of Government*.
- 4.6.4. The Executive Director will give leadership in discovering ways for Highlands to support the mission and service of the Presbytery and its churches, as well as seeking support from the Presbytery for Highlands facilities and programs.
- 4.6.5. Ordinarily the Executive Director and the Council will consult at least twice a year about common concerns for a healthy relationship between the Highlands program and other parts of the Presbytery's work.

### 5. **Ministry Structure**

#### 5.1. *Common Rules for Committees*

- 5.1.1. *Membership:* All committees shall have membership which includes at least one (1) minister or ruling elder from each of the areas of the Presbytery defined in section 2.6 for purposes of geographical representation. Here and elsewhere, where the *Form of Government* provides for the membership of a committee to include ministers and laypersons, the requirement that the layperson be a ruling elder is waived.
- 5.1.2. *Nominations:* The Nominating Committee is responsible for nominating persons to fill all elected positions in the Presbytery in accordance with G-3.0111 except:



- 5.1.2.1. The Nominating Committee will be elected by the Presbytery upon nomination by Council.
- 5.1.2.2. Exempt staff will be elected upon nomination by a representative search committee.
- 5.1.3. *Moderators*: The Moderators of all committees will be elected annually by the Presbytery upon nomination by the Nominating Committee, except for Highlands Presbyterian Camp and Retreat Center Committee.
- 5.1.4. *Elections*: All regular elections will be held at the last stated meeting of the year, with terms to begin on January 1.
- 5.1.5. *Terms*: Unless otherwise provided for in the *Standing Rules*, members will be nominated and elected to classes for terms of three (3) years.
- 5.1.5.1. Members may be elected to additional terms to serve for a maximum of six (6) years and must rotate off the committee for at least twelve (12) months before they may begin a new term on the same committee.
- 5.1.5.2. Persons elected to fill vacancies will be assigned to the same classes as the person they replace.
- 5.1.6. *Meetings*: Each committee will meet as specified in the *Presbytery Manual of Operations*.
- 5.1.7. *Quorum*: Unless otherwise specified in the *Standing Rules* or *Manual of Operations*, a quorum for transaction of business in any meeting of the committee shall be a majority of the current membership, but not less than three (3).
- 5.1.8. *Subcommittees*: Committees may organize their members into subcommittees to perform their assigned responsibilities effectively and efficiently.
- 5.1.8.1. In the action authorizing creation of a subcommittee, the committee should specify the following:
- *Validation*: the adopted strategy or strategies of the committee that require creation of the subcommittee;
  - *Task*: the specific tasks the committee assigns to the subcommittee and expects it to accomplish;
  - *Time Line*: date(s) by which the committee expects the subcommittee to complete its assignment(s);
  - *Size and composition* of persons to serve on the subcommittee;
  - *Funds* authorized for the subcommittee to do its work; and
  - *Relationships* for reporting and accountability to the committee.
- 5.1.8.2. The committee is responsible for regular oversight and review of any subcommittee it forms. The establishment of subcommittees shall be reviewed annually.
- 5.1.8.3. Subcommittees of committee shall be moderated by an elected member of the unit.
- 5.1.8.4. Unless otherwise provided in the *Standing Rules*, committee may appoint additional persons from the membership of the Presbytery or its constituent churches to serve on

subcommittees. Such persons are not entitled to vote in the main committee. The appointment of co-opted members shall be renewed annually.

5.1.8.5. No one may serve in a committee or Council in either an elected or appointed position for more than six (6) consecutive years.

5.1.9. *Absent:* If a member is absent without excuse from two (2) successive meetings of a committee, the moderator of the committee shall consult with the member and may report to the Stated Clerk that the member has resigned, and the Nominating Committee will proceed to fill the vacancy.

5.1.10. *Vacancies:* When vacancies occur in a committee between the meetings of Presbytery, the Nominating Committee is responsible for nominating persons to fill such vacancies. The Presbytery moderator, in consultation with the Nominating Committee, may appoint persons to fill the vacancies temporarily until the next Presbytery meeting (SR4.1.5, SR10.4.3.3).

5.1.11. *Manual/Handbook:* Each committee shall maintain a written Manual of Operations/Handbook, for conducting its work, which contains its internal organization, and its Presbytery and internal policies, forms, and procedures used in its work. Such Manuals/Handbooks shall be reviewed by the committee for which it is written and communicated to the Presbytery a minimum of every three (3) years.

## 5.2. Committees

5.2.1. The committees of the Presbytery shall consist of permanent committees, Council, and the Permanent Judicial Commission.

5.2.2. The (1) Purpose, (2) Membership, (3) Responsibilities, (4) Officers and Organization, (5) Reporting and Accountability, and (6) Meetings of the committees of the Presbytery shall be as specified in the *Manual of Operations*.

5.2.3. Permanent Committees authorized by these *Standing Rules* are the following:

5.2.3.1. Committee on Ministry

5.2.3.2. Committee on Preparation for Ministry

5.2.3.3. Highlands Presbyterian Camp and Retreat Center Committee

5.2.3.4. Nominating Committee

5.2.3.5. Committee on Representation

5.2.4. The Presbytery shall have a Council, which also acts as the trustees of the Presbytery, as authorized by these *Standing Rules*.

5.2.5. The Presbytery shall have a Permanent Judicial Commission as required by the *Book of Order* and as authorized by these *Standing Rules*.

5.2.6. Needs for the creation of new committees or for dissolution or structural change in existing committees are to be referred to the Council for consideration in its responsibility for ongoing review of the relationship between the Presbytery's structure and its mission (G-3.0301). Council shall recommend any changes to Presbytery.

## 5.3. Task Forces

- 5.3.1. Task Forces may be created by the Presbytery to accomplish specific tasks.
- 5.3.2. In the action authorizing creation of a task force, the Presbytery will specify the following:
  - 5.3.2.1. *Validation*: the adopted strategy or strategies of the Presbytery that require creation of the task force;
  - 5.3.2.2. *Task*: the specific tasks the Presbytery assigns to the task force and expects it to accomplish;
  - 5.3.2.3. *Time Line*: date(s) by which the Presbytery expects the task force to complete its assignment(s);
  - 5.3.2.4. *Size, composition, and method of election or appointment* of persons to serve on the task force;
  - 5.3.2.5. *Funds* authorized for the task force to do its work; and
  - 5.3.2.6. *Relationships* for reporting and accountability to the Presbytery, permanent committee, or Council.
- 5.3.3. Ordinarily task forces will be authorized for no more than one (1) year.

## 6. Election of Commissioners to Other Governing Bodies

### 6.1. Synod of the Rocky Mountains

- 6.1.1. Minister, ruling elder, and alternate commissioners to the Synod of the Rocky Mountains will be nominated by the Nominating Committee and elected ordinarily at the last stated meeting of the year. In the event a Synod commissioner is unable to serve, the Moderator of the Presbytery may appoint a replacement to serve until the following stated Presbytery meeting.
- 6.1.2. Classes and terms of service will be arranged by the Nominating Committee.
- 6.1.3. Ordinarily, terms of service begin with the first stated meeting of the Synod following election and end when a successor's term begins.
- 6.1.4. The Nominating Committee will maintain lists of persons who have served as Synod commissioners and alternates in the past and will seek over time to ensure that persons from the three (3) geographic areas of the Presbytery have opportunity to participate in the work of the Synod.

### 6.2. General Assembly of the Presbyterian Church (U.S.A.)

- 6.2.1. The full number of minister and ruling elder commissioners and advisory delegates to the General Assembly permitted in the Constitution of the Presbyterian Church (U.S.A.), will be nominated by the Nominating Committee and elected at the last stated meeting of the year prior to when General Assembly meets. Alternate commissioners and advisory delegates may also be nominated.
- 6.2.2. Election of these persons shall conform to the rules of the General Assembly.

6.2.3. The Presbytery has adopted as a policy an orderly process and criteria for nomination of General Assembly Commissioners, to ensure:

6.2.3.1. Consideration of service and leadership in the Presbytery and in the Presbyterian Church (U.S.A.); seniority in service in the Presbyterian Church (U.S.A.) and in the Presbytery and its predecessors; and whether or not a ruling elder or minister has previously served as a General Assembly Commissioner. Information relevant to these considerations will be offered by the Nominating Committee when it presents a nominee for election.

6.2.3.2. Opportunity for sessions to propose names of ruling elders to be considered as alternates and commissioners.

6.2.3.3. Fair representation of minister and ruling elder commissioners from the three (3) geographic areas of the Presbytery.

6.2.4. The Nominating Committee will maintain lists of persons who have served as General Assembly commissioners and alternates.

## 7. Ecumenical and Other Partnerships

7.1. *Presbytery Partnerships*: The Presbytery Council shall have the responsibility of coordinating the Presbytery's participation in ecumenical organizations, including, but not limited to the Colorado Council of Churches and the Nebraska Council of Churches.

7.2. *Congregational Partnerships*: Individual congregations and networks of congregations are encouraged to develop and participate in ecumenical ministry and mission within and beyond the bounds of the Presbytery.

## 8. Other Provisions

### 8.1. *Officers and Directors Liability*

8.1.1. The Presbytery will maintain officers and directors liability insurance to protect each person who acts as an officer, employee, Council or committee member, or as trustees of the corporation of the Presbytery, or as a member of an Administrative Commission, or as a member of the Permanent Judicial Commission, whether elected by the Presbytery or appointed by an officer of the Presbytery, and each such person shall be indemnified by the corporation for all sums which said person may become obligated to pay, including fees of counsel, expense, and court costs actually and necessarily incurred by said person or persons in connection with any action, suit or proceeding in which said person or persons are made a party by reason of election or appointment to any of the offices set forth above, except in relation to matters as to which said person or persons shall be adjudged in action, suit, or proceeding to be liable for bad faith or misconduct in the performance of duties as such officer, employee, member or trustee, in settlement of an action, suit or proceeding based upon bad faith or misconduct in the performance of duties related to said election, employment, or appointment.

8.1.2. The right of indemnification provided herein shall be assured to each person named in paragraph 8.1.1., notwithstanding that said person or persons may not be such an officer, employee, member, or trustee at the time said person or persons shall become obligated to pay such sums,

and whether or not the claim asserted against said person or persons is based on matters which antedate the adoption of this article.

- 8.1.3. In the event of the death of a person or persons subject to the rights of indemnification set forth herein, said rights or indemnification shall be insured to said person or persons' heirs, assigns, or legal representatives.
- 8.1.4. Each person named in paragraph 8.1.1. shall be deemed as doing so in reliance upon such right of indemnification; and such right shall not be deemed exclusive of any other right to which the person or persons may be entitled under any by-law, standing rule, agreement, vote of representatives, or otherwise.
- 8.1.5. The Presbytery Council, acting as the Trustees of the Corporation of the Presbytery at a meeting at which a majority of the quorum is unaffected by self-interest, notwithstanding that other members of the quorum present but not voting may be so affected, shall determine the propriety and the reasonableness of any indemnity claimed under this article, and such determination shall be final and conclusive. If, however, a majority of the quorum of the Presbytery Council which is unaffected by self-interest and willing to act is not attainable, the Presbytery Council may appoint from among the members of the Presbytery a committee of three (3) persons who are not members of the Presbytery Council to consider and determine any such question; and the determination of said special committee shall be final and conclusive.

## 9. Amendments and Suspension

- 9.1. *Amendments:* The *Standing Rules and Manual of Operations* may be amended, by a two-thirds (2/3) vote of the members of the Presbytery present and voting at any stated meeting of the Presbytery, provided:
  - 9.1.1. that notice of the exact wording of a proposed amendment in writing has been given at the preceding stated meeting (first reading); and
  - 9.1.2. that the Presbytery has received a recommendation from the Council about approval or disapproval of the amendment, in light of its effect on the relationship between the Presbytery's structure and its mission.
- 9.2. *Suspension:* The *Standing Rules and Manual of Operations* may be suspended temporarily at any stated meeting of the Presbytery by a two-thirds (2/3) vote of the members of the Presbytery present and voting.

## Manual of Operations

10. Permanent Committees (Pursuant to the action of Presbytery at its August 2016 meeting, all committees and Council are encouraged – whenever possible, reasonable and prudent – to forgo acting in the name of the Presbytery, and instead to bring recommended actions (rather than reports of decisions already rendered) to meetings of Presbytery.)
  - 10.1. Committee on Ministry (G-3.0307)
    - 10.1.1. *Purpose:* to fulfill the responsibilities assigned to the Committee on Ministry by the *Form of Government*, including responsibility for visitation of sessions and churches and assisting pastors in implementation of their role in the process of calling to pastoral leadership.

- 10.1.2. *Membership*: a minimum of twelve (12) – including one (1) ruling elder or one (1) minister from each of the three (3) geographic areas of the Presbytery plus nine (9) ruling elders or ministers elected at-large, selected so as to ensure that at least one-half (1/2) shall consist of ruling elders.
- 10.1.3. *Responsibilities*: In addition to those responsibilities assigned to it in the *Form of Government*, the committee is responsible for:
- 10.1.3.1. care for ministers
- 10.1.3.2. care for pastoral relationship:
- providing for celebrations of retirements and other significant milestones
  - orienting new ministers to the Presbytery
  - cultivating ordination and installation services as festive Presbytery events
  - to maintain a relationship with the Board of Pensions and its regional representative, to designate persons to attend the annual Board of Pensions regional consultation and endorse requests for grants and other assistance.
- 10.1.3.3. care for congregations in transition:
- developing Presbytery expectations for the process of calling a pastor
  - orienting sessions to the process of calling a pastor
  - assisting the pastor nominating committee with the process
- 10.1.3.4. To facilitate and assist congregations in conducting transitional and transformational mission studies.
- 10.1.3.5. The following responsibilities hereby delegated to it by the Presbytery under G-3.0307 and G-3.0106, and to report any actions to the Presbytery at its next stated meeting:
- to find in order calls issued by churches
  - to approve calls for service of ministers
  - to ensure the Policy and Procedure on Sexual Misconduct acknowledgment form is signed
  - to conduct and approve the satisfactory completion of an in-depth examination of ministers who seek membership in the Presbytery, including those transferring from other presbyteries required by G-3.0306
  - to grant permission to labor within or outside the bounds of the Presbytery
  - to validate ministries
  - to dismiss ministers to other presbyteries
  - to dissolve the pastoral relationship in cases where the congregation and pastor concur
  - to receive and order the installation of pastors (G-3.0301c)
  - to establish administrative commission to install pastors and associate pastors and to ordain candidates previously approved for ordination by the calling or validating presbytery
  - to appoint moderators of sessions without installed pastors
  - to appoint moderators of congregational meetings without installed pastors
- 10.1.3.6. Consult regularly with pastors and sessions regarding the health of the parish relationship.
- 10.1.3.7. To train persons to serve on an Investigating Committee.
- 10.1.3.8. Counseling with sessions concerning reported difficulties within a congregation (G-3.0303d).

- Developing and implementing strategies for conflict prevention, management, and resolution.
- 10.1.3.9. When the health of a congregation imperatively demands it, recommending to Presbytery the formation of an administrative commission for the purpose of conducting special administrative review or assuming original jurisdiction of the session.
- 10.1.3.10. Recommend to Presbytery standards of minimum compensation of ministers, commissioned pastors, and others serving in pastoral capacities in congregations.
- 10.1.3.11. Commissioned Pastors (CP)
- Administer/care for CPs once commissioned.
  - Renew the commission of a CP upon satisfactory review of the work of the CP.
  - Develop criteria and approve requests for placement of Commissioned Pastors within the Presbytery.
- 10.1.3.12. Authorize ruling elders to administer sacraments (G-3.0301b).
- 10.1.4. *Committee Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the committee; a Vice-Moderator elected and a Secretary designated by the committee at its first meeting in each calendar year. The committee will develop its own internal organization following guidelines suggested in the General Assembly *Handbook for Committees on Ministry* (2011/2013).
- 10.1.5. *Reporting and Accountability:* Reports to the Presbytery at each stated meeting.
- 10.1.6. *Meetings:* The committee may meet as often as is deemed necessary to complete its work. The committee may hold electronic meetings (email or video conferencing) as may be possible or appropriate.
- 10.2. Committee on Preparation for Ministry
- 10.2.1. *Purpose:* To oversee the processes by which persons are prepared for ordination as Ministers of the Word and Sacrament in the Presbyterian Church (U.S.A.) as provided in G-2.06, and to implement Presbytery policies governing these processes. To administer the Commissioned Pastor education program of the Presbytery.
- 10.2.2. *Membership:* a minimum of nine (9) – including at least one (1) minister or ruling elder from each of the three (3) geographic area of the Presbytery plus six (6) ruling elders or ministers elected at-large, selected so as to ensure that at least one-half (1/2) shall consist of ruling elders.
- 10.2.3. *Responsibilities:* The committee is responsible for:
- 10.2.3.1. all duties assigned to it by the *Form of Government*, as specified in the *Handbook for Committees on Preparation for Ministry of the Presbyterian Church (U.S.A.)* 2015.
- 10.2.3.2. Electing ruling elder and minister readers of standard ordination examinations, upon request of the Presbyteries' Cooperative Committee for the Examination of Candidates.

- 10.2.3.3. Responsibilities hereby delegated to it by Presbytery under G-3.0307, including dismissing candidates, receiving and transferring persons in covenant relationship to and from other presbyteries, enrolling inquirers, and certifying candidates as ready for examination for ordination; with the provision that all such actions be reported to the next stated meeting of the Presbytery.
- 10.2.3.4. To administer the Commissioned Pastor education program of the Presbytery.
- 10.2.4. *Committee Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the committee; a Vice-Moderator and Secretary elected by the committee at its first meeting in each calendar year. The committee will observe forms and procedures required or recommended by the General Assembly of the Presbyterian Church (U.S.A.).
- 10.2.5. *Reporting and Accountability:* Reports to the Presbytery at its stated meetings as needed.
- 10.2.6. *Meetings:* At least two (2) times each year. The committee may hold electronic meetings (email or video conferencing) as may be possible or appropriate.
- 10.3. Highlands Presbyterian Camp and Retreat Center Committee (Highlands Committee)
  - 10.3.1. *Purpose:* Highlands Committee shall oversee the program, facility management, personnel, marketing, and financial development of Highlands Presbyterian Camp and Retreat Center in order to support the ministry of Jesus Christ through the Presbytery of Plains and Peaks and the Presbytery of Denver, in accord with the mission commitments of the presbyteries.
  - 10.3.2. *Membership:* Eighteen (18) members, nine (9) from each of the Presbyteries, with interest and dedication to the ministry of Highlands. Congregational members and ministers shall be elected in as equal a number as possible. There shall be three (3) classes of three (3) members per class per presbytery. They shall be elected according to processes established by each presbytery. Those elected by the Presbytery of Plains and Peaks shall be nominated in consultation with Highlands Committee and the Executive Director by the Nominating Committee of Presbytery. Terms shall be subject to the provisions for all committees described in this manual. The Executive Director shall be an ex-officio member of the HPCRCC with voice but not vote. The presbyteries of Denver and Plains and Peaks shall be entitled to appoint one (1) staff person (or Council member) as committee resource with voice but not vote.
  - 10.3.3. *Quorum:* A quorum for committee meetings shall be one-third (1/3) of elected members from the Presbytery of Denver and one-third (1/3) of elected members from the Presbytery of Plains and Peaks.
  - 10.3.4. *Responsibilities:* Highlands Committee is responsible for operating the Highlands Presbyterian Camp and Retreat Center in an accountable and responsible manner, including:
    - 10.3.4.1. acting in accordance with the polity and theology of the Presbyterian Church (U.S.A.) in the conduct of its ministry and programs;
    - 10.3.4.2. meeting the standards of accreditation of the American Camp Association (ACA) and Presbyterian Camp and Conference Center Association (PCCCA), and the licensing standards of the State of Colorado;
    - 10.3.4.3. operating in a fiscally responsible manner:



- managing annually budgeted financial support from the presbyteries;
- submitting regular financial reports to the presbyteries through the Councils and submitting to an annual financial review by the Presbytery of Plains and Peaks; and
- conducting capital fund-raising campaigns within each presbytery to develop and improve the facilities upon approval by the respective presbytery.

10.3.5. *Committee Officers and Organization:* Highlands Committee shall have a Moderator and Vice-Moderator who shall be elected biennially by the Highlands Committee from its membership for two-year (2) terms. To share leadership, moderators will be elected alternately from each of the two (2) presbyteries, and each Vice-Moderator will be from the partner presbytery.

10.3.5.1. The Committee is authorized to create and oversee such subcommittees and task forces as may be necessary for its work. Members of these subcommittees and task forces shall be elected by Highlands Committee for terms as it may deem practical, provided that no person shall serve on any subcommittee or task force for more than six (6) years without a sabbatical of one (1) year. Moderators of task forces or subcommittees shall be elected members of the Highlands Committee.

10.3.5.2. The Committee shall develop and maintain its own Manual of Operations, personnel policies, sexual misconduct policy, and other policies, subject to review by the presbyteries through the appropriate entity of each (Council for Presbytery of Plains and Peaks). The Committee shall review and revise its Manual of Operations at least biennially in even numbered years.

10.3.6. *Reporting and Accountability:*

10.3.6.1. The Committee shall be accountable to the Council of Presbytery by maintaining accurate records of the actions of Highlands Committee and its subcommittees, a copy of all minutes shall be sent to the Presbytery of Plains and Peaks and will be available for review by Presbytery Council upon request.

10.3.7. *Meetings:* As determined by the Committee in its Manual of Operations, meetings will ordinarily be held at least four (4) times per year, and at such times and places as the committee may determine, taking into account the timely needs of both presbyteries.

10.3.8. *Amendments:* Amendments to this section of the Manual of Operations shall be proposed in consultation with Highlands Committee and the Presbytery of Denver.

10.3.9. *Real Property:* The Trustees of the Presbytery of Plains and Peaks hold title to the camp and retreat center property and are responsible for making all decisions regarding encumbrance or disposition of the property, in consultation with the Trustees of Denver Presbytery.

#### 10.4. Nominating Committee

10.4.1. *Purpose:* To equip the Presbytery committees with the people they need to do their work, and to nominate commissioners for service to higher governing bodies.

10.4.2. *Membership:* Six (6) – at least one (1) minister or member of a congregation from each of the three (3) geographic areas of the Presbytery. These provisions are to ensure conformity with G-3.0111.

#### 10.4.3. *Responsibilities:*

- 10.4.3.1. To secure information annually from all committees of the Presbytery about their needs for personnel and skills to fulfill their responsibilities.
- 10.4.3.2. The Nominating Committee is responsible for nominations to fill all positions and committees named in the *Standing Rules*, except for itself and those staff positions nominated by a representative search committee. Committees are responsible for filling positions in subcommittees and task forces over which they have responsibility but may consult with the Nominating Committee for assistance in filling these positions.
- 10.4.3.3. When vacancies occur in committees between the meetings of Presbytery, the Nominating Committee is responsible for nominating persons to fill such vacancies. The Presbytery Moderator, in consultation with the Nominating Committee, may appoint persons to fill the vacancies temporarily until the next Presbytery Meeting (SR4.1.5, SR5.1.10).
- 10.4.3.4. The committee will maintain appropriate liaison with the Committee on Representation.
- 10.4.3.5. The committee shall seek in its nominating process the diversity of the Presbytery.

10.4.4. *Committee Officers and Organization:* A Moderator elected annually by the Presbytery from the membership of the committee; a Vice-Moderator and Secretary elected by the committee at its first meeting in each calendar year.

10.4.5. *Reporting and Accountability:* Reports to the Presbytery at its stated meetings as necessary.

10.4.6. *Meetings:* at least two (2) times each year, and as required by vacancies. The committee may hold electronic meetings (email or video conferencing) as may be possible or appropriate.

#### 10.5 Committee on Representation:

10.5.1 *Purpose:* To ensure the responsibilities of the COR are completed as specified in the *Form of Government* (G-3.0103).

10.5.2 *Membership:* Four (4), at least two (2) of whom shall be members of congregations.

10.5.3 *Responsibilities:* The specific responsibilities are assigned to it in the *Form of Government*.

10.5.4 *Committee officers and organization:* A Moderator elected annually by the Presbytery from the membership of the committee; and a Secretary elected by the committee at its first meeting in each calendar year.

10.5.5 *Reporting and accountability:* Reports to the Presbytery at least annually at the last stated meeting of the year of Presbytery.

10.5.6 *Meetings:* At least annually, prior to the last stated Presbytery meeting of the year.

## 11. Council (Trustees)

11.1. *Purpose:* To fulfill the responsibility assigned to presbytery Councils in G-3.0109/G-3.03 for review of the functional relationship between the Presbytery's structure and its mission, to perform other duties assigned by the *Standing Rules*, and to exercise the powers of the Trustees of the Presbytery Corporation.

11.2. *Membership:* a minimum of twelve (12), as follows:

11.2.1. one (1) ruling elder or one (1) minister from each of the three (3) geographic areas of the Presbytery

11.2.2. three (3) persons ex-officio with voice and vote:

11.2.2.1. the moderator from the Committee on Ministry;

11.2.2.2. the moderator from the Committee on Preparation for Ministry

11.2.2.3. the Moderator of Presbytery; and

11.2.3. six (6) ruling elders or ministers elected at-large from the Presbytery or its constituent congregations, selected so as to ensure that at least one-half (1/2) of the Council shall consist of ruling elders.

11.2.4. The Executive Director of Highlands Presbyterian Camp and Retreat Center shall be an ex-officio member of Council with voice but without vote.

11.2.5. It is expected that candidates nominated and elected to serve as Vice-Moderator of the Presbytery will serve a three-year term, first as Vice-Moderator of the Presbytery, then as Moderator of the Presbytery, and then as Moderator of Council, and shall have voice and vote on Council.

11.3. *Responsibilities:*

11.3.1. General responsibilities:

11.3.1.1. To serve as Trustees of the Presbytery Corporation in accordance with the by-laws of the Corporation.

11.3.1.2. To monitor, evaluate, and initiate corrective action to ensure the health and effectiveness of the Presbytery.

11.3.1.3. To review and recommend revisions to the Presbytery's Mission Framework every ten (10) years; to Presbytery's Mission Commitments and to descriptions of committees of the Presbytery every five (5) years.

11.3.1.4. To make recommendations to the Presbytery regarding organizing, receiving, and uniting churches, and for dividing, dismissing, and dissolving churches.

- 11.3.1.5. To recommend, oversee, support, and evaluate the progress of new church developments established by the Presbytery, in coordination with any administrative commissions elected for new church development.
- 11.3.1.6. To ensure that orders of higher governing bodies are carried out.
- 11.3.1.7. To oversee and correspond in all ecumenical relationships between the Presbytery and other governing bodies.
- 11.3.1.8. To nominate persons to serve on the Presbytery Nominating Committee (G-3.0111).
- 11.3.1.9. Between meetings of Presbytery, to act on behalf of Presbytery in regard to congregational property matters (G-3.0303f).

#### 11.3.2. Personnel responsibilities:

- 11.3.2.1. To implement the Presbytery's policy of participation and inclusiveness in staffing (G-3.0103, F-1.0403).
- 11.3.2.2. Other responsibilities specified in the *Personnel Handbook* and *Personnel Subcommittee Policies and Procedures* of the Presbytery.

#### 11.3.3. Presbytery meeting responsibilities:

- 11.3.3.1. To design and plan stated meetings of the Presbytery including worship, study, order, agenda, format, meals and snacks, and offerings.
- 11.3.3.2. To arrange for location, speakers, seminars, training, celebrations, and installations of Presbytery officers.
- 11.3.3.3. To integrate constitutional requirements into Presbytery meeting designs.
- 11.3.3.4. To set, if it so chooses, a year-long theme and coordinate its development at stated meetings.

#### 11.3.4. Stewardship and finance responsibilities:

- 11.3.4.1. To review annually, and revise as needed, the Presbytery's investment policies and practice in its stewardship of accumulated funds including endowments.
- 11.3.4.2. To develop and manage the processes by which the Presbytery builds annual budgets.
- 11.3.4.3. To develop policies to govern the Presbytery's financial practices and management.
- 11.3.4.4. To oversee financial accounting and reporting procedures and formats to ensure that the Presbytery and its units have current information about income, expenditures, and resources available for their use.
- 11.3.4.5. To provide for an annual review of the Presbytery's finances and to report the results to the Presbytery. An outside financial review shall be conducted at least every five (5) years, or when indicated by the Presbytery (G-3.0113).

11.3.4.6. To review and report annually the adequacy of the insurance policies (G-3.0112).

11.3.4.7. To authorize or approve mission funds.

11.3.5. Bills and Overtures responsibilities:

11.3.5.1. To provide information to the Presbytery for action on Constitutional amendments from the previous General Assembly.

11.3.5.2. To provide information and to make recommendation on overtures brought to the Presbytery by sessions.

11.3.6. Highlands Presbyterian Camp and Retreat Center responsibilities:

11.3.6.1. To maintain such oversight of and relationship to the HPCRCC as may be required in this manual.

11.3.7. Ecumenical responsibilities:

11.3.7.1. To coordinate the Presbytery's participation in ecumenical organizations.

11.3.7.2. To appoint persons to represent the Presbytery in positions to which the Presbytery is entitled on the board of the Colorado Council of Churches and its committees and commissions in which the Presbytery elects to participate.

11.4. *Officers and Organization:*

11.4.1. The Council shall have a moderator, elected annually by the Presbytery from the membership of the Council and a Vice-Moderator elected by the Council at its first meeting in each calendar year.

11.4.2. When acting as Trustees, officers of the Corporation shall be determined in the manner prescribed by the Corporation by-laws.

11.4.3. Moderators of any subcommittees shall ordinarily be members who are not moderators of a permanent committee.

11.5. *Reporting and Accountability:* Reports to the Presbytery at each stated meeting.

11.6. *Meetings:* a minimum of three (3) stated meetings each year, no later than thirty (30) calendar days prior to the upcoming stated Presbytery meeting. The committee may hold electronic meetings (email or video conferencing) as may be possible or appropriate. One (1) meeting each year may include a consultation with representatives from each committee for

11.6.1. evaluation;

11.6.2. presentation of plans, budgets, and projects proposed for the coming year; and

11.6.3. consideration of needs and plans of Synod and General Assembly;

11.6.4. and other meetings as needed.

## 12. Permanent Judicial Commission<sup>i</sup>

- 12.1. *Purpose:* To fulfill the requirements of the *Book of Order of the Presbyterian Church (U.S.A.)* regarding provision for judicial processes.
- 12.2. *Membership:* Seven (7) members, ministers and ruling elders in numbers as nearly equal as possible, elected to terms of six (6) years, in three (3) classes as nearly equal as possible and with no more than one half (1/2) of the members to be in one (1) class. Not more than one (1) ruling elder member may be from any one (1) church. Any vacancy due to resignation, death, or any other cause may be filled by the Presbytery at any stated meeting by election of a person to fill the unexpired term. Members are not eligible for re-election until after four (4) years have lapsed. The Moderator, Stated Clerk, or any staff of the Presbytery, its agencies or councils shall not serve on the Commission.
- 12.3. *Responsibilities:* As specified in the *Rules of Discipline*.
- 12.4. *Committee Officers and Organization:* A Moderator and a Clerk elected by the Commission from its members.
- 12.5. *Reporting and Accountability:* To the Presbytery as specified in the *Book of Order*.
- 12.6. *Meetings:* To elect officers for training called by the Moderator, and whenever required to fulfill its constitutional responsibilities.

## 13. Investigating Committees<sup>i</sup>

- 13.1 Investigating Committees will be appointed and serve in conformity with requirements in the *Book of Order of the Presbyterian Church (U.S.A.)*. Those Investigating Committees appointed to deal with alleged violations of the Presbytery Sexual Misconduct Policy by minister members of the Presbytery will be appointed by the Moderator of the Presbytery from a list of persons previously trained by the Committee on Ministry for this purpose. The Committee on Ministry will be the committee responsible for granting requests for vindication (D-90101a).

## 14. Special Commissions/Committees<sup>i</sup>

- 14.1 *Administrative Commissions:* Administrative Commissions will be appointed and serve in conformity with provisions of the *Book of Order of the Presbyterian Church (U.S.A.)* G-30109b. Ordinarily, the Presbytery will appoint members to an Administrative Commission at the time it establishes the commission, upon nomination by the Moderator. If the Presbytery for any reason is unable to appoint the members at the time it meets, the Moderator is authorized to fill the membership of the commission and shall report all appointments to the Presbytery at its next stated meeting.
- 14.2 *Special Administrative Review Committees:* The Presbytery may establish committees to conduct Special Administrative Review under G-3.0108b. The manner for appointment of members shall be the same as for Administrative Commissions.

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<sup>i</sup> The Permanent Judicial Commission, Investigating Committees, and Administrative Commissions are listed here primarily for administrative purposes. Ordinarily their work and relationships to the Presbytery are governed by the *Form of Government* and the *Rules of Discipline*.