

Overview of Committees

Committee on Ministry (G-3.0307) *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.

Responsibilities: In addition to those responsibilities assigned to it in the *Form of Government*, the committee is responsible for:

- care for ministers, pastoral relationships, and congregations in transition
- To facilitate and assist congregations in conducting transitional and transformational mission studies
- to find in order calls issued by churches and 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 dissolve the pastoral relationship in cases where the congregation and pastor concur and to dismiss ministers to other presbyteries
- to receive and order the installation of pastors (G-3.0301c)
- to establish an 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 and to appoint moderators of congregational meetings without installed pastors
- Consult regularly with pastors and sessions regarding the health of the parish relationship
- To train persons to serve on an Investigating Committee
- Counseling with sessions concerning reported difficulties within a congregation (G-3.0303d)
- 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.
- Recommend to Presbytery standards of minimum compensation of ministers, commissioned pastors, and others serving in pastoral capacities in congregations.
- Administer/care for Commissioned Pastors (CP) once commissioned
- Authorize ruling elders to administer sacraments (G-3.0301b).

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.

Committee on Preparation for Ministry *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.

Responsibilities: The committee is responsible for:

- 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.
- Electing ruling elder and minister readers of standard ordination examinations, upon request of the Presbyteries' Cooperative Committee for the Examination of Candidates.
- 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.

- To administer the Commissioned Pastor education program of the Presbytery.

Meetings: At least two (2) times each year. The committee may hold electronic meetings (email or video conferencing) as may be possible or appropriate.

Highlands Presbyterian Camp and Retreat Center Committee (Highlands Committee) *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.

Responsibilities: Highlands Committee is responsible for operating the Highlands Presbyterian Camp and Retreat Center in an accountable and responsible manner, including:

- acting in accordance with the polity and theology of the Presbyterian Church (U.S.A.) in the conduct of its ministry and programs;
- 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;
- operating in a fiscally responsible manner:

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.

Nominating Committee *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.

Responsibilities:

- To secure information annually from all committees of the Presbytery about their needs for personnel and skills to fulfill their responsibilities.
- 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.
- 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).
- The committee will maintain appropriate liaison with the Committee on Representation.

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.

Council (Trustees) 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.

Responsibilities:

- To serve as Trustees of the Presbytery Corporation in accordance with the by-laws of the Corporation.
- To monitor, evaluate, and initiate corrective action to ensure the health and effectiveness of the Presbytery.
- To review and recommend revisions to the Presbytery's Mission Framework, the Presbytery's Mission Commitments and to descriptions of committees of the Presbytery.
- To make recommendations to the Presbytery for dividing, dismissing, and dissolving churches.
- 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.
- To ensure that orders of higher governing bodies are carried out and to oversee and correspond in all ecumenical relationships between the Presbytery and other governing bodies.
- To nominate persons to serve on the Presbytery Nominating Committee (G-3.0111).
- Between meetings of Presbytery, to act on behalf of Presbytery in regard to congregational property matters (G-3.0303f).
- Responsibilities specified in the *Personnel Policies and Manual* of the Presbytery regarding staff.
- To design and plan stated meetings of the Presbytery, to integrate constitutional requirements into Presbytery meeting designs and to set, if it so chooses, a year-long theme and coordinate its development at stated meetings.
- To arrange for location, speakers, seminars, training, celebrations, and installations of Presbytery officers.
- To review annually, and revise as needed, the Presbytery's investment policies and practice in its stewardship of accumulated funds including endowments.
- To develop and manage the processes by which the Presbytery builds annual budgets and to develop policies to govern the Presbytery's financial practices and management.
- To oversee financial accounting and reporting procedures and formats to ensure that the Presbytery and its committees have current information about income, expenditures, and resources available for their use.
- To provide for an annual review of the Presbytery's finances and to report the results to the Presbytery.
- To review and report annually the adequacy of the insurance policies (G-3.0112).
- To authorize or approve mission funds.
- To provide information to the Presbytery for action on Constitutional amendments from the previous General Assembly.
- To provide information and to make recommendation on overtures brought to the Presbytery by sessions.
- To maintain such oversight of and relationship to the HPCRCC as may be required in this manual.
- 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.

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.

Permanent Judicial Commission *Purpose:* To fulfill the requirements of the *Book of Order of the Presbyterian Church (U.S.A.)* regarding provision for judicial processes.

Responsibilities: As specified in the *Rules of Discipline*.

Meetings: To elect officers for training called by the Moderator, and whenever required to fulfill its constitutional responsibilities.

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

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

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