

**Presbytery of Southern New England
Report of the Roundtable to the Presbytery
November 16, 2019**

For Action

- 1) Roundtable **MOVES** and recommends that the Presbytery **CONCUR** with the overture from the Presbytery of Beaver-Butler. See Ref. A-2.

Background: This overture seeks to remedy an omission from the *Book of Order* regarding the authority of presbyteries to create and enforce severance policies by linking that authority to the power to set minimum wages and approve calls. The overture does not attempt to set national severance policy but to clarify the presbytery's relationship to both the session and the minister during times of transition.

- 2) The Roundtable **MOVES** that the Presbytery **ADOPT** the amendments to the Bylaws of the Presbytery presented in Ref. A-4. (Note: As required by the current Bylaws, these proposed changes were presented for a first reading at the last Stated Meeting.)

For Information

- 1) The Roundtable met with Amanda Craft, Manager for Advocacy for the PCUSA. She reviewed the history of the Office of Immigration Issues and invited conversation regarding the intersection of immigration issues and the life of the Presbytery. The Roundtable discussed the possibility of creating a new team or support system for the immigration ministries within our Presbytery.
- 2) The Roundtable **VOTED** to **APPROVE** the job description for Communications Manager. The job description is attached as Ref. A-3
- 3) The Roundtable **VOTED** to **APPOINT** Elder Lauren Tate (New Canaan: First), Elder Stephen Hart (Stamford: First) and Elder Steve Crocco to serve on the Communications Manager search team, *if the way be clear*.
- 4) The Roundtable further **VOTED** to **APPROVE** the Job Description for the Chaplain to the Clergy. The job description is attached as Ref. A-5.
- 5) The Roundtable **VOTED** to set these dates for Stated Meetings, as provided for in the amended Bylaws, section 3.4. This schedule of meetings is already effective, but is subject to amendment by the full Presbytery, upon a motion properly made and seconded from the floor.
 - March 11, 2020, First: New Haven; to convene at 4:00 pm with Open Space
 - May 16, 2020, First: Stamford; Annual Meeting
 - September 19, 2020
 - November 18, 2020; Woodbury Union Church, Presbyterian: Warwick, RI
- 6) Roundtable minutes of the October 10, 2019 meeting are attached as Ref. A-1

**PRESBYTERY OF SOUTHERN NEW ENGLAND
REGULAR MEETING OF THE PRESBYTERY ROUNDTABLE
October 10, 2019**

The Roundtable of the Presbytery of Southern New England met in the Smart Room of the Westminster Presbyterian Church in West Hartford, Connecticut. The meeting was called to order with prayer and opening devotions at 9:40 a.m. by the Co-Chair of the Roundtable, the Rev. Jinny Smanik.

A **QUORUM** was present.

Present were: Julie Emery, Virginia Smanik, J.C. Cadwallader, Stephen Hart, Barbara Riihimaki, and Dick Hasbany.

Present via Zoom teleconference were: Lisa Baker, Ruth Smalt, John Merz, Kevin White, and Chris Tate.

Also present were: ex-officio members Shannan Vance-Ocampo, General Presbyter; David Baer, Stated Clerk (via Zoom teleconference); Philip Phiri, Treasurer of the Presbytery; and Amanda Craft, Manager for Immigration Advocacy with the Office of Immigration Issues, part of the Office of the General Assembly.

Absent was: Sean Miller.

A **QUORUM** of the Roundtable was present.

The Rev. Jinny Smanik, co-chair of the Roundtable, presented “Grounding Virtues,” which she offered as guiding principles for conversations in this body and within the presbytery at large.

The agenda for the meeting was **ADOPTED** as presented.

The Rev. Shannan Vance-Ocampo, the General Presbyter, gave her report. She reminded the Roundtable of her recent work with the Brazilian Presbyterian Church, an immigrant fellowship affiliated with the Presbytery in Hyannis, Massachusetts, expressing her regret at what she described as multiple failures on the part of the larger church to welcome and support this community. Nonetheless, she also expressed joy at the growth of this fellowship and its faithful ministry. She reminded the Roundtable of a follow-up event to the spring anti-racism retreat to be led by Jessica Vasquez-Torres of Crossroads Anti-Racism.

Ms. Vance-Ocampo alerted the Roundtable to the difficulty presented by having committee meetings at 9:30 on weekdays, in terms of who is able to participate.

She introduced Amanda Craft, who reviewed the history the Office of Immigration Issues, which emerged out of a need to support clergy coming from overseas and needing help with immigration paperwork. Over time there has arisen a greater need for more general advocacy around immigration policy. The PC(U.S.A.) and its antecedent denominations have

been speaking out on immigration since at least the Chinese Exclusion Act (1893). She grounds her work in scripture—for example, Hebrews 13:2: “Do not neglect to show hospitality to strangers, for by doing that some have entertained angels without knowing it.” God is revealed in new ways when we can sit together! She invited conversation on the intersection of immigration issues with the life of the Presbytery. Among the points of conversation:

- The First Presbyterian Church of New Haven has become a “sanctuary church,” offering safe harbor to immigrant families at risk of separation through deportation. The pastor, J.C. Cadwallader, noted that there are ten such congregations in Connecticut, from a variety of faith traditions. As a practical matter, this kind of shelter is not needed right now, but the congregation has begun helping those who have been recently released from immigrant detention in Bristol, Connecticut. In some cases, the promise of this kind of support makes it possible for detainees to be released in the first place.
- Ms. Craft praised the work of Presbyterian Immigrant Ministry (PIM), which she characterized as being unique within the PC(U.S.A.), in terms of its level of access to detainees through its chaplains. She challenged churches to explore how they might support detainees who are released within the bounds of the Presbytery of Southern New England.
- Ms. Vance-Ocampo raised the possibility of churches supporting immigrants through *accompaniment* in their interactions with the legal system and immigration authorities. Ms. Craft pointed out that cash bail for those in immigrant detention is often as high as \$10,000, which is a prohibitive sum for many immigrants. She challenged the church to combat the systemic racism present in this and other immigration procedures.
- Asylum seekers claiming refugee status cannot be released without a sponsor, and are often unable to work while their cases are in process. In the past, work authorization was granted within the first six months—now the time period is as long as twelve months. Ms. Craft contended that these burdens are being imposed for the purpose of deterring asylum seekers from exercising their rights under current law. How can churches help to lighten the burdens borne by these particularly vulnerable people?
- Access to legal counsel is vital for asylum seekers. Of those making a claim of asylum at the U.S. border, approximately 2% will be granted asylum. Those making a claim from Mexico virtually never succeed. Those making the claim from within the United States succeed 8% of the time, and those with legal representation succeed at roughly double this rate. This shows that it is important for those seeking asylum to have access to professionals who understand the laws and can help them navigate the legal process. Some presbyteries along the U.S.-Mexico border have retained attorneys to work on behalf of asylum seekers, though there may also be a need for such support in presbyteries like ours as well.
- There is a need for even basic awareness of immigration issues—for example, the location of detention centers within the bounds of the Presbytery.
- Immigration matters intersect with the anti-racism work the presbytery has been engaged

in.

- There is an active Cape Cod Council of Churches that is working effectively on immigration issues in that region, and Katia DaCunha, of the Brazilian Presbyterian Church, serves on their board. We should seek out and support existing ministries like this.
- The Rev. Alonso DaCunha, pastor of the Brazilian Presbyterian Church, reports that an emergent pastoral need is anxiety around Communion. Pastors in some other Portuguese-language Christian communities reportedly tell their congregants that those who are undocumented are unworthy to receive the sacrament. Alonso is working to get across the message that all are welcome at the Lord's Table.

The Roundtable discussed the possibility of creating a new team or structure of the presbytery in support of immigration advocacy. Ms. Craft stressed the importance of building trust with the immigrant community, as the foundation for all other ministry. Members of the Roundtable thanked Ms. Craft for her visit, and for her work with the Brazilian Presbyterian Church.

Ms. Vance-Ocampo stressed that the Presbyterian Immigrant Ministry should be able to finish the year, with the previously allocated support of the Presbytery.

The Personnel Committee reported that it was ready to form a search team for the Presbytery Communicator. Ms. Vance-Ocampo and Mr. Baer will serve on the team, *ex officio*, and Steve Crocco, of the Personnel, will represent the committee on the team. Upon the recommendation of the Personnel Committee, the Roundtable **VOTED** to **APPROVE** the Job Description for the Communications Manager (Attachment 1).

The Roundtable further **VOTED** to **APPROVE** the Job Description for the Chaplain to the Clergy (Attachment 2). (This is a volunteer position, though there is money in the Presbytery budget for reimbursement for certain expenses.)

The Roundtable **VOTED** to **APPOINT** the Rev. Terrlyn Curry Avery, Elder Lauren Tate (New Canaan: First), and Elder Steve Crocco to serve on the Communications Manager search team, *if the way be clear*.

The Rev. David Baer, the Stated Clerk, presented his report, which included a proposed docket for the November stated meeting of the Presbytery, for which he received suggestions from members of the Roundtable. He also presented an overture to the General Assembly from the Presbytery of Beaver-Butler (Attachment 3). The overture proposes an amendment to the Book of Order giving presbyteries the authority to establish minimum compensation standards with respect to pastoral severance. The Committee on Ministry recommends that the Presbytery concur with the overture. Lastly, Mr. Baer briefly recounted his experience attending the meeting of the Portuguese Language Presbyterian Council (PLPC) at Stony Point Center on October 1. The PLPC supports the work of the Brazilian Presbyterian Church fellowship in Hyannis, Massachusetts, as well as many other congregations and fellowships in the PC(U.S.A.). At the recommendation of the Stated Clerk, and upon motions properly made and seconded by

members of the Roundtable, the Roundtable **VOTED**:

- to **APPROVE** the minutes of the August 25 meeting of the Roundtable, as amended.
- to **RECOMMEND** that the Presbytery **CONCUR** with the overture from the Presbytery of Beaver-Butler.
- to **AUTHORIZE** the Stated Clerk to write a letter of gratitude and encouragement to the Portuguese Language Presbyterian Caucus.

At the suggestion of Ms. Smanik, the Roundtable engaged in conversation about Presbytery worship—what members value about it, what the purpose of worshiping together as a presbytery is, and how worship might be planned and structured.

Ms. Smanik is continuing to solicit notes of appreciation about Pam Garner, who will be finishing her work just before the November stated meeting. At that meeting we will be honoring Pam and her years of service.

The Roundtable adjourned at 1:40 p.m., led in closing prayer by the Rev. Julie Emery.

Respectfully submitted,

-signed-

Rev. David A. Baer, Stated Clerk

Job Description

Communications Manager

Title: Communications Manager

Purpose: To equip, support and articulate the mission of the Presbytery of Southern New England internally and externally through audience-appropriate and innovative communication.

Accountability: Accountable to the Personnel Committee through the General Presbyter.

Responsibilities:

- At the end of the first quarter of work, develop an overall communications plan for the Presbytery with input from the General Presbyter and Stated Clerk. Manage and modify communications plan and key audiences quarterly as needed to reach a wide audience in Presbytery and our partner ministries.
- Manage all media content and communications channels of the Presbytery, including but not limited to: social media, e-mail marketing and newsletters, website content, phone, video and relationships with outside technical vendors on behalf of the Presbytery.
- Monitor and share as appropriate: denominational, local, ecumenical, interfaith and other partner media content
- Provide support in planning, directing and coordinating online activities designed to increase the visibility of events and programs
- Manage scheduling of the Presbytery Zoom video-conferencing account.
- Manage online registration for quarterly meetings of the Presbytery and other events as directed by the General Presbyter.
- Manage Presbytery online database and directory, updating regularly in collaboration with the Stated Clerk.
- Manage the main PSNE email address and serve as co-administrator for the Google Drive

Attachment 1

- Share best practices with other communicators in the Presbytery including staff and volunteers.
- Collaborate with staff to utilize the website, e-mail list service and social media for communications purposes:
 - Draft/publish/recommend/review contents of website as needed.
 - Contribute marketing content E-News as needed.
- Manage yearly social media and web-based contracts on behalf of the Presbytery
- To perform such other duties as assigned by the General Presbyter which are consistent with the responsibilities of this position.

Term:

The workweek shall be 15 hours on a flexible schedule at \$25/hour and is reviewed annually. This person will work remotely and will be required to have their own phone and internet connection. There is a \$40/month technology stipend for all PSNE staff.

Evaluation:

Performance evaluations will be conducted at least annually, or more frequently as needed.

PSNE Chaplain to the Clergy

Job Description 2020

Title: Chaplain to the Clergy, Presbytery of Southern New England

Purpose: To serve as a chaplain to the minister members of the Presbytery for spiritual and emotional support.

Primary Duties:

To welcome new clergy with phone calls, greeting cards and invitations to lunches.

To provide a pastoral presence to clergy at special times (especially times of need) with cards, phone calls and prayers.

To coordinate informal clergy luncheons in various locations throughout the Presbytery's geographic bounds to serve as a vehicle for clergy support and collegiality.

To be available to parish, specialized, and retired ministers seeking short-term emotional and spiritual support, and to provide information on Board of Pension resources. (After an initial face-to-face visit, as able, additional contact will be conducted via phone.)

To offer a limited number of Bible studies, as time and interest permit.

To serve as a volunteer member of the Presbytery staff team, and maintain collegial relationships with the staff and officers of the presbytery.

Other Duties and Responsibilities:

- To regularly attend Presbytery meeting to serve as a visible sign of collegiality and support to Presbytery members.
- To provide feedback to the General Presbyter and the Round Table on general needs and trends that are discovered within the Presbytery.
- To notify the Committee on Ministry of any concern that could affect the well-being of a congregation. Such notification should be made either with the permission of the parish clergy or in such a way that confidentiality is not broken.
- To receive clinical supervision at least _____ from a trained professional.
- To maintain confidentiality at all times.

Accountability: The Chaplain to the Clergy is volunteer staff person of the Presbytery who reports administratively to the General Presbyter and is overseen by the Personnel Committee of the Presbytery. Additionally, the Chaplain receives clinical supervision by a trained chaplain supervisor.

Hours: _____

Term: This position is an at-will position that may be terminated by either party with or without cause. A vouchered stipend is provided annually for expenses related to the position.

Evaluation: The work of the Chaplain to the Clergy shall be thoroughly and constructively reviewed not less than annually by the General Presbyter primarily through the agency of the Personnel Committee with general feedback received from the clinical supervisor.

On establishing the authority of Presbyteries to define severance plans for installed ministers

The Presbytery of Beaver-Butler overtures the 224th General Assembly (2020) to direct the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

Shall G-3.0303(c) be amended as follows: [Text to be added is shown as italic.]

G-3.0303 Relations with Sessions

c. establishing minimum compensation standards *including provisions for severance payments* for pastoral calls and Certified Christian Educators and Certified Associate Christian Educators within the presbytery.

Rationale for Overture from Beaver/Butler Presbytery 8/27/19

In 1993 the General Assembly Permanent Judicial Commission ruled in the case Saurbaugh v. the Presbytery of Great Rivers that "The *Book of Order* does not give the presbyteries power to require congregations to pay compensation upon dissolution of pastoral relationships." (Remedial Case 206-13,11.094 attached)

In subsequent years the church has maintained that while a presbytery can have guidelines and policies concerning severance for ministers at the dissolution of a pastorate, the presbytery has no authority to enforce those policies.

This overture seeks to remedy that omission in the *Book of Order* by making explicit the authority of presbyteries to create and enforce severance policies by linking that authority to the power to set minimum wages and approve calls.

The overture does not attempt to set a national severance policy, but to clarify the presbytery's relationship to both the session and the minister during times of transition.

THE PRESBYTERY OF BEAVER-BUTLER

P.O. Box 279 * 134B South Main Street * Zelienople, Pennsylvania 16063-0279
724-452-7515(P)*www.beaverbutler.org*office@beaverbutler.org*724-452-7522(F)



September 25, 2019

Greetings,

Attached you will find an Overture and supporting information approved by the Presbytery of Beaver-Butler for General Assembly consideration.

We ask that you would consider concurring with this recommendation of the Beaver-Butler Presbytery.

Thank you for your time.

Sincerely,

David Byers
Stated Clerk
Beaver-Butler Presbytery

October 3, 2019

Good Day,

I am Rev. Robin Swinsburg, pastor of Westminster Presbyterian Church in Sarver, PA. I wrote the overture for GA that you received with the help of Elder Tom McMeekin and Sally Pavlina. It was formulated with the help of Thomas Hays who is (was) the associate clerk at our national headquarters. The session of Westminster Presbyterian unanimously passed this overture on September 8, 2019 and it was overwhelmingly approved at the Beaver/Butler presbytery on September 28. As the originator of the overture, I am writing to seek concurrence from your presbytery so that it may officially be considered at the next G.A. in Baltimore next year. I am sending the overture and the rationale along with documentation from Beaver/Butler presbytery.

This overture seeks to clarify the role of COMs in our denomination when it comes to authority on severance. The Book of Order does not speak specifically about this issue. An authoritative Interpretation over 25 years ago sided with the local congregation in severance for a pastor. The presbytery had recommended 6 months and the congregation gave the pastor three months. Presbyteries currently set minimum salaries, participation in the Board of Pensions, vacation and continuing education time, however under the past interpretation presbytery cannot enforce any severance.

My concern is for financial care of pastors and their families. There are unhealthy, toxic sessions and congregations who do not provide a sufficient financial safety net for pastors who leave involuntarily.

Pastors are not entitled to “unemployment.

I want to make it very clear that I am NOT SPEAKING about a scenario when a pastor is guilty of misconduct. Each COM has its own policy concerning these situations. This overture simply gives authority to **local presbyteries** to deal with each situation as it arises.

If I can provide any additional information, or if you would like a phone call, I would be happy to share more and answer questions.

Please understand that all we need is one presbytery to concur, but I am requesting support from many presbyteries in order to find “one.”

There is a deadline of February 21 to find a presbytery to concur.

Please let me know when your next presbytery is meeting and how I

might be helpful in this process. I will be keeping in contact with your presbytery leaders so that I might communicate with those who are considering the overture.

Thanks,

Rev. Robin Swinsburg
210 Westminster Road
Sarver, PA 16055
Church Phone - 1-724-352-1376
Cell – 941-920-5230

On establishing the authority of Presbyteries to define severance plans for installed ministers

The Presbytery of Beaver-Butler overtures the 224th General Assembly (2020) to direct the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

Shall G-3.0303(c) be amended as follows: [Text to be added is shown as italic.]

G-3.0303 Relations with Sessions

- c. establishing minimum compensation standards *including provisions for severance payments* for pastoral calls and Certified Christian Educators and Certified Associate Christian Educators within the presbytery.

Rationale for Overture from Beaver/Butler Presbytery 8/27/19

In 1993 the General Assembly Permanent Judicial Commission ruled in the case Saurbaugh v. the Presbytery of Great Rivers that “The *Book of Order* does not give the presbyteries power to require congregations to pay compensation upon dissolution of pastoral relationships.” (Remedial Case 206-13,11.094 attached)

In subsequent years the church has maintained that while a presbytery can have guidelines and policies concerning severance for ministers at the dissolution of a pastorate, the presbytery has no authority to enforce those policies.

This overture seeks to remedy that omission in the *Book of Order* by making explicit the authority of presbyteries to create and enforce severance policies by linking that authority to the power to set minimum wages and approve calls.

The overture does not attempt to set a national severance policy, but to clarify the presbytery’s relationship to both the session and the minister during times of transition.

Job Description
Communications Manager

Title: Communications Manager

Purpose: To equip, support and articulate the mission of the Presbytery of Southern New England internally and externally through audience-appropriate and innovative communication.

Accountability: Accountable to the Personnel Committee through the General Presbyter.

Responsibilities:

- At the end of the first quarter of work, develop an overall communications plan for the Presbytery with input from the General Presbyter and Stated Clerk. Manage and modify communications plan and key audiences quarterly as needed to reach a wide audience in Presbytery and our partner ministries.
- Manage all media content and communications channels of the Presbytery, including but not limited to: social media, e-mail marketing and newsletters, website content, phone, video and relationships with outside technical vendors on behalf of the Presbytery.
- Monitor and share as appropriate: denominational, local, ecumenical, interfaith and other partner media content
- Provide support in planning, directing and coordinating online activities designed to increase the visibility of events and programs
- Manage scheduling of the Presbytery Zoom video-conferencing account.
- Manage online registration for quarterly meetings of the Presbytery and other events as directed by the General Presbyter.
- Manage Presbytery online database and directory, updating regularly in collaboration with the Stated Clerk.
- Manage the main PSNE email address and serve as co-administrator for the Google Drive
- Share best practices with other communicators in the Presbytery including staff and volunteers.
- Collaborate with staff to utilize the website, e-mail list service and social media for communications purposes:
 1. Draft/publish/recommend/review contents of website as needed.
 2. Contribute marketing content E-News as needed.
- Manage yearly social media and web-based contracts on behalf of the Presbytery
- To perform such other duties as assigned by the General Presbyter which are consistent with the responsibilities of this position.

Term:

The workweek shall be 15 hours on a flexible schedule at \$25/hour and is reviewed annually. This person will work remotely and will be required to have their own phone and internet connection. There is a \$40/month technology stipend for all PSNE staff.

Evaluation:

Performance evaluations will be conducted at least annually, or more frequently as needed.

SECTION ONE

PREAMBLE

- 1.01 The name of this Presbytery shall be The Presbytery of Southern New England. This Presbytery and its member churches are an integral part of the Presbyterian Church (U.S.A.) and as such are subject to its Constitution, which consists of the *Book of Confessions* and the *Book of Order*. This Presbytery and all bodies subordinate to it, as appropriate, shall be conducted in accordance with the most current edition of *Robert's Rules of Order*, except when otherwise provided by the Constitution of the Presbyterian Church (U.S.A.) or these By-Laws or required by the rules applicable to it as a corporation in the state or states where it is incorporated.
- 1.02 **The geographic bounds of this Presbytery shall be the State of Connecticut, the State of Rhode Island, and those portions of the Commonwealth of Massachusetts west of the western boundary of the County of Worcester and south of the forty-second degree of latitude and including all of Cape Cod.**
- 1.03 The Presbytery of Southern New England shall be the ecclesiastical and corporate successor to the former Presbyteries of Connecticut Valley and of Providence, and shall be entitled to all the rights, privileges, properties, funds, obligations, and liabilities of the two predecessor presbyteries, subject always to the provisions made by those who have given or bequeathed property or money to the two former presbyteries.

Section 1 – Preamble

- 1.1. The name of this Presbytery shall be The Presbytery of Southern New England. This Presbytery and its member churches are an integral part of the Presbyterian Church (U.S.A.) and as such are subject to its Constitution, which consists of the *Book of Confessions* and the *Book of Order*. This Presbytery and all bodies subordinate to it, as appropriate, shall be conducted in accordance with the most current edition of *Robert's Rules of Order*, except when otherwise provided by the Constitution of the Presbyterian Church (U.S.A.) or these By-Laws or required by the rules applicable to it as a corporation in the state or states where it is incorporated.
- 1.2. The geographic bounds of this Presbytery are established by the General Assembly of the Presbyterian Church (U.S.A.): the State of Connecticut, the State of Rhode Island, and those portions of the Commonwealth of Massachusetts west of the western boundary of the County of Worcester, and south of the forty-second degree of latitude, and including all of Cape Cod.
- 1.3. The Presbytery of Southern New England shall be the ecclesiastical and corporate successor to the former Presbyteries of Connecticut Valley and of Providence, and shall be entitled to all the rights, privileges, properties, funds, obligations, and liabilities of the two predecessor presbyteries, subject always to the provisions made by those who have given or bequeathed property or money to the two former presbyteries.

SECTION TWO

MEMBERSHIP

2.01 All ministers properly enrolled as active members or members-at-large of the Presbytery, and all elders who have been properly elected as Elder Commissioners by the sessions of member churches, and all elders who are serving as officers, as members of ~~Presbytery Council~~, or as chairpersons of committees as named in these By-Laws, shall be voting members of Presbytery. All persons who are elected officers, chairpersons of committees, members of committees or to any other position shall be ministers who are active members or members-at-large of Presbytery or elders, deacons or unordained persons who hold active membership in one of the member churches.

2.02 Each church which is a member of Presbytery shall be entitled to be represented in Presbytery by ruling elders elected to serve as Elder Commissioners. ~~The number of Elder Commissioners from a particular church shall be determined initially by the most recent annual report of the number of active members of that church as follows:-~~

- ~~— 1 — 500 — 1 Elder~~
- ~~— 501 — 1,000 — 2 Elders~~
- ~~1,001 — 1,500 — 3 Elders~~
- ~~1,501 — 2,000 — 4 Elders~~
- ~~2,001 plus — 5 Elders~~

~~To redress any imbalance between the number of resident ministers who are voting members of Presbytery and the number of elders to which the churches altogether, by reason of the preceding formula, are entitled to send to Presbytery as Elder Commissioners, certain churches shall be eligible to elect additional commissioners. Annually, during the first week of January the Stated Clerk shall ascertain the number of resident ministers who are voting members of the Presbytery and the number of elders which the churches are entitled to send as commissioners to Presbytery meetings. When the number of ministers is~~

Section 2 – Membership

2.1. All ministers properly enrolled as active members or members-at-large of the Presbytery, and all elders who have been properly elected as Elder Commissioners by the sessions of member churches, and all elders who are serving as officers, as members of **Roundtable**, or as chairpersons of committees as named in these By-Laws, shall be voting members of Presbytery. All persons who are elected officers, chairpersons of committees, members of committees or to any other position shall be ministers who are active members or members-at-large of Presbytery or elders, deacons or unordained persons who hold active membership in one of the member churches.

2.2. Each church which is a member of Presbytery shall be entitled to be represented in Presbytery by **two (2)** ruling elders elected to serve as Elder Commissioners. ***Churches reporting a membership of 1,000 or more at the end of the prior calendar year shall be entitled to be represented in Presbytery by three (3) elected Elder Commissioners.***

When the number of resident ministers entitled to vote in the presbytery is greater than the number of elders so entitled, the imbalance shall be redressed in the following manner. Each year the Stated Clerk shall invite the sessions of a number of the particular Churches of the presbytery to designate one additional elder to serve as a Commissioner, such that there is a balance of elders and ministers entitled to vote. The Stated Clerk shall issue such invitations from year to year

~~larger, the Stated Clerk shall bring the imbalance to the attention of Presbytery at its first meeting of the year. The Presbytery shall redress the imbalance by assigning the additional numbers as equally as practicable among all the particular churches that have most recently reported having more than 100 members so that they may elect additional Elder Commissioners with special attention to the concerns of inclusiveness and participation. The total number of Elder Commissioners shall not exceed the total number of resident ministers who are voting members of Presbytery.~~

- 2.03 Elder commissioners shall normally be elected, and expected to serve, for terms of one full year, and may be ~~reelected~~ annually. Elders who by election or appointment to Presbytery positions are voting members of Presbytery, shall not normally be elected as commissioners to Presbytery while serving in such positions. Should a commissioner not be able to attend, the session may elect an alternate.

SECTION THREE

MEETINGS

- 3.01 There shall be ~~five~~ stated meetings of Presbytery each year. All meetings of Presbytery shall be opened and closed with prayer; and a worship service, ~~which may include the celebration of the Lord's Supper,~~ shall be conducted during the course of the meeting.
- 3.02 The Committee on Arrangements shall consist of the Session of the host church, or the Presbytery staff when a meeting is not held in a local church.

in such a manner that all of the particular Churches of the presbytery are afforded an opportunity for additional representation with equal frequency. In determining the number of additional elder commissioners required, the Stated Clerk may consider the attendance of minister members at meetings of the Presbytery.

- 2.3. *Sessions may elect Elder commissioners for a term of up to one full year, and may **reelect them** annually. Elders who by election or appointment to Presbytery positions are voting members of Presbytery, shall not normally be elected as commissioners to Presbytery while serving in such positions. Should a commissioner not be able to attend, the session may elect an alternate.*

Section 3 – Meetings

- 3.1. There shall be **four (4)** stated meetings of Presbytery each year. All meetings of Presbytery shall be opened and closed with prayer, and a worship service shall be conducted during the course of the meeting. ***The Lord's Supper shall be celebrated at least annually at a stated meeting.***
- 3.2. The Committee on Arrangements shall consist of the Session of the host church, or the Presbytery staff when a meeting is not held in a local church.

3.03 Excuses for absence from meetings or requests for leaves of absence shall be presented to the Moderator through the Stated Clerk, who shall report to the Presbytery.

~~3.04 Any session of a member church which shall neglect attendance for a period of more than one year without sufficient reason shall be required by the Stated Clerk to appear before Presbytery to answer for neglect of responsibility.~~

~~3.05 Any minister of Presbytery who shall neglect attendance for a period of more than one year without sufficient reason and shall neglect to report to Presbytery concerning residence and work shall be required to appear before the Committee on Ministry or, at that Committee's request, to appear before the Presbytery to answer for neglect of responsibility. Failure to appear thusly may warrant placement of the minister's name, without prejudice, on the inactive roll (Book of Order G-11.0415).~~

3.06 The Presbytery shall meet in **February**.

~~3.07 The Presbytery shall meet in **May**. This meeting shall be the Annual Meeting.~~

~~3.08 At the first meeting of the calendar year, the Presbytery Council shall announce a date in July to be reserved for a special meeting of the Presbytery. The meeting shall be for the purpose of receiving and acting on reports of the Committee on Preparation for Ministry, the Committee on Ministry, and the Board of Trustees. Any other business to be transacted at the meeting shall be in the hands of the Stated Clerk thirty days before the date so reserved, and shall be described in the call to the meeting.~~

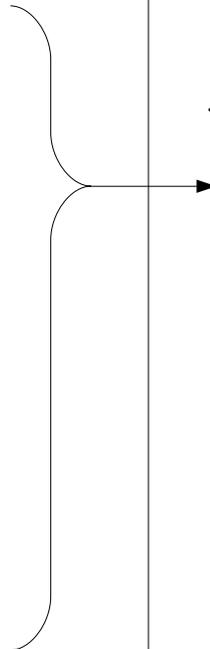
~~3.09 The Presbytery shall meet in **September**.~~

3.10 The Presbytery shall meet in **November**.

3.3. Excuses for absence from meetings or requests for leaves of absence shall be presented to the Stated Clerk, who shall report to the Presbytery.

3.4. *If for a period of one year or more, a session of a congregation of the presbytery fails to appoint commissioners without good cause, or if a minister member of the presbytery neglects to attend meetings of the presbytery without good cause, the Committee on Ministry shall inquire of the session or minister member as to the reasons for the failure to attend meetings. If the Committee on Ministry discovers continuing impediments to the participation of ruling elders or ministers which the presbytery is able to correct, it shall report them to the Presbytery Roundtable, which shall propose such measures as may afford more opportunities for participation.*

3.5. *The Presbytery shall hold a stated meeting in the month of May, which shall be the Annual Meeting of the Presbytery. The Roundtable shall have the authority to set the particular times and places of stated meetings, subject to amendment by the Presbytery.*



- 3.11 Ordinarily all business matters coming to the Presbytery of Southern New England for consideration shall be presented at a stated meeting. If the delay in waiting for a stated meeting ~~causes real hardship~~ for the parties concerned, then ~~special meetings~~ of the Presbytery may be called ~~as provided for in the Book of Order G-11.0201.~~
- A. The request for the meeting must be ~~in the hands of the~~ Stated Clerk no less than thirty days in advance of the special meeting, except that a majority of the ~~Presbytery Council~~ may call an emergency session by any means practicable.
- B. The Presbytery shall be reimbursed by the congregation or the individual(s) benefiting in the amount of \$400.00 for each special meeting, to cover the unbudgeted cost of such meetings. ~~The Presbytery Council may waive or reduce this amount in cases where it would cause undue hardship.~~
- 3.12 A quorum of Presbytery shall be any twelve (12) voting minister members and twelve (12) elder commissioners representing at least six churches present at the appointed time and place of the meeting.
- 3.13 The fiscal year shall be the calendar year.

- 3.6. Ordinarily all business matters coming to the Presbytery of Southern New England for consideration shall be presented at a stated meeting. If the delay in waiting for a stated meeting ***should cause significant hardship*** for the parties concerned, then ***a special meeting*** of the Presbytery may be called ***as follows:***
- A. The request for the meeting must be ***presented to*** the Stated Clerk no less than thirty days in advance of the special meeting, except that a majority of the ***Roundtable*** may call a special meeting by any means practicable.
- B. The Presbytery shall be reimbursed by the congregation or the individual(s) presenting the request in the amount of \$400.00 for each special meeting, to cover the unbudgeted cost of such meetings. ***If the Roundtable determines that such an amount would cause undue hardship, it may choose to reduce or waive the cost.***
- 3.7. A quorum of Presbytery shall be any twelve (12) voting minister members and twelve (12) elder commissioners representing at least six (6) churches present at the appointed time and place of the meeting.
- 3.8. The fiscal year of the Presbytery shall be the calendar year.

SECTION FOUR

OFFICERS

- 4.01 The officers of the Presbytery shall be a **Moderator**, a **Vice-Moderator**, a **Stated Clerk**, ~~an Assistant Stated Clerk, a Recording Clerk,~~ and a **Treasurer**.
- ~~4.02 All officers and persons to serve on the Presbytery Council shall be elected at the March meeting of Presbytery and installed at the May/June meeting of Presbytery. The Nominations Committee shall make nominations for all officers prior to the March meeting of Presbytery. Those nominations shall be distributed with the Call for the March meeting. Nominations from the floor may be accepted at the March meeting of Presbytery provided that each such nominee shall declare to the Presbytery his/her willingness to serve. All officers of the Presbytery shall be ministers or elders.~~
- 4.03 Any question of an officer's availability or absence shall be resolved by the ~~Presbytery Council~~.
- 4.04 The **Moderator** shall be the presiding officer of Presbytery and shall fulfill all the functions of the Moderator as specified in the *Book of Order* ~~G-9.0202~~. The term of office shall be one year ~~with no re-election for a second consecutive year.~~ The Moderator shall be a member *ex officio* of the ~~Presbytery Council~~ with vote, and ordinarily shall have no other responsibility in the Presbytery during the moderatorial year. ~~If the Moderator and the Vice-Moderator are absent at the opening of the meeting, the next previous Moderator present shall preside or, in the absence of any former Moderator, the Stated Clerk shall convene the meeting of the Presbytery and shall call for the nomination of a moderator pro tem who shall be elected to preside at that meeting of the Presbytery only. The Moderator shall have the freedom to attend and speak at any meeting of any committee or other group that he/she deems appropriate.~~

Section 4 – Officers

- 4.1. The officers of the Presbytery shall be *the Moderator*, *the Vice Moderator*, *the Stated Clerk*, and *the Treasurer*.
- 4.2. Any question of an officer's availability or absence shall be resolved by the **Roundtable**.
- 4.3. The **Moderator** shall be the presiding officer of the Presbytery and shall fulfill all of the functions of the Moderator as specified in the *Book of Order*, **G-3.0104**. The term of office shall be one year, **and the Moderator shall not be eligible for election to a second consecutive term**. The Moderator shall *serve as a member ex officio* of the **Roundtable** with vote, and ordinarily shall have no other responsibility in the Presbytery during the moderatorial year. **The Moderator shall be invited to represent the Presbytery at services of ordination and installation for Ministers of Word and Sacrament, and shall be invited to put the constitutional questions to the person(s) being ordained or installed.**

See 4.5 in new Bylaws

- 4.05 The **Vice-Moderator** shall be elected for a term of one year. At the end of that term, the Vice-Moderator shall be nominated as the next Moderator. The Vice-Moderator shall be a member ex officio of the ~~Presbytery Council~~ with vote.
- 4.06 The Vice-Moderator may discharge any or all of the functions of the Moderator when requested by the presiding officer to do so; when, at any meeting of Presbytery other than a stated meeting, the Moderator is absent or incapacitated; or upon the death of the Moderator or upon the Moderator's removal or withdrawal from the Presbytery or upon the Moderator's resignation from that office. The Vice-Moderator may concurrently serve as a chairperson or member of any committee.

- 4.4. The Vice Moderator shall be elected for a term of one year. At the end of that term, the Vice Moderator shall **ordinarily** be nominated as the next Moderator. The Vice Moderator shall **serve as** a member *ex officio* of the **Roundtable** with vote. The Vice Moderator may discharge any or all of the functions of the Moderator when requested by the presiding officer to do so; when, at any meeting of the Presbytery the Moderator is absent or incapacitated; or upon the death of the Moderator or upon the Moderator's removal or withdrawal from the Presbytery, or upon the Moderator's resignation from that office. The Vice Moderator may concurrently serve as a chairperson or member of any committee.
- 4.5. ***If the Moderator and Vice Moderator are absent at the opening of the meeting, the next previous Moderator present shall preside or, in the absence of any former Moderator, the Stated Clerk shall convene the meeting of the Presbytery and shall call for the nomination of a moderator pro tempore who shall be elected to preside at that meeting of the Presbytery only.***

4.07 The **Stated Clerk**, as ~~directed by~~ the Book of Order, is an officer of the Presbytery and responsible for recording transactions, keeping its rolls of members and attendees, preserving its records and furnishing extracts when requested by another governing body. ~~[G-9.0200]~~

~~On behalf of the Committee on Preparation for the Ministry and the Presbytery, he/she receives recommendations for requests to be enrolled as inquirers or candidates for preparation as Minister of Word and Sacrament. [G-14.0303, G-14.0305].~~ The Stated Clerk maintains the roster of names and terms of members of the Permanent Judicial Commission and, if necessary, selects former members ~~to fill a quorum upon failure to reach a quorum.~~ [D-5.0206b, D-5.0206a]

~~Other very specific responsibilities are assigned to the Stated Clerk throughout the Book of Order.~~

In addition, the Stated Clerk shall fulfill such other duties as may be assigned by the ~~Presbytery Council~~ or at the appropriate request of the General Assembly or Synod. The Stated Clerk shall hold the seal of the corporation. The Stated Clerk shall have available copies of the By-Laws for any elder commissioner or minister member of Presbytery. The Stated Clerk shall serve as the Secretary and Recording Clerk of Presbytery Council, shall be Secretary of the Corporation, and Recording Clerk for the Committee on Ministry, in each case *ex officio* and without vote.

The Stated Clerk shall be elected by the Presbytery and shall serve for a term of five years and may be re-elected. The Stated Clerk shall be responsible to the Presbytery through the ~~Presbytery Council~~ and its Personnel Committee.

The work of the Stated clerk and all aspects of his or her compensation shall be thoroughly and constructively reviewed not less than annually by ~~Presbytery Council~~, primarily through the agency of the Personnel Committee, with due regard for goals and priorities mutually agreed upon at the beginning of such period and with such

4.6. The **Stated Clerk**, as *provided for in* the *Book of Order*, is an officer of the Presbytery and responsible for recording transactions, keeping its rolls of members and attendees, preserving its records, and furnishing extracts when requested by another council of the church (**G-3.0104**).

The Stated Clerk maintains the roster of names and terms of members of the Permanent Judicial Commission and, if necessary, selects former members *to serve in the event the Commission is unable to reach a quorum* (D-5.0206).

The Stated Clerk fulfills all responsibilities assigned under the Book of Order.

In addition, the Stated Clerk shall fulfill such other duties as may be assigned by the ***Roundtable***, or at the appropriate request of the General Assembly or Synod. The Stated Clerk shall hold the seal of the corporation. The Stated Clerk shall provide copies of the Bylaws of the Presbytery to any elder commissioner or minister member of the Presbytery ***upon request***. The Stated Clerk shall serve as the Secretary and Recording Clerk of the ***Roundtable***, shall be Secretary of the Corporation, and Recording Clerk for the Committee on Ministry, in each case *ex officio* and without vote.

The Stated Clerk shall be elected by the Presbytery, shall serve for a term of five years, and may be re-elected. The Stated Clerk shall be responsible to the Presbytery through the ***Roundtable*** and its Personnel Committee.

The work of the Stated Clerk and all aspects of the Clerk's compensation shall be thoroughly and constructively reviewed not less than annually by the ***Roundtable***, primarily through the agency of the

consultation with higher governing bodies as may be required.

~~4.08 The **Assistant Stated Clerk** shall aid the Stated Clerk in all the duties of that office and shall be trained, guided and informed by the Stated Clerk in such fashion that the Assistant is qualified to, and shall, assume and fulfill all the responsibilities and authority of the Stated Clerk in the event of a temporary absence or disability of the Stated Clerk. The Assistant Stated Clerk may serve concurrently as a member or chairperson of a standing committee or subcommittee of Presbytery, or as a member-at-large of Presbytery Council. The Assistant Stated Clerk shall be elected for a term of five years, and may be reelected, but shall not serve consecutive terms, either full or partial, aggregating more than ten years.~~

4.09 The **Treasurer** shall be the keeper of all monies controlled by Presbytery and shall perform all the duties normally connected with the office of Treasurer. The Treasurer shall also be a member of the Board of Trustees and Presbytery Council *ex officio* without vote. ~~The Treasurer shall be elected for a term of five years and may be reelected, but shall not serve for consecutive terms, either full or partial, aggregating more than ten years.~~

~~4.10 The **Recording Clerk** shall record the minutes at each meeting of Presbytery and shall deliver them to the Stated Clerk, for correction, and for approval by Presbytery. The Recording Clerk shall be elected for a term of five years, and may be reelected, but shall not serve for consecutive terms, either full or partial, aggregating more than ten years.~~

~~4.11 The **Assistant Treasurer** shall be nominated by the Board of Trustees and elected for the sole purpose of co-signing checks as established in the check-writing procedures developed for the Presbytery of Southern New England. This Assistant Treasurer shall be elected for a term of five years, and may be reelected, but shall not serve for consecutive terms, either full or partial, aggregating more than ten years.~~

Personnel Committee, with due regard for goals and priorities mutually agreed upon at the beginning of such period and with such consultation with higher councils as may be required.

4.7. The **Treasurer** shall be the keeper of all monies controlled by the Presbytery and shall perform all the duties normally connected with the office of the Treasurer. The Treasurer shall also serve as a member of the Board of Trustees and the **Roundtable** *ex officio* without vote. ***The Treasurer shall be elected for such term as the Presbytery may determine and may be re-elected.***

SECTION FIVE

EXECUTIVE PRESBYTER

- 5.1 The **Executive Presbyter** serve as chief administrator of the Presbytery, accountable to the Council and the Presbytery for implementation of decisions and matters of strategy, program, and resources. The **Executive Presbyter** supervises and provides staff services for the agencies and committees of the Presbytery. ~~{G-9.0700} Administration on behalf of the Presbytery requires working with and through persons to accomplish the goals of the Presbytery and includes developing leadership, planning and organizing, budgeting, communicating, and evaluating. {G-9.0400}~~
- 5.2 In addition, the **Executive Presbyter** shall fulfill such other duties as assigned by the Presbytery or the ~~Presbytery Council~~. ~~They include~~ worship, prayer, nurture and support ~~for our~~ pastors, congregations and church leaders. The **Executive Presbyter** is to serve as a resource for new ideas and fresh approaches to problems and challenges within the Presbytery.
- 5.3 The **Executive Presbyter** shall be nominated and elected as specified in the ~~Book of Order G-9.0701, and the Presbytery's Manual of Administrative Operations,~~ and shall serve for an indefinite period.
- 5.3 The **Executive Presbyter** shall be administratively responsible to the ~~Presbytery Council~~, through its Personnel Committee.
- 5.4 The work of the **Executive Presbyter**, and all aspects of his or her compensation, shall be thoroughly and constructively reviewed not less than annually by ~~Presbytery Council~~ primarily through the agency of the Personnel Committee, with due regard for goals and priorities mutually agreed upon at the beginning of such period, and with such

Section 5 – General Presbyter

- 5.1. The **General Presbyter** serves as chief administrator of the Presbytery, accountable to the **Roundtable** and the Presbytery for implementation of decisions and matters of strategy, program, and resources. The **General Presbyter** supervises and provides staff services for the agencies and committees of the Presbytery. ***The responsibilities of the General Presbyter include, but are not limited to: developing leadership, planning and organizing, budgeting, communicating, and evaluating.***
- In addition, the General Presbyter shall fulfill such other duties as assigned by the Presbytery or the **Roundtable, including leadership in** worship, prayer, nurture and support **of the Presbytery's** pastors, congregations, and church leaders. The **General Presbyter** is to serve as a resource for new ideas and fresh approaches to problems and challenges within the Presbytery.
- 5.2. The **General Presbyter** shall be nominated and elected as specified in the Presbytery's *Manual of Operations*, and shall serve for an indefinite period.
- 5.3. The **General Presbyter** shall be administratively responsible to the **Roundtable**, through its Personnel Committee.
- 5.4. The work of the General Presbyter, and all aspects of the General Presbyter's compensation, shall be thoroughly and constructively reviewed not less than annually by the **Roundtable** primarily through the agency of the Personnel Committee, with due regard for goals and priorities mutually agreed upon at the

consultation with such higher governing bodies as may be required.

When an ~~Executive~~ **Executive** Presbyter is elected, a call shall be issued enumerating the terms of the call, which shall be governed by the Personnel Policies and Procedures of Presbytery. The ~~Executive~~ **Executive** Presbyter shall give not less than two months written notice to ~~Presbytery Council~~ of his or her intention to resign. Presbytery shall give the ~~Executive~~ **Executive** Presbyter not less than two months written notice, or pay in lieu thereof in whole or in part, of its intention to terminate his or her services.

SECTION SIX

PRESBYTERY COUNCIL

6.01 There shall be a ~~Presbytery Council~~ **Presbytery Council** (~~Book of Order G-41.103v~~) composed of the chairperson of the ~~Presbytery Council~~, the Moderator of the Presbytery, The Vice Moderator of the Presbytery, the chairperson of the Committee on Ministry, the chairperson of the Board of Trustees, the chairperson of the Committee on Preparation for Ministry, ~~the chairperson of the Committee on Church Development, the chairperson of the Committee on Congregational Resources, the chairperson of the Committee on Ecclesiastical Relations, the chairperson of the Committee on Stewardship and Mission, the chairperson of the Committee on Nominations, the chairperson of the Personnel Committee, the chairperson of the Committee on Representation, the Chairperson of the Committee on Social Justice, a representative of Presbyterian Women in the Presbytery of Southern New England,~~ and four members-at-large. The balance between ministers and elders who are voting members of ~~Council~~ shall be as equal as possible. Elders or ministers elected at large shall serve three-year terms and shall be divided into three classes, one class to terminate service each year, and may be reelected, but shall not serve as members-at-large on the ~~Presbytery Council~~ for consecutive terms, either full or partial, aggregating more than six years ~~and shall be~~

beginning of such period, and with such consultation with such higher councils as may be required.

5.5. When a **General** Presbyter is elected, a call shall be issued enumerating the terms of the call, which shall be governed by the Personnel Policies and Procedures of the Presbytery. The **General** Presbyter shall give not less than two months written notice to **Roundtable** of his or her intention to resign. Presbytery shall give the **General** Presbyter not less than two months written notice, or pay in lieu thereof in whole or in part, of its intention to terminate the General Presbyter's services.

Section 6 – Roundtable

6.1. The Presbytery **Roundtable** shall be composed of the chairperson of the **Roundtable**, the Moderator of the Presbytery, the Vice Moderator of the Presbytery, the chairperson of the Committee on Ministry, the **President** of the Board of Trustees, the chairperson of the Committee on Preparation for Ministry, the chairperson of the **Presbytery Nominating Committee**, the chairperson of the Personnel Committee, the chairperson of the Committee on Representation, and four members at large. The balance between ministers and elders who are voting members of the **Roundtable** shall be as equal as possible. Elders or ministers elected at large shall serve three-year terms and shall be divided into three classes, one class to terminate service each year, and may be reelected, but shall not serve as members-at-large on the **Roundtable** for consecutive terms, either full or partial, aggregating more than six years. **Members of Roundtable who for this reason are ineligible for reelection shall**

~~ineligible to be elected thereafter to a new term until one year shall have elapsed.~~

6.02 The ~~Executive~~ Presbyter, the Stated Clerk and the Treasurer shall be members of the Presbytery Council ex officio without vote.

6.03 The chairperson of the Presbytery Council shall be elected by Presbytery to serve a three year term and may serve a total of not more than two consecutive terms, but shall be ineligible thereafter to be elected to a new term until one year shall have elapsed. The chairperson of the Presbytery Council shall be either a minister or an elder. ~~The chairperson of the Presbytery Council shall be a member ex-officio of all Presbytery committees with the right to speak but not vote. Attendance at Presbytery committee meetings will be at the discretion of the Council chairperson.~~

6.04 ~~If the presiding officer is not able to moderate a meeting of Presbytery Council, then the Moderator of Presbytery shall preside.~~

6.05 The duties and responsibilities of the Presbytery Council shall be:

- A. ~~To supervise and coordinate the total work of the Presbytery; and to divide the Presbytery into geographic regions so that congregations will be associated together, regionally, for program development, mission outreach, and mutual support. The Presbytery Council shall review such divisions, triennially.~~
- B. ~~To oversee, approve or amend the annual plans and objectives of each committee, and to monitor the work of and advise each committee regarding those plans and objectives;~~
- C. ~~To receive from the Committee on the Ministry summaries of the triennial reviews of sessions and congregations.~~

become eligible for election to a new term after one year shall have elapsed from the end of the prior term.

6.2. The **General** Presbyter, the Stated Clerk, and the Treasurer shall be members of the **Roundtable** *ex officio* without vote.

6.3. The chairperson of the **Roundtable** shall be elected by Presbytery to serve a three-year term and may serve a total of not more than two consecutive terms, but shall be ineligible thereafter to be elected to a new term until one year shall have elapsed. The chairperson of the **Roundtable** shall be either ministers or elders.

6.4. In the absence of the chairperson of Roundtable, the Moderator or Vice Moderator shall preside at meetings of the Roundtable.

6.5. The duties and responsibilities of the **Roundtable** shall be:

A. To promote the growth, work and health of the Presbytery as an instance of the Body of Christ—with special concern for the relationship of the Presbytery to its congregations, immigrant fellowships, and emerging faith communities—and the coordination and effectiveness of the work of its Committees;

B. To review periodically the functional relationship between the Presbytery's structure and its Mission Statement;

C. To engage in an ongoing process of planning and reform;

- D. To report to each stated meeting of Presbytery actions and decisions of the ~~Council~~ since the last such report;
- E. To prepare the docket of business for meetings of Presbytery with the assistance of the Stated Clerk;
- F. To plan and arrange for the implementation of the theme(s), emphases and services of worship for meetings of Presbytery;
- ~~G. to review and approve all materials necessary to the life and work of the governing body to be available or distributed at meetings of Presbytery except materials approved by committees named in these By-laws and materials published by denominational agencies.~~
- H. To ~~ensure~~ effective communication throughout the Presbytery;
- I. To nominate to the Presbytery candidates to serve as chairperson and members of the Nominations Committee. ~~A special sub-committee of Presbytery Council consisting of Council's four at-large members and the representative for Presbyterian Women shall be charged with recommending to Council candidates to serve as chairperson and members of the Committee on Nominations. Nominees will be forwarded by Council for election by the Presbytery.~~
- J. To correspond with the councils of Synod and General Assembly;
- K. To establish, appoint and dismiss ~~such ad hoc subcommittees and task forces of the Council as may from time to time be deemed necessary;~~
- L. To direct the work of employed staff through the ~~Presbytery Executive;~~
- M. To review, regularly, the work of the Personnel Committee;

- D. To report to each stated meeting of the Presbytery actions and decisions of the **Roundtable** since the last such report;
- E. To prepare the docket of business for meetings of the Presbytery with the assistance of the Stated Clerk;
- F. To plan and arrange for the implementation of themes, emphases, and services of worship for meetings of the Presbytery;
- G. To **promote** effective communication throughout the Presbytery;
- H. To nominate for election by the Presbytery candidates to serve as chairperson and members of the Presbytery Nominating Committee;
- I. To correspond with the councils of Synod and General Assembly;
- J. To establish, appoint, and dismiss task forces **of limited duration to complete work not already included in the work of the Committees of the Presbytery;**
- K. To direct the work of the employed staff through the **General Presbyter;**
- L. To review, regularly, the work of the Personnel Committee;

- N. To review and evaluate at least annually through the Personnel Committee the work of the ~~Presbytery Executive~~, of the Stated Clerk, and of all other staff;
- O. To ~~assure maintenance of and compliance with the~~ *Manual of Administrative Operations*;
- ~~P. To implement in all its actions the principles of participation and inclusiveness;~~
- Q. To consider and make recommendations to Presbytery on:
 - 1. all budget items, including the per capita apportionment;
 - 2. all solicitations of funds except those initiated by a session for that local church's mission and those previously endorsed by General Assembly;
 - 3. the budgets of the missionary and benevolent causes and agencies as adopted by the General Assembly;
 - 4. all proposals and appeals for money from funds controlled by the Presbytery before Presbytery may act on the same;
 - 5. all committee proposals for policy changes for the Presbytery, making appropriate comments thereon, but not amendments ~~thereof~~, before they are ~~submitted to~~ Presbytery.

- M. To review and evaluate at least annually through the Personnel Committee the work of the **General Presbyter**, the Stated Clerk, and all other staff;
- N. To ***maintain and promote adherence to*** the Presbytery's *Manual of Administrative Operations*;
- O. To observe the principles of participation and inclusiveness (G-3.0103) in all its actions, and to promote these principles within the life of the Presbytery as a whole;**
- P. To consider and make recommendations to Presbytery concerning:
 - 1. all budget items, including the *per capita* apportionment;
 - 2. all solicitations of funds except those initiated by a session for that local church's mission and those previously endorsed by the General Assembly;
 - 3. the budgets of the missionary and benevolent causes and agencies as adopted by the General Assembly;
 - 4. all proposals and appeals for money from funds controlled by the Presbytery before the Presbytery may act on the same;
 - 5. all committee proposals for policy changes for the Presbytery, making appropriate comments thereon, but not amendments ***thereto***, before they are ***put before the*** Presbytery.

- R. To fill, on recommendation of the ~~Committee on Nominations~~, any vacancy occurring in any office or position normally filled by election by Presbytery, excluding the ~~Executive~~ Presbyter and the Stated Clerk. Presbytery shall confirm the action at its next stated meeting, or elect ~~someone else~~ for the balance of the unexpired term.
- ~~S. To promote and preserve the welfare of the Presbytery, the Presbytery Council may take appropriate actions between stated meetings of Presbytery.~~
- T. To evaluate and make recommendation on programs or proposed programs of organizations within Presbytery bounds for which requests for funding have been received by a denomination-wide agency seeking Presbytery's endorsement of such funding.

6.06 Decisions of ~~Presbytery Council~~ implementing any of the responsibilities listed in the By-Laws shall ~~become operative immediately~~, but are subject to review and reversal by the Presbytery at its next stated meeting.

6.07 ~~Presbytery Council~~ shall meet at least ~~five~~ times each year, ~~including at least once between the March and Annual Meetings of Presbytery, to which meeting those elected, but not seated, as members of Council shall be invited.~~ Special meetings of ~~Council~~ may be called by its ~~presiding officer~~, and shall be called at the request of any three voting members of ~~Council~~. A quorum of ~~Council~~ shall be a majority of its voting members assembled at the designated time and place.

- Q. To fill, upon the recommendation of the **Presbytery Nominating Committee**, any vacancy occurring in any office or position normally filled by election by the Presbytery, excluding the **General** Presbyter and the Stated Clerk. The Presbytery shall confirm such action at its next stated meeting, or else elect **another person** for the balance of the unexpired term.

R. To take such appropriate actions as may be necessary, between stated meetings of the Presbytery, to promote and preserve the Presbytery's welfare;

- S. To evaluate and make recommendations concerning programs or proposed programs of organizations within the Presbytery bounds for which requests for funding have been received by a denomination-wide agency seeking the endorsement of the Presbytery for such funding;

6.6. The decisions of the **Roundtable** implementing any of the responsibilities listed in the By Laws shall **take immediate effect**, but are subject to review and **amendment or** reversal by the Presbytery at its next stated meeting.

6.7. The **Roundtable** shall meet at least **four** times each year. Special meetings of the **Roundtable** may be called by its **chairperson**, and shall be called at the request of any three voting members of the **Roundtable**. A quorum of the **Roundtable** shall be a majority of its members assembled at the designated time and place.

THE PERSONNEL COMMITTEE

- 6.08 **The Personnel Committee** shall be composed of a chairperson and four members. The members of this committee shall be ministers or elders or deacons or unordained active church members. The Personnel Committee is a sub-committee of the ~~Presbytery Council~~.
- 6.09 The Personnel Committee shall have ~~the following responsibilities:~~
- A. To act as the agent of the ~~Presbytery Council~~ in providing the ~~Executive~~ Presbyter and Stated Clerk with administrative supervision, and in reviewing thoroughly and constructively the work and all aspects of compensation of the ~~Executive~~ Presbyter and Stated Clerk at least annually;
 - B. To recommend to ~~Presbytery Council~~ personnel policies and procedures, including policies for Equal Employment Opportunity and Affirmative Action;
 - C. To review personnel matters referred to it by the ~~Executive~~ Presbyter; or referred by the personal initiative of any staff member, after following the procedures outlined in the Manual of Administrative Operations, and providing a full and impartial hearing for all parties involved.
 - D. To serve as the nominating committee for temporary or permanent administrative staff other than the ~~Executive~~ Presbyter and the Stated Clerk, excluding clerical staff;
 - E. In consultation with the ~~Committee on Nominations~~ to serve as the nominating committee for the Stated Clerk.

The Personnel Committee

- 6.8. The **Personnel Committee** shall be composed of a chairperson and four members. The members of this committee shall be ministers, elders, deacons, or unordained active church members. The Personnel Committee is a sub-committee of the **Roundtable**.
- 6.9. The Personnel Committee shall have **the authority and responsibility:**
- A. To act as the agent of the **Roundtable** in providing the **General** Presbyter and Stated Clerk with administrative supervision, and in reviewing thoroughly and constructively the work and all aspects of compensation of the **General** Presbyter and Stated Clerk at least annually;
 - B. To recommend to the **Roundtable** personnel policies and procedures, including policies for Equal Employment Opportunity and Affirmative Action;
 - C. To review personnel matters referred to it by the **General** Presbyter, or referred by the personal initiative of any staff member, after following the procedures outlined in the *Manual of Administrative Operations*, and providing a full and impartial hearing for all parties involved;
 - D. To serve as the nominating committee for temporary or permanent administrative staff other than the **General** Presbyter and the Stated Clerk, excluding clerical staff;
 - E. To serve, in consultation with the **Presbytery Nominating Committee**, as the nominating committee for Stated Clerk;

- ~~E. To relate to the Executive Presbyter and the Stated Clerk and other staff in terms of care and support;~~
- ~~F. To develop, in consultation with Synod, a proposed annual budget for executive and administrative services, for submission to the Board of Trustees and Presbytery Council;~~
- G. To work with the Executive Presbyter and Stated Clerk on behalf of the Presbytery Council, in terms of their goals, objectives, and work schedule.

- F. To provide care and support to the General Presbyter, the Stated Clerk, and other staff;***
- G. To assist the ***General*** Presbyter and Stated Clerk on behalf of the ***Roundtable in developing*** their goals, objectives, and work schedules.

Judicial Process

- 6.10. Whenever it becomes necessary, the Roundtable chairperson and the Moderator and Vice Moderator of the Presbytery, together with the Stated Clerk, shall appoint an Investigating Committee for judicial process, in accordance with the Rules of Discipline (D-10.0201b).***

SECTION SEVEN

COMMITTEES OF THE PRESBYTERY

~~7.01 The work of the Presbytery shall be carried out by committees. Functions outlined in the *Book of Order* are not necessarily restated here.~~

7.02 The chairperson of each committee shall be elected by Presbytery, unless otherwise specified, to serve a ~~one year term and~~ may serve a total of not more than three consecutive terms, but shall be ineligible thereafter to be elected to a new term until one year shall have elapsed. The chairperson of ~~each~~ committee shall be either a minister or an elder.

7.03 The members of each committee, including the chairperson, shall be divided into three classes as nearly equal as possible, one class of which shall be elected each year for a three year term. In any committee with a complement of more than five members, the numbers of ministers and of elders in any class shall be as nearly equal as practicable. ~~In any committee with a total complement, including the chairperson, of six, the numbers of ministers and of elders shall be as nearly equal as practicable, except in the case of the Nominations Committee, whose numbers are specified by the *Book of Order* G-9.0801. However, in a committee on which deacons and unordained active church members may serve, the total number of ministers and elders together shall constitute a majority of the total complement, including the chairperson. No member of any committee shall serve on it for consecutive terms, either full or partial, as a member or chairperson, aggregating more than six years, and shall be ineligible thereafter to be~~

Section 7 – Committees of the Presbytery

7.1. *The Presbytery’s Committees shall work to accomplish the mission of the Presbytery within their particular areas of responsibility.*

7.2. The chairperson of each committee shall be elected by the Presbytery, unless otherwise specified, to serve a **term of one year**. **They** may serve a total of not more than three consecutive terms, but shall be ineligible thereafter to be elected to a new term until one year shall have elapsed. The chairperson of **a** committee **must** be either a minister **member of the Presbytery**, or an elder **who is an active member of one of the Presbytery’s congregations**.

7.3. The members of each committee, including the chairperson, shall be divided into three classes as nearly equal as possible, one class of which shall be elected each year for a three-year term. In any committee with a complement of more than five members, the numbers of ministers and of elders in any class shall be as nearly equal as practicable. In **any** committee on which deacons and unordained active church members may serve, the total number of ministers and elders together shall constitute a majority of the total **membership**, including the chairperson. No member of any committee shall serve on **that committee** for consecutive terms, either full or partial, as a member or chairperson, aggregating more than six years, and shall be ineligible thereafter **for election** to a new term on that committee until one year shall have elapsed.

~~elected~~ to a new term thereon until one year shall have elapsed.

- 7.04 A quorum for a committee shall be a majority of its membership.
- ~~7.05 Normally, no minister or elder shall have more than one committee assignment concurrently.~~
- ~~7.06 Committee members shall take office when elected.~~
- 7.07 ~~In any committee or other group, absences from three scheduled meetings within any twelve month period, on the part of a member who has failed to give the chairperson prior explanation or excuse, shall be sufficient grounds for the chairperson to declare that member's position to have been vacated, to notify the member accordingly, and to advise the Nominations Committee of the need for a replacement to serve out the balance of the term.~~
- ~~7.08 Any committee may appoint temporary task forces to deal with specified matters wholly within the responsibilities of that parent committee as set forth in these By-Laws or as assigned by Presbytery or Presbytery Council. Appointments of persons other than members of the parent committee to such a group shall involve the Nominations Committee in advance. If the proposed group requires or may require funding beyond the budget of the parent committee or, if (in the opinion of the parent committee chairperson or the Executive Presbyter) its prospective activities may impinge upon a responsibility of another committee, creation of the task force shall require prior approval by Presbytery Council. The existence of each task force or other subordinate group shall terminate automatically twelve months after the appointment of its members, unless the committee shall have found justification for its continuance then and at least annually thereafter.~~

- 7.4. A quorum for a committee shall be a majority of its *voting members*.
- 7.5. *Unless otherwise specified, the term of service for committee members begins immediately upon their election.***
- 7.6. ***If a committee member fails to attend three or more scheduled meetings within any twelve-month period, without asking to be excused or providing sufficient explanation, the chairperson(s) may declare that member's position to have been vacated, and so notify the member, and advise the **Presbytery Nominating Committee** of the need for a replacement member to serve out the balance of the term.***

- 7.09 Each committee ordinarily shall hold ~~at least~~ four scheduled meetings each year. ~~At a meeting to be held promptly after the Annual Meeting of Presbytery, each committee shall establish dates for its meetings during the ensuing twelve months, with primary regard for the convenience of all its members and for the lead time needed for presentation of material to Presbytery Council and/or Presbytery.~~ Normally, a committee shall not schedule a meeting that ~~would~~ draw its members away from participating in the business and fellowship of a meeting of Presbytery. ~~Exceptions to this last guideline shall be sought from the Stated Clerk, who shall note in the minutes the exceptions granted.~~
- 7.10 ~~No voting on any matter shall be done by proxy at any meeting of any group.~~
- 7.11 ~~Copies~~ of all reports and recommendations from committees to be made to the Presbytery shall be submitted to the Stated Clerk before they are presented on the floor of Presbytery. Any recommendation affecting policy, budget and/or operational procedures of the Presbytery shall be submitted to the ~~Presbytery Council~~ for consideration prior to submission to Presbytery.
- 7.12 The chairperson of any committee shall have access to ~~Presbytery Council~~ at the request of the ~~Council~~, or having ~~given~~ the Stated Clerk advance notice, at ~~his or her~~ own request.
- 7.13 The committees shall have the following responsibilities:
- A. To administer the projects and funds as assigned by the Presbytery;

- 7.7. Each committee shall ordinarily hold ***no fewer than*** four scheduled meetings each year. **Meetings should not be scheduled in such a way to draw the members of the committee** away from participating in the business and fellowship of a meeting of the Presbytery.
- 7.8. ***Only those members present and assembled at the designated time and place of a committee meeting, or those participating remotely as provided for in Section 17 of these Bylaws, may vote on matters before the committee. Voting by proxy is not permitted.***
- 7.9. All reports and recommendations from committees to be made to the Presbytery shall be submitted to the Stated Clerk before they are presented on the floor of Presbytery. Any recommendation affecting policy, budget, and/or operational procedures of the Presbytery shall be submitted to the **Roundtable** for consideration prior to submission to Presbytery.
- 7.10. The chairperson of any committee shall have access to the **Roundtable** at the request of the **Roundtable** or, having **provided** the Stated Clerk **with** advance notice, at **the chairperson's** own request.
- 7.11. The committees shall have the following general responsibilities:
- A. To administer the projects and funds assigned by the Presbytery;

- B. To present budget or funding requests to the Board of Trustees or ~~Presbytery Council~~, as appropriate, and to operate within the approved budget;
- ~~C. To present an annual work plan of each committee to the Presbytery Council;~~
- D. To ~~clear with~~ the Presbytery Office the proposed time, date, and location of each meeting, conference, workshop and other event as far in advance as possible, and to advise of any change in such matters as promptly as possible;
- E. To report to the Presbytery at least annually in writing and to include in the report all recommendations written as motions for actions by Presbytery.

SECTION EIGHT

THE COMMITTEE ON MINISTRY

- 8.01 ~~The Committee on Ministry, in addition to meeting the requirements of the Book of Order, G-11.0501, shall be composed of co-chairperson and sixteen other members. All members of this committee shall be ministers and elders, and their numbers shall be as nearly equal as possible.~~
- 8.02 The Committee on Ministry shall have the following responsibilities:
 - A. ~~To fulfill the duties mandated in the Book of Order, G-11.0500 series, and all other parts thereof that come within its purview;~~

- B. To present budget or funding requests to the Board of Trustees or **Roundtable**, as appropriate, and to operate within the approved budget;
- C. To **communicate to** the Presbytery Office the proposed time, date, and location of each meeting, conference, workshop, and other event as far in advance as possible, and to advise of any change in such matters as promptly as possible;
- D. To report to the Presbytery at least annually in writing, and to include in the report all recommendations written as motions for actions by the Presbytery.

Section 8 – The Committee on Ministry

- 8.1. *The Committee on Ministry shall carry out the work of the Presbytery as Pastor, Counselor, and Advisor to the Presbytery’s ministers and congregations (G-3.0307). It shall be composed of a chairperson and sixteen other members.*
- 8.2. The Committee on Ministry shall have the authority and the responsibility:
 - A. *To develop and maintain mechanisms and processes to serve as pastor and counselor to its ministers of the Word and Sacrament commissioned pastors [also known as commissioned ruling elders]), and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, ministers of the Word and Sacrament, commissioned pastors, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient (G-3.0307).*

- ~~B. To assist each church in a goal setting and review process, and to provide for review of pastoral work and compensation;~~
- C. To ~~make counseling available~~ for professionals in the parishes and specialized ministries as the need may arise;
- D. To provide for the spiritual and emotional development of all clergy ~~and their spouses~~;
- E. To appoint a moderator of a session where the pulpit is declared vacant;
- F. To counsel with a member church if the various constituencies of the congregation are not fairly represented on the session;
- G. To appoint a commission for the ordination and/or installation of a minister who has received a properly approved call to labor within the bounds of Presbytery;
- H. To dismiss ministers, in good standing, who are without pastoral charge, in the intervals between stated meetings of Presbytery;
- I. To dissolve pastoral relationships and dismiss ministers in good standing to a calling Presbytery, in the interval between stated meetings of Presbytery, when requested by both the congregation and the minister;
- ~~J. To appoint established members of the Presbytery to serve as advisors to counsel newly ordained solo pastors for not more than two years.~~

8.03 The Committee on Ministry shall have the Presbytery's authority to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, with the provision

- B. To make recommendations to the Presbytery regarding:**
 - 1. the Standards for Ministerial Compensation;**
 - 2. approval of terms of call for all installed pastors;**
 - 3. annual validation of the ministries of those minister members serving in ministries beyond the PC(U.S.A.)**
- C. To **provide counseling resources** for professionals in the parishes and specialized ministries as the need may arise;
- D. To provide for the spiritual and emotional development of all clergy;
- E. To appoint a moderator of a session where the pulpit is declared vacant;
- F. To counsel with a member church if the various constituencies of the congregation are not fairly represented on the session;
- G. To appoint a commission for the ordination and/or installation of a minister who has received a properly approved call to labor within the bounds of Presbytery;
- H. To dismiss ministers, in good standing, who are without pastoral charge, in the intervals between stated meetings of Presbytery;
- I. To dissolve pastoral relationships and dismiss ministers in good standing to a calling Presbytery, in the interval between stated meetings of Presbytery, when requested by both the congregation and the minister;

8.3. The Committee on Ministry shall have the Presbytery's authority to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the Presbytery, and to dismiss members to other presbyteries, provided that all such actions be reported at the next stated meeting of the Presbytery

that all such actions be reported to the next stated meeting of the Presbytery.

~~8.04 The Committee (COM) shall establish a subcommittee composed of three committee members, all three of whom shall be elders, for the purpose of making all recommendations to the Committee concerning ministerial compensation.~~

~~8.05 The Committee on Ministry shall recommend any changes to the Standards for Ministerial Compensation to the Annual Meeting of the Presbytery, to become effective not earlier than the following January.~~

SECTION NINE

THE COMMITTEE ON PREPARATION FOR MINISTRY

9.01 ~~The Committee on Preparation for Ministry shall be composed of eight members and a chairperson who shall be a minister.~~ The members of this committee shall be ministers or elders, and their numbers shall be as nearly equal as possible.

9.02 The Committee on Preparation for Ministry shall have the following responsibilities:

- A. ~~To comply with the provisions of the Book of Order G-14.0300 and G-14.0400 series, and all other parts thereof~~ regarding the selection, care and supervision of candidates for the professional ministry;
- B. To see to the observance of all such parts of the *Book of Order* by each candidate under care of Presbytery and by each prospective candidate;
- C. To enroll inquirers on behalf of the Presbytery ~~with the provision~~ that the action shall be reported to the next stated meeting of the Presbytery (G-14.0303e);

See 8.2.B.1 above

Section 9 – The Committee on Preparation for Ministry

- 9.1. The Committee on Preparation for Ministry shall be composed ***of a chairperson and eight other members.*** The members of this committee shall be ministers or elders, and their numbers shall be as nearly equal as possible.
- 9.2. The Committee on Preparation for Ministry shall have the following responsibilities:
 - A. To ***adhere to*** the provisions of the *Book of Order G-2.06 and all other constitutional provisions* regarding the selection, care, and supervision of candidates for professional ministry;
 - B. To see to the observance of all such provisions of the *Book of Order* by each candidate under care of the Presbytery and by each prospective candidate;
 - C. To enroll inquirers on behalf of the Presbytery, ***provided that*** the action shall be reported at the next stated meeting of the Presbytery;

- D. To fulfill such other related functions as may be properly assigned to the committee by Presbytery or Presbytery Council.

~~SECTION TEN-~~

~~THE COMMITTEE ON CHURCH DEVELOPMENT~~

- ~~10.01 The Committee on Church Development shall be composed of a chairperson and nine other members. They may be ministers, elders, deacons or unordained active church members. The majority of the committee shall be ministers and elders.~~
- ~~10.02 The Committee on Church Development shall have the following responsibilities:-~~
 - ~~A. To encourage, plan, implement, and follow through on Presbytery's overall program for the effective development of new churches within its bounds;~~
 - ~~B. To assist in studies prior to establishment of a fellowship or other preliminary group, whether sponsored by Presbytery alone or otherwise;~~
 - ~~C. To nominate a Pastoral Nominating Committee when the Presbytery decides to call an Organizing Pastor for a new church development;~~
 - ~~D. To assist the Organizing Pastor and the members of such a group, in all their activities, up to the time when they are recognized and organized as a church;~~
 - ~~E. To monitor and assist (with due regard for the responsibility and prerogatives of the Committee on Ministry) in the guidance of the newly organized church for a period of not less than two years; and until such time as the church is self-sufficient;~~
 - ~~F. To consult with the Committee on Ministry (and others as appropriate) in identifying those existing congregations that may need assistance and guidance in~~

- D. To fulfill such other related functions as may be properly assigned to the committee by the Presbytery or the ***Roundtable***.

~~their redevelopment, as in reversing downward trends in membership, finances or vitality;~~

- ~~G. To evaluate the needs and potential of member churches that seek such guidance and assistance;~~
- ~~H. To devise and work through, always in cooperation with the affected congregation and with appropriate Presbytery committees, acceptable and constructive short- and long-term solutions for each situation;~~
- ~~I. To implement within available funds, manage in cooperation with the Committee on Ministry and others as appropriate, and evaluate, Presbytery's policy of limited term salary supplementation when linked to an expressed mission strategy regarding the particular church and community, after developing and gaining approval from Presbytery Council for the necessary guidelines and procedures;~~
- ~~J. To recommend, in cooperation with the Committee on Ministry, that Presbytery Council move, when such action seems to be the logical solution, to encourage merger, federation, or dissolution of a member church.~~

~~SECTION ELEVEN~~

~~THE COMMITTEE ON CONGREGATIONAL RESOURCES~~

- ~~11.01 The Committee on Congregational Resources shall be composed of a chairperson and six members. The members may be ministers, elders, deacons or unordained active church members with the majority of the committee ministers and elders.~~
- ~~11.02 The Committee on Congregational Resources shall have the following responsibilities:~~
 - ~~A. To provide essential program resources for the Presbytery and its member churches in the areas of Christian education, officer training, evangelism, and worship, as needs and opportunities arise.~~

- ~~B. To prepare budget requests for Presbytery's financial support of camps and church resource centers, based upon regular, periodic evaluation of their needs, effectiveness and service to the Presbytery, and upon the availability of funding for them from other sources.~~

SECTION TWELVE

THE COMMITTEE ON STEWARDSHIP AND MISSION

- ~~12.01 The Committee on Stewardship and Mission shall be composed of a chairperson and eight members. The members may be ministers, elders, deacons or unordained active church members with the majority of the committee ministers and elders. One member of the committee shall be elected from each of the regions of the Presbytery established by the Presbytery Council.~~
- ~~12.02 The Committee on Stewardship and Mission shall have the following responsibilities:~~
 - ~~A. To work with the churches in the regions designated by the Presbytery Council to survey and support mission opportunities and projects.~~
 - ~~B. To recommend to Presbytery mission opportunities and projects to be supported by the Presbytery Budget.~~
 - ~~C. To interpret the mission work of the various governing bodies of the Presbyterian Church (U.S.A.).~~
 - ~~D. To provide stewardship resources to the churches of Presbytery.~~

SECTION THIRTEEN

THE COMMITTEE ON ECCLESIASTICAL RELATIONS

- ~~13.01 The Ecclesiastical Relations Committee shall be composed of a chairperson and eight other members. They may be ministers, elders, deacons or unordained active church members. The majority of the committee shall be ministers and elders.~~

- ~~13.02 The Ecclesiastical Relations Committee shall have the following responsibilities:-~~
- ~~A. To receive and study the reports and act upon recommendations of commissioners and representatives to the Synod and General Assembly and their units, and of representatives to ecumenical and interfaith bodies, and to report, as appropriate, significant information pertinent to the life of the Presbytery to Presbytery Council or Presbytery;~~
 - ~~B. To propose to the Presbytery such measures as may be of common concern to the mission of the whole church for forwarding to Synod and General Assembly;~~
 - ~~C. To review the records of the sessions of each member church annually (but not during meetings of Presbytery) to ascertain whether the proceedings have been correctly recorded, and whether they are in accord with the Constitution, and whether they are prudent and equitable for the promotion of the mission and spiritual welfare of the Church, and whether the lawful injunctions of a higher governing body have been obeyed (*Book of Order* G-11.0103x, D-3.0300).~~
 - ~~D. To oversee and maintain those ecumenical relationships established by the Presbytery which enlarge the life and mission of the church in its area, and to nominate to Presbytery representatives to such ecumenical and inter-church agencies.~~
 - ~~E. To review, in consultation with appropriate committees of Presbytery, all overtures received from the General Assembly, and to make recommendations to the Presbytery regarding concurrence.~~

SECTION FOURTEEN

THE COMMITTEE ON NOMINATIONS

- 14.01 ~~The Committee on Nominations~~ shall be composed of a chairperson and eight other members. The members of this committee, including the chairperson, ~~shall be ministers and elders, with one third ministers, one third laywomen, and one third laymen (Book of Order G-9.0801).~~
- 14.02 The Committee on Nominations shall have the following responsibilities:
- A. ~~To nominate candidates to serve as officers, chairpersons, committee members and other personnel assignments in or related to the Presbytery's structure, except the Executive, the Stated Clerk and the support and clerical staff. It is understood that nominations may be made from the floor~~ provided that each nominee shall declare to the Presbytery his/her willingness to serve;
 - B To develop, in cooperation with pastors and nominating committees of the member churches, and maintain a file of persons with special skills and talents drawn from throughout the Presbytery, which may be helpful as a pool from which to make nominations;
 - C. To take care for the inclusion of and participation by the diversity of persons and churches within the membership of the Presbytery.

Section 10 – The Presbytery Nominating Committee

- 10.1. *The Presbytery Nominating Committee* shall be composed of a chairperson and eight other members. The members of this committee, including the chairperson, shall be ministers and elders ***in numbers as nearly equal as possible. The membership of the committee shall be broadly representative of the Presbytery, and shall reflect the church's commitment to unity in diversity (Book of Order F-1.0403).***
- 10.2. The Presbytery Nominating Committee shall have the responsibility to nominate candidates to serve as officers, chairpersons, committee members, and other personnel assignments in or related to the Presbytery's structure, with the exception of the ***General*** Presbyter, the Stated Clerk, and the support and clerical staff. ***Members of the assembly retain the right to make nominations from the floor,*** provided that each nominee shall declare to the Presbytery a willingness to serve.
- 10.3. In its work, the Presbytery Nominating Committee shall take care to adhere to the principles of Participation and Representation (*Book of Order G-3.0103*), seeking to give full expression to the rich diversity of the Presbytery and its congregations in nominating persons for election by the Presbytery.

Section 11 – The Board of Trustees

- 11.1. The Board of Trustees shall be composed of a chairperson elected by the Presbytery for a one-year

SECTION FIFTEEN

THE BOARD OF TRUSTEES

15.01 The Board of Trustees shall be composed of a chairperson elected by Presbytery for a one-year term and eight other members, divided into three as nearly equal classes as possible, one class of which shall be elected each year at the ~~May/June~~ meeting for a three-year term. The chairperson ~~who shall be~~ the President of the Corporation shall serve a total of not more than four consecutive terms, and shall be ineligible thereafter to be elected to a new term until one year shall have elapsed. Four of the Trustees shall be ministers, and four of the Trustees shall be elders, and the chairperson of the Trustees may be either a minister or an elder. The Stated Clerk of the Presbytery shall ~~be~~ Secretary of the Corporation and the Treasurer of the Presbytery shall ~~be~~ Treasurer of the Corporation.

~~15.02 The Trustees and corporate structure of the Presbytery and each local church, together with all property, real and personal, held by them, shall be clearly identified as Trustees, corporate structure and property of the Presbyterian Church (U.S.A.).~~

15.03 The Board of Trustees shall have the following responsibilities:
A. To receive, hold, encumber, manage and transfer property, both real and personal, on behalf of the Presbytery and to facilitate the management of its corporate affairs, when directed by the Presbytery in

term and eight other members, divided into three classes as nearly equal in size as possible, one class of which shall be elected each year at the **Annual** Meeting for a three-year term. The chairperson **shall serve as** the President of the Corporation, shall serve a total of not more than four consecutive terms, and shall be ineligible thereafter to be elected to a new term until one year shall have elapsed. Four of the Trustees shall be ministers, and four of the Trustees shall be elders, and the chairperson of the Trustees may be either a minister or an elder. The Stated Clerk of the Presbytery shall **serve as** Secretary of the Corporation, and the Treasurer of the Presbytery shall **serve as** Treasurer of the Corporation.

11.2. The Trustees shall take care to adhere, and promote adherence within the community of the presbytery, to the provisions of the Book of Order, G-4.0203 (the "Trust Clause"), and shall recommend such measures as may serve to give fuller effect to the principle that all church property is to be held for the use and benefit of the Presbyterian Church (U.S.A.).

11.3. The Board of Trustees shall have the authority and responsibility:
A. To receive, hold, encumber, manage and transfer property, both real and personal, on behalf of the Presbytery and to facilitate the management of its corporate affairs, when directed by the Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.);
B. To recommend to Presbytery through the **Roundtable**, after reviewing the requests of the committees of

accordance with the Constitution of the Presbyterian Church (U.S.A.);

- B. To recommend to Presbytery through the ~~Presbytery Council~~, after reviewing the requests of the committees of Presbytery, the Budget for the total life and work of the governing body;
- C. To recommend to Presbytery through the ~~Presbytery Council~~ the annual per capita apportionment;
- D. To supervise all fiscal matters, including but not limited to accounting, investment, insurance, bonding, and auditing;
- E. To be the committee on buildings and grounds for all physical property belonging to the Presbytery;
- F. To receive from local churches, and to recommend to Presbytery as to, all requests relating to the sale, encumbering or leasing of real estate, in accordance with *Book of Order* ~~G-8.0501 and .0502~~;
- G. To develop, when appropriate, a uniform system of accounting and to encourage its adoption and use by member churches;
- H. To ensure that the records of the Presbytery represent accurately, fairly, and openly, its actual financial condition;
- I. To suggest to the Presbytery, changes in financial practice which will enable and further the Presbytery's mission or improve its administrative efficiency;
- J. To arrange in such detail as deemed appropriate for an external, independent audit annually;
- K. To report directly to the Presbytery the results of each said audit.

Presbytery, the Budget for the total life and work of the governing body;

- C. To recommend to Presbytery through the ***Roundtable*** the annual per capita apportionment;
- D. To supervise all fiscal matters, including but not limited to accounting, investment, insurance, bonding, and auditing;
- E. To be the committee on buildings and grounds for all physical property belonging to the Presbytery;
- F. To receive from local churches, and to recommend to Presbytery as to, all requests relating to the sale, encumbering or leasing of real estate, in accordance with *Book of Order* ***G-4.0206a,b***;
- G. To develop, when appropriate, a uniform system of accounting and to encourage its adoption and use by member churches;
- H. To ensure that the records of the Presbytery represent accurately, fairly, and openly, its actual financial condition;
- I. To suggest to the Presbytery changes in financial practice which will enable and further the Presbytery's mission or improve its administrative efficiency;
- J. To arrange in such detail as deemed appropriate for an external, independent audit annually;
- K. To report directly to the Presbytery the results of each said audit;
- L. To be responsible for the development of corporate stewardship commitments from the churches of the Presbytery.

- L. To be responsible for the development of corporate stewardship commitments from the churches of the Presbytery.

SECTION SIXTEEN

STUDY AND ADVOCACY GROUPS

- 16.01 Ministers, elders, deacons, and members of congregations which are part of the Presbytery may associate together to study and/or be an advocate for issues, causes, or institutions which further the mission of the Presbyterian Church (U.S.A.) or the Presbytery.
- 16.02 Such groups may apply to Presbytery through the Presbytery Council for recognition. If the Presbytery approves of the goals and statement of purpose of the group that group may:
 - 1. use the mailing lists of the Presbytery at the group's expense.
 - 2. request time on the docket of Presbytery meetings for reports and programs. Requests for docket time are to be made to the Stated Clerk and will be scheduled by the Presbytery Council.
 - 3. distribute literature at meetings of Presbytery.
 - 4. visit sessions and congregations at their request.
- 16.03 Recognized groups will not be funded through the budget of Presbytery and will not receive staff support, unless specifically voted by Presbytery. Any request for such funding must be made through the Presbytery Council.
- 16.04 Recognized groups shall present a written report to Presbytery at its May/June meeting, annually. The report will detail the group's activities for the year and will show how that group has fulfilled its stated goals and statement of purpose.

Section 12 – Study and Advocacy Groups

- 12.1. Ministers, elders, deacons, and members of congregations which are part of the Presbytery may associate together to study and/or be an advocate for issues, causes, or institutions which further the mission of the Presbyterian Church (U.S.A.) or the Presbytery.
- 12.2. Such groups may apply to Presbytery through the Presbytery Council for recognition. If the Presbytery approves of the goals and statement of purpose of the group that group may:
 - 1. use the mailing lists of the Presbytery at the group's expense.
 - 2. request time on the docket of Presbytery meetings for reports and programs. Requests for docket time are to be made to the Stated Clerk and will be scheduled by the Presbytery Council.
 - 3. distribute literature at meetings of Presbytery.
 - 4. visit sessions and congregations at their request.
- 12.3. Recognized groups will not be funded through the budget of Presbytery and will not receive staff support, unless specifically voted by Presbytery. Any request for such funding must be made through the Presbytery Council.
- 12.4. Recognized groups shall present a written report to Presbytery at its May/June meeting, annually. The report will detail the group's activities for the year and will show how that group has fulfilled its stated goals and statement of purpose.

16.05 Recognition of a group shall be for a term of three years, and such recognition may be renewed by the Presbytery through the Presbytery Council.

SECTION SEVENTEEN

PERMANENT JUDICIAL COMMISSION

17.01 There shall be a Permanent Judicial Commission of four ministers and three elders in accordance with the *Book of Church Discipline*, D-4.0100.

~~17.02 Should it be necessary between stated meetings of the Presbytery, a special disciplinary committee may be appointed by the Presbytery Council.~~

SECTION EIGHTEEN

COMMITTEE ON REPRESENTATION

18.01 ~~There shall be a **Committee on Representation** consisting of a chairperson and eight members, whose members shall be composed of as nearly equal numbers of men and women as possible. These eight members shall be nominated and elected so as to implement the following pattern of membership for the Committee: five members shall be from the racial ethnic minority membership of the Presbytery, of whom, at least one shall be male and one shall be female; one member from the majority male membership; one member from the majority female membership; and one member from the youth male and female membership.~~

~~18.02 The committee shall fulfill all the duties assigned to it by the *Form of Government* (G-9.0105), and shall report directly to the Presbytery.~~

~~18.03 Despite By-law 7.05, any member of this Committee may serve concurrently as a member of Presbytery Council, as an officer of the Presbytery or as a member or chairperson of any other Presbytery committee, except the Nominations Committee.~~

12.5. Recognition of a group shall be for a term of three years, and such recognition may be renewed by the Presbytery through the Presbytery Council.

Section 13 – Permanent Judicial Commission

13.1. The Permanent Judicial Commission shall be composed of seven members, with ministers and elders in numbers as nearly equal as possible, with no more than one of its ruling elder members from any one of its constituent churches.

Section 14 – Committee on Representation

14.1. *The Committee on Representation shall consist of a chairperson and eight other members, with men and women in numbers as nearly equal as possible. Among the nine members, five shall be from the racial ethnic minority membership of the Presbytery, of whom at least one shall be male and one shall be female. One member shall be from the majority male membership, one from the majority female membership, and one member—either male or female—shall be a youth, less than 18 years of age at the time of election.*

14.2. *The committee shall fulfill the functions described in Book of Order G-3.0103.*

SECTION NINETEEN

INDEMNIFICATION

19.01 The Presbytery of Southern New England shall indemnify each of its directors, officers, trustees, voting members and employees to the fullest extent permitted by law in connection with any actual or threatened action or proceeding arising out of his or her service to the Presbytery or to the Presbyterian Church (U.S.A.), another church, another corporation, partnership, joint venture, trust, employee benefits plan or other enterprise at the Presbytery's request. This article applies to past, present and future directors, officers, trustees, voting members and employees and to their heirs, executors and administrators.

SECTION TWENTY

AMENDMENT AND SUSPENSION

20.1 These By-Laws may be amended by a two thirds vote of the members present at any stated meeting of the Presbytery, provided that the amendment shall have been presented in writing at the previous stated meeting of Presbytery with all major proposed changes clearly noted, and provided that such amendment does not conflict with the Constitution of the Presbyterian Church (U.S.A.).

Section 15 – Indemnification

15.1. The Presbytery of Southern New England shall indemnify each of its directors, officers, trustees, voting members, and employees to the fullest extent permitted by law in connection with any actual or threatened action or proceeding arising out of their service to the Presbytery or to the Presbyterian Church (U.S.A.), another church, another corporation, partnership, joint venture, trust, employee benefits plan, or other enterprise at the Presbytery's request. This article applies to past, present, and future directors, officers, trustees, voting members, and employees and to their heirs, executors, and administrators.

Section 16 – Amendment and Suspension

16.1. These Bylaws may be amended by a two-thirds vote of the members present at any stated meeting of the Presbytery, provided that the amendment shall have been presented in writing at the previous stated meeting of Presbytery with all major proposed changes clearly noted, and provided that such amendment does not conflict with the Constitution of the Presbyterian Church (U.S.A.).

16.2. These Bylaws may be suspended at any meeting of Presbytery by a vote of three quarters of the members present, provided that such suspension does not

20.02 These By-Laws may be suspended at any meeting of Presbytery by a vote of three quarters of the members present, provided that such suspension does not conflict with the Constitution of the Presbyterian Church (U.S.A.) or with any rule of the General Assembly. A separate vote shall be taken for each rule that is to be suspended.

conflict with with Constitution of the Presbyterian Church (U.S.A.) or with any rule of the General Assembly. A separate vote shall be taken for each rule that is to be suspended.

Section 17 – Electronic Meetings

- 17.1. At meetings of the Presbytery and its committees, some or all of the voting members may participate via live teleconference, provided that there is simultaneous aural communication between all participants in the meeting, and provided that all participants have an equal opportunity to be recognized by the moderator.*
- 17.2. The notice of the meeting must include an adequate description of how to participate in it. When participants are not represented visually to the moderator—for example, because they are communicating over an ordinary telephone connection—consideration should be given to establishing a mechanism whereby these members of the committee or assembly might communicate a request to be recognized.*

Addendum of Policies

~~SECTION TWENTY-ONE~~

~~THE COMMITTEE ON SOCIAL JUSTICE~~

~~21.01 The Committee on Social Justice shall be composed of nine members including a chairperson. The members of this committee shall be ministers, elders, and/or laypersons.~~

~~21.02 The Committee on Social Justice shall have the following responsibilities:~~

~~A. To carry out its purposes with thoughtful and prayerful consideration in the context of the life and teachings of Jesus Christ.~~

~~B. To identify social justice concerns to be addressed by the Presbytery.~~

~~C. To recommend appropriate action for such concerns.~~

~~D. To develop and implement programs to involve members of the Presbytery and its congregations in social justice matters.~~

~~E. To review materials referred by the Presbytery and other PC (USA) bodies and identify appropriate responses to them.~~

~~F. To facilitate interaction among laity, clergy, and appropriate levels of church administration to further the cause of social justice in an appropriate manner.~~

~~G. To develop, provide, and identify resources and offer guidance for study and action on select issues of social justice.~~

~~H. To advocate for social justice concerns as appropriate to government, businesses and charitable institutions.~~

SECTION TWENTY-TWO

THE COMMITTEE ON YOUTH MINISTRIES

~~22.01 The Committee on Youth Ministries shall be composed of a chairperson and six members. The chairperson of the Committee shall serve on the Presbytery Council. The members may be ministers, elders, deacons or unordained active church members with a majority of the committee ministers and elders. It is strongly urged that the committee represent itself, if possible, with at least one youth member.~~

~~22.02 The Committee on Youth Ministries shall have the following responsibilities:~~

- ~~A. To aid churches by providing resources and materials for youth ministry.~~
- ~~B. To plan events on a Presbytery-wide basis for youth, including the Youth Triennium.~~
- ~~C. To plan, coordinate, or publicize events which help prepare and equip local churches and their members in the work of youth ministry.~~

ADDENDUM OF POLICIES

Disciplinary Proceedings

Adopted by the Presbytery on 1/16/93 (p. 2190)

- A. It shall be the policy of the Presbytery of Southern New England to inform each member church and each continuing member of presbytery of the commencement of disciplinary proceedings.
- B. It shall be the policy of the Presbytery of Southern New England to call and moderate a local church session meeting when disciplinary proceedings have concluded in anything other than a finding of “innocent” against a Presbytery member who labors in a local church. No decision of the Permanent Judicial Commission shall diminish the fulfillment of this responsibility.

Calls and Dockets for Presbytery Meetings

Adopted by Council on 6/21/94

- 1. That items of potential controversy, which need the full attention of Presbytery, will, as much as possible, be placed early on the docket of the Presbytery meetings.
- 2. The Presbytery Council report for each upcoming Presbytery meeting will be mailed with the call to each Presbytery meeting.
- 3. That a 15-minute reading period will be incorporated into the early part of the meetings of the Presbytery.

Addendum of Policies

Disciplinary Proceedings

Adopted by the Presbytery on 1/16/1993

- A. It shall be the policy of the Presbytery of Southern New England to inform each member church and each continuing member of the presbytery of the commencement of disciplinary proceedings.
- B. It shall be the policy of the Presbytery of Southern New England to call and moderate a local church session meeting when disciplinary proceedings have concluded in anything other than a finding of “innocent” against a Presbytery member who labors in a local church. No decision of the Permanent Judicial Commission shall diminish the fulfillment of this responsibility.

Calls and Dockets for Presbytery Meetings

Adopted by the Council on 6/21/1994

- 1. That items of potential controversy, which need the full attention of Presbytery, will, as much as possible, be placed early on the docket of the Presbytery meetings.
- 2. The Presbytery Council report for each upcoming Presbytery meeting will be mailed with the call to each Presbytery meeting.
- 3. That a 15-minute reading period will be incorporated into the early part of the meetings of the Presbytery.

PSNE Chaplain to the Clergy

Job Description 2020

Title: Chaplain to the Clergy, Presbytery of Southern New England

Purpose: To serve as a chaplain to the minister members of the Presbytery for spiritual and emotional support.

Primary Duties:

- To welcome new clergy with phone calls, greeting cards and invitations to lunches.
- To provide a pastoral presence to clergy at special times (especially times of need) with cards, phone calls and prayers.
- To coordinate informal clergy luncheons in various locations throughout the Presbytery's geographic bounds to serve as a vehicle for clergy support and collegiality.
- To be available to parish, specialized, and retired ministers seeking short-term emotional and spiritual support, and to provide information on Board of Pension resources. (After an initial face-to-face visit, as able, additional contact will be conducted via phone.)
- To offer a limited number of Bible studies, as time and interest permit.
- To serve as a volunteer member of the Presbytery staff team, and maintain collegial relationships with the staff and officers of the presbytery.

Other Duties and Responsibilities:

- To regularly attend Presbytery meeting to serve as a visible sign of collegiality and support to Presbytery members.
- To provide feedback to the General Presbyter and the Round Table on general needs and trends that are discovered within the Presbytery.
- To notify the Committee on Ministry of any concern that could affect the well-being of a congregation. Such notification should be made either with the permission of the parish clergy or in such a way that confidentiality is not broken.
- To receive clinical supervision at least _____ from a trained professional.
- To maintain confidentiality at all times.

Accountability: The Chaplain to the Clergy is volunteer staff person of the Presbytery who reports administratively to the General Presbyter and is overseen by the Personnel Committee of the Presbytery. Additionally, the Chaplain receives clinical supervision by a trained chaplain supervisor.

Hours: _____

Term: This position is an at-will position that may be terminated by either party with or without cause. A vouchered stipend is provided annually for expenses related to the position.

Evaluation: The work of the Chaplain to the Clergy shall be thoroughly and constructively reviewed not less than annually by the General Presbyter primarily through the agency of the Personnel Committee with general feedback received from the clinical supervisor.

Ref. B
Stated Clerk
November 16, 2019
Presbytery of Southern New England

**REPORT OF THE STATED CLERK
TO THE PRESBYTERY OF SOUTHERN NEW ENGLAND
November 16, 2019**

FOR INFORMATION:

1. The churchwide statistical reporting system becomes available for churches to begin entering their information on **Friday, December 6, 2019**. The system can be accessed at the following address:

<http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>

Please note that membership statistics should reflect the church roll as of December 31, 2019. You can begin working on your reports before this, however, and you can save preliminary information and revise it later before submitting. I will be sending a reminder e-mail to clerks of session that includes the church's login information.

2. The Administrative Commission for the Valley Presbyterian Church has not met since the last stated meeting of the Presbytery, and therefore has no new records to submit to the Presbytery. Until the Commission is dismissed, I will continue to report their minutes to the Presbytery, in accordance with *Book of Order* G-3.0109b, which requires that “[a] commission shall keep a full record of its proceedings and shall submit that record to the council or councils for incorporation into its records[,]” and that “[t]he decisions of an administrative commission shall be reported to the clerk of the designating council, who shall report it to the council at its next stated meeting.”

FOR ACTION BY THE PRESBYTERY:

1. I **RECOMMEND** that the Presbytery **APPROVE** the Minutes of the most recent Stated Meeting of the Presbytery (September 18, 2019), as posted on the “Minutes” section of the Presbytery of Southern New England website. *[This item has been included in the consent agenda.]*

Ref. B - SUPPLEMENTAL
Stated Clerk
November 16, 2019
Presbytery of Southern New England

**REPORT OF THE STATED CLERK
TO THE PRESBYTERY OF SOUTHERN NEW ENGLAND**

- SUPPLEMENTAL -

November 16, 2019

FOR INFORMATION:

In accordance with the Book of Order, D-10.0103, I am providing notice that on Friday, November 8, I received a written statement of an alleged disciplinary offense on the part of a minister member of the Presbytery. An investigating committee formed in accordance with the Rules of Discipline and the Bylaws of this Presbytery will investigate this allegation (D-10.0200), and will make a determination as to whether to file formal charges. In the mean time, I invite your prayers for all persons involved in this matter.

FOR ACTION BY THE PRESBYTERY:

1. I recommend that the Presbytery **ACCEPT** the resignation of the Rev. Shannon White from the Board of Trustees with regret and with gratitude for her service.
2. I recommend that, at the request of the Session of the First Presbyterian Church of Greenwich, Presbytery **ASSUME ORIGINAL JURISDICTION** of the Session for the *sole, specific, and limited purpose* of performing the functions of the Session required under the Rules of Discipline (**D-10.0000 – Chapter X – Disciplinary Cases**).

Background and rationale: In accordance with **Book of Order D-10.0101**, at a Special Meeting of the Session of the First Presbyterian Church of Greenwich held on November 14, 2019, the Clerk of Session reported that she had received a written statement of an alleged offense on the part of a Church member.

While the *Session* normally has jurisdiction in a disciplinary case in which a Church member is the accused, under the present circumstances the substance of this allegation is sensitive and potentially divisive of the congregation. Additionally, the facts of the case are widely known by the members of the Session, who would ordinarily sit as the trial court in a disciplinary case involving a member of the Church.

Accordingly, the Session, upon the recommendation of the Clerk of Session, **VOTED** to request that the Presbytery of Southern New England assume original jurisdiction of the Session for the *sole, specific, and limited purpose* of performing the functions of the Session required under the Rules of Discipline (**D-10.0000 – Chapter X – Disciplinary**

Cases).

The Manager for Judicial Process in the Office of the General Assembly has advised this course of action—that is, that the Presbytery *administratively* assume jurisdiction in this limited way and proceed to appoint an investigating committee and, should charges be filed, to try the case through its Permanent Judicial Commission. She further advises that the request from the Session satisfies the requirement under G-3.0303e that “full opportunity to be heard [be] accorded to the Session...” before the Presbytery assumes original jurisdiction.

Effect of granting the request: The Session understands that the effect of this request will be to change the “venue” of this matter, and to entrust the *Presbytery* with the responsibility and the authority to see the matter through from its inception to its conclusion, that is to say, from the initial investigation *through* to the conclusion of the trial (should a trial become necessary).

The Session further understands that should the matter ultimately go before the Permanent Judicial Commission (PJC) of the Presbytery of Southern New England for trial, the Presbytery’s PJC shall submit a copy of its judgment to the Stated Clerk of the Presbytery, who shall then read it aloud, and spread it upon the Minutes, of the next Stated Meeting; *and* that a copy of the judgment shall also be submitted to the Clerk of Session of the First Presbyterian Church of Greenwich, who shall read it aloud, and spread it upon the Minutes, of the next Meeting of the Session.

(In presenting this request, the Stated Clerk is hereby providing notice, in case the Presbytery votes to assume original jurisdiction, of the receipt of the accusation and its referral to an investigating committee, as required by D-10.0103.)

**Treasurer's Report
as of 9-30-2019**

Presbytery of Southern New England - Statement of Financial Position			
	Balance as of	Balance as of	Difference
	12/31/2018	9/30/2019	
Assets:			
<i>Cash</i>			
Checking Account for Operating Cash	126,827.72	75,916.79	A (50,910.93)
Ministerial Relief Cash	26,429.17	23,165.69	(3,263.48)
Simsbury NCD - ING Savings Account	77,263.95	77,469.57	B 205.62
<i>Investments</i>			
Fidelity Investments	650,287.58	885,726.78	C 235,439.20
Merrill Lynch	278,288.68	-	(278,288.68)
Accounts Receivable	263,419.70	263,419.70	D -
Fixed Assets	6,406.72	6,406.72	-
Accumulated Depreciation	(4,575.30)	(4,575.30)	-
Total Assets	1,424,348.22	1,327,529.95	(96,818.27)
Liabilities:			
Total Liabilities	-	-	-
Net Assets	1,424,348.22	1,327,529.95	E (96,818.27)
Total Liabilities & Net Assets	1,424,348.22	1,327,529.95	(96,818.27)
A) Of the balance in the Checking Account the amount shown			
in the Dedicated Accounts Report for "Total Operating Cash Dedicated Accts." is restricted.			
B) Simsbury dismissal agreement settlement designated for New Church Development.			
C) New investment brokerage account set up with Fidelity Investments.			
D) Balance at 9-30-19 includes Dismissal Agreement Balances of PCOG, Enfield: Calvary, and Newport: First			
and Springfield: Christ.			
E) Does not include the value of Church properties or charges against them.			

**DEDICATED ACCOUNTS
AS OF 9/30/2019**

Ref. C-2

OPERATING CASH DEDICATED ACCOUNTS:	Balance 12/31/2018	Year to Date Receipts	Year to Date Expenses	Balance 9/30/2019
Committee on Ministry				
Leadership Training	750.00	-	-	750.00
Coaching	4,226.52	-	-	4,226.52
Total Committee on Ministry	4,976.52	-	-	4,976.52
Grants/Donations				
Brookfield Grant - Tornado	1,891.53	-	-	1,891.53
Designated Donations*	3,500.00	-	-	3,500.00
Grant - MLK Church	16,346.59	46,834.11	46,629.57	16,551.13
Transformation Grant	11,413.47	33,100.00	43,036.68	1,476.79
Tri-Presbytery Consultant	1,288.68	-	-	1,288.68
Total Grants	34,440.27	79,934.11	89,666.25	24,708.13
Social Justice:				
Peacemaking Donations	4,501.37	121.57	-	4,622.94
Total Social Justice	4,501.37	121.57	-	4,622.94
Presbytery Immigrant Ministry	3,973.24	42,017.39	34,417.98	11,572.65
PIM - Presbytery Women Grant	4,001.84	-	-	4,001.84
Total PY Immigrant Ministry	7,975.08	42,017.39	34,417.98	15,574.49
Valley Presbyterian Church AC**	(26,037.20)	52,247.10	26,209.90	(0.00)
Total Operating Cash Dedicated Accts.	25,856.04	174,320.17	150,294.13	49,882.08
Discerning The Way	-	-	-	-
Cranston: Faith Closing	527,960.73	-	78,990.60	448,970.13
Dismissal Agreement Income	138,162.30	5,124.30	-	143,286.60
ING Savings Account				
Simsbury /NCD Reserve	77,293.85	205.62	-	77,499.47
TOTAL DEDICATED ACCOUNTS	769,272.92	179,650.09	229,284.73	719,638.28
<i>*This is a donation from the Tate Foundation for Campus Ministry. To be distributed around our Presbytery.</i>				
<i>**This is the total expense to date for work approved by the AC.</i>				

**Investment Summary
as of 9/30/2019**

Presbytery of Southern New England Investment Summary as of 7/31/2019							
		December 2018 Balance	Fees	Transfers In	Transfers Out	Unrealized Gain(Loss)	9/30/2019 Balance
Fidelity Investments		650,287.58		281,839.45	60,000.00	13,599.75	885,726.78
Merrill Lynch - Cash Account Equities		278,448.68 3,580.77	- -	- -	278,448.68 3,580.77	- -	- -
Simsbury NCD-ING Savings Account		77,293.85		-	-	205.62	77,499.47
Totals		1,009,610.88	-	281,839.45	342,029.45	13,805.37	963,226.25
Restricted Investment Funds:							
Simsbury NCD-ING Savings Account	77,499.47						
Total Restricted Funds	77,499.47						
Unrestricted Investment Funds:							
Fidelity Investments	885,726.78						
Merrill Lynch	-						
Total Unrestricted Funds	885,726.78						

CHURCH GIVING AS OF 9/30/2019						
		PRESBYTERY	PRESBYTERY	PRESBYTERY	PRESBYTERY	PRESBYTERY
		GENERAL MISSION	GENERAL MISSION	PER CAPITA DUE	PER CAPITA	PER CAPITA
PIN#	CHURCH	YEARLY PLEDGE	RECEIVED TO DATE	MONTHLY	DUE TO DATE	RECEIVED TO DATE
4620	Ashaway: Babcock	\$ -	\$ -	\$ 183.71	\$ 1,653.39	\$ 1,653.39
1274	Barrington	\$ -	\$ 1,160.00	\$ 237.40	\$ 2,136.60	\$ 2,136.60
10562	Brookfield: Valley	\$ -	\$ -	\$ 327.85	\$ 2,950.65	\$ 2,950.65
10027	Cumberland: Calvin	\$ -	\$ -	\$ 508.72	\$ 4,578.48	\$ 791.43
4581	Darien: Noroton	\$ -	\$ -	\$ 4,465.38	\$ 40,188.42	\$ 40,188.42
4574	Fairfield: First	\$ -	\$ 1,050.00	\$ 1,048.52	\$ 9,436.68	\$ 9,436.68
1779	Fall River: Calvary	\$ -	\$ -	\$ 90.45	\$ 814.05	\$ 1,085.40 *
4578	Granby: First	\$ -	\$ 1,050.00	\$ 96.10	\$ 864.90	\$ 864.90
4576	Greenwich: First	\$ -	\$ -	\$ 2,099.86	\$ 18,898.74	\$ 18,898.74
3716	Groton: St. Andrews	\$ -	\$ -	\$ 457.85	\$ 4,120.65	\$ 4,120.65
10645	Hamden: Korean	\$ -	\$ 5,600.00	\$ 859.17	\$ 7,732.53	\$ 6,873.36
4577	Hartford: First	\$ -	\$ 1,312.50	\$ 370.23	\$ 3,332.07	\$ 3,332.07
4579	Milford: United	\$ -	\$ -	\$ 214.80	\$ 1,933.20	\$ 511.52
3719	New Canaan: First	\$ -	\$ -	\$ 1,656.15	\$ 14,905.35	\$ 14,905.35
10985	New Haven: Korean	\$ -	\$ -	\$ 175.23	\$ 1,577.07	\$ 2,102.76 *
4580	New Haven: First	\$ -	\$ 4,556.25	\$ 582.20	\$ 5,239.80	\$ 5,239.80
10939	Providence	\$ -	\$ 2,100.00	\$ 361.76	\$ 3,255.84	\$ 3,255.84
10530	Springfield: MLK	\$ -	\$ -	\$ 155.45	\$ 1,399.05	\$ 1,877.90
4583	Stamford: First	\$ -	\$ 12,735.00	\$ 1,260.48	\$ 11,344.32	\$ 11,344.32
4586	Stamford: TOR	\$ -	\$ -	\$ 141.31	\$ 1,271.79	\$ 1,130.48
4609	Warwick: Greenwood	\$ -	\$ -	\$ 910.04	\$ 8,190.36	\$ 1,690.68
4607	Warwick: Woodbury	\$ -	\$ 1,890.00	\$ 310.89	\$ 2,798.01	\$ 2,176.23
9427	Waterford: Crsrsds	\$ -	\$ 6,665.63	\$ 228.93	\$ 2,060.37	\$ 2,060.37
4585	West Htfd: West	\$ -	\$ -	\$ 853.51	\$ 7,681.59	\$ 7,681.59
4618	Westerly: Dunns	\$ -	\$ -	\$ 907.21	\$ 8,164.89	\$ 8,164.89
960	Wilton	\$ -	\$ -	\$ 850.69	\$ 7,656.21	\$ 7,656.21
					\$ -	\$ -
TOTAL		\$ -	\$ 38,119.38	\$ 19,353.89	\$ 174,185.01	\$ 162,130.23
* Paid in full for 2019						

Report of the General Presbyter

With the staffing changes coming up in the Presbytery, I would like to clarify a few things related to some questions we have received in the office and through the Roundtable:

Staffing/Hours

For the rest of 2019 all staffing and contractor coverage will remain as they have been with the exception of the administrative assistant. Pam's work with the Presbytery ends on November 8, 2019. Her official last date is November 15 but next week she is using a few personal days alongside Monday, Veteran's Day, when the office is closed. We will post the updated staffing hours for 2020 the first week of the new year. We are currently searching for the Communications Manager position. That listing/position description can be found at this link: <https://psne.org/job-postings/>

Phone System

We have had a number of questions about the phone number for the Presbytery and who will answer the phone. When the Presbytery went to a virtual office a number of years ago they began using a Voice Over Internet Provider (VOIP). There hasn't been a landline for quite some time! The same phone number continues and the phone system set up is the same as it has always been. Our new staff position, the Communications Manager, will begin to deal with answering the phone in 2020. Between November 8 and that day the phone system will continue to operate as usual. All extensions for our VOIP system continue to either link directly or point you to staff cell phone numbers as it has been for a few years. Nothing is changing with our phone system.

Email

All staff emails remain the same. You can reach the Presbytery office at office@psne.org and that email will be monitored by Shannan and David until our new staff person starts in 2020.

Check in for Presbytery Meetings

We will continue to have personal greeters at the check-in table for Presbytery meetings. These will be volunteers from the local host congregation. There was a concern raised at the last Presbytery meeting that check in for Presbytery meetings would begin to be a computer kiosk going forward. This is erroneous. We will continue as we have in the past with pre-meeting online registration and lunch payments.

Space

In 2018 we installed a smart room at the Westminster Church in West Hartford for ease of the blended in-person/virtual meetings we have. This has been working out very well for committees and teams of the Presbytery. There is also physical storage for the Presbytery in that room and we have installed a small fireproof cabinet at Westminster for legal documents. All files that remained have been uploaded to the Presbytery cloud.

Mailing Address

Our mailing address remains the same: PO Box 388 Chester, CT 06412

As always, if you have any questions at all, please do not hesitate to reach out to myself, our Stated Clerk, the Rev. David Baer, and/or the co-chairs of Roundtable, the Revs. Julie Emery and Jinny Smanik. We are here to serve you!

Blessings,

A handwritten signature in cursive script that reads "Shannan".

Rev. Shannan Vance-Ocampo, General Presbyter

THE REPORT OF THE COMMITTEE ON MINISTRY

November 16, 2019

FOR PRESBYTERY ACTION:

1. Move to **APPROVE** the transfer of The Rev. Carol Howard Merritt, Interim Pastor, First Presbyterian Church, New Canaan, CT, from the Presbytery of East Tennessee into membership of the Presbytery of Southern New England effective November 16, 2019. Her Statement of Faith is Ref. H-1.

2. Move to **APPROVE** The Rev. Nancy McLaren as Pastor for First Presbyterian Church, Hartford, CT effective January 1, 2020. Her Statement of Faith is Ref. H-2. Her terms of call are as follows:

Cash salary	\$ 29,400
Housing allowance	\$ 40,600
TOTAL EFFECTIVE SALARY:	\$ 70,000
Board of Pension Benefits (17.25%)	\$ 12,075
Board of Pension Benefits (19.75%)	\$ 13,825
Social Security	\$ 5,355
Continuing Ed	\$ 1,000
Other Vouchered Expenses	\$ 4,000
TOTAL COMPENSATION	\$106,255

A Celebratory Prayer will be offered

FOR PRESBYTERY INFORMATION

1. Approved The Rev. Burkhard Weber, Specialized Clergy, to work outside the bounds of the Presbytery of Southern New England as ACPE Certified Educator, Beth Israel Deaconess Medical Center, Boston, MA in the Presbytery of Boston.

2. Approved The Rev. Theodore DeMarco, Pastor, Woodbury Union Church Presbyterian, Warwick, RI to work outside the bounds of the Presbytery of Southern New England as Stated Clerk for the Presbytery of Boston and the Presbytery of Northern New England.

3. Approved The Rev. David Baer, Pastor, Highlands Presbyterian Church, Allendale, NJ to work within the bounds of the Presbytery of Southern New England as Stated Clerk of the Presbytery of Southern New England.

4. Approved the renewal contract between Ruling Commissioned Elder April Saber-Assad and Calvary United Presbyterian Church for three years effective September 17, 2019.
5. Approved The Rev. Susan Pfeil, Honorably Retired, to serve as Stated Pulpit Supply, United Congregational Church, Norwalk, CT from September 1 – December 31, 2019 under the Formula of Agreement with the United Church of Christ Congregational.
6. Approved The Rev. Anne Marie Meyerhoffer, Specialized Clergy, to work outside the bounds of the Presbytery of Southern New England as Interim Pastor, Marcellus First Presbyterian Church, Marcellus, New York in the Presbytery of Cayuga-Syracuse for 6 weeks effective October 15, 2019.
7. Approved the formation of a Pastoral Nominating Committee at First Presbyterian Church, New Canaan, CT.
8. Approved the Ministry Information Form for Interim Pastor for the Providence Presbyterian Church, Providence, RI.
9. Worked with the Board of Pensions on the approval of Disability Benefits for Rev. Jim Mahan, Pastor, Turn of River Presbyterian Church, Stamford, CT and worked with the Session of Turn of River Church to identify Pulpit Supply and to provide for pastoral care in Rev. Mahan's absence.
10. Approved the Rev. Susan Olson as Specialized Clergy serving another denomination as Part-time Pastor, United Church of Christ, Lyme, CT, effective Nov. 13, 2019.
11. Moved to recommend the request from the Presbytery of Beaver-Butler to consider concurring in an overture to the General Assembly to the Roundtable.

Statement of Faith
Rev. Carol Howard Merritt

We begin with an itch. We endeavor to describe God, yet we never quite scratch the surface of who God is. As we rub, the irritation grows. Like children, we can't leave it alone. Our souls cannot rest until they find rest in God. We dig in our nails, trying to get beneath the skin to the source, to the origin, to the root, but we fail. The more we long for revelation, the more we discover how much is hidden. So we utter our faith like toddlers, moving our mouths over syllables, verbalizing what our intellect cannot comprehend. As a church, we join in a vast conversation of faith and doubt, picking up the words in mid-sentence, trying out our weak voices among the symphony that sings of the Trinity—God our Creator, God our Liberator, and God our Sustainer.

As I walk along the marsh, I'm reminded that in God, our Creator, we live and move. God is the ground of our being and the source of all life. We exist in the mind of God, as a painting lives in the thoughts of an artist. The splendor of the world displays God's great imagination, as the trees stretch out their hands and the stones shout out in natural wonder. God gathers the petals of the wild rose and each blade of grass stands in the glory of its maker.

Moving along the beach, the nourishing beauty of our great Creator surrounds me. Looking down, the seashells litter the shore, and I'm amazed how God uses a thousand textures and employs an unlimited palette. With the same care, God forms us from dusty earth, loving us with the intensity of one who gives birth. God makes us, holds us, and delights in us. God cradles us with a grace from which we cannot escape.

When the sun goes down, the light is not quickly extinguished, but sets in breathtaking radiance, a fantastic spectacle reminding me of this lavish life we have been given. God, our Liberator, comes so that we might have life more abundantly. Jesus is the Son of God, fully divine and fully human. When Jesus walks, divine history and human history intersect.

Jesus was born into a humble family, surrounded by scandal. He grew into a man who had compassion on the crowds. He upheld the oppressed, fed the hungry, and welcomed the offender. While teaching difficult words, Jesus overturned the powers that structure our lives. Jesus brought wholeness, while shattering taboos: he reached out for the withered hand, searched tree limbs for his dinner companions, and healed the bleeding woman. His words and actions teach us how to be fully human. Jesus was arrested. He suffered the depths of human pain as he was brutally rejected, tortured and executed. On the third day, Jesus was brought from death to life. The stories of Jesus that we whisper from one generation to the next embolden us to become untangled from the bounds of sin, walk in footsteps of Christ, and work for love, justice and peace.

As the cool evening wind gusts from the sea, I'm reminded of God, our Sustainer, who blows upon us and fills us with vitality. The Spirit gives birth to us, and when we pray, the Spirit gives utterance to our groaning. Enlightening our minds as we search the Scriptures,

the Spirit allows us to hear God's word and emboldens us to proclaim God's love. Working in and among us, the Spirit gathers us into the life and ministry of the church.

Looking at the vast beauty surrounding me, I begin to understand that God is love, and there is no height, nor depth, nor anything else in all of creation that will separate us from that love we share in God our Creator, our Liberator, and our Sustainer.

Statement of Faith
Rev. Nancy B. McLaren

I believe in God, even when I doubt, even when the world aches, I believe in God. God is ineffable: beyond human comprehension, infinite, and uncontainable. God is imminent: the essence of life, the heartbeat of each living thing, source of love, and in the tiniest details of Creation. I confess that though I do not understand it, God is three in one: the Parent, the Child, and the Holy Spirit, the Reconciler, Creator, and Redeemer. The mystery of the Holy Trinity reveals the many ways God is. By God's grace, God reveals God's nature through various sources. Within the canon of Holy Scripture we glean insight into how God acted historically. Human experiences of God, revelations from the created world, Church traditions, poets, musicians, artists of all kinds can also direct our eyes to God. From these sources, I piece together a statement of hopeful belief. In God's tri-unity, God created and creates all that is and continues to be, and invites us into the work of continual creation, charging us with stewardship of Creation. God was revealed to humanity through the life of a child, Jesus Christ, born in a particular place and time. Jesus made meaning out of human life by revealing the way God wishes for humans to experience life: abundantly, lovingly, justly, humbly, and on the path of flourishing. Jesus' life casts the darker sides of human nature in sharp relief: while God is with us, we also bear brokenness and limitations preventing us from sharing fulfilled lives. The Holy Spirit hovers over the waters of Creation and Baptism, blesses, anoints, and beckons. On the day of Pentecost the church celebrates the movement of the Spirit among the earliest disciples, who were called into unity. The Holy Spirit is at work when two or more are gathered to worship and when God's grace is revealed in surprising ways. Despite our countless divisions, I affirm that the triune God calls forth one body of Christ. The church is rightfully composed of people of varying cultures, bodily and mental abilities, ethnicities, nationalities, genders, sexual orientations, and ages. Rich diversity deepens and empowers the church. Church life is marked by many seasonal events, and particularly by the mysterious sacraments of Baptism and Holy Communion, both celebrated with and by Jesus in his lifetime. Baptism marks the beginning of incorporation into the body of Christ. When witnessed in community, all gathered are reminded of their own baptisms and responsibilities to one another as children of God. When we commune together, gathering around the table in God's name, we celebrate the nourishment we receive from our lives in a community. This sacrament recalls, with a sense of bounty and humility, a particular incident in Jesus' historical life. We also learn to give and receive with abundance, to affirm the bodily experiences of living and sharing with one another. God continuously calls and invites us to live boldly, courageously, humbly, and mercifully.

Ref. J

Committee on Preparation for Ministry

Presbytery of Southern New England

November 16, 2019

Information items:

1. The committee enrolled Kirk Louis (Providence: Providence RI) and Jin Hwa (Deborah) Lee (New Haven Korean: Hamden) as inquirers.
2. The committee met with Yejee (Rachel) Park, Inquirer under care in the Presbytery of the Twin Cities, to discuss her transferring to the Presbytery of Southern New England. The committee approved her transferring if the way be clear.
3. Currently under care of the Presbytery are 6 Inquirers, 4 Candidates and 3 Candidates Certified Ready to Receive a Call.
4. The committee's next meeting is TBD.