

PROPOSED MANUAL CHANGES

SEPTEMBER 12, 2019

SUMMARY OF ROUND TWO OF MANUAL CHANGES

This round of changes is largely comprised of moving things around and changing some wording to create more internal consistency in the Manual (some sections have conflicted with other sections), provide clarity and simplicity, and remove sections that are more appropriately belong elsewhere. Recommended changes are in Sections related to the work of the Commission on Ministry, Administration and Personnel, and Officers and Meetings. With a few exceptions that are noted there are no real substantive changes that would affect channels of authority, empowerment, and how the presbytery functions.

Commission on Ministry:

- All responsibilities and empowerments of the COM that are currently in the Manual would be moved to the COM section of the manual rather than being scattered throughout in other sections almost randomly.
- The section on “Pastorates” would be removed from the Manual as all the guidelines included there are included in the required COM Administrative Manual which is a governing document of presbytery
- The section on “Terms of Call” will be removed from the Manual and becomes “The Presbytery’s Policy on Pastoral Compensation.” The level of specificity in this area, which is required to conform to continuous changes especially in the Benefits Plan of the PCUSA, is not appropriate to a high-level document such as the Presbytery Manual. Any changes in the policy going forward would require presbytery approval.

Administration and Personnel

- Most of the suggested changes would bring the responsibilities of these agencies together into these sections rather than being scattered throughout the manual, including the responsibilities on preparation of the budget currently found in a separate section on Finance.
- Wording changes have been made to promote clarity and internal consistency
- Responsibility for delegating review of overtures is included in the duties of the Stated Clerk and is current practice and would therefore be removed from these sections.
- The authority for the development and approval of staffing rationale and for hiring of staff has been clarified. The Steering Cabinet retains the authority for approving the comprehensive staffing rationale and the position descriptions of non-executive staff. The Personnel Committee has the authority and responsibility of managing the process of hiring and recruiting non-executive staff. The GP retains authority to hire and terminate contract employees (see GP position description under officers.) The executive staff (GP and Stated Clerks) are subject to the process described in Section 4 Officers of the Presbytery.

Officers

- The current manual defines the General Presbyter as an officer of the presbytery. Therefore, the job description for this position is moved into the section on officers along with the job descriptions of other officers

- The Personnel Committee will be conducting a more thorough review of this section and other sections related to personnel and staffing at a future date

Meetings

- The current section 22 Open Meetings and Section 6.5 Electronic Meetings have been moved to Section 3 Meetings so that all information about meetings is in one place. These two sections would be placed at the end of Section 3 and the paragraph on electronic meetings will be explicit that it applies to agencies and not the Presbytery when it meets as a body.
- The rewording of electronic meetings provisions conforms to recent interpretations of Roberts Rules made by members of the National Association of Parliamentarians and removes the explanatory language regarding the intent of Roberts' Rules. Such language is unnecessary
- The Trustees have legal standing within the State of Maryland and therefore should have their own electronic meetings rules in their bylaws.

RECOMMENDED CHANGES FOR COMMISSION ON MINISTRY **(Revised text with footnotes)**

Commission on Ministry (COM)ⁱ

1. **Purpose:** To Act on behalf of Presbytery as empowered to do so in this manual and to serve, on behalf of the Presbytery, “as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient”. [BO G-3.0307]
2. **Empowerment:** The areas in which the Commission is empowered to act on behalf of presbytery are included in the “empowerments and responsibilities” sections below. When acting on behalf of presbytery the Commission will report its actions to the presbytery at its next stated meeting. [BO G-3.0307]
3. **Membership:** The Commission consists of a total of eighteen teaching elders and ruling elders elected by the Presbytery in classes for three-year terms, as evenly divided between teaching elders and ruling elders as possible. A member having served a total of six consecutive years shall be ineligible for reelection for at least one year.
4. **Officers:** The Presbytery elects the chair for a one-year term, with a limit of two terms. The chair appoints the vice-chair and the secretary.
5. A **quorum** is one more than half of the current membership.
6. **Meetings**, unless specifically opened by vote of those members present, will be limited to members only. **Minutes** are limited to members and those staff members who serve as resources to the Commission.
7. **Membership in the Presbyteryⁱⁱ**
The COM has the following empowerments and responsibilities, to:
 - a. Make recommendations to presbytery regarding calls for the services of its minister members, including approving and presenting calls for minister members.

- b. Examine all ministers seeking membership in the Presbytery, and approve said examinations on behalf of the Presbytery. The Presbytery specifically delegates this power to both the full Commission and/or to a Credentials Team appointed by the Commission and consisting of at least four members of the Presbytery of Baltimore with at least half being current members of the Commission and the remainder of the members being former members of a Commission (or Committee) on Ministry. When the Credentials Team cannot unanimously agree, the Team shall refer the matter to the full Commission. However, in accordance with Authoritative Interpretation of BO G-2.0105 (GA 217) the Presbytery retains all of its powers, and does not delegate it, in dealing with a minister who desires to declare a scruple.
- c. Find in order the calls issued by churches;
- d. Dismiss ministers to other presbyteries;
- e. Dissolve the pastoral relationship (including approval of the dissolution agreement) in cases in which the pastor and congregation concur;
- f. Authorize laboring within our bounds and the laboring of our members outside our bounds;
- g. Approve **membership-at-large** and **inactive membership** in the Presbytery.
- h. Monitor the career development, continuing education and evaluation of the ministers in the Presbytery.
- i. Make recommendations to presbytery regarding calls to **validated ministry outside a congregation or beyond the jurisdiction of the church**.
- j. Monitor and present annually to the Presbytery for approval, according to the policy *Ministers of the Word and Sacrament: Validation of Ministries*, those enrolled in validated ministries outside the congregation, as members-at-large, and as inactive members
- k. **Examination.**ⁱⁱⁱ In accordance with BO G-2.0502 through G-2.0503 the Commission on Ministry (COM) will examine all ministers seeking membership in the Presbytery.
 - i. In the case of ministers transferring from another Presbytery of the PCUSA, the Commission may approve the examination on behalf of the Presbytery.
 - ii. The procedures of the COM will give due honor and respect to the fact of ordination by a presbytery of the PCUSA, prior ordination by this Presbytery, ordination by another Reformed denomination, or ordination by any other denomination, while preserving the right of the Commission to conduct any examinations deemed necessary or appropriate.
 - iii. During the examination the candidate for membership will answer in the affirmative the constitutional ordination questions contained in BO W-4.000ff, and in the case of candidates from other denominations these questions must be answered in the affirmative in the presence of the Presbytery, which may then approve the examination.
 - iv. In accordance with the Authoritative Interpretation of BO G-2.0105 [GA 217], a person who is being examined for ordination or who is seeking membership in the Presbytery of Baltimore and who desires to declare a scruple shall inform the Commission on Preparation for Ministry or the Commission on Ministry, whichever is appropriate. The CPM or COM shall determine in discussions with the candidate for ordination or minister seeking membership whether the scruple in its estimation is an essential or nonessential of Reformed faith and polity under G-2.0105 of the Book of Order. The CPM or COM in presenting the candidate for ordination or the minister for reception as a continuing member of the Presbytery of Baltimore shall do so with its recommendation concerning the

person's declared scruple. It shall be the responsibility of the Presbytery of Baltimore as a governing body to arrive at the final determination about the essential or nonessential character of the person's scruple "after being careful to allow sufficient time for thoughtful debate and the full consideration of differing points of view" ("Historic Principles, Conscience and Church Government," p. 10.).

8. Serving our Churches^{iv}

The COM has these additional empowerments and responsibilities, to:

- a. Appoint the Moderators of Session when a church does not have an installed Pastor. When possible, the Commission will consult with the Session and/or its clerk prior to appointing a Moderator.
- b. call a session meeting [BO G-3.0203] and/or direct a session to call a congregational meeting [BO G-1.0502], should they become aware of
 - i. Any physical violence in the life of the church that, in the judgment of the Commission, deserves immediate attention by the Presbytery;
 - ii. An allegation of sexual misconduct lodged against the Pastor or a Certified Christian Educator;
 - iii. Any action on the part of a Pastor, educator or Session that, in the Commission's judgment, is schismatic;
 - iv. A natural or civil disaster that affects the congregation or its Pastor.
- c. According to *Sexual Misconduct Policy and Procedures*, determine that a Sexual Misconduct Response Team is constituted and appoint the members of that team
- d. Counsel with sessions regarding temporary supplies and interim pastors when a church is without a pastor.
- e. Counsel with churches regarding calls for permanent pastoral relations and with churches regarding the advisability of calling a designated pastor.
- f. Provide lists of pastors, commissioned pastors, and qualified laypersons to supply vacant pulpits.

9. Calls and Installations^v

The COM has the following empowerments and responsibilities, to:

- a. Establish Administrative Commissions to ordain and install Ministers. A special offering for the Presbytery's Emergency Relief Fund will be taken at each ordination and/or installation service.
- b. Consult with pastors-elect and sessions regarding plans for services of installation and ordination and approve these plans, including the time and place, the membership of the Administrative Commission, and additional participants in the service, on behalf of the Presbytery.
- c. Monitor the participation of clergy and congregations in the pension/benefits plan of the PCUSA.
- d. Administer emergency welfare grants for ministers and their families.
- e. Approve loans from churches to pastors.
- f. Recommend to presbytery the minimum compensation for pastoral calls, Certified Christian Educators, and Associate Christian Educators.^{vi}
- g. Monitor congregations following of the Baltimore Presbytery *Policy on Pastoral Compensation*.^{vii}

10. Policies and Documents^{viii}

The COM has the following empowerments and responsibilities, to:

- a. Maintain and publish the following documents, which require approval by the Presbytery and may be found listed in Table 27-B, and administer the policies contained therein:

- i. *Factoring Guide for Professional Positions*
- ii. *Statement of Ethics for Ministers of the Presbytery of Baltimore*
- iii. *Policy for the Dissolution of Pastoral Relations* [Manual 22.7]
- iv. *Ministers of the Word and Sacrament: Validation of Ministries*
- v. *Policy for Congregations in the Sale of a Manse*
- vi. *Policy on COM's Authority to put a Pastor on Administrative Leave*
- vii. ***Policy on Pastoral Compensation***
- viii. *Sexual Misconduct Policy and Procedures* (for dealing with sexual misconduct by clergy).
- b. Maintain and publish,^{ix} a manual of operations for the Commission that will establish internal procedures for carrying out its duties and responsibilities.

11. Commissioned Pastors

The COM has the following empowerments and responsibilities, to:

- a. Recommend to Presbytery those churches, new church developments, and other ministries appropriate to be ministered to by an elder commissioned to pastoral service, also called a Commissioned Pastor (CP) [BO G-2.10]
- b. Authorize CPs to lead worship, preach, and undertake such other duties as may be required, in accordance with the Book of Order.
- c. Recommend to Presbytery the commissioning to these ministries of persons certified as ready to be commissioned and their appointment to said ministries;
- d. Approve re-commissioning a Commissioned Pastor to a new term in the same commission, and
- e. Supervise the **Commissioned Pastors** in this presbytery by appointing, with the Commission on Preparation for Ministry, a team of at least three persons, including at least one Teaching Elder, one Ruling Elder, and one Commissioned Ruling Elder, to be designated as the Commissioned Pastor Support Team (CPST). The team may add more at-large members as needed. The duties of CPST are:
 - i. To review annually the CP Handbook, and to recommend any changes to the COM and the CPM.
 - ii. To receive and maintain permanent records of CPM-approved CP applicants and liaisons.
 - iii. To consult with the COM and the General Presbyter concerning current and ongoing ministry opportunities for CPs.
 - iv. To serve as a support team for CPs, bringing appropriate concerns to COM or CPM
 - v. To provide annually a Continuing Education event for CPs. [Attendance shall be required for all Commissioned Pastors and shall be open to certified –but-without commission Ruling Elders. If a CP is unable to attend due to compelling reasons, s/he shall be required to attend an equivalent continuing education experience approved by COM]
 - vi. To monitor the ministries of Commissioned Pastors to ensure the continuing suitability and benefit of the appointed ministry.
 - vii. To monitor activities of certified-but-without-commission Ruling Elders to ensure compliance with requirements to maintain certification.
 - viii. To review annually the roll of CPs, ensuring that names, assignments, contracts, and mentors are current, and to report any errors to the COM. This report will include a list of certified-but-without-commission Ruling Elders so the COM can fulfill the duties described below.
 - ix. Review annually the status of ruling elders who are certified and have been commissioned but are currently without a commission and delete from this roll

any who have been without a commission for three or more years. Those who are deleted from this roll and wish to be certified ready for commissioning must re-apply through the Commission on Preparation for Ministry.

- f. The Commission on Ministry will recommend the commissioning of Commissioned Pastors to particular ministries. The commissioning may take place either within the context of a worship service at a time other than the Presbytery meeting with three or four members of the Commission on Ministry and the Commission on Preparation for Ministry representing the Presbytery or within the context of a Presbytery meeting, the choice being made by those about to be commissioned.^x

ⁱ Rather than tracking individual changes, this section is presented as a replacement for the current COM section. The extent of re-organization (more than substantive changes) make tracking all the changes too confusing. All empowerments given to COM have been moved to this section rather than being scattered throughout the manual. Other changes in this section are formatting changes to be consistent with other commission descriptions. The empowerments have existed all along.

ⁱⁱ The Commissions empowerments and responsibilities have been clustered into new sections for clarity: COM's work related to membership in the presbytery, work with congregations, empowerment and responsibility in calls and installations

ⁱⁱⁱ This section on examination incorporates all of current Manual section 2.8 and 2.9 and therefore those sections are eliminated.

^{iv} As with other sections, this section consolidates material that is currently in other COM 8.11 sections. It also incorporates empowerments given to COM in current section 19 Pastorates. It will be moved that current Manual Section 19 Pastorates, be removed from the Manual as the material is contained in the required COM Manual that governs Pastoral transitions

^v This section incorporates some of the material in current Manual section 20 Terms of Call.

^{vi} Makes the Manual conform to current practice

^{vii} Currently Manual section 20 Terms of Call. It will be moved that current Manual Section 20 be removed from the manual to become *The Baltimore Presbytery Policy on Pastoral Compensation*

^{viii} The Policy on Administrative Leave has already been approved by the Presbytery. The policy on Pastoral Compensation (current Manual section 20 will be approved through a separate motion

^{ix} Removed "in consultation with Spiritual Leader Development Commission," as this has never been done and, as a commission, COM reports to the Presbytery rather than "relating" to the SLD commission.

^x This paragraph currently is paragraph 17.1.3.3 under Manual Section 17 Examination of Candidates. The rest of that section will be moved to Section 8.11 Commission on Ministry current section 8.11.7

RECOMMENDED CHANGES FOR ADMINISTRATION AND PERSONNEL

1.1. ADMINISTRATION COMMITTEE (Annotated Version)

- 1.1.1. Purpose: To provide the infrastructure to support the timely implementation of the vision and the ministry of the Presbytery of Baltimore and its Commissions, Ministry Groups, and Teams.
- 1.1.2. Membership: At least six members, including the Chair, with one person appointed by each of the Board of Trustees and Personnel Committee, ~~and the Property and Loan Commission~~.^x Membership will also include any at-large members deemed necessary, the Stated Clerk and the General Presbyter.
- 1.1.3. Officers: A Chair and any officers deemed necessary by the Committee. The Stated Clerk serves as the secretary.
- 1.1.4. Terms of office: The chair serves a two-year term. Any at-large members serve terms of three years.
- 1.1.5. The Personnel Committee is a standing committee of the Administration Committee.
- 1.1.6. Responsibilities of the Administration Committee include:
 - 1.1.6.1. Making recommendations to the Presbytery in all financial matters;
 - 1.1.6.2. Be responsible for the development of the Presbytery Budget, with input from the agencies of the presbytery, submitting the budget for the next calendar reading to the presbytery for first reading no later than the first meeting of the program year and for final approval no later than the second meeting.^x
 - 1.1.6.3. Receiving the Audit of the Presbytery on behalf of the Presbytery and report its principal findings to the Presbytery;
 - 1.1.6.4. ~~Carrying out the directions of the Cabinet in the~~ supervising the financial affairs of the Presbytery in collaboration with agencies of the presbytery as necessary to fulfill this responsibility.^x
 - 1.1.6.5. Maintaining the Staff Rationale ~~in accordance with this Manual in 18.2 [5.2.11, 5.3.4], noting that most parts of the Staff Rationale are separately approved under provisions of this Manual or as Standing Rules of this Presbytery. The wording of the balance of the Staff Rationale will be finally approved by the Steering Cabinet, but must be based on policies adopted by the Presbytery~~ as developed by the Personnel Committee and approved by the Steering Cabinet^x
 - 1.1.6.6. Overseeing the operation of the Presbytery office and preparing the budget for the Presbytery office.
 - 1.1.6.7. Maintaining the definitive copy of the Manual of Administrative Operations as required by BO G-3.0106. This includes this Manual and all documents in Tables 27-B and 27-C.^x
 - 1.1.6.8. ~~Receiving Overtures from higher governing bodies which require the action of the Presbytery, referring such overtures to the appropriate agency of the Presbytery for a recommendation, and submitting to the Presbytery, in a timely manner, each overture, together with the recommendation of the appropriate agency and the Steering Cabinet.~~

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- 1.1.6.9. ~~Receiving Overtures from other Presbyteries seeking concurrence and recommending to Presbytery those for which the Presbytery will consider concurrence. Ruling or Teaching Elders from five different congregations or any session may request additional Overtures from other Presbyteries to be considered for concurrence.~~^x
 - 1.1.6.10. The Committee reports to the Presbytery and is represented on the Steering Cabinet.

^x Remove the requirement for Property and Loan to appoint a member to this commission and amend the P&L membership to require that the Administration Committee appoint a member to Property and Loan.

^x This responsibility is moved from the current position 21.1 and therefore 21.1 would be eliminated due to redundancy

^x This change has already occurred through action of the presbytery in May which made Administration and standing committee of the Presbytery rather than the Cabinet.

^x The original wording is quite confusing, and the intent of these changes is to simplify and clarify. Any attempt to write in all the exceptions to the responsibility of maintaining the staffing rationale simply leads to confusion.

^x This responsibility is moved from its current position as part of the definition of the manual in 24.2 and eliminates the unnecessary sentence about the committee sending copies of documents to the committee and the stated clerk. The current 24.2 paragraph which defines the manual of Administrative Operations would be retain with the same sentence about where to send documents eliminated.

^x The recommendation is to eliminate these responsibilities as they are included in the job description of the Stated Clerk in Manual section 4.6.13 which conforms to current practice.

PERSONNEL COMMITTEE (Annotated Version)

- 1.1.1. The Committee has the following duties and responsibilities:
 - 1.1.1.1. With the General Presbyter who is head of staff, conduct annual reviews for all staff and compensated officers elected for fixed terms by the Presbytery.
 - 1.1.1.2. Develop and implement a process for the annual reviews of the work of the General Presbyter.
 - 1.1.1.3. ~~Each staff member's supervisor and the Personnel Committee, in consultation with one another, will conduct the annual review of performance of that staff member.~~^x
 - 1.1.1.4. ~~Recommend to the Administration Committee, and through the Administration Committee, to the Cabinet and the Presbytery, all changes in the call or compensation of the executive staff and compensated officers.~~^x
 - 1.1.1.5. Develop and implement a process for Term Reviews of executive staff and other compensated officers and, if they believe it appropriate, recommend to the Presbytery an additional term.
 - 1.1.1.6. Take to the Presbytery through the Administration Committee any recommendations to terminate employment of executive staff prior to the end of their term of office. The Presbytery has final termination authority for elected officers but the Administration Committee may seek the guidance of the Steering Cabinet in such matters before referring them to the Presbytery.^x

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- 1.1.1.7. Review and evaluate all staff salaries ~~of members of the support and office staffs~~ and make recommendations to the Administration Committee for adjustments as part of the regular budget process.
 - 1.1.1.8. Develop and maintain a staffing rationale to support the work of the presbytery and recommend to the Steering Cabinet through the Administration Committee for approval^x
 - 1.1.1.9. Develop, maintain, and publish position descriptions for the Presbytery Staff, excluding the Executive Staff, and recommend them to the ~~Administration Committee, and through the Administration Committee to the Cabinet and the~~ Steering Cabinet through the Administration Committee for approval^x
 - 1.1.1.10. ~~In consultation with~~ Receive and act on the advice of the General Presbyter on the hiring and/or termination of any member of the non-executive staff and so inform the Administration Committee. ~~and Cabinet.~~ [Manual 18.]^x
 - 1.1.1.11. Oversee the process of hiring non-executive staff based on approved position descriptions.
 - 1.1.1.12. In consultation with the General Presbyter, and with the approval of ~~Council~~ the Administration Committee, maintain and publish the *Office and Support Staff Personnel Policies* which set out the employee policies, procedures, and practices for ~~the office and support~~ staffs of the Presbytery, ~~and their job descriptions.~~
 - 1.1.1.13. Maintain and publish the ~~Presbytery's Statement on Equal Employment Opportunity~~ approved by the Presbytery. ~~The Presbytery will approve the statement and changes thereto.~~
 - 1.1.1.14.** The Committee Reports to the Presbytery through the administration committee unless otherwise noted.

^x The General Presbyter, as head of staff, is the supervisor for other presbytery staff. The wording to be eliminated reflects an older and more complicated staffing arrangement

^x This is redundant with other paragraphs, esp 1.1.3.6 as amended

^x This is moved here as a more logical place for this paragraph and reworded to clarify ambiguity.

^x This would be new but maintains consistency with the Administration Committee responsibilities.

^x Maintains the Presbytery's approval for executive staff positions (see definition below). This is assumed in our practice but made explicit here.

^x This conforms to the job description of the General Presbyter in Manual section 5.2.9

RECOMMENDED CHANGES TO SECTIONS ON OFFICERS AND MEETINGS TO PROVIDE CONSISTENCY AND CLARITY

Amend Section 4: Officers of the Presbytery by changing the first sentence of section 4.3 "Election" to read: *Except for the General Presbyter (Section 4.8) and other exceptions which may be noted in this Manual,*^x officers will be elected at the last stated meeting of the program year.

Eliminate a separate section 5 "Executive Staff", and move current 5.1 "Composition" to Section 15 "Staff," adding to the end of the first sentence the words "and other positions so defined in the Staff

Rationale.” Then eliminate the second sentence as job descriptions would be maintained in the staff rationale.^x Everything that follows as section 5.2 becomes part of section 4.8 “General Presbyter.”^{xx}

Move current section 22 Open Meetings to Section 3 Meetings as section 3.12 and amend current section 6.5 Electronic Meetings as follows Note Trustee exception^x:

- 6.5.1 Electronic Meetings. Presbytery agencies, ***With the Exception of the Trustees***, may conduct meetings electronically provided that agency members have full access to the appropriate electronic media and subject to the following:
 - 6.5.2 Video Conference Meetings and Telephone Conference Calls
 - 6.5.2.1 Adequate notice of the meeting shall be given with access information given to all members. Such meetings are conducted in real time and are subject to the requirements of face to face meetings including:
 - 6.5.2.1.1 A quorum must be present throughout the business portion of the meeting
 - 6.5.2.1.2 Minutes shall be taken and all votes recorded.
 - 6.5.3 Meetings via Email. Presbytery agencies are authorized to use email for action on routine matters subject to the following:
 - 6.5.3.1 Routine matters are those anticipated to require no discussion or deliberation. An agency may further define the scope of routine matters that may be decided in an email meeting.
 - 6.5.3.2 Notice of the meeting, stating the matter requiring action, shall be sent by the chairperson to all members, defining the beginning and ending time of the meeting. Such meetings may take place over several days as long as the time of the meeting is clearly established and communicated. The chairperson will send confirmation to all members that a meeting has ended.
 - 6.5.3.3 A quorum of members must participate during the course of the meeting though it is not necessary for all to be present at the same time
 - 6.5.3.4 Any two members may object to the email vote, and in that case a face to face, video conference or telephone conference call meeting must be convened to take action.
 - 6.5.3.5 The names of those participating in the meeting and the action taken shall be confirmed at the next scheduled meeting and included in the minutes of that meeting.
 - 6.5.4 ***The Trustees of the Presbytery of Baltimore, being a legally incorporated body in the state of Maryland, will establish its own requirements for electronic meetings and amend their Bylaws as required. The Presbytery approves the Trustees bylaws and any amendments.***

^x New language to conform to other manual provisions

^x The current executive staff is broader than what is defined here and should be defined outside of the manual as staffing, more than officers, is subject to continuous change.

^{xx} This makes the format of the Officers section consistent throughout with job descriptions of officers included. Additional Note: All sections in the manual related to staff will be thoroughly reviewed and recommendation for any changes will be presented to Presbytery at a future date.

^x The Trustees are an incorporated body and their actions have legal implications. Their rules for electronic meetings should be included in their own bylaws and be reviewed carefully for conformity with state law.