



Manual of the Presbytery of Baltimore

September 9, 2021

*Called to community by God, disciplined by Jesus Christ,
enlivened by the Holy Spirit,
Baltimore Presbytery encourages, challenges, and equips our congregations to
thrive spiritually and be apostles for reconciliation.*

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History

- Comprehensive Review and Revision Adopted in Stated Meeting 833, March 28, 2009
- Amended 835, June 18, 2009 (Sec 17, 20.5 and Table 27-B, referred at time of adoption),
- Amended 839, March 25, 2010 (Sec. 4.6.16),
- Amended 841, June 17, 2010 (3.1, 20, 21.2.3),
- Amended 842, September 23, 2010 (17.2.3, 18.2, 8.8.16.4, 8.10.4.6, 26.7),
- Annotated and amended March 24, 2011, to mark sections set aside for new Ministry Plan.
- Modified 8.8.5.5, 8.7.2, 8.8.2 June 23, 2011 (with references in those sections to the Book of Order 2011-2013);
- Modified 2.1 and 2.5, replaced 7.7 November 18, 2011 (with references in those sections to the Book of Order 2011-2013);
- At Stated Meeting 850, February 11, 2012, amended 8.8 and 20 to keep authorities and responsibilities given to COM in prior Book of Order, plus the Stated Clerk used editorial authority (Manual 24.3) to replace references to earlier Books of Order with references to Book of Order 2011-2013
- At Stated Meeting 851, May 10, 2012, amended Ministry Plan to change the membership of the Commission on Spiritual Leader Development.
- At Stated Meeting 857, May 9, 2013, added 8.8.5.13.8, to allow COM or COM credentials Team to approve renewing CP commission; added 20.1.6, to exclude paid or unpaid staff from PNC; and replaced 20.2.7, to simplify the process by which a person employed in a non-ordained position at one of our churches might be considered for a called position at the same church.
- At Called Meeting 858, June 20, 2013, amended to remove the set-aside portions (March 24, 2011) and to replace with sections reflecting the new organization.
 - Also completed replacing CLP with CP, replaced Council with Steering Cabinet, added acronyms for commissions,
 - Added a definition of ‘Presbytery’ as 1.1, plus definitions for Ministry Plan, Presbyter, and Program Year in 1.5.
 - Added definition of Corresponding Member in 2.7,
 - Modified section 3 on Meetings to reflect new meeting schedule, added rule about called meetings.
 - Modified section 4.8, which lists the treasurer’s duties, to better reflect what actually happens and to better reflect the current position description.
 - Re-wrote section 7 (formerly on the Council) to reflect current definition of the Steering Cabinet, adding a quorum, moving the Executive Committee functions to the Steering Cabinet, and moving the Personnel Committee to the Administration Committee.
 - Added Section 8, Standing Committees of the Steering Cabinet, to include Administration Committee, Appointments Committee, and Presbytery Gathering Team and clarified duties of Appointments Committee.
 - Added section 9, the three Commissions and section 10, Ministry Groups.
 - All sections following 10 are re-numbered, as three new sections have been inserted. Section 11 (was 8) has committees that no longer exist removed, added the commission to which remaining committees report.
 - Combined old sections 14 and 15 into a single section, 17.
 - Added expansion of description of Preliminary Examination in 20.1.2.2.
 - Re-arranged some sections so that new section 27 is the same as old section 27, as the tables of governing documents are referred to in other documents.
 - Renumbering of sections for the 858 version of the Manual is as follows: (old ⇒ new), 8 ⇒11, 9 ⇒12, 10⇒13, 11⇒14, 12⇒15, 13⇒16, 14+15⇒17, 16⇒18, 17⇒19, 18⇒20, 19⇒21, 20⇒22, 21⇒23, 22⇒28, 23⇒24, 24⇒ 29, 25⇒ 25, 26⇒26, 27⇒27
- At Stated Meeting 860, November 21, 2013, amended 2.1 to include ruling elder members of the Administration Committee and chairs of standing committees as voting members.
- At Stated Meeting 861, added definition and rules for Parish Associates in 1.5.13 and 22.10, deleted 2.5.3.
- At Stated Meeting 863, added clarification to 22.10.4; deleted 8.3.6.8 and modified 9.6.4.4 to make the Commission on Reconciliation responsible for assigning overture advocates; added sessions to those who can request overtures for concurrence; added 24.2.1 with financial account signers; added 26.10 to list circumstances for session electing member to preside; renumbered current section 11.7.17.1 as 11.7.18; current section 11.7.17.2 as 11.7.19; and current section 11.7.17.4 as 11.7.21, and added a new section, numbered 11.7.20, to add Commissioned pastor Supervisory Team.
- At Stated Meeting 870, modified 24.2.1 (Financial) to list current signers of checks and to add possibility of two signers, and modified 8.3.2 (Administration Committee) to reflect current membership.
- At Stated Meeting 872, moved Policy on Leasing Worship Space to Property and Loan.
- At Stated Meeting 874, expanded and clarified electronic meeting policy as 6.5.
- At Stated Meeting 875, added section on counsel in disciplinary case to Judicial Commissions section. Removed Associate Stated Clerk position.
- At Stated Meeting 878, Amended Cabinet membership 7.2 to include a representative from Ministry Group conveners and deleting Associate General Presbyter. Amended 10.8 striking language about Cabinet determining if ministry groups are fulfilling Presbytery vision. Amended 20.1.3.2 to conform to Book of Order regarding examination of candidates for Commissioned Pastor.

- At Stated Meeting 879, Amended 7.2 Cabinet Membership to include representation from COM and Trustees; amended 8.4.3 by deleting paragraph 8.4.3.1.2; added a section 26.8.1 to allow CPs authorized to administer sacraments in their place of commission to do so when invited to do so when serving as pulpit supply; amended 23.4.2 on pastors' vacations to require four full weeks including four Sundays per year.
- At its Stated Meeting 880 added Policy on Dismantling Racism to the list of Governing Documents
- At its Stated Meeting 880 added Baltimore Presbytery Resolution & Response to Doctrine of Discovery Report to list of Governing Documents
- At its Stated Meeting 880 added The Enduring Witness Fund Policy to the list of Governing Documents.
- At its Stated Meeting 881 added Policy on Committee on Ministry's Authority to Put a Pastor on Administrative leave to the list of Governing Documents. Added Child Care Policies and Procedures to the list of Governing Documents.
- At its Stated Meeting 882, replaced the statement of purpose for the Commission on Reconciliation.
- At its Stated Meeting 882, added The Center to the list of agencies (Section 6.3), added a new section 12 to describe the purpose and work of The Center, and renumbered all sections following.
- At its Stated Meeting 883, redefined Committees on Ministry and Preparation for Ministry as Commissions, modified the definition of Commission in Section 9.1, Eliminated Committees of the Steering Cabinet and redefined them as Committees of the Presbytery, eliminated the Appointments Committee, changed the required number of members of commissions other than Ministry, made explicit the empowerment of commissions to act on behalf of Presbytery, and made editorial changes consistent with the above.
- At its Stated Meeting 884, consolidated, clarified and revised sections relating to COM, Administration and Personnel Committees and Meetings; Updated policy on electronic meetings; Defined executive staff as "elected officers also serving as compensated staff; Clarified (through the aforementioned changes) responsibilities for hiring and termination of non-executive staff; Removed section on "Terms of Call" and made it *Baltimore Presbytery Policy on Pastoral Compensation*; Removed section on "Pastorates" as all information is included in COM Administrative Manual, made editorial changes consistent with the above.
- At its Stated Meeting 885, added Commissioned Pastors to continuing members, amended reporting and notification regarding unexcused absences to reporting in minutes, removed specific meeting references concerning reports and elections, moved the provision of automatic termination of special agencies to section on agencies, removed section on Commissioners to GA and Synod and moved mandatory provisions to section on Representation/Nomination, moved requirement to maintain ten year list of GA commissioners to Stated Clerk, removed section on Sessions (which are councils covered by Book of Order) and move reference to copies of church By-laws and Articles of Incorporation to job description for Stated Clerk, and merged Nominating and Representation to a single committee retaining essential responsibilities of each in the merged committee. Sections on Examination and Ordination moved to Commission on Preparation for Ministry. Added Emergency Assistance Property Grant Fund to Governing Documents. Other edits made to conform to previous amendments to the manual and to eliminate redundancy and inconsistencies with Book of Order.
- At its Stated Meeting 886 changed the status of the Personnel Committee to Standing Committee rather than a sub-committee of Administration; moved budget process from Finance section to Administration; changed the final approval of budget to third stated meeting of the year and moved that meeting from February to March in odd numbered years but approve staff compensation at the second meeting of the program year (November).
- At its Stated Meeting 888 Changed sections 4.1 (Officers) and 8.6.4.2 (Nominating Chairpersons) to allow for co-officers and co-chairs: and revised the section on Ministry Groups to, among other changes, remove the restriction on number of terms a convener can serve. In addition, an edit was made by the Stated Clerk, in consultation with the Commission on Preparation for Ministry, removing the reference to the Book of Order mandate regarding areas of examination to conform to the current Book of Order.
- At its Stated Meeting 889 changed section 7.15.2 Property and Loan Commission to provide for a membership of "at least" seven members and changed section 2.1 Continuing Members to include Ruling Elder members of the Commissions on Ministry and Preparation for Ministry. Amended the Stated Clerk job description to remove SC from membership on Administration Committee, added ex officio membership without vote to COM, and made explicit consulting responsibilities with Administration and CPM. Amended Compensation Policy to better conform to Board of Pensions changes and new tax law. Amended Administrative Leave policy to clarify protocols if leave is due to medical reasons.
- At its Stated Meeting 890 amended section 7.15.2 (Property & Loan Commission Membership) to stipulate that the General Presbyter is a member *with* vote and the Stated Clerk is a member *without* vote.
- Stated Clerk Edits April 2021: Removed the obsolete reference to "27" in the ordering of governing documents.
- At its Stated Meeting 891 amended COM 7.9.5.2.4 to include power to approved temporary contracts. Made extensive revisions to section 9 Trustees, to conform to current practice (including removal of the previous section 9.7 Funds) and to incorporate the language of the legal documents that govern the Trustees. Other stated clerk and administration committee chair edits were made to ensure consistency throughout the manual.
- At its Stated Meeting 892 removed the UPCUSA compensation plan from governing documents and allowed for Stated Clerk to have a vote at Property & Loan Commissions in the absence of the General Presbyter.

Preface

This Manual constitutes the Manual of Administrative Operations required by the Book of Order, G-3.0106.

- The “Manual of Administrative Operations” consists of this *Manual*, the “Governing Documents” listed in Table B, the “Procedural Manuals” list in Table C, and any Standing Rules of this Presbytery.
- The Presbytery approves by a two-thirds majority the *Manual* and any additions, deletions, amendments, or changes to it.
- The Presbytery approves by a simple majority the documents listed in Table 27-B and any additions, deletions, amendments, or other changes to them. These documents are governing documents and have the same authority accorded to Standing Rules.
- The documents in Table C are “Procedural Manuals” of the Presbytery’s several committees and agencies and govern the committee or agency to which they apply. The respective committee or agency, in consultation with the Presbytery’s Steering Cabinet, approves each “Procedural Manual”.
- The Presbytery must approve any policies or rules delegated to committees, boards, or other agencies.

In order of precedence, these documents stand in order, highest to lowest: *The Book of Order*, the *Presbytery Manual*, the Governing Documents of Table B, and the Procedural Manuals of Table C. If a provision in any document contradicts a provision in a higher ranked document, the provision in the higher ranked document shall prevail.

Acronyms or abbreviations may be used throughout this document. The following acronyms and abbreviations are in general use:

BO – Book of Order 2019-2021
 CCE – Certified Christian Educator
 AC – the Administration Committee
 COM – the Commission on Ministry
 CORN – the Committee on Representation & Nominations
 CPM – the Commission on Preparation for Ministry
 CP – Commissioned pastor (formerly called Commissioned Lay Pastor)
 CSLD – Commission on Spiritual Leader Development
 CTC – Commission on Thriving Congregations
 GA – General Assembly
 PCUSA – the Presbyterian Church (U.S.A)

1. INTRODUCTION

- 1.1. The Presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and teaching elders within that district. [G-3.0301]
- 1.2. Name. The Presbytery of the Presbyterian Church (U.S.A.) (PCUSA) serving the geographical bounds described below is known as The Presbytery of Baltimore and referred to herein as "the Presbytery".
- 1.3. Geographical Bounds. The boundaries of the Presbytery include the City of Baltimore and the Maryland counties of Allegany, Anne Arundel, Baltimore, Carroll, Frederick, Garrett, Harford, Howard, and Washington.
- 1.4. The Manual. This Manual and any subordinate documents established by this Manual will govern the Presbytery in all matters, subject only to the higher authority of The Constitution, PCUSA, which includes the Book of Order [BO]. This Manual is not intended to duplicate material contained in those documents and shall be used concurrently with the Constitution.
- 1.5. Definitions.
 - 1.5.1. AGENCY. An agency of the Presbytery is a subdivision that reports directly to the Presbytery.
 - 1.5.2. CLASSES. In the context of elections, a class refers to a group whose terms of office conclude in the same calendar year. Officers and members of agencies are elected in classes so that elections may be staggered, and a single class elected each year. When a new group is established, all classes are elected at once, with staggered term lengths.
 - 1.5.3. CONSULT. The Presbytery understands consult, when used in this Manual or in the Book of Order to mean to seek an opinion from, ask the advice of, confer with, or seek information from. It does not imply an obligation to defer to the advice or opinion.
 - 1.5.4. EX OFFICIO. Ex officio membership or office is based on another office held, rather than on a separate appointment or election. An ex officio member of any organization is a full member, without vote, unless otherwise specifically provided.
 - 1.5.5. GENERAL ASSEMBLY. In this document, General Assembly refers to the General Assembly of the Presbyterian Church (USA).
 - 1.5.6. GUIDELINES. Guidelines are procedures, methods, working papers, and other documents that are provided to guide subordinate bodies in carrying out prescribed activities. They are to be treated as suggestions and recommendations but are not mandatory.
 - 1.5.7. MAINTAIN. When used with reference to a document of the Presbytery, this means to write the document if it does not exist, to revise or rewrite if needed, or to review it regularly and propose needed changes to the approval authority. If an approval authority is not specified, the maintainer is the approval authority.
 - 1.5.8. MINISTER. When used in this Manual, a minister of the Word and Sacrament [BO G-2.0501, G-4.0301]. Also known as a teaching elder.

- 1.5.9. **MINISTRY PLAN.** A plan adopted by the Presbytery in 2011 that determines the Vision, direction, and organization of the Presbytery. The Ministry Plan organized the main work of the Presbytery into the Steering Cabinet, three Commissions and four Standing Committees (Ministry, Preparation for Ministry, Representation, and Nominating). [Subsequent Manual Revisions have made changes in this structure while preserving the intent of the Ministry Plan. See History B
- 1.5.10. **NOMINATE.** To propose the name of a person for election or appointment. When this Manual stipulates that a given agency or sub-agency will nominate for a particular office, that stipulation does not prohibit the appointing or electing body from appointing or electing another person nor from acting in the absence of a nomination.
- 1.5.11. **NON-RESIDENT.** A non-resident is a person whose current residence lies outside the bounds of the Presbytery, and who is not actively laboring in a ministry within the bounds of the Presbytery.
- 1.5.12. **NOTICE.** Notices of meetings or other required notices are deemed accomplished 72 hours after they are deposited in the U.S. mail within the bounds of the Presbytery, 24 hours after being transmitted electronically, or, or immediately upon telephone or personal communication.
- 1.5.13. **PRESBYTER.** A teaching or ruling elder.
- 1.5.14. **PARISH ASSOCIATE:** A minister who serves in a validated ministry outside the congregation, is a member-at-large, or is honorably retired, and who wishes to maintain a relationship with a particular church may serve as a parish associate.
- 1.5.15. **PRESBYTERY MEETING PAPERS.** The Presbytery Meeting Papers, also known as *The Work of the Church* (and formerly known as the White Book), is a publication of the Presbytery that contains the preliminary papers for the business portion of each Presbytery meeting. In addition to the docket, the Presbytery Meeting Papers will contain all relevant materials provided by the agencies of the Presbytery, including copies of proposed motions, reports, background material, etc. Overtures from sessions, new business proposed by at least two presbyters, and similarly proposed subsidiary motions relating to Presbytery business will be printed in the Presbytery Meeting Papers, appropriately annotated as to their status and source by the Stated Clerk. The foregoing materials will become part of the official records of the Presbytery and are an official channel of communication between the Presbytery and its members.
- 1.5.16. **PROGRAM YEAR.** The program year is defined as September 1 through August 31. The terms of office for officers of the Presbytery and officers and members of its agencies and sub-agencies ordinarily are for three program years.
- 1.5.17. **PUBLISH.** When used with reference to a document of the Presbytery, this means to make the document available in one of the following forms: as a paper copy, an electronic copy, or by posting it on the Presbytery web site.
- 1.5.18. **RECOMMEND.** To propose that a certain action be undertaken.
- 1.5.19. **STANDING RULE.** See Section 28 in this Manual.

- 1.5.20. **STEERING CABINET.** The body that guides and coordinates the work of the three Commissions of the Presbytery and any other agencies or sub-agencies as needed.
- 1.5.21. **SUB-AGENCY.** A sub-agency of the Presbytery is a subdivision that reports to an agency of the Presbytery or to another sub-agency of the Presbytery. Sub-agencies of Standing Committees may be called subcommittees, task groups, teams, ministry teams, or other names appropriate to the task.
- 1.5.22. **SYNOD.** When used in this Manual, the Synod of the Mid-Atlantic.
- 1.5.23. **TASK FORCE or TASK GROUP.** A temporary sub-agency for the purpose of accomplishing a definite objective, equivalent to an ad hoc committee. See Section 16 in this Manual.
- 1.5.24. **VISION.** The Vision of the Presbytery is its expression of its Mission, Core Values, Goals, Objectives, and related concepts as established by resolution of the Presbytery. In 2011, the Presbytery adopted a new Ministry Plan that encapsulates the Vision, goals, and organization of the Presbytery.
- 1.5.25. **VOICE (in the Presbytery).** The right to speak in meetings of the Presbytery on any subject, but not to make, second, or vote on motions.
- 1.5.26. **WORK OF THE CHURCH.** See PRESBYTERY MEETING PAPERS.

2. MEMBERSHIP

- 2.1. **Continuing Membership.** The Presbytery consists of all teaching elders, Commissioned Pastors, ruling elder officers of Presbytery, ruling elder members of the Steering Cabinet and of the Commissions on Ministry, Preparation for Ministry, Thriving Congregations, Spiritual Leader Development, and Reconciliation, the Administration Committee, and ruling elder chairs of Presbytery Standing Committees as defined in the section on Standing Committees of the Presbytery, and an appropriate number of ruling elder commissioners from churches, in accordance with BO G-3.0301.
- 2.2. **Elder Commissioners.** Churches that elect elder commissioners for the year according to BO G-3.0202a, should notify the Stated Clerk prior to the September stated meeting of the Presbytery. Churches are encouraged to elect elder commissioners and alternates in the spring to serve for the following year.
 - 2.2.1. Churches with membership of more than 500 will be represented by additional ruling elder commissioners as follows:

Membership	Elder Commissioners
501 – 1000	2 elders
1001 – 1500	3 elders
1501 – 2000	4 elders
2001 – 3000	5 elders

- 2.2.2. The Stated Clerk will submit a list of sessions to be invited to elect additional ruling elders, on a rotation basis using the list in the Presbytery directory, working from the first and last of the list; invitations to be effective at the September meeting.

- 2.3. Imbalance.** By the last Presbytery meeting of the program year, the Stated Clerk will report to the Presbytery the number of teaching elders on the Roll at the end of the previous year—noting the number of non-resident teaching elders and the number of resident retired teaching elders that are neither engaged in some form of parish ministry nor attended any meetings of Presbytery in the previous year—and the number of ruling elder commissioners sessions are entitled to elect and voting ruling elder officers as listed in 2.1. The imbalance will first be redressed by inviting as commissioners all ruling elders on rolls of the Presbytery who are:
- 2.3.1. Certified Christian Educators,
 - 2.3.2. Certified under BO G-2.1101, and then:
 - 2.3.3. All former ruling elder Moderators who are currently members of churches of the Presbytery and who attended at least one meeting of the Presbytery in the previous year.
 - 2.3.4. All former ruling elder Stated Clerks who are currently members of churches of the Presbytery and who attended at least one meeting of the Presbytery in the previous year.
- 2.4. Corresponding Members.** Presbyters eligible to be invited to be corresponding Members, that is, presbyters in good standing in other governing bodies of this church or in any other Christian church, present at any meeting of the Presbytery, may be invited to be Continuing corresponding Members for a definite term, during which time they will be seated automatically as corresponding members at each meeting they attend, and may receive notices of all meetings and copies of the Presbytery Meeting Papers. Members of the Steering Cabinet who are neither elders nor ministers will be corresponding Members of Presbytery during their terms of office on the Steering Cabinet.
- 2.5. Attendance.** Active Ministers who fail to be present without satisfactory excuse will be designated unexcused in the minutes. Sessions which fail to be represented, without satisfactory excuse may be asked by the Stated Clerk to show cause for such neglect and encouraged to have representation at all meetings. This rule will not apply to non-resident nor retired ministers,
- 2.6. Examination.** 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.
- 2.7.** 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.).

- 2.8.** Youth Advisory Delegates. Each congregation is encouraged to have in attendance a Youth Advisory Delegate, who is an active member and who is less than 21 years of age, selected by the session in the spring to serve for the following year. Youth Advisory Delegates will have voice in the Presbytery and may be polled by the Moderator prior to any vote, the result of such poll to be announced to the Presbytery prior to its vote.

3. MEETINGS

- 3.1.** Open Meetings. All meetings of the Presbytery, its agencies and sub-agencies, its particular churches, and their agencies and sub-agencies will be open to the public and, to the extent practical, the time and place will be published in advance. However, the following meetings will be limited to members only:
- 3.1.1. Meetings closed for a specific time and purpose by resolution of the organization, with said resolution being included in the minutes.
- 3.1.2. Meetings of the following agencies, unless specifically opened by vote of the organization:
- 3.1.2.1. Commission on Ministry
 - 3.1.2.2. Commission on Preparation for Ministry
 - 3.1.2.3. Committee on Representation and Nominations
 - 3.1.2.4. Personnel Committee
 - 3.1.2.5. Executive Staff Search Committees
 - 3.1.2.6. Agencies of particular churches serving a nominating or personnel function.
- 3.2.** Minutes. Minutes of open meetings are themselves open to the public, unless the organization, or a higher governing body, takes specific action to close the minutes.
- 3.3.** **Special Provision for Church Sessions to meet without the moderator:** [G-3.0201] In certain circumstances with the Moderator's prior approval, the Session, with proper notice, may convene and elect one of its own members to preside. Those circumstances are: when the Moderator is sick or unavoidably detained, or on vacation or sabbatical and cannot attend a scheduled Session meeting, or when the Moderator is excused from a portion of the meeting in order to ensure confidentiality in matters relating to the Pastor's Terms of Call.
- 3.4.** Electronic Meetings. Presbytery agencies may conduct meetings electronically provided that agency members have full access to the appropriate electronic media and subject to the following:
- 3.4.1. Video Conference Meetings and Telephone Conference Calls
- 3.4.1.1. 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 simultaneous aural communication.

- 3.4.1.1.1. A quorum must be present throughout the business portion of the meeting.
 - 3.4.1.1.2. Minutes shall be taken, and all votes recorded.
 - 3.4.2. Meetings via Email. Presbytery agencies are authorized to use email for action on routine matters subject to the following:
 - 3.4.2.1. 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.
 - 3.4.2.2. 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.
 - 3.4.2.3. 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.
 - 3.4.2.4. 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.
 - 3.4.2.5. 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.
 - 3.4.2.6. The Trustees of the Presbytery of Baltimore, a Maryland Corporation, must develop and publish its own electronic meetings rules.
- 3.5. Stated Meetings. The Presbytery will hold at least four Stated Meetings during any program or calendar year, referred to in this document as the first, second, third, fourth or last meeting of the program year. Dates and meeting times for the following program year will be determined by the Presbytery Gathering Team and submitted to the Presbytery on or before the last meeting of the program year.
- 3.6. Quorum. The quorum for any meeting of the Presbytery shall not be less than what is required by the Book of Order [G-3.0304]
- 3.7. Ordinarily officers are installed, and the budget is presented [Manual 8.7.5.2.2] at the first meeting. Presbytery Staff compensations are approved, and the Trustees present an oral report on the content of the audited financial statement for the previous calendar year [Manual 9.5.10] at the second meeting of the program year. The budget for the following calendar year is to be approved at the third in accordance with Manual 8.7.5.2.4. Commissioners to General Assembly and to the Synod are elected [Manual 8.6.4.2] at meetings prior to the deadlines set by those councils. Officers and Standing Committees are ordinarily elected at the last meeting of the

program year but may be elected at any meeting to fill vacancies. [Manual 4.3, 7.12.4.2]

- 3.8.** Special Meetings. The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being of different churches, may call a special meeting. The synod may direct the Presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.
- 3.9.** Arrangements. The Presbytery Gathering Team constitutes the committee on arrangements for each meeting. The Presbytery Gathering Team also arranges for worship through the Commission on Spiritual Leader Development. The Sacrament of the Lord's Supper is celebrated at least once a year.
- 3.10.** Voice. The chairs of all agencies and sub-agencies of the Presbytery have voice in the Presbytery. Members of all agencies and sub-agencies and the Chairs or their designees of special organizations recognized by the Presbytery have voice in the Presbytery whenever business relating to, or originating in, their agency, sub-agency or organization is being considered. Persons eligible to be corresponding members of the Presbytery have voice in the Presbytery regardless of whether the Presbytery takes action to invite them to be seated as corresponding members. Members of particular churches of the Presbytery have voice in the Presbytery when any business relating to their church is being considered.
- 3.11.** Docket. The Stated Clerk, the Moderator, and the General Presbyter will propose a docket for each meeting of the Presbytery [Manual 4.6.7]. The Stated Clerk will publish the proposed docket for each stated meeting in the Presbytery Meeting Papers.
- 3.12.** Official Communications.
 - 3.12.1.** Official Governing Body Communications requesting action received by the Steering Cabinet or Officers of the Presbytery shall be reported to the Stated Clerk who shall report them to the Presbytery at each meeting in the Report of the Stated Clerk, along with the disposition of the communication.
 - 3.12.2.** Official Governing Body Communications requesting action addressed to the Presbytery shall be reported to the Presbytery at each meeting in the Report of the Stated Clerk and shall be referred by the Stated Clerk to the Steering Cabinet, who may recommend to the Presbytery an appropriate action.
- 3.13.** New Business. The docket includes a time for consideration of new business. All items of new business must be submitted, in writing, to the Stated Clerk at a time to be specified by the Stated Clerk in the Presbytery Meeting Papers but not less than one hour after the convening of the meeting. Recognizing the Presbytery's right of review [G-3.0301, F-3.0206.], when reports are made by agencies of the Presbytery

that do not require action by the Presbytery, motions that are germane to the report will be permitted.

- 3.14.** Parliamentarian. The Stated Clerk serves as the Presbytery's parliamentarian.
- 3.15.** Expenses. Each church will provide for travel, meal, and childcare expenses for its pastor(s) or Stated Supply, elder commissioner(s), and Youth Advisory Delegate, to all meetings of the Presbytery. However, persons eligible for expense payments who travel fifty or more miles one-way to any meeting of the Presbytery will have their expenses paid by the Presbytery. The Presbytery will pay expenses of officers of the Presbytery. Expense payments will be for actual expenses and will not exceed regular Presbytery Reimbursement Guidelines established by the Administration Committee.
- 3.16.** Distribution, display, and sale of items at Presbytery meetings: Agencies of the Presbytery, sessions of particular churches, and Special Interest Organizations recognized by the Presbytery may set up displays in conjunction with a Presbytery meeting. All other groups or individuals need Steering Cabinet permission. No lotteries will be allowed. No group or individual may conduct sales without the approval of the Steering Cabinet.

4. OFFICERS OF THE PRESBYTERY

- 4.1.** Officers. In addition to the officers prescribed by BO G-3.0104, namely a Moderator and Stated Clerk, the officers of the Presbytery are a Vice-Moderator, Treasurer and General Presbyter. In addition to the duties listed below, each will undertake those duties and responsibilities assigned by the Steering Cabinet or the Presbytery. Current Position Descriptions for Stated Clerk, General Presbyter, are found in the Compendium of Standing Rules. Two persons may serve in a single office as co-officers. If one resigns or is removed from office, the other remains in office through the end of the term.
- 4.2.** Terms of Office. Unless otherwise noted or provided for, officers' terms of office begin on September 1 of the year elected (as will the terms of all members and chairs of standing committees) and are:
 - 4.2.1. Moderator and Vice-Moderator: one year and they may not succeed themselves. They are inducted into their offices at the first stated meeting of the program year, though they begin serving on September first.
 - 4.2.2. Stated Clerk: three years and no person may serve for more than two full consecutive terms, unless elected by a three-fourths vote of those present and voting in an election conducted by secret ballot. [4.6.22]
 - 4.2.3. Treasurer: three years, with no limitation on the number of terms.
 - 4.2.4. General Presbyter: Terms determined by vote of the Presbytery at election.
- 4.3.** Election. Officers will ordinarily be elected at the last stated meeting of the program year. The Nominating Committee will submit a slate of nominees, one for each office except the General Presbyter and Stated Clerk, to the Presbytery. The Personnel Committee may nominate the Stated Clerk to succeed himself or herself; otherwise, a four-member Special Committee appointed by the Steering Cabinet—consisting of one from the Administration Committee, one from the Personnel

Committee, and two at-large—will submit the nominations for Stated Clerk. The General Presbyter will be elected at a meeting of Presbytery for that purpose. All nominations will be printed in the Presbytery Meeting Papers for the last meeting. Ordinarily the Vice-Moderator is the nominee for Moderator.

4.4. Moderator. The Moderator will:

- 4.4.1. Be the presiding officer of the Presbytery having all of the duties and responsibilities assigned to a presiding officer by Robert's Rules of Order.
- 4.4.2. Have those duties and responsibilities provided in BO G-3.0104 and other sections of the Book of Order, in the Standing Rules of the Presbytery, elsewhere in this Manual, and in any resolution or other action of the Presbytery or Steering Cabinet.
- 4.4.3. Appoint the members of all agencies of the Presbytery except as otherwise provided.
- 4.4.4. Be an ex officio member of all agencies and sub-agencies of the Presbytery, provided that for any specific agency or sub-agency the Moderator may request the Vice-Moderator to serve instead.

4.5. Vice-Moderator. The Vice-Moderator will:

- 4.5.1. Serve as Moderator in the absence or inability to serve of the Moderator.
- 4.5.2. Serve as Chair of the Presbytery Gathering Team.
- 4.5.3. Perform such other duties as may be assigned by the Moderator.

4.6. Stated Clerk. The Stated Clerk will:

- 4.6.1. Fulfill the responsibilities of the Stated Clerk as listed in the *Book of Order*:
- 4.6.2. Be a conduit for official communication among governing bodies,
- 4.6.3. Prepare the Minutes of proceedings for adoption by the Presbytery and submit them for Synod review.
- 4.6.4. Maintain Rolls of the Presbytery,
- 4.6.5. Prepare statistical reports for higher governing bodies,
- 4.6.6. Recommend to Presbytery the redress of imbalance on ministers and elders,
- 4.6.7. Have the duties and responsibilities assigned to the secretary of an organization or meeting by Robert's Rules of Order.
- 4.6.8. Coordinate, with the Chair of the Steering Cabinet and General Presbyter, the preparation and distribution of the Steering Cabinet docket,
- 4.6.9. Coordinate with the Moderator and the General Presbyter, the preparation and distribution of the Presbytery docket and the Presbytery Meeting Papers,
- 4.6.10. Notify all members of the Presbytery and Clerks of Session of all meetings of the Presbytery.
- 4.6.11. Have available at each meeting of the Presbytery the current volume of the Minutes of the Presbytery, the Constitution of the PCUSA, the Manual of the Presbytery, and the Compendium of Standing Rules.
- 4.6.12. Notify in writing all persons elected to any office by the Presbytery or appointed to any office by the Moderator of their election or appointment.
- 4.6.13. Receive all overtures proposed to be sent to higher governing bodies, refer them to the appropriate agency of the Presbytery for action, consult with that agency regarding the form of the overture, and ensure that all such overtures are reported to the Presbytery for timely action. Advocate, on behalf of and as directed by the

Presbytery, in the higher governing bodies of the church, in ecumenical settings and in the civil courts.

- 4.6.14. Ensure that all Session Minutes and Registers are reviewed annually, maintain copies of congregational By-Laws and Articles of Incorporation and provide training for Session Clerks.
- 4.6.15. Keep an accurate record of changes to this Manual, maintain and publish an updated version of the Manual as required.
- 4.6.16. Maintain and publish a report documenting the names, gender, race/ethnicity, congregation, and Ministry Group of General Assembly Commissioners from the Presbytery over the past ten years.
- 4.6.17. Maintain the Compendium of Standing Rules.
- 4.6.18. Serve as the Records Manager of the Presbytery, in accordance with the *Records Management and Files Policy* of the Presbytery.
- 4.6.19. Staff the Permanent Judicial Commission, be a member of and serve as secretary to the Steering Cabinet, the Property and Loan Commission, and attend all meetings of the Steering Cabinet and Presbytery.
- 4.6.20. Provide ecclesiastical and parliamentary advice, and counsel and education to the Moderator, the Presbytery, its agencies and congregations, and their members.
- 4.6.21. Serve as an Ex Officio member (without vote) of the Commission on Ministry.
- 4.6.22. Provide polity and policy advice to the Administration Committee and Commission on Preparation for Ministry as requested
- 4.6.23. Perform other job-related duties as assigned by the General Presbyter, the Steering Cabinet or the Presbytery or as directed elsewhere in this Manual.
- 4.6.24. Election: Election of the Clerks. The Stated Clerk is nominated to the Presbytery by a Special Committee appointed by the Steering Cabinet, consisting of one member from the Administration Committee and one member of the Personnel Committee and two at-large members of Presbytery. [4.2.2]
- 4.6.25. Re-election of Clerks. The Personnel Committee may recommend to Presbytery that Clerks may succeed themselves. [8.8.3.1] If the Personnel Committee declines to recommend that a Clerk succeed him or herself, the Committee will so inform the Steering Cabinet who will create a Special Committee as outlined above. After two terms in office, a Clerk may only be elected to additional terms by a secret ballot with 75% of the Presbytery approving.

4.7. General Presbyter. The General Presbyter will:

- 4.7.1. Be the administrator of the Presbytery and the head of its staff.
- 4.7.2. Implement the goals and objectives of the Presbytery and manage and supervise its programs.
- 4.7.3. Have those duties and responsibilities provided in BO G-3.0110 and other sections of the Book of Order, elsewhere in this Manual, and in any resolution or other action of the Presbytery or the Steering Cabinet.
- 4.7.4. Be an ex officio member of all agencies and sub-agencies of the Presbytery.
- 4.7.5. Present an annual report to the Presbytery in the form of a State of the Presbytery report at a Presbytery meeting designated by the Steering Cabinet.
- 4.7.6. Serve as media and press relations officer of the Presbytery, through which all news releases are coordinated.

- 4.7.7. Authorize the expenditure of funds authorized by the budget and other actions of the Presbytery, and defer expenditures when deemed necessary, reporting this action to the Steering Cabinet and any affected agency or sub-agency of the Presbytery.
- 4.7.8. Represent the Presbytery in its ecumenical relationships.
- 4.7.9. Recommend the hiring and termination of members of the support and office staffs.
- 4.7.10. Upon the request of an agency of Presbytery, be responsible for the hiring and contracting of all contract consultants to the Presbytery, subject to the availability of funds. Such action will be reported to the Steering Cabinet. Such consultants are responsible to the General Presbyter for the performance of their contract responsibilities.
- 4.7.11. Perform any additional tasks stipulated by the job description of the General Presbyter contained in the Presbytery Staff Rationale.
- 4.7.12. Election. The General Presbyter is elected by the Presbytery to a definite term upon the recommendation of a Search Committee, which is an Advisory Committee of the Presbytery elected by the Presbytery upon the nomination of the Steering Cabinet, following procedures to be determined by the Steering Cabinet in accordance with the Book of Order. [Manual 18.6]
- 4.7.13. Re-election of General Presbyters. The Personnel Committee may recommend to Presbytery that a General Presbyter may succeed him or herself for an additional term.

4.8. Treasurer. The Treasurer will, with and through the appropriate staff member:

- 4.8.1. Collect all apportionments ordered by the Presbytery and safely keep the same, together with all other funds placed in the safekeeping of the Treasurer by the Presbytery.
- 4.8.2. Disburse the funds of the Presbytery at the order of the Presbytery, whether by provision in the budget or by special resolution, and in accordance with the provisions of this Manual.
- 4.8.3. Ensure that the financial records of the Presbytery are audited annually.
- 4.8.4. Report annually, at the first stated meeting of the Presbytery following the completion of the audit, all of the funds received, held, and expended, providing a copy of the report to be printed in the Presbytery Meeting Papers.
- 4.8.5. Prepare and mail, before October 1, to all churches the notice of the annual per capita apportionment for the coming year.
- 4.8.6. Perform such other tasks as may be assigned by the Presbytery or the Steering Cabinet.
- 4.8.7. Be bonded in an amount to be determined by the Administration Committee.
- 4.8.8. Establish financial procedures required for financial management of the Presbytery, in accordance with the rules in this Manual [Section 24].
- 4.8.9. In addition, the treasurer will meet with the Finance Team or other agency or sub-agency of the Presbytery with overall budget responsibilities and quarterly will review the financial reports and prove the deposits.

- 4.9.** Ordained Staff. When a position requires an ordained Minister of the Word and Sacrament, the Presbytery elects a search committee which functions as a Pastor Nominating Committee. The COM will relate to that search committee just as it would to any other Pastor Nominating Committee, except that the final recommendation to the Presbytery will be presented as a joint report/recommendation of the COM and the search committee.
- 4.9.1. SECA Tax Allowance. The Presbytery shall provide a reimbursement for SECA for those ordained members of its staff who are subject to this requirement. Such an amount would equal the amount that would have been paid if the Presbytery were required to pay the employer's share of Social Security (FICA). The amount will be separately itemized and be included in the budgeted salary. It will not be included in effective salary as defined by the Board of Pensions.
- 4.10.** Executive Staff Composition. The executive staff of the Presbytery consists of elected officers of the Presbytery who are also compensated members of the Presbytery staff. This includes the General Presbyter, and the Stated Clerk.

5. AGENCIES OF THE PRESBYTERY

- 5.1.** Terminology. All of the subdivisions of the Presbytery that report directly to the Presbytery, regardless of their name, are Agencies of the Presbytery, and fit into one of the categories listed below. The category of any particular agency is determined by its functional description, regardless of the name it carries.
- 5.2.** Sub-agencies. Any agency of the Presbytery may establish any kind of sub-agency deemed necessary to accomplish its assigned responsibilities, except that an advisory committee may only establish subordinate advisory committees. In certain cases, if this Manual requires specific sub-agencies; such sub-agencies shall have the right to report directly to the Presbytery.
- 5.3.** List of Agencies. The agencies of the Presbytery are:
- 5.3.1. Steering Cabinet,
 - 5.3.2. Commissions on Preparation for Ministry, Ministry, Spiritual Leader Development, Thriving Congregations, and Reconciliation,
 - 5.3.3. Property and Loan Commission,
 - 5.3.4. Permanent Judicial Commission,
 - 5.3.5. Special Administrative Commissions,
 - 5.3.6. Standing Committees: Representation & Nominations, Administration, Personnel and the Gathering Team
 - 5.3.7. Ministry Groups
 - 5.3.8. Trustees of the Presbytery of Baltimore, Inc.
 - 5.3.9. Presbyterian Women in the Presbytery of Baltimore,
 - 5.3.10. The Center
 - 5.3.11. Special Committees and Task Forces, and Advisory Committees.
 - 5.3.11.1. Special Committees and Task Forces are temporary in nature and should be established for a fixed term or until the completion of a specified task.

If no term is fixed, a Special Committee or Task Force will terminate eighteen months after its establishment.

- 5.4.** Proper representation of the full body of the agency.
- 5.4.1. Quorum. Unless otherwise provided, the quorum for all regularly scheduled meetings of the agencies and sub-agencies of the Presbytery, and for all special meetings for which at least two days' notice has been provided to all members, will be one-fourth of the voting members. If the Book of Order specifically authorizes the establishment of a quorum for any agency or sub-agency, the quorum for that agency or sub-agency is the smallest number permitted by the Book of Order.
- 5.4.2. Absence of a Quorum. When at any meeting of an agency or sub-agency of the Presbytery a quorum is lacking the following procedures will be followed:
- 5.4.2.1. In those matters where the agency or sub-agency is acting in an advisory, educational, or research capacity business may proceed, provided that all recommendations resulting from the meeting will be reported with the notation that a quorum was not present. Such recommendations will require a normal motion and second when presented.
- 5.4.2.2. In those matters where an agency or sub-agency is acting on behalf of the Presbytery or another Agency of the Presbytery, it does not have the power to act without a quorum. For those matters where delay may adversely affect the mission of the Presbytery, an agency may recommend required actions to the Steering Cabinet which will have the authority to approve or disapprove them, and a sub-agency may recommend required actions to either the Steering Cabinet or the agency to which it is responsible, and either the Steering Cabinet or the responsible agency will have the authority to approve or disapprove them.
- 5.5.** Youth Advisory Delegates. Agencies and sub-agencies of Presbytery are permitted and encouraged to appoint Youth Advisory Delegates to Presbytery to be Youth Advisory Delegates to that agency or sub-agency. The Presbytery and Steering Cabinet may so appoint Youth Advisory Delegates to the agencies and sub-agencies of Presbytery.
- 5.6.** Outside Organizations. Agencies or sub-agencies of Presbytery may join organizations outside of the Presbytery provided that the positions of the outside organizations are consistent with adopted positions of the Presbytery, Synod, or General Assembly. Agencies or sub-agencies will indicate that membership is held by the agency or sub-agency and not by Presbytery as a whole and will inform the Stated Clerk of any such memberships. The Steering Cabinet has the authority to require the membership to be terminated if the outside organization is in opposition to the views of the Presbytery and the PCUSA.

6. STEERING CABINET

- 6.1.** Purpose. The Steering Cabinet, referred to in this Manual as the Cabinet and formerly known as the Presbytery Council, is to tend the vision, coordinate the work of Commissions and Agencies of the Presbytery, care for the Presbytery as a whole,

act on behalf of the Presbytery when imperative, take a balcony view, and plan and envision the future.

6.2. Membership. The Cabinet is composed of the following:

- 6.2.1. Voting members: The members of the Presbytery Steering Cabinet are the Cabinet Chair (Former Moderator), Moderator of Presbytery, Vice Moderator of Presbytery, the chairs of the Commission on Thriving Congregations, the Commission on Spiritual Leader Development, and the Commission on Reconciliation, the chair of the Administration Committee, the Executive Director of The Center, the Stated Clerk, the General Presbyter, and one representative to be elected by and from each of the following: the ministry group conveners, the Commission on Ministry, and the Trustees. (These members shall serve for one year and may be re-elected annually by these groups to serve up to three years consecutively.)
- 6.2.2. Lay members: A person who is not a ruling elder or teaching elder but who is, ex officio, a voting member of the Cabinet, is a non-voting member whenever the Steering Cabinet is acting as a commission of the Presbytery by acting on behalf of or in the name of the Presbytery.
- 6.2.3. Quorum. A quorum shall be one half of its members.

6.3. Officers. The Cabinet Chair is the immediate past Moderator of the Presbytery; the Secretary of the Steering Cabinet is the Stated Clerk. The Steering Cabinet may elect additional officers, as it deems necessary.

6.4. Meetings. The Cabinet meets at least six times annually at a time determined by the Cabinet, and at the call of the Chair or two of its members.

6.5. Responsibilities. The Steering Cabinet is responsible for reviewing the work of the Commissions and ensuring the Vision gets lived out. It will evaluate existing and new ministry ideas if something falls outside the purview of one of the three program Commissions (Thriving Congregations, Reconciliation, Spiritual Leader Development). It is charged with holding the Commissions and staff accountable for fruitfulness in addressing these priorities and will make regular assessments and reports of these assessments to the Presbytery. In addition to fulfilling this role, the Cabinet has the following specific duties and responsibilities: to

- 6.5.1. Concur in the appointment by the chairperson of two members to the Property and Loan Commission and to any other bodies for which the Cabinet is responsible.
- 6.5.2. Nominate members of a Search Committee for the General Presbyter to be elected by the Presbytery. [4.7.12]
- 6.5.3. Appoint Members of a Special Committee to Nominate the Stated Clerk for Election by the Presbytery. [4.6.2.2]
- 6.5.4. Oversee the process through which the Presbytery establishes its goals. Maintain and publish the Ministry Plan of the Presbytery. The Presbytery approves the statement and any changes.
- 6.5.5. Approve the Staffing Rationale and *Office and Support Staff Personnel Policies* as developed by the Personnel Committee.
- 6.5.6. Be the coordinating agency for all of the ecumenical relations of the Presbytery.

- 6.5.7. Consult with members and chairs of the agencies of the Presbytery who are not performing the task for which they were elected. When necessary, advise such persons that it would be in their own and the Presbytery's best interest if they would resign their office. Finally, recommend to the Presbytery their removal from office, which the Presbytery may accomplish by a two-thirds vote of members present and voting.
- 6.5.8. Have the power to approve actions referred to it by an agency or sub-agency of the Presbytery in accordance with Manual 6.4.2.2.
- 6.5.9. Have the power to elect persons nominated to the Commission on Spiritual Leader Development, with the provision that such elections are to be brought to the next Stated Meeting of the Presbytery for affirmation.
- 6.5.10. Communicate, in an appropriate manner, the mission, vision, and goals of the Presbytery, and communicate other information as may be germane.
- 6.5.11. In those cases when the Steering Cabinet determines that a delay until the next Presbytery meeting will adversely affect the mission of the Presbytery, any of its members or particular churches, and when such delegation of authority is not expressly prohibited by the Book of Order, act on behalf of and in the name of the Presbytery, in accordance with Book of Order [G-3.0106], on particular matters, provided that all such actions are reported to the Presbytery at its next stated meeting.
- 6.5.12. Maintain and publish the document *Regarding Amicus Briefs*.
- 6.5.13. The Steering Cabinet has the full authority, in consultation with the stated clerk, to appoint members of any investigating committee required by the Book of Order [D-10.0000], with the action to be reported to the next stated meeting of the Presbytery. [BO D-10.0201b]
- 6.5.14. Perform such tasks as may be directed by the Presbytery.

7. COMMISSIONS OF THE PRESBYTERY

- 7.1.** Administrative Commissions are designated to consider and conclude matters in accordance with the Book of Order [3.0109b] and to fulfill other responsibilities as assigned by the Presbytery and defined in this manual. The Permanent Judicial commission is empowered to consider and decide cases of process according to the Rules of Discipline.
- 7.2.** Election. Members of Commissions shall be ruling elders and ministers of the Word and Sacrament in numbers as nearly equal as possible. Other members may be invited and/or elected to facilitate the work of the Commission but do not have a vote on matters that would otherwise require action by the Presbytery. Members are elected in classes for three-year terms, with a two consecutive term limitation. Usually members are elected prior to the beginning of the program year which starts September 1. Vacancies may be filled at other times as needed according to the provisions of 7.12.4.2.
- 7.3.** Chairs. The Presbytery elects the Chairs of Commissions for one-year terms. Chairs ordinarily may serve two consecutive terms but may be reelected for a maximum of three consecutive terms.
- 7.4.** When this Manual provides for specific permanent sub-agencies of commissions, those sub-agencies are authorized to report directly to the Presbytery when they deem it appropriate and request docket time at Presbytery meetings.
- 7.5.** Permanent sub-agencies of Commissions may be called subcommittees, task groups, teams, ministry teams, or other names appropriate to the task.
- 7.6.** Unless otherwise specified in this Manual, appointed members of permanent sub-agencies serve for three-year terms, with a two-term limit.
- 7.7.** The chairs of each Commission are encouraged to consult with the Nominating Committee to recommend potential Commission Members.
- 7.8. COMMISSION ON PREPARATION FOR MINISTRY (CPM)**
- 7.8.1.** Purpose: To act on behalf of the Presbytery in matters as empowered in this manual, to oversee the preparation for ministry for ordination of Ministers of Word and Sacrament and to enroll and supervise the process of commissioning of Ruling Elders to the office of Commissioned Pastor.
- 7.8.2.** Membership: A minimum of nine teaching and ruling elders elected by the Presbytery in classes for three-year terms.
- 7.8.3.** Officers: The Presbytery elects the chair for a one-year term. The chair appoints the Secretary and any other officers deemed necessary.
- 7.8.4.** Empowerment and Responsibilities:
- 7.8.4.1.** To enroll persons as Inquirers and report such action to the Presbytery.
- 7.8.4.2.** To elect elder and minister readers of examinations for candidates for ordination at the request of the Presbyteries' Cooperative Committee on Examinations for Candidates.

- 7.8.4.3. When requested by the calling Presbytery, to establish Administrative Commissions to ordain candidates of this Presbytery who have calls in another Presbytery.
- 7.8.4.4. To be the agency charged with the care and supervision of inquirers and candidates according to BO G-2.06 and perform other mandated functions unless specifically assigned to the Presbytery in the BO or elsewhere in this manual.
- 7.8.5. Other Duties and Responsibilities
 - 7.8.5.1. Examinations: To recommend to the Presbytery those to be examined by the Presbytery for admission into candidacy and o for Examination in accordance with the requirements of G-2.0607 as follows:
 - 7.8.5.1.1. Their general sense of call to the ministry.
 - 7.8.5.1.2. Their Christian faith, theology, the Bible, the Sacraments, and the government of the church, i.e., their general suitability for the ministry.
 - 7.8.5.1.3. The suitability of their specific call for the particular congregation, the church as a whole, and the individual.
 - 7.8.5.1.4. The Commission will present to Presbytery for examinations in these areas as follows:
 - 7.8.5.1.4.1. Before Admission to Candidacy.
 - 7.8.5.1.4.2. In a Preliminary Examination, which may be taken at any time after the Ordination Examinations have been passed and the CPM has approved the required sermon, and which must be taken and passed before a Personal Information Form (PIF) may be circulated. CPM is not permitted to certify a candidate as ready for examination and ordination, pending a call, until the Preliminary Examination has been passed. The candidate shall appear before the Presbytery and shall make a brief statement of personal faith and of commitment to the ministry of the Word and Sacrament. The Presbytery shall receive the report of the CPM that the candidate has completed all requirements and has been certified ready for ordination pending approval of the call. The report shall include a summary of waivers and exceptions of requirements granted.
 - 7.8.5.1.4.3. In the Final Examination provided for in Book of Order G-2.0607, at which time questions will be limited to the suitability of the specific call for the particular congregation or institution, the church as a whole, and the individual.
 - 7.8.5.2. Ordination: The Presbytery of Baltimore may ordain candidates otherwise meeting the standards of ordination to
 - 7.8.5.2.1. Any installed position (full-time or part-time); Pastor, Associate Pastor, Co-pastor. Designated Pastor) [BO G-2.0504]
 - 7.8.5.2.2. Any temporary pastoral position with title appropriate to the ministerial task to which the minister is called (such as Interim Pastor, Stated Supply, Temporary Supply, Organizing Pastor, and others) [BO G-2.0504b] provided the call to the temporary position is at least three fourths time and intended to be of duration of at least one year.

- 7.8.5.2.3. Positions in other service of this church [BO G-2.0503] and positions in service beyond the jurisdiction of the church [BO G-2.0503] provided they meet with the standards for validation of the ministry stated in the document *Ministers of the Word and Sacrament: Validation of Ministries*.
- 7.8.5.2.4. Candidates for the ministry of Word and Sacrament who have completed all requirements for ordination (BO G-2.0607) and who have successfully completed an examination before another Presbytery in anticipation of receiving a call may be ordained by this Presbytery on behalf of the calling Presbytery (BO G-2.0702)
- 7.8.5.3. Commissioned Ruling Elders/Commissioned Pastors: To receive applications from elders of the particular churches of the Presbytery to be Commissioned pastors, maintain a roll of elders who have applied; supervise their preparation; examine them as to personal faith, motives for seeking the commission, and on the areas of instructions [G-2.10]; and present candidates in person to the Presbytery for examination by the Presbytery as to personal faith, motives for seeking the commission, and any areas of instruction determined by the Presbytery.
 - 7.8.5.3.1. Review annually the status of Elders who are certified but have not yet been commissioned. After three years of non-commissioned status, ruling elders certified ready for commissioning will be deleted from the list of ruling elders certified ready for commissioning.
- 7.8.5.4. To maintain and publish a manual of operations for the Committee that will establish internal procedures for carrying out these duties and responsibilities.
- 7.8.6. The Commission reports to the Presbytery and may be represented on the Steering Cabinet.

7.9. COMMISSION ON MINISTRY

- 7.9.1. 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 reaching 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]
- 7.9.2. 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. The Stated Clerk sits on the commission *ex-officio* without vote.
- 7.9.3. 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.

- 7.9.4. Meetings: unless specifically opened by a vote of those members present, will be limited to members only. A quorum is one more than half of the current membership.
- 7.9.5. Empowerment and Responsibilities: 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]
- 7.9.5.1. Empowerments and Responsibilities concerning Presbytery members:**
- 7.9.5.1.1. Make recommendations to Presbytery regarding calls for the services of its minister members, including approving and presenting calls for minister members.
- 7.9.5.1.2. 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.
- 7.9.5.1.3. Find in order the calls issued by churches.
- 7.9.5.1.4. Dismiss ministers to other presbyteries.
- 7.9.5.1.5. Dissolve the pastoral relationship (including approval of the dissolution agreement) in cases in which the pastor and congregation concur.
- 7.9.5.1.6. Authorize laboring within our bounds and the laboring of our members outside our bounds.
- 7.9.5.1.7. Approve memberships-at-large and inactive membership in the Presbytery.
- 7.9.5.1.8. Monitor the career development, continuing education and evaluation of the ministers in the Presbytery.
- 7.9.5.1.9. Make recommendations to Presbytery regarding calls to validated ministry outside a congregation or beyond the jurisdiction of the church.
- 7.9.5.1.10. 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.
- 7.9.5.1.11. Examination. In accordance with BO G-2.0502 through G-2.0503 the Commission will examine all ministers seeking membership in the Presbytery:

- 7.9.5.1.11.1. In the case of ministers transferring from another Presbytery of the PCUSA, the Commission may approve the examination on behalf of the Presbytery.
 - 7.9.5.1.11.2. 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.
 - 7.9.5.1.11.3. During the examination, the candidate for membership will answer in the affirmative the constitutional ordination questions contained in BO W-4.0404, 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.
 - 7.9.5.1.11.4. Make recommendations to Presbytery concerning a declared scruple of persons seeking membership in the Presbytery of Baltimore in accordance with the Authoritative Interpretation of BO G-2.0105 [GA 217] and section 2.7 of this manual.
- 7.9.5.2. Empowerments and Responsibilities concerning congregations:**
- 7.9.5.2.1. 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.
 - 7.9.5.2.2. 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
 - 7.9.5.2.2.1. Any physical violence in the life of the church that, in the judgment of the Commission, deserves immediate attention by the Presbytery.
 - 7.9.5.2.2.2. An allegation of sexual misconduct lodged against the Pastor or a Certified Christian Educator.
 - 7.9.5.2.2.3. Any action on the part of a Pastor, educator or Session that, in the Commission's judgment, is schismatic.
 - 7.9.5.2.2.4. A natural or civil disaster that affects the congregation or its Pastor.
 - 7.9.5.2.3. According to Sexual Misconduct Policy and Procedures, determine that a Sexual Misconduct Response Team is constituted and appoint the members of that team.
 - 7.9.5.2.4. Counsel with sessions regarding temporary supplies and interim pastors when a church is without a pastor and approve contracts for temporary service.
 - 7.9.5.2.5. Counsel with churches regarding calls for permanent pastoral relations and with churches regarding the advisability of calling a pastor for a designated period of time [BO G-2.0504a].
 - 7.9.5.2.6. Provide lists of pastors, commissioned pastors, and qualified laypersons to supply vacant pulpits.

7.9.5.3. Empowerments and Responsibilities concerning calls and installations:

- 7.9.5.3.1. 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.
- 7.9.5.3.2. 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.
- 7.9.5.3.3. Monitor the participation of clergy and congregations in the pension/benefits plan of the PCUSA.
- 7.9.5.3.4. Administer emergency welfare grants for ministers and their families.
- 7.9.5.3.5. Approve loans from churches to pastors.
- 7.9.5.3.6. Recommend to Presbytery the minimum compensation for pastoral calls, Certified Christian Educators, and Associate Christian Educators.
- 7.9.5.3.7. Monitor congregations following of the Baltimore Presbytery Policy on Pastoral Compensation.

7.9.5.4. Empowerments and Responsibilities concerning Commissioned Pastors:

- 7.9.5.4.1. 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]
- 7.9.5.4.2. Authorize CPs to lead worship, preach, and undertake such other duties as may be required, in accordance with the Book of Order.
- 7.9.5.4.3. Recommend to Presbytery the commissioning to these ministries of persons certified as ready to be commissioned and their appointment to said ministries.
- 7.9.5.4.4. Approve re-commissioning a Commissioned Pastor to a new term in the same commission, and
- 7.9.5.4.5. 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 Pastor, to be designated as the Commissioned Pastor Support Team (CPST). The team may add more at-large members as needed. The duties of the CPST are:
 - i. Approve re-commissioning a Commissioned Pastor to a new term in the same commission, and
 - ii. To review annually the CP Handbook, and to recommend any changes to the COM and the CPM.
 - iii. To receive and maintain permanent records of CPM-approved CP applicants and liaisons.
 - iv. To consult with the COM and the General Presbyter concerning current and ongoing ministry opportunities for CPs.

- v. To serve as a support team for CPs, bringing appropriate concerns to COM or CPM
 - vi. 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]
 - vii. To monitor the ministries of Commissioned Pastors to ensure the continuing suitability and benefit of the appointed ministry.
 - viii. To monitor activities of certified-but-without-commission Ruling Elders to ensure compliance with requirements to maintain certification.
 - ix. 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.
 - x. 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.
- 7.9.5.4.6. The Commission on Ministry will recommend the commission 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.
- 7.9.5.5. **Empowerments and Responsibilities concerning Policies and Documents:**
- 7.9.5.5.1. 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:
 - 7.9.5.5.1.1. *Factoring Guide for Professional Positions*
 - 7.9.5.5.1.2. *Statement of Ethics for Ministers of the Presbytery of Baltimore*
 - 7.9.5.5.1.3. *Policy for the Dissolution of Pastoral Relations* [Manual 22.7]
 - 7.9.5.5.1.4. *Ministers of the Word and Sacrament: Validation of Ministries*
 - 7.9.5.5.1.5. *Policy for Congregations in the Sale of a Manse*
 - 7.9.5.5.1.6. *Policy on Leasing Worship Space*
 - 7.9.5.5.1.7. *Policy on COM’s Authority to put a Pastor on Administrative Leave*
 - 7.9.5.5.1.8. *Policy on Pastoral Compensation*

- 7.9.5.5.1.9. *Sexual Misconduct Policy and Procedures* (for dealing with sexual misconduct by clergy).
- 8.11.5.5.2 Maintain and Publish a manual of operations for the Commission that will establish internal procedures for carrying out its duties and responsibilities

7.10. COMMISSION ON SPIRITUAL LEADER DEVELOPMENT

- 7.10.1. Purpose: To act on behalf of Presbytery as empowered to do so in this manual, and to equip, encourage, and support Christian leaders, especially Teaching Elders, Ruling Elders, and Deacons, to develop a deeper sense of the divine and understanding of their faith; to enhance their skills in nurturing and sustaining thriving and reconciling congregations; and to foster a culture of spiritual renewal, ongoing learning, and vibrant growth in ministry.
- 7.10.2. Membership: At least six members, including the Chair of the Commission and a staff member ex-officio.
- 7.10.3. Officers: Presbytery elects the chairperson for a one-year term. The chair appoints the secretary and other officers deemed necessary.
- 7.10.4. Empowerments and Responsibilities:
 - 7.10.4.1. To plan for worship at Presbytery Gatherings, in coordination with the Gathering Team, and authorize the celebration of the Lord's Supper at Gatherings and other Presbytery-wide events.
 - 7.10.4.2. At the request of the Nominating Committee to act between Presbytery stated meetings to elect members of Presbytery agencies.
- 7.10.5. Additional responsibilities include:
 - 7.10.5.1. To form working groups.
 - 7.10.5.2. To distribute funds as granted by the Presbytery.
 - 7.10.5.3. To support and work through the ministry groups.
 - 7.10.5.4. To plan and lead events, workshops, retreats, and other opportunities to facilitate spiritual growth and skills development among congregational leaders.
 - 7.10.5.5. To award scholarships available through Presbytery and administrate the ongoing operation of scholarships available through the Presbytery, including the ongoing operation for the Herbert D. Valentine Millennium Fund and maintenance of the Guidelines. The Commission will report annually to the Trustees regarding grants awarded during the past year.
- 7.10.6. The Commission reports to the Presbytery and is represented on the Steering Cabinet.

7.11. COMMISSION ON THRIVING CONGREGATIONS (CTC)

- 7.11.1. Purpose: To act on behalf of Presbytery as empowered to do so in this manual and to increase the number of congregations in Baltimore Presbytery that are clear about their purpose, equipped with competent leadership, intentional about Christian formation of members, celebrating with joyful, relevant worship, welcoming an increasing number of new Christians and worshippers, growing in generosity and stewardship, and comfortable with practicing evangelism.
- 7.11.2. Membership: A minimum of nine members, including the Chair of the Commission and one staff member, ex-officio.

- 7.11.3. Officers: The Presbytery elects the chair for a one-year term. The chair appoints the Secretary and any other officers deemed necessary.
- 7.11.4. Empowerment:
 - 7.11.4.1. To develop immigrant fellowships and new worshipping communities
 - 7.11.4.2. To provide for congregational assessments and interpretation
- 7.11.5. Other responsibilities
 - 7.11.5.1. To form working groups.
 - 7.11.5.2. To distribute funds as granted by the Presbytery.
 - 7.11.5.3. To support and work through the ministry groups.
- 7.11.6. The Commission reports to the Presbytery of Baltimore and is represented on the Steering Cabinet.

7.12. COMMISSION ON RECONCILIATION

- 7.12.1. Purpose: To act on behalf of Presbytery as empowered to do so in this manual and to encourage and facilitate the work of reconciliation by raising awareness and building our congregations' capacity to engage in their neighborhoods and the world. The Commission embodies the Presbytery's shared witness to reconciliation through Presbytery partnerships, The Center, the Self Development of People program and initiatives that challenge and support congregational leaders in their efforts to dismantle racism, alleviate suffering and bear public witness to the reconciling love of Christ.
- 7.12.2. Membership: At least eight members: The Chair of the Commission, one person representing each partnership, three at-large members, and a staff member ex officio.
- 7.12.3. Officers: The Presbytery elects the Chair for a one-year term. The chair appoints the secretary and any additional officers deemed necessary.
- 7.12.4. Empowerment:
 - 7.12.4.1. To act on behalf of Presbytery in supporting and overseeing the Presbytery's Partnership relationships, encouraging congregational participation.
 - 7.12.4.1.1. Partnerships are required to have a statement of purpose approved by this Commission, and, if appropriate, a written statement of agreement.
 - 7.12.4.1.2. The establishment of, substantial change in, the extension of, or ending of a Partnership agreement must be approved by a vote of the Commission. The Commission will report the end of a Partnership to the Presbytery and will make decisions regarding any funds for that Partnership upon the dissolution. The Commission may refer the establishment or ending of a Partnership to the Presbytery.
 - 7.12.4.1.3. To Approve Overture Advocates to the General Assembly.
- 7.12.5. Other responsibilities
 - 7.12.5.1. To work with congregations: The Commission is charged with developing ways congregations can connect with their communities in ministry and mission.
 - 7.12.5.2. To form working groups.
 - 7.12.5.3. To distribute funds as granted by the Presbytery.

- 7.12.5.4. To support and work through the ministry groups.
- 7.12.5.5. To support the Presbytery's shared witness in areas such as self-development, the alleviation of hunger, and congregational advocacy.
- 7.12.6. The Commission reports to the Presbytery of Baltimore and is represented on the Steering Cabinet.

7.13. PROPERTY AND LOAN COMMISSION

- 7.13.1. Purpose and Empowerment: To act on behalf of Presbytery to manage, review, and approve requests from churches concerning real property.
- 7.13.2. Membership: The Commission consists of at least seven members, in three categories of members: Trustees, Presbytery representatives, and the Presbytery staff. The Executive Committee of the Trustees appoints two Trustees. The Committee on Administration appoints one. The Chair of the Steering Cabinet, with the concurrence of the Steering Cabinet, appoints two Presbytery representatives, with one these representatives serving as a member of the Committee. The General Presbyter (Ex-officio with vote) and the Stated Clerk (Ex-officio without vote) represent the Presbytery staff. A quorum of the Commission will be at least one person from each of the categories of members. In the event that the General Presbyter cannot attend a meeting, the Stated Clerk may be invited by the Commission or the General Presbyter to participate in that meeting with full voting privileges.
- 7.13.3. The Presbytery elects the chair for a one- year term. The Stated Clerk serves as the Secretary.
- 7.13.4. The Commission has the following empowerments, duties, and responsibilities:
 - 7.13.4.1. Receive, through the Stated Clerk, all requests from churches to encumber real property, to purchase encumbered real property, to borrow money to purchase or improve real property, or to have the Trustees of the Presbytery guarantee loans for the purchase or improvement of real property.
 - 7.13.4.2. Establish timelines for the receipt of and action upon the requests from churches concerning real property.
 - 7.13.4.3. Establish guidelines for requests concerning real property.
 - 7.13.4.4. Review all such proposals and make recommendations to the Trustees or its Executive Committee and to the Presbytery, through the Administration Commission. When authorized by the document *Property and Loan Policies and Procedures*, the Commission may act on behalf of the Presbytery and/or the Trustees.
 - 7.13.4.5. Comply with the provisions of *Property and Loan Policies and Procedures*.
 - 7.13.4.6. In consultation with the Commission on Ministry, review all requests of member churches to rent their worship space and, when authorized by the document *Policy on Leasing Worship Space*, act on behalf of the Presbytery to approve such rentals.
 - 7.13.4.7. Inform and educate sessions about the processes involved in the requests listed in (a) and to alert them to the timing of these processes.

7.14. PERMANENT JUDICIAL COMMISSION

- 7.14.1. Purpose and Empowerment: To consider and decide cases of process for the Presbytery according to the Rules of Discipline. (G-3.0109a)
- 7.14.2. Composition. The Permanent Judicial Commission consists of nine members, in three classes elected for six-year terms, at least four of whom will be ministers and four elders. The Stated Clerk staffs the Commission.
- 7.14.3. Duties and Responsibilities. The Permanent Judicial Commission will have the following duties and responsibilities:
 - 7.14.3.1. Meet as required and elect a Chair and Secretary from among its members at the first meeting after each election of new members; the Chair and Secretary's election will be reported to the Stated Clerk.
 - 7.14.3.2. Fulfill all of the functions of the Permanent Judicial Commission as defined in The Rules of Discipline and elsewhere in the Book of Order.
 - 7.14.3.3. Inform and educate sessions as to the purpose of the Permanent Judicial Commission, the processes in place when disciplinary action is requested or required, and preventive measures that may be taken to avoid the need for such disciplinary action.
- 7.14.4. The chair may exercise those powers granted by the Sexual Misconduct Policy of this Presbytery, such as the power to put a minister on administrative leave when the allegation includes a person under the age of 18 or lacks certain mental capacity to consent.
- 7.14.5. The chair may designate the members of the Permanent Judicial Commission required by Rules of Discipline in 10.0204 and 10.0303.
- 7.14.6. In accordance with D-11.0302, if the accused in a disciplinary is unable to secure counsel, the Permanent Judicial Commission shall appoint counsel for the accused. The following guidelines will be followed:
 - 7.14.6.1. The Permanent Judicial Commission will obtain volunteer counsel, if possible.
 - 7.14.6.2. If it is necessary to pay counsel, the Steering Cabinet will be asked to set a cap for legal expenses.
 - 7.14.6.3. Any funds needed to pay for the judicial process will come from funds managed by the Trustees.

7.15. OTHER ADMINISTRATIVE COMMISSIONS

- 7.15.1. The Presbytery may establish Administrative Commissions, as required, in accordance with BO G-3.0109. The Committees on Ministry and Preparation for Ministry are authorized to establish, on behalf of the Presbytery, Administrative Commissions whose authority is limited to ordaining, and for the Commission on Ministry installing, Ministers. In such cases the COM will advise the Stated Clerk who will report the establishment and membership of the commission to the Presbytery when the Presbytery dismisses the Commission.
 - 7.15.1.1. A special offering for the Presbytery's Emergency Relief Fund will be taken at each ordination and/or installation service. [8.9.5.3.1]

8. STANDING COMMITTEES OF THE PRESBYTERY

- 8.1.** Standing committees to fulfill functions required by the Constitution of the Presbyterian Church (USA) [BO F-1.0403, G-3.0110, G-3.0111, G-3.0112, G-3.0113G-3.0103] are
- 8.1.1. Representation & Nominations
 - 8.1.2. Administration
 - 8.1.3. Personnel
 - 8.1.4. Gathering Team
- 8.2.** Membership. In accordance with BO G-3.0109, at least half of the membership of each committee must be laypersons.
- 8.3.** Election and Officers
- 8.3.1. Election. Ordinarily standing committees are elected by the first stated meeting of the program year by the Presbytery in classes for three-year terms, with a two consecutive term limitation. Voting membership is restricted to members of the Presbytery or its particular churches. Standing committees defined by the Presbytery may add non-voting members to their number.
 - 8.3.2. Officers. Except as otherwise specified in this Manual, the Presbytery will elect the chairs of standing committees at the last stated meeting of the year for two-year terms with a limit of two consecutive terms. The Chair appoints the Secretary, unless otherwise stated.
- 8.4.** Permanent Subcommittees.
- 8.4.1. When this Manual provides for specific permanent subcommittees of standing committees, those subcommittees are authorized to report directly to the Presbytery when they deem it appropriate and request docket time at Presbytery meetings.
 - 8.4.2. Permanent subcommittees (sub-agencies) of Standing Committees may be called subcommittees, task groups, teams, ministry teams, or other names appropriate to the task.
 - 8.4.3. Unless otherwise specified in this Manual, appointed members of permanent subcommittees serve for three-year terms, with a two-term limit.
- 8.5.** In addition to the specific duties and responsibilities listed, each standing committee has the following general duties and responsibilities:
- 8.5.1. Each standing committee is responsible for implementing that part of the Presbytery's vision and goals that pertain to its purpose. Each standing committee will consult with the appropriate Commission to ensure that its work supports and is consonant with Presbytery's vision and goals, and the appropriate Commission will regularly review the work of each standing committee.
 - 8.5.2. Prepare, as part of the budget process, the budget for its own operation.
 - 8.5.3. Advise the Stated Clerk of all standing subcommittees established by the standing committee along with the membership, chair, and functions thereof; and advise the Stated Clerk of all non-voting members added to the standing committee.
 - 8.5.4. Maintain its portions of any policy or procedures manuals listed in Tables 27-B or 27-C

- 8.5.5. Perform such other tasks as may be assigned by the Presbytery or the Steering Cabinet.

8.6. COMMITTEE ON REPRESENTATION AND NOMINATIONS

- 8.6.1. Purpose: To advise the councils of the church “regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, to consult with the Cabinet on the employment of personnel, and to nominate persons to fill all vacancies on continuing committees, commissions, councils, boards and other bodies that require election by the Presbytery [G-3.0111] in accordance with the principles of unity and diversity [F-1.0403 & G-3.0103]
- 8.6.2. Membership: The Committee will consist of six members elected by the Presbytery in classes for three-year terms, with a membership of both teaching elders and members of congregations with at least one-half being members of congregations. [BO G-3.0111, G-3.0109]
- 8.6.3. Officers: The Presbytery elects the chair for a one-year term. The chair appoints the secretary.
- 8.6.4. The Committee has the following duties and responsibilities:
- 8.6.4.1. Advise the Presbytery and its agencies and sub-agencies on all matters relating to the fair representation of all constituents in all aspects of the life of the Presbytery and be specifically responsible for those functions stated in BO G-3.0103.
- 8.6.4.2. Nominate, for consideration by the Presbytery, all persons to be elected by the Presbytery for any position whatsoever, except as otherwise provided herein. This includes but is not limited to: officers of the Presbytery, members and chairs of standing committees when election by Presbytery is called for by the Manual, the Permanent Judicial Commission, Trustees, and Commissioners and alternates to General Assembly and Synod, in accordance with deadlines and needs established by those councils, including Young Adult Advisory Delegates. Two persons may be nominated as chair of a commission or committee, serving as co-chairs. If one resigns or is removed from office, the other remains in office through the end of the term.
- 8.6.4.2.1. General Assembly Nominations
- 8.6.4.2.1.1. The Committee will nominate the number of Teaching Elders and Ruling Elders designated by the General Assembly and one alternate for each category. The Committee will devise and publish its criteria for selecting nominees, with consideration to diversity and a system of equitable rotation among the churches and ministers.
- 8.6.4.2.1.2. Nominations, with appropriate information, will ordinarily be published at least one month prior to the meeting the election will take place and at the latest when other meeting papers are published. The Committee nominees as well as any nominees from the floor, shall make every effort to be present at the time of election.
- 8.6.4.2.1.3. Nominations from the floor must be submitted to the Stated Clerk, in writing, and with appropriate information to the Presbytery office one week prior to the Presbytery meeting at which the election takes place.

- 8.6.4.3. Report to the Presbytery as often as required and present an annual report to the Presbytery which will be printed in the Presbytery Meeting Papers, inscribed in the Minutes and submitted to the Synod.
- 8.6.4.4. In carrying out its responsibility to consult with appropriate racial ethnic membership and appropriate constituencies of women (BO G-3.0103), determine the appropriate groups for consultation, and the appropriate means of such consultation, and note such actions in its annual report. In nominating persons for the positions of Moderator, Vice-Moderator, Chair of the Commission on Ministry, and Commissioner to General Assembly, propose names of persons who have not served on the Nominating Committee at any time since the previous September first.
- 8.6.5. The Committee on Representation and Nominations reports to the Presbytery. When needed it may request the Commission on Spiritual Leader Development for actions or elections needed between Presbytery meetings.

8.7. ADMINISTRATION COMMITTEE

- 8.7.1. 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.
- 8.7.2. Membership: At least five members, including the Chair, and the following appointments: the Trustees – one person, Personnel Committee – one person, At large – one person, General Presbyter *Ex Officio* with vote
- 8.7.3. Officers: A Chair and any officers deemed necessary by the Committee.
- 8.7.4. Terms of office: The chair serves a two-year term. Any at-large members serve terms of three years.
- 8.7.5. Responsibilities of the Administration Committee include:
 - 8.7.5.1. Supervise the financial affairs of the Presbytery in collaboration with agencies of the Presbytery to insure full fiduciary responsibility and transparent reporting.
 - 8.7.5.2. Develop the Presbytery Operating Budget by submitting the budget to Presbytery as follows:
 - 8.7.5.2.1. Receive next year's operating budget requests by August 31
 - 8.7.5.2.2. First reading of the Operating Budget no later than the first meeting of the program year
 - 8.7.5.2.3. Second reading of the operating budget and approval of the Presbytery staff compensation at the second meeting of the program year
 - 8.7.5.2.4. Third reading and approval of the full operating budget at the third meeting of the program year after March in odd numbered years and prior to General Assembly's overture deadline in even numbered years;
 - 8.7.5.3. Make recommendations to the Cabinet on financial matters.
 - 8.7.5.4. Receiving the Audit of the Presbytery on behalf of the Presbytery and report its principal findings to the Presbytery.
 - 8.7.5.5. Oversee the operation of the Presbytery office and prepare the Presbytery office budget.

- 8.7.5.6. Appoint a member of the committee to serve on the Property & Loan Commission
- 8.7.5.7. Report to Presbytery at each stated meeting (The Committee reports to the Presbytery.)

8.8. PERSONNEL COMMITTEE

- 8.8.1. Membership. The Committee is composed of six members, three ruling elders and three teaching elders, nominated by the Representation & Nominating Committee and elected by the Presbytery in classes for three-year terms with a two-term limitation. One member, selected by the Committee, will represent the Committee on the Administration Committee.
- 8.8.2. Officers. The Committee will elect its own chair.
- 8.8.3. The Committee has the following duties and responsibilities:
 - 8.8.3.1. With the General Presbyter who is head of staff, conduct annual reviews for all staff and other compensated officers elected for fixed terms by the Presbytery and, if they believe it appropriate, recommend to the Presbytery an additional term.
 - 8.8.3.2. Develop and implement a process for the annual review of the work of the General Presbyter.
 - 8.8.3.3. Take to the Presbytery through the Cabinet 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,
 - 8.8.3.4. Review and evaluate all staff salaries and make recommendations to the Administration Committee for adjustments as part of the regular budget process. Presbytery staff salaries will normally be adjusted using the same formula as stipulated in The Baltimore Presbytery Compensation Policy.
 - 8.8.3.5. Develop a staffing rationale for approval by the Steering Cabinet. The Rationale will include job descriptions of all staff, compensated Presbytery officers, and contract consultants. It will also include budgetary data detailing the levels of compensation, total costs to the Presbytery, and overall budgetary information justifying the level of cost.
 - 8.8.3.6. Oversee the process of hiring non-executive staff based on approved job descriptions.
 - 8.8.3.7. 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 Steering Cabinet.
 - 8.8.3.8. In consultation with the General Presbyter, and with the approval of the Steering Cabinet, maintain and publish the *Office and Support Staff Personnel Policies*.
 - 8.8.3.9. Maintain and publish the Presbytery's *Statement on Equal Employment Opportunity* approved by the Presbytery.
 - 8.8.3.10. The Committee Reports to the Presbytery unless otherwise noted.

8.9. PRESBYTERY GATHERING TEAM

- 8.9.1. Function and Responsibilities: To design and plan the entire meeting, allowing for worship, learning opportunities, fellowship, and the Corporate business of the Presbytery.

- 8.9.2. Membership: At least seven members, including the Moderator of the Presbytery, the Vice-Moderator of the Presbytery, at least three at-large members, the Stated Clerk, and the General Presbyter.
- 8.9.3. Officers: The Vice-Moderator of the Presbytery serves as the chair.
- 8.9.4. Terms of office: The at-large members serve three-year terms, in classes.
- 8.9.5. The Team presents the meeting dates and times for the following year to the Presbytery on or before the last meeting of the program year. [Manual 3.1]
- 8.9.6. Worship. The Presbytery Gathering Team arranges for worship. The Sacrament of the Lord's Supper is celebrated at least once a year. [Manual 3.3]
- 8.9.7. The Team reports to the Presbytery.

9. TRUSTEES OF THE PRESBYTERY OF BALTIMORE, INC.

- 9.1.** Incorporation. The Trustees of the Presbytery of Baltimore, a Maryland Corporation, herein referred to as the Trustees, originally incorporated under the laws of the State of Maryland by act of the General Assembly, 1890. The corporate Charter was Amended and Restated in 1971. The Trustees of the Presbytery of Baltimore, Inc and the Presbyterian Association of Baltimore City, Inc. merged in 1973 (recorded 1974) with the Trustees of the Presbytery of Baltimore, Inc. as the surviving corporation.
- 9.2.** Authority. The corporate charter grants to the Trustees certain powers.
 - 9.2.1. The corporation may provide in its bylaws for the number, tenure, election, and qualification of the Trustees.
 - 9.2.2. The corporation “shall have the power to pass such rules, regulations or by-laws as shall not be repugnant to any provision of the Constitution or Laws of this State or of the United States;”
 - 9.2.3. The corporation “shall have full power and authority to acquire, take and hold by subscriptions, contributions, legacies, devises or any other method, money or real or personal property, of every kind and description for its said corporate purposes, and the same to invest, and the proceeds to apply for the said corporate purposes as shall from time to time be most expedient;”
 - 9.2.4. The corporation “shall have the right to sell, grant, dispose of, alien or demise all said property in such manner and upon such terms as it shall deem proper.”
 - 9.2.5. The corporation is limited in that, “...nothing herein contained shall enlarge, restrict or in any manner affect the power or authority which said Presbytery of Baltimore now hath, or may exercise or claim over the churches in connection with said Presbytery or the members thereof...”

- 9.3. By-Laws.** The Trustees have adopted Bylaws to govern its activities. The Presbytery has affirmed the Bylaws. The Bylaws themselves provide that the Presbytery may amend the Bylaws by majority vote at any regular or special meeting of the Presbytery.
- 9.4. Composition, Election, Term, Qualifications.** The Bylaws and the Book of Order provide for the election, term, and qualifications for Trustees. If the Presbytery desires to amend these provisions, the Bylaws are to be amended.
- 9.4.1. **Number and Composition.** There are ten trustees, including the Moderator of the Presbytery, *ex officio*, four ministers and five laypersons (at least one of whom shall be an elder).
- 9.4.2. **Election, Term, Vacancy.** The nine elected Trustees are elected by the Presbytery at the June meeting for a term of three years beginning on September 1. In the case of a vacancy, the Presbytery will elect the successor to fill the vacancy upon nomination by the Presbytery's Nominating Committee.
- 9.4.1. **Qualifications.** Only persons eligible for membership in the Presbytery may be elected as Trustees (*Book of Order*, G-4.0102). Trustees who have served an aggregate of six consecutive years are ineligible for election to a further term until at least one year has elapsed.
- 9.5. Duties and Responsibilities.** The Trustees duties are enumerated in the Bylaws. If the Presbytery desires to amend these provisions, the Bylaws are to be amended. In the exercise of its powers, the Trustees shall:
- 9.5.1. Receive legacies, bequests, gifts, and the tangible property of separating congregations and administer these assets in accord with any restrictions imposed by the donor(s) or with negotiated agreements.
- 9.5.2. Invest and manage these assets on a continuing basis as prudence and fiduciary duty dictate.
- 9.5.3. In the case of donated assets which the donor wishes to restrict to a specified purpose, determine the suitability of said purpose and agree or refuse to accept the donor restricted gift.
- 9.5.4. Hold real property, including that belonging to the Presbytery of Baltimore.
- 9.5.5. Be guided by investment recommendations concerning the social impact of particular investments and strategies established by agencies of the Presbyterian Church (U.S.A.). Any such recommendation shall not be binding upon the Trustees unless incorporated into a Standing Rule of the Presbytery of Baltimore.
- 9.5.6. Provide operating funds to the Presbytery of Baltimore as requested, if prudent and as feasible.
- 9.5.7. Provide loans and guarantees of loans made by third parties to constituent congregations, entities, and ministries of the Presbytery of Baltimore and to Presbytery-approved programs.
- 9.5.8. Monitor all loans made by the Corporation or by Presbytery of Baltimore and oversee the repayment of those loans.
- 9.5.9. Submit annually to the Presbytery, no later than November, the financial statement for the previous calendar year audited by a certified public accountant.

- 9.5.10. Present annually to a general meeting of the Presbytery, no later than November, an oral report on the content of the audited financial statement for the previous calendar year.
- 9.6. Use of Funds from Sale of Property.** The Trustees, upon disposing of properties held by the Presbytery, are to adhere to the following procedure in exercising their fiduciary responsibility over the monies resulting from the sale:
- 9.6.1. Any indebtedness that is identified as the responsibility of the Presbytery in the terms of the sale of the property will be paid from the proceeds of the sale.
- 9.6.2. Outstanding grants as loans from Presbytery, Synod, or General Assembly Agency funds will be repaid from the proceeds of the sale in accordance with the terms of repayment in force at the time of sale. (In the event the property sold is one that has been used by a congregation that is continuing in different facilities, the grant loan may be transferred to the new property upon express approval of the Presbytery, which will act upon receipt of the advice of the Steering Cabinet.)
- 9.6.3. Costs incurred in the sale of the property such as legal or appraisal fees are to be paid from the proceeds of the sale.
- 9.6.4. In the event the congregation that held the property had an indebtedness that constitutes a just claim against the proceeds of the sale, the Trustees are to arrange for the payment of the debt on an amortized basis over a period of time held appropriate by legal counsel.
- 9.6.5. After the obligations as required by each particular sale have been met, the Trustees are to place 66% of the net proceeds into the Enduring Witness Fund, and 17% into The Emergency Assistance Property Grant Fund. The Trustees shall invest and manage the remaining monies in accordance with its duties. Any expenditure of these remaining funds requires approval of the Presbytery, upon receipt of the advice of the Trustees and the Steering Cabinet.
- 9.7. Appointments.** As provided elsewhere in this Manual, the Trustees make appointments to certain entities within the Presbytery organizational structure.
- 9.7.1. Steering Cabinet. Appoint one of its members to the Steering Cabinet [Manual 6.2.1.]
- 9.7.2. Property and Loan Commission. Appoint two of its members to the Property and Loan Commission [Manual 7.15.2.]
- 9.7.3. Administration Committee. Appoint one of its members to the Administration Committee [Manual 8.7.1.]

10. MINISTRY GROUPS

- 10.1. Definition.** A Ministry Group is a regional grouping of congregations that send representatives to periodic gatherings committed to nurturing the wellbeing and faithfulness of the congregations and leaders of their region. Their ministry will seek to work within the context of the vision of the Presbytery of Baltimore.
- 10.2. Purpose:** To further, among a region's congregations, the Presbytery's mission of encouraging, challenging and equipping its congregations to thrive spiritually and serve effectively as apostles of reconciliation.
- 10.3. Membership and Staff:** Each congregation may designate at least one ruling elder and its teaching elders to participate in the Ministry Group. The Presbytery staff will also provide staff support as able.
- 10.4. Meetings:** Each Ministry Group will ordinarily meet at least three times annually
- 10.5. Convener:** Each Ministry Group will elect a convener or conveners for an initial two-year term, with the possibility of annual re-election. Election will be in terms consistent with the Presbytery leadership election cycle.

The convener will be responsible for

- 10.5.1. Planning and leading Ministry Group meetings,
- 10.5.2. Welcoming new teaching elders who are called to member congregations,
- 10.5.3. Providing pastoral care to all teaching elders within the Ministry Group, and
- 10.5.4. Other duties as detailed in the Ministry Group Convener Job Description.

10.6. Ministry Group Conveners' Board

- 10.6.1. Periodically, the Ministry Group Conveners gather as the Ministry Group Conveners' Board, meeting with Presbytery staff as appropriate. The Board will elect a chair or co-chairs to lead the Conveners' Board and represent the Ministry Groups on the Presbytery Steering Cabinet. Election will be in terms consistent with the Presbytery leadership election cycle.

- 10.7. Changes in Membership:** A church may petition the Steering Cabinet to move from one Ministry Group to another. Such a request shall also require the concurrence of the Ministry Groups involved.
- 10.8. Funding:** Ministry Groups will generally be given freedom to spend funds assigned to them in ways that further the vision of the Presbytery. Requests for additional funds or programs that exceed \$9,999 will require approval of the Steering Cabinet.
- 10.9. Evaluation and Accountability:** Annually, the Ministry Group Conveners' Board will report to the Steering Cabinet regarding their progress in advancing the vision of the Presbytery and how funds were spent.

11. THE CENTER

- 11.1.** The Center is an Agency of Presbytery whose mission is “to inspire and equip churches and individuals to engage boldly with their neighborhoods - to get involved where Christ's love and justice are already at work.” As it fulfills its own mission, The Center also supports the Presbytery’s mission and vision.
- 11.2.** The Center’s program and budget will be under the authority of its own Steering Committee.
- 11.2.1. A majority of the members of the steering committee must be members of Presbytery or congregations of the Presbytery.
- 11.2.2. The Center’s Steering Committee will nominate its members and will submit nominees annually to the Steering Cabinet for approval.
- 11.3.** The Center is accountable to the Presbytery’s mission and vision through the Steering Cabinet.
- 11.3.1. The Executive Director sits on the Steering Cabinet ex-officio.
- 11.3.2. The Executive Director will be a staff member of the Presbytery. Other required staffing will be accountable to the Center Steering Committee and included in The Center’s budget.
- 11.3.3. The Center will make a full report of its finances, program, and success markers to the Presbytery annually.
- 11.4.** The budget and finances of The Center will be developed by the Center Steering Committee and will be submitted annually to the Steering Cabinet for approval. The Center’s budget will be supported through program fees, fund raising, grants, etc. with the exception of the compensation of the Executive Director, which will be part of the staff budget of the Presbytery.
- 11.4.1. The Center’s financial statements will be audited as part of the Presbytery’s annual audit.
- 11.4.2. The Presbytery may provide additional financial support for The Center (beyond the Executive Director’s compensation) through its annual budget process.
- 11.4.3. Before purchasing or encumbering any real property or borrowing money or entering into any lease or rental obligation of greater than 24 months, The Center must first obtain the written approval of the Presbytery.
- 11.4.4. The Center must obtain the prior approval of the Steering Cabinet before conducting any capital campaign, but otherwise has the authority to solicit grants and contributions towards its annual programming without such approval.
- 11.5.** With approval of the Steering Cabinet and advice of legal counsel, The Center may incorporate as a non-profit subsidiary of the Presbytery.

12. PRESBYTERIAN WOMEN IN THE PRESBYTERY OF BALTIMORE

- 12.1.** General. Presbyterian Women in the Presbytery of Baltimore, herein called Presbyterian Women of the Presbytery, is the Presbytery level association of Presbyterian Women in the PCUSA. The groups of Presbyterian Women in the

Congregation, or women's associations of different name, in the particular churches of the Presbytery are the constituent organizations of Presbyterian Women in the Presbytery.

- 12.2.** Purpose. Presbyterian Women in the Presbytery is directed by this statement of Purpose: "Forgiven and freed by God in Jesus Christ, we commit ourselves: to nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the PCUSA and witnesses to the promise of God's kingdom."
- 12.3.** Authority. Presbyterian Women in the Presbytery may establish its own By-Laws, elect officers under the terms of those By-Laws, and develop programs in accordance with its By-Laws and the governance of Presbyterian Women in the PCUSA and the Presbytery.

13. FINANCIAL

- 13.1.** Authorization to Expend Funds. Officers, staff, agencies and sub-agencies of the Presbytery may expend funds, subject to the availability of funds to the Presbytery and within the guidelines of the budget. Procedures for the expenditure of funds, authorization procedures, accounting procedures, etc., will be established by the Treasurer in accordance with accepted financial practice and will be subject to review in the annual audit process.
- 13.1.1. All financial accounts of the Presbytery will have the signers associated with those accounts be by virtue of office, to include the Stated Clerk, the General Presbyter, and the Treasurer. The persons filling these offices are required to be signers on all accounts, and the list of signers will be limited to the above except by explicit action by the Steering Cabinet. The Steering Cabinet may set a limit above which two signers are required.

- 13.2.** Expenditure of Unbudgeted Funds. The expenditure of funds not specifically authorized by the budget is permitted only in accordance with a procedure established by this Manual, or by specific action of Presbytery. Normally, no such action of Presbytery will be taken unless the prior advice of Steering Cabinet is received. If the Presbytery decides to take such action prior to the receipt of the advice of the Steering Cabinet, such action will be valid only upon the determination by Steering Cabinet that funds may reasonably be made available. In the event that Steering Cabinet determines otherwise, Steering Cabinet will so advise the Presbytery, which may by majority vote overrule the Steering Cabinet. If no action is taken by Steering Cabinet at its first meeting following the Presbytery action, the Presbytery action will be considered affirmed and in effect.
- 13.3.** Extra-Budget Mission Process. Monies given by a congregation, agency, or sub-agency of the Presbytery in support of a mission project not previously identified as a Presbytery project may be channeled through the Central Receiving Treasury of the Presbytery. Congregations, agencies, or sub-agencies will receive credit for these contributed monies provided that:
- 13.3.1. A project profile and request for Presbytery certification of the project has been submitted to the Steering Cabinet by the congregation, agency, or sub-agency originating the request; and
 - 13.3.2. The Steering Cabinet has approved the request and certified the project. Notice of certification by Steering Cabinet of "extra-budget" projects will be given to the Presbytery accountant and will be reported in the Presbytery Meeting Papers.

14. GOVERNING DOCUMENTS OF PRESBYTERY

- 14.1.** Document Tables. These tables list all of the governing documents of the Presbytery. Table 27-A lists documents of governing bodies higher than the Presbytery. Tables 27-B and 27-C list documents subordinate to this Manual and required to be published by this Manual. For each the following information is provided:
- 14.1.1. Title of Document
 - 14.1.2. Authorship of Document.
 - 14.1.3. Final Approval Authority of Document (Note: In all cases the Presbytery has review authority over any document of any of its agencies or sub-agencies. Final approval authority as used here means the highest agency that must approve a document in order for it to be operative.)
 - 14.1.4. Dates and meeting numbers of origination, amendments, and most recent approval.
 - 14.1.5. References in this Manual.

- 14.2.** Manual of Administrative Operations. Taken together, this Manual and all of the documents in Tables 27-B and 27-C constitute the Presbytery Manual of Administrative Operations required by BO G-3.0106. The Administration Committee will maintain the definitive copy of the Manual of Administrative Operations in the Presbytery office. Copies of all of the listed documents, with all amendments, will be sent to the Stated Clerk and the Administration Committee.

15. STANDING RULES

- 15.1.** Definition. A standing rule of the Presbytery is any action of the Presbytery of a general nature that will govern the actions of Presbytery for an indefinite period of time. Standing rules may order the operations of Presbytery; direct its officers, staff, or agencies; establish procedures; or provide any kind of specific guidance. However, they must be within the framework of existing policies of the Presbytery; they may not establish policy nor modify parliamentary procedure. Policy is established by this Manual or by specific procedures established by the Manual.
- 15.2.** Limitation. Any action of the Presbytery that meets the definition of standing rule, but which is not so identified and numbered in the minutes will expire one year from the date of its passage, unless readopted.
- 15.3.** Records. The Stated Clerk will keep a Compendium of Standing Rules, numbering each chronologically, or by another numbering system, assigning each a number immediately after passage, which number will appear in the minutes. [Manual 4.6.9, 4.6.14]

16. AMENDMENT AND SUSPENSION

- 16.1.** Amendment. This Manual may be amended by a two-thirds vote of those members of Presbytery present and voting at any Stated Meeting, provided that the proposed amendment has been published in the Presbytery Meeting Papers. The Administration Committee shall review proposed amendments and make recommendations regarding such amendments. Such amendments may be further amended from the floor if they do not significantly change the scope or intent of the original amendment.
- 16.2.** Suspension. Specific provisions of this Manual may be suspended for a specific period of time at any time by a two-thirds vote of those present and voting at any meeting of the Presbytery, except that provisions for secret ballots, the amendment procedures of the Manual, and any section so specifying may not be suspended.
- 16.3.** Editorial Changes. At the time of reprinting of this Manual the Stated Clerk, acting with the concurrence of the Moderator of the Administration Committee, is empowered to make necessary editorial changes in this Manual to correct grammar, correct obvious wording errors, eliminate redundancy, and correct inconsistencies with the Book of Order.

TABLE A: DOCUMENTS OF HIGHER GOVERNING BODIES

- Constitution of the Presbyterian Church (USA).
- Standing Rules of the Synod of the Mid-Atlantic.
- An Act to Incorporate the Trustees of the Presbytery of Baltimore, General Assembly of Maryland, 1890.
- The Trustees of the Presbytery of Baltimore Articles of Amendment and Restatement of Charter, 1971
- Articles of Merger of the Presbyterian Association of Baltimore City into the Trustees of the Presbytery of Baltimore, 1973 (recorded 1974)
- Robert's Rules of Order, Newly Revised.
- Peacemaking: The Believers' Calling, United Presbyterian Church in the U.S.A., 1980.

TABLE B: MANUAL OF ADMINISTRATIVE OPERATIONS**Documents Requiring Approval by Presbytery**

- [Amicus Briefs, Regarding](#)
 - Document creator: Steering Cabinet
 - Approval/Amendment Authority: Presbytery
 - Approved: November 16, 2000, as Standing Rule IV-1
 - Manual Reference: 6.5.1.2
- [Commission on Ministry's Authority to put a Pastor on Administrative Leave, Policy On](#)
 - Document Creator: COM
 - Approval/Amendment Authority: Presbytery
 - Approved: November 10, 2018
- [Child Care Policy and Procedures](#)
 - Document Creator: Steering Cabinet
 - Approval/Amendment Authority: Presbytery
 - Approved: November 10, 2018
- [Dissolution of Pastoral Relations, Policy for](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual References: 7.11.5.5.1.3
 - Approved June 23, 2005 as Standing Rule VIII-9/14
- [Emergency Assistance Property Grant Fund](#)
 - Document Creator: Trustees
 - Approval/Amendment Authority: Presbytery
 - Manual References: 9.6.5
 - Approved November 16, 2019
- [Enduring Witness Fund Policy for Use of Proceeds from Sale of Properties](#)
 - Document Creator: Steering Cabinet
 - Approval/Amendment Authority: Presbytery
 - Manual Reference: 9.6.5
 - Approved September 13, 2018
- [Equal Employment Opportunity, Statement on](#)
 - Document Creator: Administration Committee
 - Responsibility: Personnel Committee

- Approval/Amendment Authority: Presbytery
 - Manual References: 8.8.3.9
- [Ethics for Ministers of the Presbytery of Baltimore, Statement of](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual Reference: 7.11.5.5.1.2
- [Factoring Guide for Professional Positions](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual References: 7.11.5.5.1.1
 - Approved 1976, amended various times, and March 28, 2009
- [Herbert D. Valentine Millennium Fund](#)
 - Document Creator: Steering Cabinet
 - Amendment Authority: Steering Cabinet, with Commission on Spiritual Leadership Development
 - Approval Authority: Presbytery
 - Approved as Standing Rule VIII 6-1 on March 22, 2001
 - Manual References: 7.12.5.5
- [Leasing Worship Space, Policy on](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual Reference: 7.15.3.6
 - Approved March 28, 2009
- [Dismantling Racism Policy](#)
 - Document Creator: Steering Cabinet
 - Approval/Amendment Authority: Presbytery
 - Approved September 13, 2018
- [Ministers of the Word and Sacrament: Validation of Ministries](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual References: 7.10.3, 7.11.5.1.10, 7.11.5.5.1.4
 - Approved as Standing Rules VIII.9-7, 9-8, and 9-9 on June 29, 2006.
 - Amended on March 27, 2007
 - Revised policy approved September 26, 2013
 - Amended February 1, 2014
 - Amended May 8, 2014
- [Ministry Plan for the Presbytery](#)
 - Document Creator: Steering Cabinet
 - Approval/Amendment Authority: Presbytery
 - Manual References: 1.5.9
 - Approved February 3, 2011
- [Policy on Pastoral Compensation](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual Reference: 7.11.5.3.7, 7.11.5.5.1.8
- [Property and Loan Commission Policies and Procedures](#)

- Document Creator: Trustees and Administration Committee
- Approval/Amendment Authority: Presbytery
- Approved as Standing Rule IX-1
- Manual References: 7.15.3.4, 7.15.3.5
- Sale of a Manse, Policy for Congregations in the
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual Reference: 7.11.5.5.1.5
 - Approved June 20, 2013
- [Sexual Misconduct Policies and Procedures](#)
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Presbytery
 - Manual References: 7.11.5.5.1.9
 - Approved as Standing Rule VIII.9-6 on September 26, 2006, replacing the previous rule VIII. 9-6.
 - Amended September 23, 2011
- [Staff Rationale](#)
 - Document Creator: Steering Cabinet
 - Approval/Amendment Authority: Wording: Steering Cabinet; Policy: Presbytery
 - Manual References: 4.7.11, 8.8.3.5, 6.5.5
- [Standing Rules, Compendium of](#)
 - Document Creator: Stated Clerk, Compiler
 - Approval/Amendment Authority: Presbytery
 - Manual References: 8.3.6.6, 8.3.6.7, 26
 - Summary of Standing Rules:
 - [732-2] (VIII.9-6) Waiver of requirement for approval of outside clergy employment [732, June 1990]
 - [741-1] (VIII.5-1) Special Organizations recognized by the Presbytery of Baltimore [717, amended 741, Jan 25, 1992]
 - [Temp] Controversial Issues Policy & Procedures, approved Jun 23, 2005 for 1 year, revised Sep 23, 2006 for 1 year, renewed Sep 27, 2007 for 1 year and Sep 25, 2008 for up to 1 year pending full review of manual
 - [880-1] Baltimore Presbytery Resolution & Response to Doctrine of Discovery Report, approved September 13, 2018
- [Trustees of the Presbytery, By-Laws](#)
 - Document Creator: Trustees
 - Approval/Amendment Authority: Trustees/Presbytery
 - Manual References: 9.3

TABLE C: MANUAL OF ADMINISTRATIVE OPERATIONS
Documents Requiring Approval by Steering Cabinet or other Agencies

- Office and Support Staff Personnel Policies
 - Document Creator: Personnel Committee
 - Approval/Amendment Authority: Steering Cabinet
 - Manual References: 8.8.3.8
- Expense Reimbursement Guidelines
 - Document Creator: Administration Committee
 - Approval/Amendment Authority: Administration Committee
 - Manual References: 3.15
- [Records Management and Files Policy](#)
 - Document Creator: Administration Committee
 - Approval/Amendment Authority: Administration Committee
 - Not yet approved
 - Manual References: 4.6.1.8
- Ministry, Committee on, Manual of Operations
 - Document Creator: Commission on Ministry
 - Approval/Amendment Authority: Commission on Ministry
 - Manual References: 8.11.5.5.2
- Preparation for Ministry, Committee on, Procedures and Requirements Manual
 - Document Creator: Committee on Preparation for the Ministry
 - Approval/Amendment Authority: Commission on Preparation for Ministry
 - Approved April 1, 2008
 - Manual References: 7.8.5.3
- Presbyterian Women in the Presbytery, By-Laws
 - Document Creator: Presbyterian Women in the Presbytery
 - Approval/Amendment Authority: Presbyterian Women in the Presbytery
 - Manual References: 12.3.
- Clerks of Session, Manual for
 - Document Creator: Administration Committee
 - Approval/Amendment Authority: Administration Committee
 - Manual References: 26.7.