

# **Manual of Administrative Operations Cherokee Presbytery**

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Bylaws (approved November 2016)

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**Bylaws of the Cherokee Presbytery  
Presbyterian Church (U.S.A.)  
Cartersville, Georgia  
Adopted 11/15/2016**

These bylaws, having been adopted by the action of Cherokee Presbytery at its stated meeting of November 15, 2016, shall be effective on December 1, 2016, and hereby replace and supersede any and all other bylaws and regulations of Cherokee Presbytery, which has its principal offices at 183 W Main Street, Cartersville, Georgia.

**I. Organization**

1. Cherokee Presbytery (the “Presbytery”), being a council of the Presbyterian Church (U.S.A.) and incorporated under the laws of the state of Georgia, as a non-profit 501c3, recognizes that the Constitution of the Presbyterian Church (U.S.A.) and the laws of the state of Georgia as they pertain to the organization of religious institutions, are obligatory upon it and its members.
2. The legal name of this church body and of the Corporation is Cherokee Presbytery Properties, Inc. The Corporation is a constituent part of the Synod of South Atlantic and shall function in accordance with Parts 1 and 2 of the Constitution of the Presbyterian Church (USA) and the rules, procedures, and organization set forth in the presbytery Ministry Manual.
3. These bylaws shall, to the extent possible, be interpreted to maintain consistency with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto. To the extent these bylaws cannot be interpreted consistent with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto, the Constitution of the Presbyterian Church (U.S.A.) shall control the proceedings of the Church. Annually, the Stated Clerk shall report at the next stated meeting of the Presbytery following the adjournment of the General Assembly whether any amendment to the Constitution of the Presbyterian Church (U.S.A.) is inconsistent with these bylaws, and if so propose appropriate amendments to these bylaws to insure consistency between the Constitution of the Presbyterian Church (U.S.A.) and these bylaws.

**II. Membership and Meetings**

1. Membership in the Presbytery shall be determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.).
2. Meetings: The Presbytery shall hold stated (or regular) meetings on such

dates as are determined by the Coordinating Team, which shall announce them no later than October 31<sup>st</sup> of the previous calendar year.

The annual meeting of the Presbytery shall be the regular stated meeting of the Presbytery held in the first quarter of the calendar year.

3. Special Meetings: Special meetings may be called in any manner authorized by the Constitution of the Presbyterian Church (U.S.A.). Such calls shall state clearly the purpose of the meeting, and no other matter not so specified shall be considered. The calling body or persons shall bear the cost of notice of the special meeting.
4. Moderator: The moderator of the Presbytery shall be elected in the manner authorized by the Constitution of the Presbyterian Church (U.S.A.) for a term of one year, beginning each year at the annual meeting of the Presbytery which shall normally be the regular stated meeting of the Presbytery in the first quarter of the calendar year. The immediate past moderator or a former moderator will preside in the absence of the moderator.
5. Voting: The members of the Presbytery as determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.), shall be eligible to vote at all stated and special meetings of the presbytery.
6. Robert's Rules of Order: Meetings of the Presbytery shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in cases in which the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.
7. Opening and Closing with Prayer: All meetings of the Presbytery shall be opened and closed with prayer.
8. Quorum: A quorum of a meeting of the Presbytery shall be one-fourth of the non-retired Ministers of Word and Sacrament and representative Ruling Elders from one-fourth of the churches of presbytery. Reasons for non-attendance on the part of ministers and non-representation on the part of churches, also reasons for partial attendance, shall be given to presbytery in writing.
9. Business of the Corporation: At any meeting of the Presbytery, the Presbytery is constituted as a meeting of the members of the corporation and may conduct such business on behalf of the corporation as is proper under the laws of the state of Georgia, and the Constitution of the Presbyterian Church (U.S.A.), including the election of trustees. The annual meeting of the corporation shall normally be the regular stated meeting of the Presbytery held in the first quarter of the calendar year.

### III. The Trustees

1. The Trustees of the Corporation shall be the members of the Coordinating Team. The Moderator of the Presbytery shall serve as the President and CEO of the Corporation. The Secretary of the Corporation shall be the Stated Clerk

of the Presbytery. The Treasurer of the Corporation shall be the Treasurer of the Presbytery.

2. Authority delegated by Presbytery: The Presbytery delegates to the Board of Trustees the following responsibilities and authorizes it to spend such funds as are approved in the annual budget in the following areas:
  - a) To receive, hold, encumber, manage, and transfer property, real or personal for the Presbytery, and to accept and execute deeds of title to such property and to hold and defend title to such property, consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.);
  - b) To maintain the property of the Presbytery;
  - c) To approve sales, purchases, leases and mortgages of the property of congregations in the Presbytery subject to ratification at the following meeting of the Presbytery;
  - d) To account for the income and expenses of the Presbytery in conjunction with the Treasurer, and to provide the Presbytery with regular reports of such income and expenses;
  - e) To manage the funds of the church in conjunction with the Treasurer, and to provide the Presbytery with regular reports of the balance of such funds;
  - f) To obtain sufficient liability coverage to protect the facilities, programs and officers of the Presbytery and to retain legal counsel.
3. The Presbytery, in accordance with and not contrary to the Constitution of the Presbyterian Church (U.S.A.) may delegate by standing rule such other authority and responsibilities to the Board of Trustees as the Presbytery determines.

#### IV. Committees of the Presbytery

1. The committees of the Presbytery shall be those determined to be necessary by the Presbytery in order to carry out its work.
2. Terms of membership on Presbytery Committees shall be as provided for in the Standing Rules of the Presbytery.
3. Terms of membership on Presbytery Committees (except the Permanent Judicial Commission) shall begin at the adjournment of the annual Presbytery meeting following election and end at the adjournment of the annual meeting in the year of the election class.
4. Terms of membership on the Permanent Judicial Commission shall begin

January 1 of the year following the annual Presbytery meeting following election and shall end on December 31 of the year of the election class.

## V. Nominations and Elections

1. Eligibility for office or service on the committees of the Presbytery shall be consistent with the Constitution of the Presbyterian Church (U.S.A.).
2. There shall be a representative Nominating Committee. The Coordinating Team shall make nominations for the Nominating Committee. This committee shall also serve as the nominating committee for the corporation.
3. The stated clerk of the Presbytery shall be nominated by the Nominating Committee and elected for a definite term. Additional nominations of qualified persons may be made from the floor by any eligible presbyter. Ordinarily, no individual shall serve more than four consecutive definite terms as stated clerk.
4. The treasurer of the Presbytery shall be nominated by the Nominating Committee upon recommendation of the trustees and elected for a term of one year. Additional nominations of qualified persons may be made from the floor by any eligible presbyter.

## VI. Amendment

1. These Bylaws may be amended, subject to the Charter of the Corporation, the laws of the state of Georgia, and the Constitution of the Presbyterian Church (U.S.A.), by approval of the Presbytery at any stated or special meeting of the Presbytery by a majority vote of those present, provided that a full reading of the proposed changes or a distribution by any printed or electronic means of the same shall have been made in connection with the call of the meeting.
2. These Bylaws may not be amended contrary to or so as to not include the provisions of the Constitution of the Presbyterian Church (U.S.A.).

## Guiding Principles

Believing that the “mission of God in Christ gives shape and substance to the life and work of the Church. (F-1.01), this Manual of Administrative Operations gives shape to Cherokee Presbytery’s common life (always provisionally and always open to ways to reform in faithfulness.)

*The Book of Order* of the Presbyterian Church (USA) directs “each council [to] develop a manual of administrative operations that will specify the form and guide the work of mission in that council.” (G-3.0106). The following principles are operative in the governance of the Cherokee Presbytery:

1. In developing this manual, we recognize and affirm that “God alone is Lord of the conscience.” As is true of Reformed polity in general, there is recognition that persons chosen to lead Cherokee Presbytery are governed not by those whom they represent but by the Holy Spirit working within them and guided by the Holy Scriptures as the “only rule of faith and manners.” We recognize and affirm the principle that a larger part of the church shall govern a smaller and that the matters shall be finally decided by the “collected wisdom and united voice of the whole Church.” We intend this principle to be the foundation of operations for Cherokee Presbytery – that all decisions may ultimately be subject to the “collected wisdom and united voice” of the Presbytery – understanding that when the people of God are gathered together to listen to the Holy Spirit their collective voice is more likely to reflect the will of God.
2. The provisions of this Manual of Administrative Operations are subordinate to the *Book of Order*.
3. Ministry Teams of Cherokee Presbytery shall develop operational handbooks to guide their practice and policy. These handbooks work in concert with the Manual of Administrative Operations and the Book of Order while providing appropriate flexibility for the changing nature of the ministry of Cherokee Presbytery.
4. Those sections of The Form of Government which employ the word "shall" are obligatory upon the Presbytery, and need no further reference in this Manual. Consequently, The Form of Government is an essential accompaniment to this Manual. Likewise, those sections in the manuals and handbooks that employ the word “shall” are obligatory, whereas the word “may” is permissive.
5. Cherokee Presbytery is a not-for-profit corporation formed under the authority of the Secretary of State of the State of Georgia.

## Method of Amendment

The Coordinating Team or Vision Team of Cherokee Presbytery may recommend amendments to this Manual for approval by a two-thirds vote of the Presbytery at any stated meeting. Any amendments proposed by other parties will be submitted to the

Coordinating Team for the Coordinating Team's review and approval preceding presentation to the Presbytery. Any proposed revision to the manual disapproved by the Coordinating Team can be presented to the Presbytery for action by way of a minority report upon the vote of at least one-fourth of the Coordinating Team or by any individual commissioner to a Presbytery meeting who can present the manual revision as new business at a Presbytery meeting to be considered at the next stated meeting of the Presbytery. This rule, that a commissioner resolution be considered at the next stated Presbytery meeting, can be overridden by the Presbytery by a  $\frac{3}{4}$  vote.

#### Presbytery Structure

The work and ministry of Cherokee Presbytery is carried out both through our congregations and specific ministry teams of the presbytery. A more detailed outline of each team's responsibilities follows in this manual. Cherokee Presbytery's ministry teams are:

- Ministry Transitions Team
- Congregational Health Team
- Building Leaders Team
- Community Connections Team
- Ministry Support Team
- Permanent Judicial Commission (D-1.0000)
- Committee on Representation (G-3.01013)

#### Coordinating Team

composed of the moderators of each of the ministry teams, past presbytery moderator, and 1 at-large member

#### Vision Team

composed of the presbytery moderator, moderator-elect, discernmentarian, GA commissioners and other at-large leaders from within the presbytery

## Officers and Staff

### The Moderator of the Presbytery

- The candidate for Moderator shall be nominated by the Coordinating Team and shall follow a rotation of Female Teaching Elder, Female Ruling Elder, Male Teaching Elder, Male Ruling Elder.
- The Moderator and Moderator-Elect shall serve without compensation, but the expenses of their offices shall be included in the budget of the presbytery.
- The Moderator or appointed representative presides over services of ordination and or/installation of teaching elders.

### The Stated Clerk of the Presbytery

- A stated clerk shall be elected by the presbytery for a two year term upon nomination by the Coordinating Team.
- The stated clerk shall perform the duties designated in G-3.0104 and G-3.0110 and as specified in the Stated Clerk Position Description in the Employee Handbook (to be developed).
- As an officer of the presbytery, the stated clerk is accountable to the presbytery through the Coordinating Team which shall annually review the work of the stated clerk.
- The stated clerk may be nominated for **four consecutive** terms of office.
- Adequacy of terms of call shall be reviewed annually as part of the presbytery budgeting process.

### The Mission Coordinator

- A mission coordinator shall be elected by the presbytery to fulfill the responsibilities that are required by the mission of the body in accordance with G-3.0110.
- The mission coordinator shall perform the duties specified in the Mission Coordinator Position Description as established by the Coordinating Team.
- As an elected staff member, the mission coordinator is accountable to the presbytery through the presbytery's Coordinating Team which shall annually review the work of the mission coordinator.
- Adequacy of terms of call shall be reviewed annually as part of the presbytery budgeting process.

### Other Staff Positions

- Other positions may be created and filled by the Coordinating Team.
- These staff members shall perform duties specified in their position descriptions issued by the Coordinating Team.
- Staff members are accountable to the presbytery through the Coordinating Team.

## MINISTRY TRANSITION TEAM

The Ministry Transitions Team ordinarily shall have no fewer than six (6) members including the Moderator. The Moderator will not generally have liaison responsibilities but will instead oversee the work of the Ministry Team. The members-at-large will be composed of an equal number of ministers and elders in equal classes.

The Ministry Team is responsible for those duties outlined below and other such duties identified by the Book of Order, G- 3.0306-3.0307 and not assigned to other Ministry Teams.

1. Review and approve terms of call for Teaching Elders. Receive annual reports on terms of call.
2. Dissolve pastoral relations when the Teaching Elder and congregation concur.
3. Dismiss Teaching Elders to other presbyteries.
4. Establish and dissolve pastoral positions when requested by sessions.
5. Approve and review temporary pastoral relationships, including Interims.
6. Grant requests from Teaching Elders for release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery.
7. Commission, review, and renew commissions of Ruling Elders.
8. Perform the initial in-depth examination of Teaching Elders seeking membership in the Presbytery
9. Grant status of Honorable Retirement to Teaching Elders.
10. Approve calls of Teaching Elders moving within the Presbytery.
11. Approve moderators of sessions for churches without an installed pastor.
12. Designate persons to moderate session and congregational meetings when requested to do so by moderator of record
13. Initiate/concur in request for Administrative Commission
14. Maintain a Pulpit Supply List
15. Shall establish and annually review the presbytery's Sabbatical Policy

In exercising these powers, the Ministry Transitions Team acts on behalf of the Presbytery and will report all such actions to the next stated meeting of Presbytery.

The examination of ministers, as referenced in "8" above will be conducted jointly by the Ministry Transitions Team and the Congregational Health Team with at least two (2) members present from each committee, including at least one (1) minister and (1) elder from each committee.

## Congregational Health Team

The Congregational Health Team ordinarily will have no fewer than six (6) members including the Moderator. Members at-large should be composed of an equal number of ministers and elders in equal classes.

Congregational Health Team (CHT) is responsible for promoting Christian wellness by helping congregations of Cherokee Presbytery to share the love, grace of God through Jesus Christ. Our focus is to assist and nurture congregations in their witness and spiritual wellness leading to an enhanced chance to experience a life of peace, joy and hope.

Particular duties are outlined below.

1. Identify, support, and guide congregations in times of missional discernment and congregational conflict with trained team members
2. Identify and demonstrate best practices for congregational health
3. Develop and promote policies that protect the health and welfare of our leaders and the children in our communities
4. Provide support for pastors in crisis

Strengthening relationships, assisting in times of missional discernment, combined with training opportunities will have a cumulative positive impact. In engaging the forces impacting our environment, with God's help, it is possible to collectively move forward in charting a path to enhanced spiritual health and growth.

CHT is committed to a ministry of presence. Showing up can be a powerful impact.

CHT will work in close coordination with the Ministry Transitions Team to perform the initial in-depth examination of Teaching Elders seeking membership.

## Ministry Support Team

The Ministry Support Team ordinarily will have at least 6 members including the moderator who will serve on the Coordinating Team. At-large members should represent a balance of ruling and teaching elders.

The focus of the team's work will be supporting the presbytery in the development of the graces of generosity and stewardship both in our shared ministry and in individual congregations.

Specifically, the Ministry Support Team will

- Build, monitor and manage an annual budget and stewardship plan for our shared work
- Assist congregations with matters of property and in the development of sound financial practices including the review of proposed loans for consideration by the presbytery
- Document financial best practices
- Provide treasurer training
- Assist Administrative Commissions with matters of finances and property

## Building Leaders Team

Membership. The Buildings Leaders Team (BLT) ordinarily shall have six (6) members, including the moderator. The Coordinating Team of Presbytery (CT) may also nominate co-moderators. The moderator(s) will not ordinarily serve as liaison with validated ministers or those under care of Presbytery. The BLT will include an equal number of ministers and elders

The BLT is responsible for those duties outlined below and other such duties identified by the Book of Order, G-2.06; G-20503A; sections of G-3.0302; and duties not assigned to other Ministry Teams.

1. Direct those under care of Presbytery seeking to be ordained as ministers of Word and Sacrament in preparation for ministry (G-2.06).
  - a. Administer financial assistance to persons under care in Presbytery's specifically designated funds;
  - b. counsel with pastors and sessions regarding Inquirers and Candidates from particular churches; and
  - c. perform those duties set forth under its "Authority to Act."
2. Provide opportunities for Minister members of Presbytery to receive ministry boundary training
  - a. Work with those entering Presbytery to receive appropriate boundary training;
  - b. Develop opportunities for continued training reviews for Ministers in Presbytery.
3. Annually review the work of all ministers of Word and Sacrament engaged in validated ministries outside the congregation (G-2.0503a).
4. Develop programming for Presbytery leadership summits to the benefit of local congregations (c.f. G-3.03C "nurture the covenant community of disciples of Christ").
5. Annually review the status of Presbytery members at-large (G-2.0503b) [?]
6. Propose ruling elders and ministers of Word and Sacrament to be readers of standard ordination examinations (G-3.0302)
7. Authority to Act. The Committee on Preparation for Ministry is hereby granted authority
  - a. To dismiss candidates;
  - b. enroll inquirers; and
  - c. certify candidates as ready for examination for ordination, provided that the Committee on Preparation for Ministry shall make a full report of its actions to Presbytery at its next stated meeting.

In exercising these powers, the Building Leaders Team acts on behalf of the Presbytery and will report all such actions to the next stated meeting of Presbytery.

## Community Connections Team

The Community Connections Team ordinarily shall have no fewer than six (6) members including the moderator. The members-at-large will be composed of an equal number of ministers and elders in equal classes.

The Community Connections Team will function in accordance with the Book of Order, as outlined in G-3.0301-G-3.0307 and is responsible for the following duties:

- Help congregations in Cherokee Presbytery understand the changing context of our ministry
- Build capacity for connecting to the world beyond us
- Understand the need and opportunity for new church development, campus ministry, shared youth ministry, and cooperative mission in our region and the world
- Plan and implement our shared recreational and camping ministry
- Recruit, supervise, and assist a (re)creation Outreach Fellow, a paid part-time position, for the purpose of helping the Community Connections Team and participating congregations in the development of events within the Presbytery, specifically:
  1. Meet with leaders from each participating presbytery congregation to develop guiding principles for (re)Creation events
  2. Assist leaders from each participating congregation in the development of one local event
  3. Provide training for participating congregations as they seek to host events in their areas
  4. Assist the Community Connections Team in the interpretation of the (re)Creation ministry within Cherokee Presbytery

In exercising these responsibilities, the Community Connections Team acts on behalf of the Presbytery and will report all such actions to the next stated meeting of the Presbytery.

## Committee on Representation

The Presbytery's Book of Order-mandated Committee on Representation shall consist of six (6) members including the team's Moderator. The members at-large shall include an equal number of ministers and ruling elders in equal classes.

The Committee shall function in accordance with the Book of Order as outlined in the polity of G-3.0103 and the principles of F-1.0403 and F-1.0404 and is responsible for the following duties:

1. Advise the presbytery regarding implementation of principles of unity and diversity.
2. Advocate for inclusion and diversity in the presbytery's leadership, including:
  - Plan and promote cooperative efforts among presbytery's ministry units to enhance full participation, fair representation, connections, and communication among all of presbytery's people, churches, and communities.
  - Identify and implement efforts to enable a broader, deeper, and more diverse cadre of leaders in all of presbytery's ministry units, especially including racial/ethnic/ immigrant people, younger adults with new perspectives, and older adults with experience and wisdom.
3. Consult with presbytery, especially with and through its Coordinating Team as needed, on the employment and termination of presbytery staff and personnel.

In exercising these powers, the Committee on Representation acts on behalf of the Presbytery and will report all such actions to the next stated meeting of Presbytery.

## Coordinating Team

Composed of the moderators of each ministry team, past presbytery moderator, Committee on Representation Moderator, and one at-large member, the Coordinating Team will meet quarterly to focus on the technical issues of calendaring, resource sharing, and communication.

- Coordinates and communicates about the ministry plans and needs of each of the teams
- Manages calendaring and cooperation for resource sharing
- Provides forum for passing along information about needs in churches and shared initiatives that will strengthen the ministries of our congregations
- Collect items for docket of presbytery business meeting
- Nominate members of the Ministry Teams and at large members of the Vision Team
- Assist Stated Clerk with logistics for presbytery meetings
- Facilitate communication throughout the presbytery
- Serve as the Personnel Committee for the presbytery to provide oversight, review, and evaluation and (as needed) termination and employment of presbytery staff
  
- Develop the presbytery's required Manual of Administrative Operations
  
- Serve as a forum for interim decision making between presbytery meetings

## Vision Team

Composed of the moderator of presbytery, moderator-elect, past moderator, discernmentarian, GA commissioners, and three at-large leaders from within Cherokee Presbytery who commit to prayerful discernment for the future of Cherokee Presbytery. This team will gather at least quarterly.

- Prayerful discernment for the future of Cherokee Presbytery
- Pray for our churches, listen deeply to the concerns of our communities (local neighborhoods, larger church, and the world) with an eye towards understanding how God is specifically calling our 29 churches to bear witness to the Gospel
- Plan worship for presbytery meetings and set an annual theme for reflection and action for the presbytery to consider as we gather for worship and mission
- Review and plan for Overtures and Amendments
- Nominate at-large member/s of Coordinating Team

