

PRESBYTERY OF MILWAUKEE
PRESBYTERIAN CHURCH (U.S.A.)

PART II
MANUAL OF OPERATION
Approved September 20, 2014
Amended May 24, 2016

(Note: Chapters I-IV are drawn from the Presbytery's
"What's Next" document dated April 24, 2012)

CHAPTER I: VISION

The Presbytery of Milwaukee gathers and serves its congregations in a covenant partnership marked by faith, hope, love, trust and witness to Jesus Christ.

CHAPTER II: PRIORITIES

This Vision leads us to the following understanding of our **PRIORITIES**:

- Build on the current leadership pool to develop an even larger, more diverse group of leaders with spiritual depth and vitality; and
- Create two or more new worshiping communities to address the current identified needs in our geographic area.

CHAPTER III: STRATEGIES

Our vision and priorities lead us to define our **STRATEGIES** for our work as a Presbytery as follows:

- Restructure Presbytery meetings for maximum effectiveness;
- Provide meaningful leadership development opportunities for ruling elders, teaching elders, and other leaders in the Presbytery;
- Refocus the role of the Committee on Ministry;
- Build bridges and enhance collaborative opportunities; and
- Reshape staff roles and responsibilities to correspond with new recommendations and strategies.

CHAPTER IV: GUIDING PRINCIPLES FOR THE PRESBYTERY'S WORK

To fulfill the Presbytery's vision, priorities, and strategies, the Presbytery will be guided by the following principles:

- **Leadership:** Calling, equipping, and sustaining leaders who will serve the people with energy, intelligence, imagination, and love.
- **Healthy Congregations:** Nurturing healthy congregations and fostering connections among congregations to share God's love in the world and live the gospel of Jesus Christ.
- **Trust:** Entrusting ourselves to one another so that we reflect who God calls us to be.
- **Risk:** Creating an atmosphere that encourages risk-taking for the sake of the Gospel in this time and place

CHAPTER V: COMPOSITION OF PRESBYTERY

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1. Voting Participants at Presbytery Assembly shall include the following:
 - a. All teaching elders on the official rolls of the Presbytery;
 - b. Ruling elders commissioned by their sessions;
 - c. Ruling elders serving as officers of the Presbytery;
 - d. Others as determined by the Presbytery in a given year to ensure parity between ruling elders and teachings elders (G-3.0301).
 2. Teaching elders and ruling elders in good standing in other governing bodies of this church or in any other Christian church, who are present at any meeting of the Presbytery Assembly, may be invited to sit as corresponding members, with voice but without vote. The Presbytery Assembly may invite teaching elders of other presbyteries who are laboring within its bounds to sit as corresponding members with voice but without vote for the period of their service.
 3. A quorum shall consist of any three teaching elders of the Presbytery from three different congregations and three ruling elders commissioned by session of different congregations, meeting in regular or special session as defined in the *Book of Order*.
 4. The proceedings of the Presbytery shall be in accordance with and by virtue of authority vested in presbyteries by the Constitution of the Presbyterian Church (USA), and nothing in this Manual of Operation shall be construed as contrary to this constitution.

70 **CHAPTER VI: MEETINGS OF THE PRESBYTERY ASSEMBLY**

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1. There shall be a minimum of four stated meetings regularly scheduled in the months of February, May, September and November. The Presbytery may add regular meetings to this schedule with due notice and without amending this Manual of Operation in order to do so. Such added meetings may emphasize education, installations, etc. Business items may be considered at such meetings with due notice at least equal to that given for regular meetings noted above.
 2. In lieu of Presbytery action, the Council shall determine the time and location of each meeting.
 3. The Presbytery Assembly may adjourn a stated or special meeting to a specific time and place.
 4. The moderator shall call a special meeting of the Presbytery Assembly at the request, or with the concurrence, of two teaching elders not serving the same congregation and two ruling elders, the ruling elders being of different congregations.
 - a. Should the moderator be unable to act, the vice moderator, under the same conditions, shall issue the call; should both the moderator or vice moderator be unable to act, the stated clerk shall, under the same conditions, issue the call.
 - b. If the moderator, vice moderator, and stated clerk are unable to act, any three teaching elders not serving the same congregation and three ruling elders, the ruling elders

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- 93 being of different churches, may call a special meeting;
94 c. The Synod may direct the Presbytery to convene a special meeting for the transaction
95 of designated business.
96 d. Notice of a special meeting shall be sent not less than seven days in advance to each
97 teaching elder and to the session of every church.
98 e. The notice shall set out the purpose of the meeting and no other business than that
99 listed in the notice shall be transacted.
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101 5. All reports and recommendations shall normally be presented to the Presbytery Assembly
102 in writing and contained within the packet when materials are made available by mail
103 and/or electronically.
104 a. The agenda and reports to Presbytery will be made available at the direction of the
105 Council through the Moderator of the Presbytery at least one week before the
106 Presbytery meeting.
107 b. Notice of the availability of this material shall constitute the call of the meeting.
108 c. Agenda requests shall normally be communicated to the Council no later than three
109 weeks before the Presbytery Assembly meeting.
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111 6. Meetings of the Presbytery Assembly shall be conducted in accordance with the most
112 recent edition of *Robert's Rules of Order*, with the following exception:
113 a. Action items that are not expected to generate discussion may be assigned to a
114 Consent Agenda for consideration in one action by majority vote;
115 b. Any item may be removed from the Consent Agenda for separate consideration
116 upon the request of a single member.
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118 7. Votes may be cast only by those eligible to vote who are present.
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120 **CHAPTER VII: ENROLLMENT OF TEACHING ELDERS**

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122 Teaching elders, or Ministers of Word and Sacrament, shall be received into membership
123 as follows:

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125 1. Candidates for ordination as teaching elders under the care of this or any other
126 Presbytery of the Presbyterian Church (USA) shall be enrolled upon their ordination
127 by this Presbytery.
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129 2. Ordained teachings elders or ministers shall be received into membership upon
130 examination and recommendation of the Commission on Ministry as follows:
131 a. on presentation and acceptance of letters of dismissal from other presbyteries;
132 b. from Reformed Churches who are part of the World Communion of Reformed
133 Churches;
134 c. from other churches in compliance with *The Book of Order*;

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136 **CHAPTER VIII: ATTENDANCE**

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138 1. It is the responsibility of every *teaching elder* of the Presbytery to be present at all

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139 Assembly meetings.

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141 2. Members of Presbytery unable to attend a stated meeting of the Presbytery Assembly
142 are required to request an excused absence, presented to the Stated Clerk in writing.

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144 3. Honorably retired teaching elders shall be required to attend only when serving a
145 church by appointment of Presbytery.

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147 **CHAPTER IX: ELECTION OF LEADERSHIP AND REPRESENTATIVES**

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149 1. Councils of the Church are responsible for implementing the Church's commitment
150 to inclusiveness and participation. The Presbytery shall work to be open and inclusive
151 and to maintain patterns of inclusiveness on the basis of race, gender, sexual
152 orientation, age and/or disability.

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154 2. Presbytery officers, and members of the Presbytery Council, commissions, and standing
155 committees of the Presbytery (its "agencies") shall be teaching elders or ruling elders,
156 with provision made for the election of deacons and active church members where not
157 prohibited.

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159 3. The Nominating Committee shall present nominations for the Presbytery's agencies.
160 Nominees shall normally be presented for election at the November meeting of the
161 Presbytery Assembly and installed at the February Assembly, and taking office upon
162 installation.

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164 4. With the exception of Moderator, Vice Moderator, members of Permanent Judicial
165 Commission and Administrative staff, terms of service shall be for three years.
166 Members of Councils of the Church may be elected to full or partial terms.

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168 5. Councils

169 a. After serving two full terms, members of Councils except as in section 4 above,
170 may not be re-elected until one year has elapsed, unless otherwise provided in the
171 Presbytery bylaws, Manual of Operation or in the *Book of Order*.

172 b. The Stated Clerk and Treasurer shall be elected for a three-year term, and shall not
173 be subject to a limitation of terms.

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175 6. Membership of all Presbytery agencies shall be divided into three classes in as equal
176 number as possible, one of which shall be elected each year, with exceptions noted in
177 the bylaws, the Manual of Operation, and/or the Constitution of the PC(USA).

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179 7. No member of the Presbytery or its congregations shall normally serve in more than
180 two (2) Presbytery agencies concurrently, with the exception of the Permanent
181 Judicial Commission.

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183 8. If a member of any Presbytery agency is absent without excuse from three consecutive
184 meetings, the moderator of the agency may declare the position vacant.

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9. A vacancy on any Presbytery agency created by resignation or declared vacancy may be filled by appointment by the Moderator of the Presbytery to complete an unexpired term.
10. For purposes of parity, ruling elders serving a Presbytery agency may be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

CHAPTER X: ECCLESIASTICAL OFFICERS

1. The ecclesiastical officers of the Presbytery shall be a moderator, vice moderator, stated clerk, and treasurer. All officers must be either a ruling elder or a teaching elder.
2. The offices of moderator and vice moderator, respectively, shall be held by one ruling elder and one teaching elder member of the Presbytery at any given time. In subsequent years, the order shall reverse.
3. The Nominating Committee shall nominate an eligible ruling elder and a teaching elder member of Presbytery for the positions of moderator and vice moderator, to be elected at the November meeting, installed at the February meeting, and taking office upon installation.
 - a. The term of office shall be one year.
 - b. The moderator and/or vice moderator shall be ineligible to succeed her/himself after serving two full terms in each position.
4. The duties of the Moderator shall be the following:
 - a. to preside over the meetings of the Presbytery Assembly;
 - b. to appoint members of temporary and special commissions authorized by the Presbytery Assembly;
 - c. to appoint teaching elders or ruling elders to complete unexpired terms on presbytery commissions and committees in consultation with the Nominating Committee;
 - d. to be an active and voting participant in the Presbytery council while moderator; and
 - e. to participate in the planning of the meetings of the Presbytery Assembly.
5. The duties of the Vice Moderator shall be the following:
 - a. to discharge the duties of the Moderator when requested by the Moderator, or when the Moderator cannot be present; and
 - b. to participate in the planning of the meetings of the Presbytery Assembly.
6. The Stated Clerk must be eligible to be a member of Presbytery, and shall be elected by the Presbytery Assembly.
 - a. The term of office shall be three years and s/he may be reelected.
 - b. The calling, the form of accountability, the method of annual review, the job description, etc, of the Stated Clerk are listed in the Position Description section of the Policies Manual.
7. In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro*

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232 *tempore*; who shall function as elected until the Stated Clerk is available.

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234 8. The Treasurer must be eligible to be a member of the Presbytery, and shall be elected
235 by the Presbytery.

236 a. The term of office shall be three years. S/he may be reelected.

237 b. The calling, the form of accountability, the method of annual review, the job
238 description, etc., of the Treasurer are listed in the Position Description section
239 of the Policies Manual.

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241 **CHAPTER XI: ADMINISTRATIVE STAFF**

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243 1. The Presbytery through its Council may employ such staff as is required by the
244 mission of the body in accordance with the principles of unity in diversity (F-1.0403).

245 Council may, in consultation with the next higher council, share staff as required by the
246 mission of the body.

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248 2. The administrative staff positions, the calling, the form of accountability, the method
249 of annual review, the job description, etc., of the positions are listed in the personnel
250 section of the Policies Manual.

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252 **CHAPTER XII: STANDING COMMISSIONS & COMMITTEES**

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254 1. Presbytery Council

255 a. The Council is a standing commission of the Presbytery and shall be composed of
256 persons with differing ministry skills, commitments, and calls to lead the Presbytery
257 in implementing its vision and coordinating the Presbytery's efforts to fulfill its
258 constitutional and communal purposes.

259 b. The Council has been delegated by the Presbytery with the following responsibilities:

260 i. create and maintain an atmosphere to develop Presbytery Assembly meetings
261 through learning, community building, the business of the church, and
262 worship;

263 ii. initiate or respond to requests to plan and implement Presbytery-sponsored
264 programming;

265 iii. maintain responsibility for support, review and recommendations regarding
266 personnel;

267 iv. serve as the link between the Presbytery and other governing bodies and
268 institutions, including ecumenical and interfaith relationships;

269 v. evaluate the needs and functions of the Presbytery, focusing especially on the
270 relationships among the partnerships and between partnerships and sessions;

271 vi. act on behalf of the Presbytery, as may be helpful from time to time, to
272 appoint representatives from the Presbytery to serve until they may be elected
273 by the Presbytery to respond to immediate needs, such as disciplinary matters,
274 or appointments to other church bodies, Synod or General Assembly;

275 vii. prepare and recommend to Presbytery a regular system of priority setting and
276 response to new and emerging needs;

277 viii. communicate and coordinate regularly with all parts of the organization in

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- 278 consultation with Presbytery staff, Presbytery and Council moderators, Team
279 moderators and others as may be identified;
- 280 ix. serve as trustees of the Presbytery and maintain communication with the
281 Presbytery of Milwaukee Foundation;
- 282 x. nominate candidates for the Nominating Committee to the Presbytery
283 Assembly; and
- 284 xi. delegate matters to other agencies when that is determined to be appropriate.
- 285 c. The Council will work collaboratively with all parts of the Presbytery structure and is
286 accountable to the Presbytery.
- 287 d. The Council shall consist of nine persons, to include the Council moderator and the
288 Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-
289 large members who do not serve as members on other stranding commissions or
290 committees of the Presbytery, nominated by the Nominating Committee and elected
291 by the Presbytery Assembly. The Stated Clerk, Treasurer, Foundation President,¹ and
292 designated staff shall serve the Council *ex-officio* and without vote. The Council
293 may create task groups to plan, to explore and/or to implement specific requests.
- 294 e. Annually, the Council will lead standing ecclesiastical commissions of Presbytery
295 (COM, CPM, NOM, & PJC), the Session Partnerships team and the Mission
296 Partnerships team in formulating Presbytery's budget, as a recommendation to the
297 Presbytery Assembly for deliberation and adoption.²
- 298 i. The budget must be balanced (Operating income equal to Operating
299 expenditures).
- 300 ii. Foundation funds may be used to balance the budget, but should not exceed 10%
301 of Foundation's unrestricted assets (as determined by the Foundation
302 Secretary/Treasurer based on a 12 quarter revolving average).
- 303 iii. Requests to spend Foundation assets not included in the annual Presbytery budget
304 requires Presbytery approval.
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- 306 2. Standing Ecclesiastical Commissions in General
- 307 a. The following Presbytery standing commissions shall be elected by the Presbytery
308 Assembly and are accountable to the Presbytery.
- 309 b. They shall work collaboratively with the Presbytery Council.
- 310 c. These commissions have been delegated by the Presbytery with the responsibilities,
311 per the Constitution, to provide that the Word of God may be truly preached and
312 heard, to provide that the Sacraments may be rightly administered and received, and
313 to nurture the covenant community of disciples of Christ.
- 314 d. The above responsibilities have been distributed to the following commissions:
- 315 i. the Commission on Ministry,
- 316 ii. the Commission on Preparation for Ministry, and
- 317 iii. the Permanent Judicial Commission.
- 318 e. Designated administrative staff shall serve as *ex-officio* members of these
319 ecclesiastical commissions.
- 320 f. The Stated Clerk, a resource to all commissions (ecclesiastical or administrative),
321 may meet with these commissions.

¹ Amended February 25, 2017.

² Ibid (adding i-iii, spending criteria).

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- 3. Commission on Ministry³
 - a. Commission on Ministry (COM) serves as pastor and counselor to the ministers and Certified Christian Educators of the Presbytery, to facilitate the relations between congregations, ministers, and Certified Christian Educators, and the Presbytery, and to settle difficulties on behalf of Presbytery when possible and expedient.
 - b. Membership, Term and Quorum
 - i. This commission shall consist of equal numbers of elders and ministers with a membership of at least six.
 - ii. Its quorum shall be a majority of the membership of the commission.
 - iii. No member shall be elected for a term of more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years.
 - iv. A member having served a total of six years shall be ineligible for reelection for at least one year.
 - c. Responsibilities
 - i. Pastoral Relationship
 - 1. COM is delegated the responsibility to examine teaching elders seeking membership into this Presbytery, as well as dismiss them to other presbyteries;
 - 2. Approve and orient, when appropriate, ministers of other denominations in full communion with PC(USA) to serve in ministries in congregations of this presbytery;
 - 3. Oversee the counsel, support, and accountability of each teaching elder, ruling elder commissioned to pastoral service, and certified Christian educator and report to the presbytery annually the type of work in which each is engaged;
 - 4. Place the names of teaching elders on the appropriate validated rolls of Presbytery;
 - 5. Validate, when appropriate, special ministries;
 - 6. Grant permission to labor within or outside the bounds of the presbytery;
 - 7. Authorize and train specific ruling elders to administer or preside at the Lord's Supper in accordance with Book of Order (G-3.0301b);
 - 8. Commission ruling elders to particular pastoral service in accordance with the Book of Order (G-2.10);
 - 9. Prosecuting the temporary and permanent calls and dismissals of teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators;
 - 10. Reviewing and approving terms of call, as well as making recommendations to the Presbytery Assembly annually regarding the compensation standards for pastoral calls, certified Christian educators, and certified associate Christian educators within the presbytery;
 - 11. Granting requests from teaching elders for setting aside or release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery Assembly;

³ Amended May 1, 2017.

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- 367 12. Act on matters related to and to grant the status of honorably retired to
368 those teaching elders requesting it; and
369 13. COM shall be responsible for maintaining and implementing the Ethical
370 Boundaries policy for the presbytery in accordance with (G-3.0106).
- 371 ii. Congregational Relationship
- 372 1. COM shall maintain a mutual ministry relationship with every session in
373 regard to mission, local ministry, and participation in the common life of
374 the Presbytery;
- 375 2. COM shall counsel congregations regarding temporary and permanent
376 pastoral relationships;
- 377 3. Oversee the temporary and permanent call processes engaged by particular
378 congregations;
- 379 4. Appoint moderators to sessions of churches without pastors or when the
380 installed pastor is unable to invite another moderator; and
- 381 5. Oversee administrative reviews, as described in the *Book of Order* (G-
382 3.0108), including appointing and directing the Presbytery's Stated Clerk
383 to execute General Administrative Reviews annually, as well as
384 appointing and directing the Stated Clerk to staff, resource COM or its
385 appointed representative, and/or executing Special Administrative
386 Reviews and Direct Responses.
- 387 iii. Peacemaking
- 388 1. The COM is an instrument of the Presbytery for promoting the peace and
389 harmony of the congregations, especially in regard to matters arising out
390 of pastoral relationships and congregations. Thus, it has the authority to
391 take the initiative to mediate and reconcile, act to act to correct difficulties
392 if requested to do so by the parties concerned or granted by the Presbytery
393 Assembly. The COM may also appeal to the Presbytery Assembly to
394 create a special Administrative Commission to work with particular
395 congregations and/or teaching elder(s), ruling elder(s) commissioned to
396 pastoral service, and certified Christian educator(s).
- 397 2. Exercising wise discretion in determining when to take cognizance of
398 information concerning difficulties within a congregation and/or pastoral
399 relations, the COM shall always hold hearings that afford procedural
400 safeguards as in cases of process, following the procedures outlined in the
401 Rules of Discipline.
- 402 3. In accordance with Book of Order (G-2.0904) the COM is authorized to
403 act on behalf of the presbytery to dissolve pastoral relationships without
404 the request of either pastor or congregation provided that the COM has
405 met with the pastor and the session and has offered to be available to
406 consult with the congregation (in accordance with GAPJC 1988, 200-7,
407 Campbell, Jr. et. al. v. Pby of Atlantic).
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409 These actions of this Administrative Commission shall be taken at duly
410 constituted meetings and reported to the next stated meeting of the presbytery.

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- 412 4. Commission on Preparation for Ministry

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- 413 a. The Commission on Preparation for Ministry (CPM) shall consist of teaching elders
414 and ruling elders nominated by the Nominating Committee and elected by the
415 Presbytery Assembly. The Commission provides oversight of and guidance to
416 persons discerning calls to the ordered ministry of teaching elder. Additionally, the
417 Commission supports and educates congregations and pastors affiliated with persons
418 in the process of discernment.
- 419 b. Membership, Term and Quorum
- 420 i. The size of the Commission will be formulated in consultation with the
421 Council and determined by the Presbytery.
- 422 ii. Its quorum shall be a majority of the membership of the commission.
- 423 iii. No member shall be elected for a term of more than three years, nor shall a
424 member serve for consecutive terms, either full or partial, aggregating more
425 than six years.
- 426 iv. A member having served a total of six years shall be ineligible for
427 reelection for at least one year.
- 428 c. Responsibilities
- 429 i. Applicant / Inquirer / Candidate Relationship
- 430 1. The role of the CPM is to support and encourage an Inquirer /
431 Candidate as the individual explores and prepares for a call to the ordered
432 ministry of Teaching Elder, and also to discern the person's gifts, skills,
433 and call for the church.
- 434 2. The Commission shall receive applications from persons seeking
435 to enter into the Inquiry phase of discernment and, following the
436 endorsement of the Session of the applicant's home congregation and
437 receipt of the appropriate application forms from the applicant, shall
438 interview the applicant and decide to enroll or decline enrollment to the
439 Inquiry phase for the applicant. If the CPM discerns a call to ministry and
440 votes to enroll the applicant as an Inquirer, the individual will be enrolled
441 as an Inquirer in the presbytery as of the date of the CPM action and the
442 action will be reported at the next meeting of the Presbytery.
- 443 3. The Commission shall assign a liaison from among its members to
444 serve as guide and mentor to each person enrolled as an Inquirer.
- 445 4. CPM requires that each Inquirer complete a career counseling and
446 psychological assessment session with an agency approved by CPM.
- 447 5. CPM requires that each Inquirer / Candidate receive a Master of
448 Divinity degree from an accredited theological institution, with passing
449 grades in coursework to include Reformed theology and history,
450 preaching, Presbyterian polity, seminary level Hebrew and Greek, and Old
451 and New Testament exegesis.
- 452 6. CPM requires that each Inquirer must take and successfully complete
453 the Bible Context Exam of the Presbyterian Church (U.S.A.) with a
454 passing grade of 70% or above.
- 455 7. CPM requires Inquirers / Candidates to meet at least once each year
456 with the full committee to discuss any issues relevant to the discernment
457 process, to set goals for the upcoming year, and to receive feedback from
458 the CPM.

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8. The Commission shall receive applications from Inquirers seeking to enter the Candidacy phase of discernment after at least one year enrolled as an Inquirer and, following the endorsement of the Session of the Inquirer's home congregation and receipt of the appropriate application forms from the Inquirer, shall interview the Inquirer and decide to recommend or not recommend that the Inquirer be examined by the Presbytery in order to be approved for Candidacy. The Presbytery Assembly shall examine the Inquirer on his/her personal faith, sense of call, and forms of Christian service. If the vote of the Presbytery Assembly is positive, the person under care enters the Candidacy phase as of the date of the vote.
 9. CPM requires that each Candidate complete a Field Education experience meeting his/her theological institution's requirements and that a final report is submitted to the CPM by the Field Education Supervisor.
 10. CPM requires that each Candidate complete one unit of Clinical Pastoral Education (CPE) at an accredited CPE site and that a final report is submitted to the CPM by the Clinical Pastoral Education Supervisor.
 11. CPM requires that each Candidate complete, with Satisfactory scores, the four remaining ordination examinations administered by the Presbyterian Church (U.S.A.).
 12. Only after completion of all requirements, and in conversation with the CPM, a person who has been in the Candidacy phase for at least one year may be examined by the CPM and certified ready for examination by the Presbytery for ordination, pending a call. If the Commission votes in the affirmative, a Candidate is certified ready for examination by the Presbytery for ordination, pending a call, and receives the approval of the Commission to complete a Personal Information Form and begin circulating it.
 13. If the process for seeking a call extends more than three years after the final assessment, where the Candidate is certified ready for examination for ordination, pending a call, the Candidate will be examined again to be recertified and the CPM will discern, with the Candidate, the reasons for delay, the appropriateness of remaining in covenant relationship with the Presbytery, the Candidate's sense of call, and other circumstances affecting the status as a Candidate.
 14. In approved circumstances, the CPM will present a Candidate to the Presbytery of Milwaukee for examination for ordination on behalf of a calling presbytery.
 - ii. Congregational Relationship
 1. Members of the Commission, upon learning of an applicant's interest in entering the process of discernment, shall arrange to meet with the Session of the home congregation of the applicant to orient it to the expectations of a Session as it examines an applicant to decide whether or not to endorse him/her for the Inquiry and Candidacy phases.
 2. The CPM requires that the Session designate a liaison to the applicant and the liaison is educated regarding expectations for the role of

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- 505 Session liaison.
506 3. The CPM provides guidance, as requested, to pastors considering
507 encouraging persons to apply to the Inquiry phase.
508 4. The Commission provides education to congregations and pastors
509 regarding theological education and serves as a resource for any questions
510 around this topic.
511 iii. Oversight of The Rev. Dr. Margaret E. Towner Scholarship
512 1. The Commission has been given responsibility for the oversight and
513 administration of the scholarship.
514 2. The Commission annually develops the application question(s), receives
515 and reviews applications, and awards scholarship monies to the
516 selected recipient.
517 3. The Commission, with the assistance of the Presbytery, seeks funding to
518 continue the scholarship.
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520 5. Permanent Judicial Commission⁴
521 a. The Permanent Judicial Commission (PJC) shall be composed of no fewer than nine
522 members as described in the Rules of Discipline.
523 b. The commission shall have all the duties and powers indicated in *The Book of Order*.
524 c. The commission and its investigative committee shall be activated when the Stated
525 Clerk receives in writing a signed complaint or reference, as described in the Rules of
526 Discipline.
527
528 6. Nominating Committee
529 a. The Nominating Committee's purpose and work are described by the
530 *Book of Order* G-3.0111.
531 b. Members shall be elected by the Presbytery Assembly and shall report to the
532 Presbytery Assembly with recommendations for action.
533 c. The Presbytery Assembly shall elect a Nominating Committee broadly
534 representative of the member churches of the presbytery, with a membership
535 as evenly divided as possible between teaching elders and ruling elders,
536 with each group maintaining parity between women and men.
537 d. The nominating committee shall consist of three classes, each serving for a three-year
538 term.
539 e. Candidates for the Nominating Committee are nominated to the Presbytery Assembly
540 by the Presbytery Council.
541
542 7. Committee on Representation⁵
543 a. The Representation Committee's purpose and work are described by the
544 *Book of Order* F-1.0403 and G-3.0103.
545 b. There shall be two classes composed of two members each, equally male and female,
546 ruling elder and teaching elder, and demographically representative of the
547 presbytery. The term of office is for two years, and may be re-elected by the
548 Presbytery to serve no more than two terms.

⁴ Amended May 4, 2015.

⁵ Amended May 4, 2015.

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- 549 c. The Committee on Representation shall meet as frequently as required to fulfill its
550 responsibilities.
- 551 d. The main function of the Committee on Representation shall be to advise the
552 presbytery with respect to its membership and to that of its commissions, committees,
553 teams, agencies and other units in implementing the principles of participation and
554 inclusiveness to ensure fair and effective representation in the decision making of the
555 presbytery. The Committee on Representation shall serve both as an advocate for the
556 representation of racial ethnic members, women, different age groups and persons
557 with disabilities, and as a continuing resource to the presbytery in these areas. In
558 particular the Committee on Representation shall:
- 559 i. review the performance of presbytery in these areas and report annually to it
560 and to the Synod with recommendations for any needed corrective action;
- 561 ii. consult with the Nominating Committee concerning nomination or
562 appointment of racial ethnic members, women, different age groups and
563 persons with disabilities to commissions, committees, teams, agencies or other
564 units;
- 565 iii. and advise and resource the presbytery on the employment of personnel, in
566 accordance with the principles of participation and representation (F- 1.0403)
567 and in conformity with the State of Wisconsin's Fair Employment Law
568 (Sections 111.31-111.395 of the Wisconsin Statutes).
- 569
- 570 8. Bills and Overtures Committee⁶
- 571 a. This Committee receives and prepares proposed overtures originating in the
572 Presbytery of Milwaukee, or overtures from other presbyteries which seek
573 concurrence, for submission to the General Assembly, and present them to the
574 presbytery in a timely manner according to the rules of the General Assembly and
575 may at its discretion offer non-binding recommendations to the presbytery for
576 approval or disapproval;
- 577 b. Membership shall be composed of the two General Assembly Commissioners and
578 one Young Adult Advisory Delegate (YAAD) to the most recent General Assembly
579 who serve two (2) years. The Vice Moderator serves as Moderator of the Bills and
580 Overtures Committee. The Stated Clerk shall serve the committee as secretary with
581 voice but without vote.
- 582 c. This Committee has no regular scheduled meetings, but convenes when Proposed
583 Amendments to The Constitution are received from the General Assembly and when
584 Overtures from the Presbytery of Milwaukee or other presbyteries to the General
585 Assembly are to be considered.
- 586
- 587 9. Administrative Commissions⁷
- 588 a. Definition
- 589 i. Administrative commissions are designated by the Presbytery Assembly to consider and
590 conclude matters not involving ecclesiastical judicial process.
- 591 ii. In the discharge of their assigned responsibilities, administrative commissions may
592 discover and report matters that may require judicial action by the Presbytery Assembly.

⁶ Amended September 15, 2015.

⁷ Amended May 24, 2016

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- 593 b. Composition
594 i. Administrative commissions shall be composed of ruling elders and teaching elders
595 in numbers as nearly equal as possible and sufficient to accomplish their work.
596 ii. Members may be directly elected from a slate presented by the presbytery
597 Moderator, or the Presbytery Assembly may empower the Moderator to appoint
598 members in consultation with the stated clerk, executive staff, and moderators of
599 Council and the Commission on Ministry.
600 iii. A quorum of any administrative commission shall be a majority of its members.
601 c. The Presbytery Assembly may entrust an administrative commission to:
602 i. ordain and install teaching elders;
603 ii. examine and receive into membership teaching elders seeking membership in the
604 presbytery, including approval of terms of call and commissions for ordination and
605 installation; and receive candidates under care;
606 iii. develop immigrant fellowships, organize new congregations and worshiping
607 communities, merging congregations, or form union or federated congregations;
608 iv. visit particular congregations of the presbytery reported to be affected with disorder,
609 and inquire into and settle the difficulties therein, except that no commission of a
610 presbytery shall be empowered to dissolve a pastoral relationship without the specific
611 authorization by the Presbytery Assembly;
612 v. assume original jurisdiction, or full power and responsibility, over a session, when
613 necessary;
614 vi. make pastoral inquiry into persons accused of sexual abuse of another person (D-
615 10.0401c) when jurisdiction in a judicial proceeding against such persons has ended
616 due to death or renunciation of the accused; such inquiries shall not be understood as
617 judicial proceedings but shall seek to reach a determination of truth related to the
618 accusation and to make appropriate recommendations to the designating council;
619 vii. address other matters as determined by the Presbytery Assembly.
620 d. A commission shall keep a full record of its proceedings and shall submit that record to the
621 presbytery or councils for incorporation into its records. Actions of a commission shall be
622 regarded as actions of the presbytery. A commission may be assigned additional duties by the
623 presbytery as a committee, which duties shall be reported and handled as the report of a
624 committee.
625 e. The decisions of an administrative commission shall be reported to the stated clerk who shall
626 report it to the presbytery at its next stated meeting. The presbytery may rescind or amend an
627 action of its administrative commission in the same way actions of the presbytery are
628 modified.
629 f. When an administrative commission has been designated to settle differences within a
630 particular organization or council, it shall, before making its decision final, afford to all
631 persons affected by its decision fair notice and an opportunity to be heard on matters at issue.
632

633 **CHAPTER XIII: PARTNERSHIPS**
634

- 635 1. Session Partnerships
636 a. Summary - The stated purpose of the Session Partnership is “to work with the
637 opportunities and needs of particular sessions as they serve and challenge their
638 congregations ‘to grow as transforming and hospitable communities of faith...’” and
639 to “work with sessions in a variety of ways to equip them for their responsibilities
640 (G- 3.0201a-c). The Team may initiate resourcing or respond to initiatives emerging
641 from one or more sessions regarding training for their responsibilities or how
642 members work together as a session.”

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- 643 b. Composition – The Session Partnerships team of 7 to 9 members is composed of both
644 Ruling and Teaching Elders from around the Presbytery which are nominated by the
645 Nominating Committee and approved by the Presbytery. There are three members of
646 each class and each class serves a three year term. There are two declared positions
647 on the Committee, Moderator and Secretary, although all members share in the work
648 of the committee as equitably as is practical.
- 649 c. Function - As a partnership this team is responsible for spending a portion of the
650 income from the Presbytery’s endowment. This money is typically spent in the form
651 of grants to various sessions throughout the Presbytery. Additionally, the partnership
652 is given responsibility for administering the Camp Corbin Campership program,
653 training expenses from the Presbytery budget, and oversight of the annual Discovery
654 Day program. The Session Partnerships Team meets several times a year both as a
655 team and with others, working to achieve its stated purpose by assisting sessions.
656 Meetings are scheduled at times and locations that are convenient for as many
657 members as possible. Two of the meetings, one in the spring and one in the fall, are
658 primarily for the purpose of reviewing and approving grant requests. Other meetings
659 are scheduled as needed throughout the year.
- 660
- 661 2. Mission Partnerships
- 662 a. The mission of the Mission Partnerships Team is to:
- 663 i. To celebrate existing ministries in congregations, however they are
664 engaged in the world;
- 665 ii. To enable expanding ministries across congregations and/or communities,
666 recognizing that we do not have to reinvent the wheel every time a new
667 ministry begins; and
- 668 iii. To challenge congregations to reach out in ministry in new ways in their
669 neighborhoods and to understand those ministries as connected to the ministry
670 of the larger church.
- 671 b. The Mission Partnerships Team will:
- 672 i. work to identify, interpret and support the Presbytery’s mission;
- 673 ii. develop the more inclusive mission of the Presbytery and the Church of
674 Jesus Christ;
- 675 iii. interpret mission and mission opportunities to the Presbytery and its sessions;
- 676 iv. annually review and propose the funding of selected mission agencies for
677 Presbytery’s support;
- 678 v. be the Presbytery’s link with Wisconsin Council of Churches and
679 Interfaith groups within the bounds of the Presbytery;
- 680 vi. respond and/or coordinate a response to requests to pursue particular
681 concerns initiated by sessions or presbyters, e.g. peacemaking activities;
- 682 vii. research and propose the possibility of a mission partnership such as with a
683 Presbytery in another part of the world.
- 684 c. The Mission Partnerships team will consist of 7–9 persons nominated by the
685 Nominating Committee and elected by the Presbytery Assembly.
- 686

687 **CHAPTER XIV: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH**
688 **AND ORGANIZATIONS**

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1. The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is guided by the Constitution of the Church.
2. The Presbytery shall seek to be responsive to other organizations and institutions within its geographical bounds, which have mission priorities consistent with those of the Presbytery. As the Presbytery is able, and is called upon to do so, it will elect representatives to the decision-making bodies of such organizations and institutions. Any elected representatives shall report at least annually to the Presbytery through the Council or its Teams.

CHAPTER XV: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY

1. Commissioners shall be elected at the November stated meeting. The Nominating Committee shall nominate teaching elders and ruling elders to serve as commissioners and alternates to the Synod and the General Assembly, in numbers as prescribed by the Synod and General Assembly. Consideration shall be given to the dates when teaching elders have last served as commissioners and when churches have had elder representation; also to the date of ordination of teaching elders, to their reception into the Presbytery, and to their faithfulness as presbyters. No person may be elected as a commissioner to both governing bodies in the same year.
2. Commissioners shall report the deliberations and actions of the Synod and the Assembly when requested by the Presbytery.

CHAPTER XVI: THE CORPORATION

1. The Presbytery shall be incorporated under Chapter 187 of the Wisconsin statutes as the Presbytery of Milwaukee of the Presbyterian Church (U.S.A).
2. The Presbytery shall hold title to all legacies and bequests of all monies and properties, real and personal, of every nature that may be given, granted, devised or bequeathed to said corporation. It shall direct its Council in the use, management and conveyance of the same. The Presbytery shall also have the power and authority to take and hold title to real estate or personal property, and to direct its Council in the management, selling, disposition of, or conveyance of the same.
3. The Council shall submit a financial statement of all matters committed to it and report its proceedings to the Presbytery for review and audit at the February meeting, and at other times upon request of Presbytery.
4. The Council shall designate those officers of Presbytery who, upon approval of the Presbytery Assembly, are authorized to sign documents on behalf of the Presbytery. The ecclesiastical officers and the Treasurer of Presbytery shall be known as the officers of the Corporation.

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735 **CHAPTER XVII: FOUNDATION**

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737 The Presbytery of Milwaukee Foundation board members shall be elected from the
738 Presbytery according to the by-laws of the Foundation, and shall serve the purpose of the
739 Foundation as defined by the by-laws of the Foundation. The Foundation shall control all
740 matters related to the revenues, investments and expenditures of the Foundation consistent
741 with decisions of the Presbytery Council.⁸

742

743 1. Net proceeds generated by the Presbytery from the sale of church property will be
744 deposited in the Foundation.

745

746 2. Other than payment of management fees and other budgeted expenditures, all
747 disbursements from the Foundation will be made directly to the account of the
748 Milwaukee Presbytery.

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750 3. Requests for disbursements from Foundation funds must originate from the
751 Presbytery and be reviewed by Presbytery designated staff.

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753 4. Disbursements must be authorized by both the Foundation Secretary/Treasurer and
754 the Foundation President.

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756 5. Loans may be issued by the Foundation at the request and approval of Presbytery.
757 Such loans will not exceed 15% of total Foundation assets, and terms of any loan
758 shall not exceed 5 years.

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760 **CHAPTER XVIII: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**

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762 1. This Manual may be amended by a majority vote of the members present at a meeting of
763 the Presbytery Assembly.

764

765 2. Parts of this Manual, except the chapter to amend, may be suspended by a two-thirds vote
766 of the members present at any duly called meeting of the Presbytery Assembly.

767

768 3. No amendment or suspension of the Manual shall conflict with the provisions of *The*
769 *Book of Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.

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771 4. Changes related to spelling mistakes, typographical errors, or incorrect grammar are not
772 considered amendments.

⁸ Amended February 25, 2017 (adding 1-5, spending criteria).