CHAPTER 1: CORE VALUES AND VISION

Through authentic relationships, risk-taking for the gospel, and collaborative leadership, the Presbytery of Milwaukee supports congregations and leaders to serve as Christ directs.

CHAPTER 2: COMPOSITION OF PRESBYTERY

Voting Participants at Presbytery Assembly shall include the following:

- All ministers on the official rolls of the Presbytery;
- Ruling elders commissioned by their sessions;
- Ruling elders serving as officers of the Presbytery;
- Others as determined by the Presbytery in a given year to ensure parity between ruling elders and teachings elders (G-3.0301).

Ministers 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 ministers 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.

A quorum shall consist of any three ministers 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.

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 (U.S.A.), and nothing in this Manual of Operation shall be construed as contrary to this constitution.

CHAPTER 3: MEETINGS OF THE PRESBYTERY ASSEMBLY

Stated Meetings. 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.

In lieu of Presbytery action, the Council shall determine the time and location of each meeting.

The Presbytery Assembly may adjourn a stated or special meeting to a specific time and place.
Special Meetings. The moderator shall call a special meeting of the Presbytery Assembly at the request, or with the concurrence, of two ministers not serving the same congregation and two ruling elders, the ruling elders being of different congregations.

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.

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 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 seven 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.

Agenda and Meeting Papers. All reports and recommendations shall normally be presented to the Presbytery Assembly in writing and contained within the packet when materials are made available by mail and/or electronically.

The agenda and reports to Presbytery will be made available at the direction of the Council through the Moderator of the Presbytery at least one week before the Presbytery meeting.

Notice of the availability of this material shall constitute the call of the meeting.

Agenda requests shall normally be communicated to the Council no later than three weeks before the Presbytery Assembly meeting.

Parliamentary Authority. Meetings of the Presbytery Assembly shall be conducted in accordance with the most recent edition of Robert's Rules of Order, with the following exception: action items that are not expected to generate discussion may be assigned to a consent Agenda for consideration in one action by majority vote; and any item may be removed from the Consent Agenda for separate consideration upon the request of a single member.

Voting. Votes may be cast only by those eligible to vote who are present.

CHAPTER 4: ENROLLMENT OF MINISTERS

Ministers, or Ministers of Word and Sacrament, shall be received into membership as follows:
Candidates for ordination as ministers under the care of this or any other Presbytery of the Presbyterian Church (U.S.A.) shall be enrolled upon their ordination by this Presbytery.

Ordained teachings elders or ministers shall be received into membership upon examination and recommendation of the Commission on Ministry as follows:
- on presentation and acceptance of letters of dismissal from other presbyteries;
- from Reformed Churches who are part of the World Communion of Reformed Churches;
- and from other churches in compliance with The Book of Order.

CHAPTER 5: ATTENDANCE

It is the responsibility of every minister member of the Presbytery to be present at all Assembly meetings.

Members of Presbytery, both elders and ministers, unable to attend a stated meeting of the Presbytery Assembly are required to request an excused absence, presented to the Stated Clerk in writing.

Honorable retired ministers shall be required to attend only when serving a church by appointment of Presbytery.

CHAPTER 6: ELECTION OF LEADERSHIP AND REPRESENTATIVES

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

Presbytery officers, and members of the Presbytery Council, commissions, and standing committees of the Presbytery (its “agencies”) shall be ministers or ruling elders, with provision made for the election of deacons and active church members where not prohibited.

Nominations. The Nominating Committee shall present nominations for the Presbytery’s agencies. Nominees shall normally be presented for election at the November meeting of the Presbytery Assembly and installed at the February Assembly, and taking office upon installation.

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

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

The Stated Clerk and Treasurer shall be elected for a three-year term, and shall not be subject to a limitation of terms.
Membership of all Presbytery agencies shall be divided into three classes in as equal number as possible, one of which shall be elected each year, with exceptions noted in the bylaws, the Manual of Operation, and/or the Constitution of the PC(U.S.A.).

Each presbytery agency, unless otherwise noted in the Bylaws or this Manual, shall elect from its members a moderator or co-moderators, as well as a clerk, and inform the Nominating Committee of the presbytery. The Nominating Committee will report the leaders to the next presbytery assembly. If the agency fails to elect a moderator and/or clerk, the Council shall appoint a moderator and/or clerk until the agency is able to elect the required leaders. The moderator and clerk serve for one year, and may serve for no longer than three consecutive years.¹

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

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

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.

Ruling Elder as member of Presbytery. 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 7: ECCLESIASTICAL OFFICERS

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 minister.

The offices of moderator and vice moderator, respectively, shall be held by one ruling elder and one minister member of the Presbytery at any given time. In subsequent years, the order shall reverse.

The Nominating Committee shall nominate an eligible ruling elder and a minister 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. The term of office shall be one year. The moderator and/or vice moderator shall be ineligible to succeed her/himself after serving full terms in each position.

Moderator. The duties of the Moderator shall be the following:

• to preside over the meetings of the Presbytery Assembly;
• to appoint members of temporary and special commissions authorized by the Presbytery

¹ Amended September 26, 2017.
Assembly;

- to appoint ministers or ruling elders to complete unexpired terms on presbytery commissions and committees in consultation with the Nominating Committee;
- to be an active and voting participant in the Presbytery council while moderator; and
- to participate in the planning of the meetings of the Presbytery Assembly.

**Vice Moderator.** The duties of the Vice Moderator shall be the following:

- to discharge the duties of the Moderator when requested by the Moderator, or when the Moderator cannot be present; and
- to participate in the planning of the meetings of the Presbytery Assembly.

**Stated Clerk.** The Stated Clerk must be eligible to be a member of Presbytery and shall be elected by the Presbytery Assembly. The term of office shall be three years and s/he may be reelected. 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.

In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro tempore*; who shall function as elected until the Stated Clerk is available.

The Presbytery may also elect an Associate or Assistant Stated Clerk to assist the Stated Clerk administratively and is directly accountable and supervised by the Stated Clerk. The terms, the form of accountability, the method of annual review, the job description, etc., of the positions are listed in the personnel section of the Policies Manual.

**Treasurer.** The Treasurer must be eligible to be a member of the Presbytery and shall be elected by the Presbytery. The term of office shall be three years. S/he may be reelected. The calling, the form of accountability, the method of annual review, the job description, etc., of the Treasurer are listed in the Position Description section of the Policies Manual.

**CHAPTER 8: ADMINISTRATIVE STAFF**

The Presbytery through its Council may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity (F-1.0403). Council may, in consultation with the next higher council, share staff as required by the mission of the body (see G-3.0110).

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

Staff members, if ordained ruling or ministers, may be enrolled as members of the presbytery, with voice and vote, by vote of the body.

**CHAPTER 9: STANDING COMMISSIONS & COMMITTEES**
On Presbytery Commissions and Committees Meetings in General. Commissions and committees of the Presbytery will meet in person at least quarterly, with the exception of the Permanent Judicial Commission.

Commissions and committees may meet electronically or telephonically, as needed, in accordance with Robert’s Rules. Any decision made electronically or telephonically must be ratified by the commission or committee at its next in-person meeting.

A quorum for any commission or committee shall be a majority of its members.

Designated administrative staff shall serve as ex-officio members of Presbytery commissions and committees. Per Robert’s Rules of Order, they are members of the bodies by virtue of office or staff position. They have voice and right of vote, if they so choose to exercise, unless noted otherwise within the bylaws or this manual.

The Stated Clerk, a resource to all commissions and committees (ecclesiastical or administrative), may meet with these commissions and committees as ex-officio. However, unless otherwise noted in the bylaws or this manual, does not have vote on commissions and committees.

Standing Ecclesiastical Commissions in General. Per the Constitution of the Presbyterian Church (U.S.A.), the Presbytery may delegate authority to standing commissions. Each Commission, composed of elders and ministers, shall be elected by the Presbytery Assembly and are accountable to the Presbytery.

Delegation of Presbytery Authority. These following commissions have been delegated by the Presbytery with the responsibilities, per the Constitution, to provide that the Word of God may be truly preached and heard, to provide that the Sacraments may be rightly administered and received, and to nurture the covenant community of disciples of Christ.

The above responsibilities have been distributed to the following commissions:

- the Commission on Ministry,
- the Commission on Preparation for Ministry,
- the Presbytery Council,
- the Partnership Commission,
- Presbytery Planning Commission, and
- the Permanent Judicial Commission.

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

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2 Amended May 21, 2019.
3 Amended September 26, 2017.
The Council has been delegated by the Presbytery with the following responsibilities:

- initiate or respond to requests to plan and implement Presbytery-sponsored programming;
- maintain responsibility for support, review and recommendations regarding personnel;
- serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
- evaluate the needs and functions of the Presbytery, especially supporting the work of the Partnership Commission;
- guide the Presbytery vision of identifying, developing, and supporting a diverse group of spiritual leaders;
- engage the Presbytery in visionary and expansive evangelism opportunities such as, but not limited to, New Worshiping Communities;
- act on behalf of the Presbytery, as may be helpful from time to time, to appoint representatives from the Presbytery to serve until they may be elected by the Presbytery to respond to immediate needs, such as disciplinary matters, or appointments to other church bodies, Synod or General Assembly;
- prepare and recommend to Presbytery a regular system of priority setting and response to new and emerging needs;
- communicate and coordinate regularly with all parts of the organization in consultation with Presbytery staff, Presbytery and Council moderators, and Commission moderators and others as may be identified;
- serve as trustees of the Presbytery and maintain communication with the Presbytery of Milwaukee Foundation;
- nominate candidates for the Nominating Committee to the Presbytery Assembly; and
- delegate matters to other agencies, when that is determined to be appropriate.

Council may delegate to Council committees, working groups or task forces of its own creation duties and responsibilities related to the authority delegated to it by the Presbytery. However, Council may not delegate any decision making that the Presbytery has delegated to it as a commission (see G-3.0109, as well as 1995 GA and various GAPJC on delegation of authority).

Committees, task forces, and working groups shall study and recommend action or carry out decisions already made by Council. They shall make a full report to the Council, and its recommendations shall require action by that body.

The Council will work collaboratively with all parts of the Presbytery structure and is accountable to the Presbytery.

**Members.** The Council shall consist of nine persons, to include the Council moderator and the Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-large members who do not serve as members on other standing commissions or committees of the Presbytery, nominated by the Nominating Committee and elected by the Presbytery Assembly. The Stated Clerk and Treasurer, as officers of the Presbytery shall have voice and vote. Foundation President and designated staff shall serve the Council ex-officio and without vote. The Council may create task groups to plan, to explore and/or to implement specific requests.

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4 Amended May 21, 2019.
5 Amended February 25, 2017.
**Presbytery Budget.** Annually, the Council will lead standing ecclesiastical commissions of Presbytery (COM, CPM, NOM, & PJC), and the Partnership Commission in formulating Presbytery’s budget, as a recommendation to the Presbytery Assembly for deliberation and adoption.6

The budget must be balanced (Operating income equal to Operating expenditures). Foundation funds may be used to balance the budget, but should not exceed 10% of Foundation’s unrestricted assets (as determined by the Foundation Secretary/Treasurer based on a 12 quarter revolving average). Requests to spend Foundation assets not included in the annual Presbytery budget requires Presbytery approval.

**The Partnership Commission.**7 The purpose of the Partnership Commission is to align with the vision of the Council and to financially support innovative, creative, and connectional ministry, working alongside congregations and sessions, helping them in mission both internally and externally as they respond to God’s call in the world.

The Partnership Commission is responsible for the following functions:

- Receive, evaluate, and approve grant applications that promote:
  - the Presbytery of Milwaukee’s mission and outreach to the community,
  - congregational revitalization, and
  - missional outreach.

- Prepare applications to facilitate review of grant requests and establish deadlines and procedures for the submittal, evaluation, and determination of grants.

- Develop and nurture relationships and review and propose funding for partnership institutions, ecumenical mission agencies, and campus ministries, such as, but not limited to:
  - Presbyterian Homes of Wisconsin,
  - Ghana Partnership,
  - Wisconsin Council of Churches,
  - Interfaith Conference of Greater Milwaukee,
  - Carroll University (Waukesha),
  - Pres House (Madison), and
  - University Christian Ministries (UW-Milwaukee).

- Keep any agreements and covenants with the above organizations current and provide copies of current documents as addendums to this Manual of Operations.

- Supervise and administer camp scholarships funded by the Camp Corbin Fund (Presbytery Foundation).

**Members.** The Partnership Commission shall consist of nine persons, both Ruling and Ministers

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6 Ibid (adding i-iii, spending criteria).
7 Amended September 26, 2017.
in parity, who will be nominated by the Nominating Committee and elected by the Presbytery
Assembly. The membership will be composed of three classes, each class with three members.
Each member serves for a term of three years. 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. A member having served a total of six years shall be ineligible
for reelection for at least one year. A moderator shall be selected from the elected members and
will lead the Partnership Commission, although all members will share in the work of the
Partnership Commission as equally as practical.

Presbytery Planning Commission\textsuperscript{8}. The Commission is delegated the authority by the
presbytery to set the dates for and plan the stated and called presbytery gatherings, which may
include not only matters of business, but also educational programming, beneficiary of the
offering, worship, and meals. In particular, the Commission is authorized to approve the
celebration of Holy Communion of the Presbytery as well as set stated meeting dates. The
Presbytery Planning Commission approves contracts related to Presbytery meetings and said
contracts shall be signed by the designated administrative staff.

Members. The members of the commission shall be the Presbytery Moderator, Vice-Moderator,
and immediate past Presbytery Moderator. Stated Clerk and designated administrative staff serve
ex-officio with voice and vote.

In addition, three at-large members from the presbytery, ministers and elders, shall each serve in
a class for a term of three-years. The at-large members shall be nominated to the Presbytery
through the Nominating Committee and elected by the Presbytery Assembly. At-large members
are eligible to serve up to six (6) consecutive years.

Meetings. The Commission meets as needed.

Commission on Ministry\textsuperscript{9}, Commission on Ministry (COM) serves to facilitate the relationships
between the presbytery and its congregations, fellowships, pastors, chaplains, counselors,
Commissioned Ruling Elders and Certified Christian Educators, including: celebrating joys,
guidance through transitions, strengthening congregational vitality, and settling difficulties on
behalf of Presbytery when possible and expedient.

Members. This commission shall consist of equal numbers of elders and ministers with a
membership of at least six.

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.

A member having served a total of six years shall be ineligible for reelection for at least one
year.

\textsuperscript{8} Amended May 21, 2019.
\textsuperscript{9} Amended May 1, 2017.
**Responsibilities.** The Commission on Ministry has been delegated the authority of the Presbytery to provide oversight of three areas: Pastoral, Congregational, and Peacemaking.

**Pastoral Relationship:** COM is delegated the responsibility to:

- Examine ministers seeking membership into this Presbytery, as well as dismiss them to other presbyteries;
- Approve and orient, when appropriate, ministers of other denominations in full communion with PC(U.S.A.) to serve in ministries in congregations of this presbytery or agencies and institutions of this presbytery or denomination;
- Oversee the counsel, support, and accountability of each minister, 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;
- Place the names of ministers on the appropriate validated rolls of Presbytery;
- Validate, when appropriate, special ministries;
- Grant permission to labor within or outside the bounds of the presbytery;
- Authorize and train specific ruling elders to administer or preside at the Lord’s Supper in accordance with Book of Order (G-3.0301b);
- Commission ruling elders to particular pastoral service in accordance with the Book of Order (G-2.10);
- Prosecute the temporary and permanent calls and dismissals of ministers, ruling elders commissioned to pastoral service, and certified Christian educators;
- Review and approve 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;
- Grant requests from ministers for setting aside or release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery Assembly;
- Act on matters related to and to grant the status of honorably retired to those ministers requesting it; and
- Maintain and implement the ethical boundaries policy for the presbytery in accordance with (G-3.0106).

**Congregational Relationship:** COM shall

- Maintain a mutual ministry relationship with every session in regard to mission, local ministry, and participation in the common life of the Presbytery;
- Counsel congregations regarding temporary and permanent pastoral relationships;
- Oversee the temporary and permanent call processes engaged by particular congregations;
- Appoint moderators to sessions of churches without pastors or when the installed pastor is unable to invite another moderator; and
- Oversee administrative reviews, as described in the *Book of Order* (G-3.0108), including appointing and directing the Presbytery’s Stated Clerk to execute General Administrative Reviews annually, as well as appointing and directing the Stated Clerk to staff, resource COM or its appointed representative, and/or executing Special Administrative Reviews and Direct Responses.
Peacemaking: The COM is an instrument of the Presbytery for promoting the peace and harmony of the congregations, especially in regard to matters arising out of pastoral relationships and congregations. Thus, it has the authority to:

- Take the initiative to mediate and reconcile, act to act to correct difficulties if requested to do so by the parties concerned or granted by the Presbytery Assembly;
- Appeal to the Presbytery Assembly to create a special Administrative Commission to work with particular congregations and/or minister(s), ruling elder(s) commissioned to pastoral service, and certified Christian educator(s);
- Exercise wise discretion in determining when to take cognizance of information concerning difficulties within a congregation and/or pastoral relations;
- Hold hearings that afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline;
- In accordance with Book of Order (G-2.0904) act on behalf of the presbytery to dissolve pastoral relationships without the request of either pastor or congregation provided that the COM has met with the pastor and the session and has offered to be available to consult with the congregation (in accordance with GAPJC 1988, 200-7, Campbell, Jr. et. al. v. Pby of Atlantic). These actions of this Administrative Commission shall be taken at duly constituted meetings and reported to the next stated meeting of the presbytery.

Commission on Preparation for Ministry. The Commission on Preparation for Ministry (CPM) shall consist of ministers and ruling elders nominated by the Nominating Committee and elected by the Presbytery Assembly. The Commission provides oversight of and guidance to persons discerning calls to the ordered ministry of Minister of Word and Sacrament. Additionally, the Commission supports and educates congregations and pastors affiliated with persons in the process of discernment.

Members. The size of the Commission will be formulated in consultation with the Council and determined by the Presbytery.

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.

A member having served a total of six years shall be ineligible for reelection for at least one year.

Responsibilities. The Presbytery has delegated to the CPM the responsibility to support and encourage Inquirers and Candidates as the individuals explore and prepare for a call to the ordered Ministry of Word and Sacrament or ruling elder commissioned to pastoral service, and for the CPM to discern the person’s gifts, skills, and call for the church. The responsibilities are enacted as follows:

General:
CPM requires that each Inquirer / Candidate receive a Master of Divinity degree from an accredited theological institution, with passing grades in coursework to include Reformed theology and history, preaching, Presbyterian polity, seminary level Hebrew and Greek, and Old
CPM requires Inquirers / Candidates to meet at least once each year with the full committee to discuss any issues relevant to the discernment process, to set goals for the upcoming year, and to receive feedback from the CPM.

**Inquirers:**
The Commission shall receive applications from persons seeking to enter into the Inquiry phase of discernment and, following the endorsement of the Session of the applicant’s home congregation and receipt of the appropriate application forms from the applicant, shall interview the applicant and decide to enroll or decline enrollment to the Inquiry phase for the applicant.

If the CPM discerns a call to ministry and votes to enroll the applicant as an Inquirer, the individual will be enrolled as an Inquirer in the presbytery as of the date of the CPM action and the action will be reported at the next meeting of the Presbytery.

The Commission shall assign a liaison from among its members to serve as guide and mentor to each person enrolled as an Inquirer.

CPM requires that each Inquirer complete a career counseling and psychological assessment session with an agency approved by CPM.

CPM requires that each Inquirer must take and successfully complete the Bible Context Exam of the Presbyterian Church (U.S.A.) with a passing grade of 70% or above.

**Candidates:**
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.

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.

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.

CPM requires that each Candidate complete, with Satisfactory scores, the four remaining ordination examinations administered by the Presbyterian Church (U.S.A.).
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.

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.

In approved circumstances, the CPM will present a Candidate to the Presbytery of Milwaukee for examination for ordination on behalf of a calling presbytery.

Congregational Relationship:
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.

The CPM requires that the Session designate a liaison to the applicant and the liaison is educated regarding expectations for the role of Session liaison.

The CPM provides guidance, as requested, to pastors considering encouraging persons to apply to the Inquiry phase.

The Commission provides education to congregations and pastors regarding theological education and serves as a resource for any questions around this topic.

Oversight of The Rev. Dr. Margaret E. Towner Scholarship:
The Commission has been given responsibility for the oversight and administration of the scholarship.

The Commission annually develops the application question(s), receives and reviews applications, and awards scholarship monies to the selected recipient.

The Commission, with the assistance of the Presbytery, seeks funding to continue the scholarship.

**Permanent Judicial Commission**\(^{10}\). The Permanent Judicial Commission (PJC) shall be composed of nine members, each with a term of six years, and distributed among three classes, with no more than one half of the members to be in one class. No person who has served on a

\(^{10}\) Amended May 4, 2015.
permanent judicial commission for a full term of six years shall be eligible for reelection until
four years have elapsed after the expired six-year term. No person shall serve on more than one
permanent judicial commission at the same time. The moderator, stated clerk, or any member of
the staff of the presbytery shall not serve on its PJC. After serving, the Stated Clerk shall retain a
roster of former members in accordance with D-5.0206.b. Any vacancy due to resignation, death,
or any other cause may be filled by the presbytery by electing a person to fill the unexpired term
at any meeting thereof.

The commission shall have all the duties and powers indicated in The Book of Order’s Rules of
Discipline.

The commission and its investigative committee shall be activated when the Stated Clerk
receives in writing a signed complaint or reference, as described in the Rules of Discipline.

From the nine PJC members, the Presbytery Moderator, in consultation with the Stated Clerk,
shall appoint two members to be those assigned the responsibilities under D-10.0204 or D-
10.0303. The remaining seven members of the PJC shall be directed by the Presbytery Moderator
to convene and elect from themselves a moderator and a clerk. If a quorum is not able to be
obtained, under D-5.0206 the Presbytery Moderator shall appoint members to the PJC from the
roster of former PJC members and report the action at the next stated meeting of the Presbytery.

Once the activated PJC is convened with a quorum (a simple majority of members) and has
elected its moderator and clerk, the Stated Clerk shall orient all members to the Rules of
Discipline and be presented the complaint or reference for due process under the Rules.

**Personnel Committee**11. The committee is responsible for providing oversight of the Presbytery
staff. Specifically, the Personnel Committee shall:
- Maintain and implement the Presbytery Personnel Policies;
- Provide for Annual Reviews of all Presbytery staff;
- Make salary recommendations to the Council;
- Be available to Presbytery staff members for consultation;
- Working with the designated administrative staff, interview and recommend to Council
  hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and
- Working with the designated administrative staff, interview and recommend to the
  Nominating Committee the nomination of the Presbytery Treasurer, Presbytery Foundation
  Treasurer, Stated Clerk and Associate Stated Clerk.

The Committee is accountable to the Presbytery through the Presbytery Council.

**Members.** The Personnel Committee shall be composed of seven members.

Six members shall be divided into three equal classes. Members shall be nominated to the
Presbytery through Council and elected by the Presbytery Assembly. Term of service shall be for
three (3) years with an individual eligible to serve up to six (6) consecutive years.

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11 Amended May 21, 2019.
One member shall be appointed to the Committee by the Presbytery Council and shall serve at the pleasure of the Council while they are members of the Council.

Designated administrative staff shall serve ex-officio with voice and vote.

**Meetings.** The Committee meets as needed.

**Nominating Committee.** The Nominating Committee’s purpose and work are described by the *Book of Order*.

Members shall be elected by the Presbytery Assembly and shall report to the Presbytery Assembly with recommendations for action.

The Presbytery Assembly shall elect a Nominating Committee broadly representative of the member churches of the presbytery, with a membership as evenly divided as possible between ministers and ruling elders, with each group maintaining parity between women and men.

The nominating committee shall consist of three classes, each serving for a three-year term.

Candidates for the Nominating Committee are nominated to the Presbytery Assembly by the Presbytery Council.

**Committee on Representation**. The Representation Committee’s purpose and work are described by the *Book of Order* F-1.0403 and G-3.0103.

There shall be two classes composed of two members each, ruling elder and minister, and demographically representative of the presbytery. The term of office is for two years, and the member may be re-elected by the Presbytery to serve no more than two terms.

The Committee on Representation shall meet as frequently as required to fulfill its responsibilities.

The main function of the Committee on Representation shall be to advise the presbytery with respect to its membership and to that of its commissions, committees, teams, agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the presbytery. The Committee on Representation shall serve both as an advocate for the representation of people of differing races, ethnicities, gender, age, abilities, and sexual orientation, and as a continuing resource to the presbytery in these areas. In particular, the Committee on Representation shall:

- review the performance of presbytery in these areas and report annually to it and to the Synod with recommendations for any needed corrective action;
- consult with the Nominating Committee concerning nomination or appointment of people of differing races, ethnicities, gender, age, abilities, and sexual orientation to commissions, committees, teams, agencies or other units;
- and advise and resource the presbytery on the employment of personnel, in accordance

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12 Amended May 4, 2015.
with the principles of participation and representation (F-1.0403) and in conformity with
the State of Wisconsin’s Fair Employment Law (Sections 111.31-111.395 of the
Wisconsin Statutes).

**Bills and Overtures Committee**

This Committee receives and prepares proposed overtures originating in the Presbytery of Milwaukee, or overtures from other presbyteries which seek concurrence, for submission to the General Assembly, and presents them to the presbytery in a timely manner according to the rules of the General Assembly and may at its discretion offer non-binding recommendations to the presbytery for approval or disapproval.

**Membership** shall be composed of the two General Assembly Commissioners and one Young Adult Advisory Delegate (YAAD) to the most recent General Assembly who serve two (2) years.

The Presbytery Vice Moderator serves as Moderator of the Bills and Overtures Committee. The Stated Clerk shall serve the committee as secretary with voice but without vote.

This Committee has no regular scheduled meetings but convenes when Proposed Amendments to The Constitution are received from the General Assembly and when Overtures from the Presbytery of Milwaukee or other presbyteries to the General Assembly are to be considered.

**CHAPTER 10: ADMINISTRATIVE COMMISSIONS**

**Definition.** Administrative commissions are designated by the Presbytery Assembly to consider and conclude matters not involving ecclesiastical judicial process.

In the discharge of their assigned responsibilities, administrative commissions may discover, and report matters that may require judicial action by the Presbytery Assembly.

**Composition.** Administrative commissions shall be composed of ruling elders and ministers in numbers as nearly equal as possible and sufficient to accomplish their work.

Members may be directly elected from a slate presented by the presbytery Moderator, or the Presbytery Assembly may empower the Moderator to appoint members in consultation with the stated clerk, executive staff, and moderators of Council and the Commission on Ministry.

A quorum of any administrative commission shall be a majority of its members.

**Presbytery Delegated Authority.** The Presbytery Assembly may entrust an administrative commission to:

- ordain and install ministers;
- examine and receive into membership ministers seeking membership in the presbytery, including approval of terms of call and commissions for ordination and installation; and receive candidates under care;

13 Amended September 15, 2015.
• develop immigrant fellowships, organize new congregations and worshiping communities, merge congregations, or form union or federated congregations;
• visit particular congregations of the presbytery reported to be affected with disorder, and inquire into and settle the difficulties therein, except that no commission of a presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the Presbytery Assembly;
• assume original jurisdiction, or full power and responsibility, over a session, when necessary;
• make pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401c) when jurisdiction in a judicial proceeding against such persons has ended due to death or renunciation of the accused;
• such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the designating council named within the act creating the commission; and
• address other matters as determined by the Presbytery Assembly.

A commission shall keep a full record of its proceedings and shall submit that record to the presbytery or councils for incorporation into its records.

Actions of a commission shall be regarded as actions of the presbytery.

A commission may be assigned additional duties by the presbytery as a committee, which duties shall be reported and handled as the report of a committee.

The decisions of an administrative commission shall be reported to the stated clerk who shall report it to the presbytery at its next stated meeting.

The presbytery may rescind or amend an action of its administrative commission in the same way actions of the presbytery are modified.

When an administrative commission has been designated to settle differences within a particular organization or council, it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue. Administrative commissions are dismissed or dissolved by act of the Presbytery alone.

CHAPTER 11: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH AND ORGANIZATIONS

The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is guided by the Constitution of the Church.

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 12: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY

Commissioners shall be elected at the November stated meeting.

The Nominating Committee shall nominate ministers 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 ministers have last served as commissioners and when churches have had elder representation; also to the date of ordination of ministers, 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.

Commissioners shall report the deliberations and actions of the Synod and the Assembly when requested by the Presbytery.

CHAPTER 13: THE CORPORATION

As outlined in the Presbytery Bylaws, the Presbytery shall be incorporated under Chapter 187 of the Wisconsin statutes as the Presbytery of Milwaukee of the Presbyterian Church (U.S.A).

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, including that of any congregations of the Presbytery that have been dissolved.

The Council as Trustees 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.

CHAPTER 14: FOUNDATION

The Presbytery of Milwaukee Foundation board members shall be elected from the Presbytery according to the bylaws of the Foundation and shall serve the purpose of the Foundation as defined by the by-laws of the Foundation.

The Foundation shall control all matters related to the revenues, investments and expenditures of the Foundation consistent with decisions of the Presbytery Council. 14

14 Amended February 25, 2017 (adding 1-5, spending criteria).
Net proceeds generated by the Presbytery from the sale of church property will be deposited in the Foundation.

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

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

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

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

The Foundation bylaws may be amended at any regular meeting of the Presbytery, or at a special meeting called for that purpose, by a vote of the majority of the delegates present at such meeting. Amendments may be proposed by the Board or the Presbytery. If the Presbytery proposes the amendments, then the Presbytery shall consult with the Board and give it the opportunity for review and comment.  

CHAPTER 15: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION

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

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

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

Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.

15 Amended November 19, 2019.