

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

PART II

MANUAL OF OPERATION

Approved September 20, 2014

Amended September 26, 2017

**(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.

167

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

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184 than three consecutive years.¹

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

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

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193 9. A vacancy on any Presbytery agency created by resignation or declared vacancy may
194 be filled by appointment by the Moderator of the Presbytery to complete an unexpired term.

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196 10. For purposes of parity, ruling elders serving a Presbytery agency may be enrolled as a
197 member of the Presbytery for the term of office, whether or not commissioned by his or
198 her session.

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200 **CHAPTER X: ECCLESIASTICAL OFFICERS**

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202 1. The ecclesiastical officers of the Presbytery shall be a moderator, vice moderator,
203 stated clerk, and treasurer. All officers must be either a ruling elder or a teaching elder.

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

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209 3. The Nominating Committee shall nominate an eligible ruling elder and a teaching
210 elder member of Presbytery for the positions of moderator and vice moderator, to be
211 elected at the November meeting, installed at the February meeting, and taking office
212 upon installation.

213 a. The term of office shall be one year.

214 b. The moderator and/or vice moderator shall be ineligible to succeed her/himself
215 after serving two full terms in each position.

216

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

218 a. to preside over the meetings of the Presbytery Assembly;

219 b. to appoint members of temporary and special commissions authorized by the
220 Presbytery Assembly;

221 c. to appoint teaching elders or ruling elders to complete unexpired terms on presbytery
222 commissions and committees in consultation with the Nominating Committee;

223 d. to be an active and voting participant in the Presbytery council while moderator; and

224 e. to participate in the planning of the meetings of the Presbytery Assembly.

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226 5. The duties of the Vice Moderator shall be the following:

227 a. to discharge the duties of the Moderator when requested by the Moderator, or
228 when the Moderator cannot be present; and

¹ Amended September 26, 2017.

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- 229 b. to participate in the planning of the meetings of the Presbytery Assembly.
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231 6. The Stated Clerk must be eligible to be a member of Presbytery, and shall be elected by
232 the Presbytery Assembly.
233 a. The term of office shall be three years and s/he may be reelected.
234 b. The calling, the form of accountability, the method of annual review, the job
235 description, etc, of the Stated Clerk are listed in the Position Description section of
236 the Policies Manual.
237
238 7. In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro*
239 *tempore*; who shall function as elected until the Stated Clerk is available.
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241 8. The Treasurer must be eligible to be a member of the Presbytery, and shall be elected
242 by the Presbytery.
243 a. The term of office shall be three years. S/he may be reelected.
244 b. The calling, the form of accountability, the method of annual review, the job
245 description, etc., of the Treasurer are listed in the Position Description section
246 of the Policies Manual.
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248 **CHAPTER XI: ADMINISTRATIVE STAFF**
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- 250 1. The Presbytery through its Council may employ such staff as is required by the
251 mission of the body in accordance with the principles of unity in diversity (F-1.0403).
252 Council may, in consultation with the next higher council, share staff as required by the
253 mission of the body.
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255 2. The administrative staff positions, the calling, the form of accountability, the method
256 of annual review, the job description, etc., of the positions are listed in the personnel
257 section of the Policies Manual.
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259 **CHAPTER XII: STANDING COMMISSIONS & COMMITTEES**
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261 **1. Standing Ecclesiastical Commissions in General**

- 262 a. The following Presbytery standing commissions shall be elected by the Presbytery
263 Assembly and are accountable to the Presbytery.
264 b. They shall work collaboratively with the Presbytery Council.
265 c. These commissions have been delegated by the Presbytery with the responsibilities,
266 per the Constitution, to provide that the Word of God may be truly preached and
267 heard, to provide that the Sacraments may be rightly administered and received, and
268 to nurture the covenant community of disciples of Christ.
269 d. The above responsibilities have been distributed to the following commissions:
270 i. the Commission on Ministry,
271 ii. the Commission on Preparation for Ministry, and
272 iii. the Permanent Judicial Commission.
273 e. Designated administrative staff shall serve as *ex-officio* members of these
274 ecclesiastical commissions.

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275 f. The Stated Clerk, a resource to all commissions (ecclesiastical or administrative),
276 may meet with these commissions.
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278 **2. Presbytery Council²**

- 279 a. The Council is a standing commission of the Presbytery and shall be composed of
280 persons with differing ministry skills, commitments, and calls to lead the Presbytery
281 in implementing its vision and coordinating the Presbytery's efforts to fulfill its
282 constitutional and communal purposes.
- 283 b. The Council has been delegated by the Presbytery with the following responsibilities:
- 284 i. create and maintain an atmosphere to develop Presbytery Assembly meetings
285 through learning, community building, the business of the church, and
286 worship;
 - 287 ii. initiate or respond to requests to plan and implement Presbytery-sponsored
288 programming;
 - 289 iii. maintain responsibility for support, review and recommendations regarding
290 personnel;
 - 291 iv. serve as the link between the Presbytery and other governing bodies and
292 institutions, including ecumenical and interfaith relationships;
 - 293 v. evaluate the needs and functions of the Presbytery, especially supporting the
294 work of the Partnership Commission;
 - 295 vi. guide the Presbytery vision of identifying, developing, and supporting a
296 diverse group of spiritual leaders;
 - 297 vii. engage the Presbytery in visionary and expansive evangelism opportunities
298 such as, but not limited to, New Worshiping Communities;
 - 299 viii. act on behalf of the Presbytery, as may be helpful from time to time, to
300 appoint representatives from the Presbytery to serve until they may be elected
301 by the Presbytery to respond to immediate needs, such as disciplinary matters,
302 or appointments to other church bodies, Synod or General Assembly;
 - 303 ix. prepare and recommend to Presbytery a regular system of priority setting and
304 response to new and emerging needs;
 - 305 x. communicate and coordinate regularly with all parts of the organization in
306 consultation with Presbytery staff, Presbytery and Council moderators, and
307 Commission moderators and others as may be identified;
 - 308 xi. serve as trustees of the Presbytery and maintain communication with the
309 Presbytery of Milwaukee Foundation;
 - 310 xii. nominate candidates for the Nominating Committee to the Presbytery
311 Assembly; and
 - 312 xiii. delegate matters to other agencies when that is determined to be appropriate.
- 313 c. The Council will work collaboratively with all parts of the Presbytery structure and is
314 accountable to the Presbytery.
- 315 d. The Council shall consist of nine persons, to include the Council moderator and the
316 Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-
317 large members who do not serve as members on other stranding commissions or
318 committees of the Presbytery, nominated by the Nominating Committee and elected

² Amended September 26, 2017.

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319 by the Presbytery Assembly. The Stated Clerk, Treasurer, Foundation President,³ and
320 designated staff shall serve the Council *ex-officio* and without vote. The Council
321 may create task groups to plan, to explore and/or to implement specific requests.

- 322 e. Annually, the Council will lead standing ecclesiastical commissions of Presbytery
323 (COM, CPM, NOM, & PJC), the Partnership Commission in formulating
324 Presbytery's budget, as a recommendation to the Presbytery Assembly for
325 deliberation and adoption.⁴
- 326 i. The budget must be balanced (Operating income equal to Operating
327 expenditures).
 - 328 ii. Foundation funds may be used to balance the budget, but should not exceed 10%
329 of Foundation's unrestricted assets (as determined by the Foundation
330 Secretary/Treasurer based on a 12 quarter revolving average).
 - 331 iii. Requests to spend Foundation assets not included in the annual Presbytery budget
332 requires Presbytery approval.
- 333

334 **3. Commission on Ministry⁵**

- 335 a. Commission on Ministry (COM) serves as pastor and counselor to the ministers and
336 Certified Christian Educators of the Presbytery, to facilitate the relations between
337 congregations, ministers, and Certified Christian Educators, and the Presbytery, and
338 to settle difficulties on behalf of Presbytery when possible and expedient.

339 b. Membership, Term and Quorum

- 340 i. This commission shall consist of equal numbers of elders and ministers
341 with a membership of at least six.
- 342 ii. Its quorum shall be a majority of the membership of the commission.
- 343 iii. No member shall be elected for a term of more than three years, nor shall a
344 member serve for consecutive terms, either full or partial, aggregating more
345 than six years.
- 346 iv. A member having served a total of six years shall be ineligible for reelection
347 for at least one year.

348 c. Responsibilities

349 i. Pastoral Relationship

- 350 1. COM is delegated the responsibility to examine teaching elders seeking
351 membership into this Presbytery, as well as dismiss them to other
352 presbyteries;
- 353 2. Approve and orient, when appropriate, ministers of other denominations in
354 full communion with PC(USA) to serve in ministries in congregations of
355 this presbytery;
- 356 3. Oversee the counsel, support, and accountability of each teaching elder,
357 ruling elder commissioned to pastoral service, and certified Christian
358 educator and report to the presbytery annually the type of work in which
359 each is engaged;
- 360 4. Place the names of teaching elders on the appropriate validated rolls of
361 Presbytery;

³ Amended February 25, 2017.

⁴ Ibid (adding i-iii, spending criteria).

⁵ Amended May 1, 2017.

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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;
 12. Act on matters related to and to grant the status of honorably retired to those teaching elders requesting it; and
 13. COM shall be responsible for maintaining and implementing the Ethical Boundaries policy for the presbytery in accordance with (G-3.0106).
- ii. Congregational Relationship
1. 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;
 2. COM shall counsel congregations regarding temporary and permanent pastoral relationships;
 3. Oversee the temporary and permanent call processes engaged by particular congregations;
 4. Appoint moderators to sessions of churches without pastors or when the installed pastor is unable to invite another moderator; and
 5. 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.
- iii. Peacemaking
1. 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 correct difficulties if requested to do so by the parties concerned or granted by the Presbytery Assembly. The COM may also appeal to the Presbytery Assembly to create a special Administrative Commission to work with particular congregations and/or teaching elder(s), ruling elder(s) commissioned to pastoral service, and certified Christian educator(s).

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- 408 2. Exercising wise discretion in determining when to take cognizance of
409 information concerning difficulties within a congregation and/or pastoral
410 relations, the COM shall always hold hearings that afford procedural
411 safeguards as in cases of process, following the procedures outlined in the
412 Rules of Discipline.
413 3. In accordance with Book of Order (G-2.0904) the COM is authorized to
414 act on behalf of the presbytery to dissolve pastoral relationships without
415 the request of either pastor or congregation provided that the COM has
416 met with the pastor and the session and has offered to be available to
417 consult with the congregation (in accordance with GAPJC 1988, 200-7,
418 Campbell, Jr. et. al. v. Pby of Atlantic). These actions of this
419 Administrative Commission shall be taken at duly constituted meetings
420 and reported to the next stated meeting of the presbytery.
421

422 **4. Commission on Preparation for Ministry**

- 423 a. The Commission on Preparation for Ministry (CPM) shall consist of teaching elders
424 and ruling elders nominated by the Nominating Committee and elected by the
425 Presbytery Assembly. The Commission provides oversight of and guidance to
426 persons discerning calls to the ordered ministry of teaching elder. Additionally, the
427 Commission supports and educates congregations and pastors affiliated with persons
428 in the process of discernment.

429 b. Membership, Term and Quorum

- 430 i. The size of the Commission will be formulated in consultation with the
431 Council and determined by the Presbytery.
432 ii. Its quorum shall be a majority of the membership of the commission.
433 iii. No member shall be elected for a term of more than three years, nor shall a
434 member serve for consecutive terms, either full or partial, aggregating more
435 than six years.
436 iv. A member having served a total of six years shall be ineligible for
437 reelection for at least one year.

438 c. Responsibilities

439 i. Applicant / Inquirer / Candidate Relationship

- 440 1. The role of the CPM is to support and encourage an Inquirer /
441 Candidate as the individual explores and prepares for a call to the ordered
442 ministry of Teaching Elder, and also to discern the person's gifts, skills,
443 and call for the church.
444 2. The Commission shall receive applications from persons seeking
445 to enter into the Inquiry phase of discernment and, following the
446 endorsement of the Session of the applicant's home congregation and
447 receipt of the appropriate application forms from the applicant, shall
448 interview the applicant and decide to enroll or decline enrollment to the
449 Inquiry phase for the applicant. If the CPM discerns a call to ministry and
450 votes to enroll the applicant as an Inquirer, the individual will be enrolled
451 as an Inquirer in the presbytery as of the date of the CPM action and the
452 action will be reported at the next meeting of the Presbytery.
453 3. The Commission shall assign a liaison from among its members to

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- 454 serve as guide and mentor to each person enrolled as an Inquirer.
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456 4. CPM requires that each Inquirer complete a career counseling and
457 psychological assessment session with an agency approved by CPM.
458 5. CPM requires that each Inquirer / Candidate receive a Master of
459 Divinity degree from an accredited theological institution, with passing
460 grades in coursework to include Reformed theology and history,
461 preaching, Presbyterian polity, seminary level Hebrew and Greek, and Old
462 and New Testament exegesis.
463 6. CPM requires that each Inquirer must take and successfully complete
464 the Bible Context Exam of the Presbyterian Church (U.S.A.) with a
465 passing grade of 70% or above.
466 7. CPM requires Inquirers / Candidates to meet at least once each year
467 with the full committee to discuss any issues relevant to the discernment
468 process, to set goals for the upcoming year, and to receive feedback from
469 the CPM.
470 8. The Commission shall receive applications from Inquirers seeking
471 to enter the Candidacy phase of discernment after at least one year
472 enrolled as an Inquirer and, following the endorsement of the Session of
473 the Inquirer's home congregation and receipt of the appropriate
474 application forms from the Inquirer, shall interview the Inquirer and
475 decide to recommend or not recommend that the Inquirer be examined by
476 the Presbytery in order to be approved for Candidacy. The Presbytery
477 Assembly shall examine the Inquirer on his/her personal faith, sense of
478 call, and forms of Christian service. If the vote of the Presbytery
479 Assembly is positive, the person under care enters the Candidacy phase as
480 of the date of the vote.
481 9. CPM requires that each Candidate complete a Field Education
482 experience meeting his/her theological institution's requirements and that a
483 final report is submitted to the CPM by the Field Education Supervisor.
484 10. CPM requires that each Candidate complete one unit of Clinical
485 Pastoral Education (CPE) at an accredited CPE site and that a final report
486 is submitted to the CPM by the Clinical Pastoral Education Supervisor.
487 11. CPM requires that each Candidate complete, with Satisfactory scores,
488 the four remaining ordination examinations administered by the
489 Presbyterian Church (U.S.A.).
490 12. Only after completion of all requirements, and in conversation with
491 the CPM, a person who has been in the Candidacy phase for at least one
492 year may be examined by the CPM and certified ready for examination by
493 the Presbytery for ordination, pending a call. If the Commission votes in
494 the affirmative, a Candidate is certified ready for examination by the
495 Presbytery for ordination, pending a call, and receives the approval of the
496 Commission to complete a Personal Information Form and begin
497 circulating it.
498 13. If the process for seeking a call extends more than three years after
499 the final assessment, where the Candidate is certified ready for
examination for ordination, pending a call, the Candidate will be examined

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500 again to be recertified and the CPM will discern, with the Candidate, the
501 reasons for delay, the appropriateness of remaining in covenant
502 relationship with the Presbytery, the Candidate's sense of call, and other
503 circumstances affecting the status as a Candidate.

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

507 ii. Congregational Relationship

- 508 1. Members of the Commission, upon learning of an applicant's
509 interest in entering the process of discernment, shall arrange to meet with
510 the Session of the home congregation of the applicant to orient it to the
511 expectations of a Session as it examines an applicant to decide whether
512 or not to endorse him/her for the Inquiry and Candidacy phases.
513 2. The CPM requires that the Session designate a liaison to the
514 applicant and the liaison is educated regarding expectations for the role of
515 Session liaison.
516 3. The CPM provides guidance, as requested, to pastors considering
517 encouraging persons to apply to the Inquiry phase.
518 4. The Commission provides education to congregations and pastors
519 regarding theological education and serves as a resource for any questions
520 around this topic.

521 iii. Oversight of The Rev. Dr. Margaret E. Towner Scholarship

- 522 1. The Commission has been given responsibility for the oversight and
523 administration of the scholarship.
524 2. The Commission annually develops the application question(s), receives
525 and reviews applications, and awards scholarship monies to the
526 selected recipient.
527 3. The Commission, with the assistance of the Presbytery, seeks funding to
528 continue the scholarship.

529
530 5. **Permanent Judicial Commission**⁶

- 531 a. The Permanent Judicial Commission (PJC) shall be composed of no fewer than nine
532 members as described in the Rules of Discipline.
533 b. The commission shall have all the duties and powers indicated in *The Book of Order*.
534 c. The commission and its investigative committee shall be activated when the Stated
535 Clerk receives in writing a signed complaint or reference, as described in the Rules of
536 Discipline.

537
538 6. **Nominating Committee**

- 539 a. The Nominating Committee's purpose and work are described by the
540 *Book of Order* G-3.0111.
541 b. Members shall be elected by the Presbytery Assembly and shall report to the
542 Presbytery Assembly with recommendations for action.
543 c. The Presbytery Assembly shall elect a Nominating Committee broadly
544 representative of the member churches of the presbytery, with a membership

⁶ Amended May 4, 2015.

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- 545 as evenly divided as possible between teaching elders and ruling elders,
546 with each group maintaining parity between women and men.
547 d. The nominating committee shall consist of three classes, each serving for a three-year
548 term.
549 e. Candidates for the Nominating Committee are nominated to the Presbytery Assembly
550 by the Presbytery Council.
551

552 **7. Committee on Representation⁷**

- 553 a. The Representation Committee's purpose and work are described by the
554 *Book of Order* F-1.0403 and G-3.0103.
555 b. There shall be two classes composed of two members each, equally male and female,
556 ruling elder and teaching elder, and demographically representative of the
557 presbytery. The term of office is for two years, and may be re-elected by the
558 Presbytery to serve no more than two terms.
559 c. The Committee on Representation shall meet as frequently as required to fulfill its
560 responsibilities.
561 d. The main function of the Committee on Representation shall be to advise the
562 presbytery with respect to its membership and to that of its commissions, committees,
563 teams, agencies and other units in implementing the principles of participation and
564 inclusiveness to ensure fair and effective representation in the decision making of the
565 presbytery. The Committee on Representation shall serve both as an advocate for the
566 representation of racial ethnic members, women, different age groups and persons
567 with disabilities, and as a continuing resource to the presbytery in these areas. In
568 particular the Committee on Representation shall:
569 i. review the performance of presbytery in these areas and report annually to it
570 and to the Synod with recommendations for any needed corrective action;
571 ii. consult with the Nominating Committee concerning nomination or
572 appointment of racial ethnic members, women, different age groups and
573 persons with disabilities to commissions, committees, teams, agencies or other
574 units;
575 iii. and advise and resource the presbytery on the employment of personnel, in
576 accordance with the principles of participation and representation (F- 1.0403)
577 and in conformity with the State of Wisconsin's Fair Employment Law
578 (Sections 111.31-111.395 of the Wisconsin Statutes).
579

580 **8. Bills and Overtures Committee⁸**

- 581 a. This Committee receives and prepares proposed overtures originating in the
582 Presbytery of Milwaukee, or overtures from other presbyteries which seek
583 concurrence, for submission to the General Assembly, and present them to the
584 presbytery in a timely manner according to the rules of the General Assembly and
585 may at its discretion offer non-binding recommendations to the presbytery for
586 approval or disapproval;
587 b. Membership shall be composed of the two General Assembly Commissioners and
588 one Young Adult Advisory Delegate (YAAD) to the most recent General Assembly

⁷ Amended May 4, 2015.

⁸ Amended September 15, 2015.

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589 who serve two (2) years. The Vice Moderator serves as Moderator of the Bills and
590 Overtures Committee. The Stated Clerk shall serve the committee as secretary with
591 voice but without vote.
592 c. This Committee has no regular scheduled meetings, but convenes when Proposed
593 Amendments to The Constitution are received from the General Assembly and when
594 Overtures from the Presbytery of Milwaukee or other presbyteries to the General
595 Assembly are to be considered.
596

597 **9. Administrative Commissions⁹**

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

⁹ Amended May 24, 2016

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- 637 action of its administrative commission in the same way actions of the presbytery are
638 modified.
639 f. When an administrative commission has been designated to settle differences within a
640 particular organization or council, it shall, before making its decision final, afford to all
641 persons affected by its decision fair notice and an opportunity to be heard on matters at issue.
642

643 **CHAPTER XIII: PARTNERSHIP COMMISSION¹⁰**
644

- 645 1. The purpose of the Partnership Commission is to align with the vision of the council and to
646 financially support innovative, creative, and connectional ministry, working alongside
647 congregations and sessions, helping them in mission both internally and externally as they
648 respond to God’s call in the world.
649
- 650 2. The Partnership is responsible for the following functions:
- 651 a. Receive, evaluate, and approve grant applications that promote:
 - 652 i. the Presbytery of Milwaukee’s mission and outreach to the community;
 - 653 ii. congregational revitalization;
 - 654 iii. and missional outreach.
 - 655 b. Prepare applications to facilitate review of grant requests and establish deadlines
656 and procedures for the submittal, evaluation, and determination of grants.
 - 657 c. Develop and nurture relationships and review and propose funding for partnership
658 institutions, ecumenical mission agencies, and campus ministries, such as, but not
659 limited to:
 - 660 i. Presbyterian Homes of Wisconsin,
 - 661 ii. Ghana Partnership,
 - 662 iii. Wisconsin Council of Churches,
 - 663 iv. Interfaith Conference of Greater Milwaukee,
 - 664 v. Carroll University (Waukesha),
 - 665 vi. Pres House (Madison), and
 - 666 vii. University Christian Ministries (UW-Milwaukee).
 - 667 d. Keep any agreements and covenants with the above organizations current and
668 provide copies of current documents as addendums to this Manual of Operations.
 - 669 e. Supervise and administer camp scholarships funded by the Camp Corbin Fund
670 (Presbytery Foundation).
- 671
- 672 3. Composition
- 673 a. The Partnership Commission shall consist of nine persons, both Ruling and
674 Teaching Elders in parity, who will be nominated by the Nominating Committee
675 and elected by the Presbytery Assembly.
 - 676 b. The membership will be composed of three classes, each class with three
677 members. Each member serves for a term of three years.
 - 678 c. No member shall be elected for a term of more than three years, nor shall a
679 member serve for consecutive terms, either full or partial, aggregating more than
680 six years.

¹⁰ Amended September 26, 2017.

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- 681 d. A member having served a total of six years shall be ineligible for reelection for
682 at least one year.
683 e. A moderator shall be selected from the elected members and will lead the
684 Partnership, although all members will share in the work of the Partnership as
685 equally as practical.
686

687 4. Meetings

- 688 a. The Partnership will meet in person at least quarterly.
689 b. The Partnership may meet electronically or telephonically as needed for
690 evaluation and approval of grant requests. Any decision made electronically or
691 telephonically must be ratified by the Partnership at its next in-person meeting.
692 c. A quorum shall be a majority of its members.
693

694 **CHAPTER XIV: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH**
695 **AND ORGANIZATIONS**
696

- 697 1. The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is
698 guided by the Constitution of the Church.
699
700 2. The Presbytery shall seek to be responsive to other organizations and institutions within
701 its geographical bounds, which have mission priorities consistent with those of the
702 Presbytery. As the Presbytery is able, and is called upon to do so, it will elect
703 representatives to the decision-making bodies of such organizations and institutions.
704 Any elected representatives shall report at least annually to the Presbytery through the
705 Council or its Teams.
706

707 **CHAPTER XV: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY**
708

- 709 1. Commissioners shall be elected at the November stated meeting. The Nominating
710 Committee shall nominate teaching elders and ruling elders to serve as commissioners
711 and alternates to the Synod and the General Assembly, in numbers as prescribed by the
712 Synod and General Assembly. Consideration shall be given to the dates when teaching
713 elders have last served as commissioners and when churches have had elder
714 representation; also to the date of ordination of teaching elders, to their reception into the
715 Presbytery, and to their faithfulness as presbyters. No person may be elected as a
716 commissioner to both governing bodies in the same year.
717
718 2. Commissioners shall report the deliberations and actions of the Synod and the Assembly
719 when requested by the Presbytery.
720

721 **CHAPTER XVI: THE CORPORATION**
722

- 723 1. The Presbytery shall be incorporated under Chapter 187 of the Wisconsin statutes as the
724 Presbytery of Milwaukee of the Presbyterian Church (U.S.A).
725
726 2. The Presbytery shall hold title to all legacies and bequests of all monies and properties,

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727 real and personal, of every nature that may be given, granted, devised or bequeathed to
728 said corporation. It shall direct its Council in the use, management and conveyance of
729 the same. The Presbytery shall also have the power and authority to take and hold title to
730 real estate or personal property, and to direct its Council in the management, selling,
731 disposition of, or conveyance of the same.
732

- 733 3. The Council shall submit a financial statement of all matters committed to it and report
734 its proceedings to the Presbytery for review and audit at the February meeting, and at
735 other times upon request of Presbytery.
736
- 737 4. The Council shall designate those officers of Presbytery who, upon approval of the
738 Presbytery Assembly, are authorized to sign documents on behalf of the Presbytery. The
739 ecclesiastical officers and the Treasurer of Presbytery shall be known as the officers of
740 the Corporation.
741

742 **CHAPTER XVII: FOUNDATION**
743

744 The Presbytery of Milwaukee Foundation board members shall be elected from the
745 Presbytery according to the by-laws of the Foundation, and shall serve the purpose of the
746 Foundation as defined by the by-laws of the Foundation. The Foundation shall control all
747 matters related to the revenues, investments and expenditures of the Foundation consistent
748 with decisions of the Presbytery Council.¹¹
749

- 750 1. Net proceeds generated by the Presbytery from the sale of church property will be
751 deposited in the Foundation.
752
- 753 2. Other than payment of management fees and other budgeted expenditures, all
754 disbursements from the Foundation will be made directly to the account of the
755 Milwaukee Presbytery.
756
- 757 3. Requests for disbursements from Foundation funds must originate from the
758 Presbytery and be reviewed by Presbytery designated staff.
759
- 760 4. Disbursements must be authorized by both the Foundation Secretary/Treasurer and
761 the Foundation President.
762
- 763 5. Loans may be issued by the Foundation at the request and approval of Presbytery.
764 Such loans will not exceed 15% of total Foundation assets, and terms of any loan
765 shall not exceed 5 years.
766

767 **CHAPTER XVIII: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**
768

- 769 1. This Manual may be amended by a majority vote of the members present at a meeting of
770 the Presbytery Assembly.
771

¹¹ Amended February 25, 2017 (adding 1-5, spending criteria).

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2. 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.
 3. 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.
 4. Changes related to spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.