

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

PART II
MANUAL OF OPERATION
Approved September 20, 2014 + Amended May 21, 2019

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.

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47 **Special Meetings.** The moderator shall call a special meeting of the Presbytery Assembly at the
48 request, or with the concurrence, of two ministers not serving the same congregation and two
49 ruling elders, the ruling elders being of different congregations.

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51 Should the moderator be unable to act, the vice moderator, under the same conditions, shall issue
52 the call; should both the moderator or vice moderator be unable to act, the stated clerk shall,
53 under the same conditions, issue the call.

54
55 If the moderator, vice moderator, and stated clerk are unable to act, any three teaching
56 elders not serving the same congregation and three ruling elders, the ruling elders being of
57 different churches, may call a special meeting.

58
59 The Synod may direct the Presbytery to convene a special meeting for the transaction of
60 designated business.

61
62 Notice of a special meeting shall be sent not less than seven days in advance to each minister and
63 to the session of every church.

64
65 The notice shall set out the purpose of the meeting and no other business than that listed in the
66 notice shall be transacted.

67
68 **Agenda and Meeting Papers.** All reports and recommendations shall normally be presented to
69 the Presbytery Assembly in writing and contained within the packet when materials are made
70 available by mail and/or electronically.

71
72 The agenda and reports to Presbytery will be made available at the direction of the Council
73 through the Moderator of the Presbytery at least one week before the Presbytery meeting.

74
75 Notice of the availability of this material shall constitute the call of the meeting.

76
77 Agenda requests shall normally be communicated to the Council no later than three weeks before
78 the Presbytery Assembly meeting.

79
80 **Parliamentary Authority.** Meetings of the Presbytery Assembly shall be conducted in
81 accordance with the most recent edition of *Robert's Rules of Order*, with the following
82 exception: action items that are not expected to generate discussion may be assigned to a consent
83 Agenda for consideration in one action by majority vote; and any item may be removed from the
84 Consent Agenda for separate consideration upon the request of a single member.

85
86 **Voting.** Votes may be cast only by those eligible to vote who are present.

87
88 **CHAPTER 4: ENROLLMENT OF MINISTERS**

89
90 Ministers, or Ministers of Word and Sacrament, shall be received into membership
91 as follows:

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93 Candidates for ordination as ministers under the care of this or any other Presbytery of the
94 Presbyterian Church (U.S.A.) shall be enrolled upon their ordination by this Presbytery.

95
96 Ordained teachings elders or ministers shall be received into membership upon examination and
97 recommendation of the Commission on Ministry as follows:

- 98 • on presentation and acceptance of letters of dismissal from other presbyteries;
- 99 • from Reformed Churches who are part of the World Communion of Reformed Churches;
- 100 • and from other churches in compliance with *The Book of Order*.

101
102 **CHAPTER 5: ATTENDANCE**

103
104 It is the responsibility of every minister member of the Presbytery to be present at all Assembly
105 meetings.

106
107 Members of Presbytery, both elders and ministers, unable to attend a stated meeting of the
108 Presbytery Assembly
109 are required to request an excused absence, presented to the Stated Clerk in writing.

110
111 Honorably retired ministers shall be required to attend only when serving a
112 church by appointment of Presbytery.

113
114 **CHAPTER 6: ELECTION OF LEADERSHIP AND REPRESENTATIVES**

115
116 Councils of the Church are responsible for implementing the Church's commitment to
117 inclusiveness and participation. The Presbytery shall work to be open and inclusive and to
118 maintain patterns of inclusiveness on the basis of race, gender, sexual orientation, age and/or
119 disability.

120
121 Presbytery officers, and members of the Presbytery Council, commissions, and standing
122 committees of the Presbytery (its "agencies") shall be ministers or ruling elders, with provision
123 made for the election of deacons and active church members where not prohibited.

124
125 **Nominations.** The Nominating Committee shall present nominations for the Presbytery's
126 agencies. Nominees shall normally be presented for election at the November meeting of the
127 Presbytery Assembly and installed at the February Assembly, and taking office upon installation.

128
129 **Term Limits.** With the exception of Moderator, Vice Moderator, members of Permanent
130 Judicial Commission and Administrative staff, terms of service shall be for three years. Members
131 of Councils of the Church may be elected to full or partial terms.

132
133 After serving two full terms, members of Councils except as stated above, may not be re-elected
134 until one year has elapsed, unless otherwise provided in the Presbytery bylaws, Manual of
135 Operation or in the *Book of Order*.

136
137 The Stated Clerk and Treasurer shall be elected for a three-year term, and shall not
138 be subject to a limitation of terms.

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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.

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

189

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

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

194

195 **Stated Clerk.** The Stated Clerk must be eligible to be a member of Presbytery and shall be

196 elected by the Presbytery Assembly. The term of office shall be three years and s/he may be

197 reelected. The calling, the form of accountability, the method of annual review, the job

198 description, etc, of the Stated Clerk are listed in the Position Description section of the Policies

199 Manual.

200

201 In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro tempore*; who

202 shall function as elected until the Stated Clerk is available.

203

204 The Presbytery may also elect an Associate or Assistant Stated Clerk to assist the Stated Clerk

205 administratively and is directly accountable and supervised by the Stated Clerk. The terms, the

206 form of accountability, the method of annual review, the job description, etc., of the positions are

207 listed in the personnel section of the Policies Manual.

208

209 **Treasurer.** The Treasurer must be eligible to be a member of the Presbytery and shall be elected

210 by the Presbytery. The term of office shall be three years. S/he may be reelected. The calling,

211 the form of accountability, the method of annual review, the job description, etc., of the

212 Treasurer are listed in the Position Description section of the Policies Manual.

213

214 **CHAPTER 8: ADMINISTRATIVE STAFF**

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216 The Presbytery through its Council may employ such staff as is required by the mission of the

217 body in accordance with the principles of unity in diversity (F-1.0403). Council may, in

218 consultation with the next higher council, share staff as required by the mission of the body (see

219 G-3.0110).

220

221 The administrative staff positions, the calling, the form of accountability, the method of annual

222 review, the job description, etc., of the positions are listed in the personnel section of the Policies

223 Manual.

224

225 Staff members, if ordained ruling or ministers, may be enrolled as members of the presbytery,

226 with voice and vote, by vote of the body.

227

228 **CHAPTER 9: STANDING COMMISSIONS & COMMITTEES**

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230 **On Presbytery Commissions and Committees Meetings in General.** Commissions and
231 committees of the Presbytery will meet in person at least quarterly, with the exception of the
232 Permanent Judicial Commission.

233
234 Commissions and committees may meet electronically or telephonically, as needed, in
235 accordance with *Robert's Rules*. Any decision made electronically or telephonically must be
236 ratified by the commission or committee at its next in-person meeting.

237
238 A quorum for any commission or committee shall be a majority of its members.

239
240 Designated administrative staff shall serve as *ex-officio* members of Presbytery commissions and
241 committees. Per *Robert's Rules of Order*, they are members of the bodies by virtue of office or
242 staff position. They have voice and right of vote, if they so choose to exercise, unless noted
243 otherwise within the bylaws or this manual.

244
245 The Stated Clerk, a resource to all commissions and committees (ecclesiastical or
246 administrative), may meet with these commissions and committees as *ex-officio*. However,
247 unless otherwise noted in the bylaws or this manual, does not have vote on commissions and
248 committees.

249
250 **Standing Ecclesiastical Commissions in General.** Per the Constitution of the Presbyterian
251 Church (U.S.A.), the Presbytery may delegate authority to standing commissions. Each
252 Commission, composed of elders and ministers, shall be elected by the Presbytery Assembly
253 and are accountable to the Presbytery.

254
255 **Delegation of Presbytery Authority.** These following commissions have been delegated by the
256 Presbytery with the responsibilities, per the Constitution, to provide that the Word of God may
257 be truly preached and heard, to provide that the Sacraments may be rightly administered and
258 received, and to nurture the covenant community of disciples of Christ.

259
260 The above responsibilities have been distributed to the following commissions:

- 261
- the Commission on Ministry,
 - 262 • the Commission on Preparation for Ministry,
 - 263 • the Presbytery Council,
 - 264 • the Partnership Commission,
 - 265 • Presbytery Planning Commission,² and
 - 266 • the Permanent Judicial Commission.
- 267

268 **Presbytery Council³.** The Council is a standing commission of the Presbytery and shall be
269 composed of persons with differing ministry skills, commitments, and calls to lead the
270 Presbytery in implementing its vision and coordinating the Presbytery's efforts to fulfill its
271 constitutional and communal purposes.

272

² Amended May 21, 2019.

³ Amended September 26, 2017.

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- 273 The Council has been delegated by the Presbytery with the following responsibilities:⁴
274 • initiate or respond to requests to plan and implement Presbytery-sponsored programming;
275 maintain responsibility for support, review and recommendations regarding personnel;
276 • serve as the link between the Presbytery and other governing bodies and institutions,
277 including ecumenical and interfaith relationships;
278 • evaluate the needs and functions of the Presbytery, especially supporting the work of the
279 Partnership Commission;
280 • guide the Presbytery vision of identifying, developing, and supporting a diverse group of
281 spiritual leaders;
282 • engage the Presbytery in visionary and expansive evangelism opportunities such as, but
283 not limited to, New Worshiping Communities;
284 • act on behalf of the Presbytery, as may be helpful from time to time, to appoint
285 representatives from the Presbytery to serve until they may be elected by the Presbytery
286 to respond to immediate needs, such as disciplinary matters, or appointments to other
287 church bodies, Synod or General Assembly;
288 • prepare and recommend to Presbytery a regular system of priority setting and response to
289 new and emerging needs;
290 • communicate and coordinate regularly with all parts of the organization in consultation
291 with Presbytery staff, Presbytery and Council moderators, and Commission moderators
292 and others as may be identified;
293 • serve as trustees of the Presbytery and maintain communication with the Presbytery of
294 Milwaukee Foundation;
295 • nominate candidates for the Nominating Committee to the Presbytery Assembly; and
296 • delegate matters to other agencies, when that is determined to be appropriate.
297

298 Council may delegate to Council committees, working groups or task forces of its own creation
299 duties and responsibilities related to the authority delegated to it by the Presbytery. However,
300 Council may not delegate any decision making that the Presbytery has delegated to it as a
301 commission (see G-3.0109, as well as 1995 GA and various GAPJC on delegation of authority).
302 Committees, task forces, and working groups shall study and recommend action or carry out
303 decisions already made by Council. They shall make a full report to the Council, and its
304 recommendations shall require action by that body.
305

306 The Council will work collaboratively with all parts of the Presbytery structure and is
307 accountable to the Presbytery.
308

309 **Members.** The Council shall consist of nine persons, to include the Council moderator and the
310 Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-large
311 members who do not serve as members on other standing commissions or committees of the
312 Presbytery, nominated by the Nominating Committee and elected by the Presbytery Assembly.
313 The Stated Clerk and Treasurer, as officers of the Presbytery shall have voice and vote.
314 Foundation President⁵ and designated staff shall serve the Council *ex-officio* and without vote.
315 The Council may create task groups to plan, to explore and/or to implement specific requests.

⁴ Amended May 21, 2019.

⁵ Amended February 25, 2017.

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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

⁶ Ibid (adding i-iii, spending criteria).

⁷ Amended September 26, 2017.

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360 in parity, who will be nominated by the Nominating Committee and elected by the Presbytery
361 Assembly. The membership will be composed of three classes, each class with three members.
362 Each member serves for a term of three years. No member shall be elected for a term of more
363 than three years, nor shall a member serve for consecutive terms, either full or partial,
364 aggregating more than six years. A member having served a total of six years shall be ineligible
365 for reelection for at least one year. A moderator shall be selected from the elected members and
366 will lead the Partnership Commission, although all members will share in the work of the
367 Partnership Commission as equally as practical.

368
369 **Presbytery Planning Commission**⁸. The Commission is delegated the authority by the
370 presbytery to set the dates for and plan the stated and called presbytery gatherings, which may
371 include not only matters of business, but also educational programing, beneficiary of the
372 offering, worship, and meals. In particular, the Commission is authorized the approve the
373 celebration of Holy Communion of the Presbytery as well as set stated meeting dates. The
374 Presbytery Planning Commission approves contracts related to Presbytery meetings and said
375 contracts shall be signed by the designated administrative staff.

376
377 **Members.** The members of the commission shall be the Presbytery Moderator, Vice-Moderator,
378 and immediate past Presbytery Moderator. Stated Clerk and designated administrative staff serve
379 ex-officio with voice and vote.

380
381 In addition, three at-large members from the presbytery, ministers and elders, shall each serve in
382 a class for a term of three-years. The at-large members shall be nominated to the Presbytery
383 through the Nominating Committee and elected by the Presbytery Assembly. At-large members
384 are eligible to serve up to six (6) consecutive years.

385
386 **Meetings.** The Commission meets as needed.

387
388 **Commission on Ministry**⁹, Commission on Ministry (COM) serves to facilitate the relationships
389 between the presbytery and its congregations, fellowships, pastors, chaplains, counselors,
390 Commissioned Ruling Elders and Certified Christian Educators, including: celebrating joys,
391 guidance through transitions, strengthening congregational vitality, and settling difficulties on
392 behalf of Presbytery when possible and expedient.

393
394 **Members.** This commission shall consist of equal numbers of elders and ministers with a
395 membership of at least six.

396
397 No member shall be elected for a term of more than three years, nor shall a member serve for
398 consecutive terms, either full or partial, aggregating more than six years.

399
400 A member having served a total of six years shall be ineligible for reelection for at least one
401 year.

402

⁸ Amended May 21, 2019.

⁹ Amended May 1, 2017.

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403 **Responsibilities.** The Commission on Ministry has been delegated the authority of the
404 Presbytery to provide oversight of three areas: Pastoral, Congregational, and Peacemaking.
405

406 Pastoral Relationship: COM is delegated the responsibility to:

- 407 • Examine ministers seeking membership into this Presbytery, as well as dismiss them to
408 other presbyteries;
- 409 • Approve and orient, when appropriate, ministers of other denominations in full
410 communion with PC(U.S.A.) to serve in ministries in congregations of this presbytery or
411 agencies and institutions of this presbytery or denomination;
- 412 • Oversee the counsel, support, and accountability of each minister, ruling elder
413 commissioned to pastoral service, and certified Christian educator and report to the
414 presbytery annually the type of work in which each is engaged;
- 415 • Place the names of ministers on the appropriate validated rolls of Presbytery;
- 416 • Validate, when appropriate, special ministries;
- 417 • Grant permission to labor within or outside the bounds of the presbytery;
- 418 • Authorize and train specific ruling elders to administer or preside at the Lord's Supper in
419 accordance with Book of Order (G-3.0301b);
- 420 • Commission ruling elders to particular pastoral service in accordance with the Book of
421 Order (G-2.10);
- 422 • Prosecute the temporary and permanent calls and dismissals of ministers, ruling elders
423 commissioned to pastoral service, and certified Christian educators;
- 424 • Review and approve terms of call, as well as making recommendations to the Presbytery
425 Assembly annually regarding the compensation standards for pastoral calls, certified
426 Christian educators, and certified associate Christian educators within the presbytery;
- 427 • Grant requests from ministers for setting aside or release from exercise of ordered
428 ministry with the reasons for such release recorded in the minutes of the Presbytery
429 Assembly;
- 430 • Act on matters related to and to grant the status of honorably retired to those ministers
431 requesting it; and
- 432 • Maintain and implement the ethical boundaries policy for the presbytery in accordance
433 with (G-3.0106).

434
435 Congregational Relationship: COM shall

- 436 • Maintain a mutual ministry relationship with every session in regard to mission, local
437 ministry, and participation in the common life of the Presbytery;
- 438 • Counsel congregations regarding temporary and permanent pastoral relationships;
- 439 • Oversee the temporary and permanent call processes engaged by particular
440 congregations;
- 441 • Appoint moderators to sessions of churches without pastors or when the installed pastor
442 is unable to invite another moderator; and
- 443 • Oversee administrative reviews, as described in the *Book of Order* (G-3.0108), including
444 appointing and directing the Presbytery's Stated Clerk to execute General Administrative
445 Reviews annually, as well as appointing and directing the Stated Clerk to staff, resource
446 COM or its appointed representative, and/or executing Special Administrative Reviews
447 and Direct Responses.

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448
449 Peacemaking: The COM is an instrument of the Presbytery for promoting the peace and harmony
450 of the congregations, especially in regard to matters arising out of pastoral relationships and
451 congregations. Thus, it has the authority to:

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

467
468 **Commission on Preparation for Ministry.** The Commission on Preparation for Ministry
469 (CPM) shall consist of ministers and ruling elders nominated by the Nominating Committee and
470 elected by the Presbytery Assembly. The Commission provides oversight of and guidance to
471 persons discerning calls to the ordered ministry of Minister of Word and Sacrament.
472 Additionally, the Commission supports and educates congregations and pastors affiliated with
473 persons in the process of discernment.

474
475 **Members.** The size of the Commission will be formulated in consultation with the Council and
476 determined by the Presbytery.

477
478 No member shall be elected for a term of more than three years, nor shall a member serve for
479 consecutive terms, either full or partial, aggregating more than six years.

480
481 A member having served a total of six years shall be ineligible for reelection for at least one
482 year.

483
484 **Responsibilities.** The Presbytery has delegated to the CPM the responsibility to support and
485 encourage Inquirers and Candidates as the individuals explore and prepare for a call to the
486 ordered Ministry of Word and Sacrament or ruling elder commissioned to pastoral service, and
487 for the CPM to discern the person's gifts, skills, and call for the church. The responsibilities are
488 enacted as follows:

489
490 General:

491 CPM requires that each Inquirer / Candidate receive a Master of Divinity degree from an
492 accredited theological institution, with passing grades in coursework to include Reformed
493 theology and history, preaching, Presbyterian polity, seminary level Hebrew and Greek, and Old

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494 and New Testament exegesis.

495

496 CPM requires Inquirers / Candidates to meet at least once each year with the full committee to
497 discuss any issues relevant to the discernment process, to set goals for the upcoming year, and to
498 receive feedback from the CPM.

499

500 Inquirers:

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

505

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

509

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

512

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

515

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

518

519 Candidates:

520 The Commission shall receive applications from Inquirers seeking to enter the Candidacy phase
521 of discernment after at least one year enrolled as an Inquirer and, following the endorsement of
522 the Session of the Inquirer's home congregation and receipt of the appropriate application forms
523 from the Inquirer, shall interview the Inquirer and decide to recommend or not recommend that
524 the Inquirer be examined by the Presbytery in order to be approved for Candidacy.

525

526 The Presbytery Assembly shall examine the Inquirer on his/her personal faith, sense of call, and
527 forms of Christian service. If the vote of the Presbytery Assembly is positive, the person under
528 care enters the Candidacy phase as of the date of the vote.

529

530 CPM requires that each Candidate complete a Field Education experience meeting his/her
531 theological institution's requirements and that a final report is submitted to the CPM by the Field
532 Education Supervisor.

533

534 CPM requires that each Candidate complete one unit of Clinical Pastoral Education (CPE) at an
535 accredited CPE site and that a final report is submitted to the CPM by the Clinical Pastoral
536 Education Supervisor.

537

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

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540

541 Only after completion of all requirements, and in conversation with the CPM, a person who has
542 been in the Candidacy phase for at least one year may be examined by the CPM and certified
543 ready for examination by the Presbytery for ordination, pending a call. If the Commission votes
544 in the affirmative, a Candidate is certified ready for examination by the Presbytery for
545 ordination, pending a call, and receives the approval of the Commission to complete a Personal
546 Information Form and begin circulating it.

547

548 If the process for seeking a call extends more than three years after the final assessment, where
549 the Candidate is certified ready for examination for ordination, pending a call, the Candidate will
550 be examined again to be recertified and the CPM will discern, with the Candidate, the reasons for
551 delay, the appropriateness of remaining in covenant relationship with the Presbytery, the
552 Candidate's sense of call, and other circumstances affecting the status as a Candidate.

553

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

556

557 Congregational Relationship:

558 Members of the Commission, upon learning of an applicant's interest in entering the process of
559 discernment, shall arrange to meet with the Session of the home congregation of the applicant to
560 orient it to the expectations of a Session as it examines an applicant to decide whether or not to
561 endorse him/her for the Inquiry and Candidacy phases.

562

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

565

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

568

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

571

572 Oversight of The Rev. Dr. Margaret E. Towner Scholarship:

573 The Commission has been given responsibility for the oversight and administration of the
574 scholarship.

575

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

578

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

581

582 **Permanent Judicial Commission**¹⁰. The Permanent Judicial Commission (PJC) shall be
583 composed of nine members, each with a term of six years, and distributed among three classes,
584 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.

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

592
593 The commission shall have all the duties and powers indicated in *The Book of Order's* Rules of
594 Discipline.

595
596 The commission and its investigative committee shall be activated when the Stated Clerk
597 receives in writing a signed complaint or reference, as described in the Rules of Discipline.

598
599 From the nine PJC members, the Presbytery Moderator, in consultation with the Stated Clerk,
600 shall appoint two members to be those assigned the responsibilities under D-10.0204 or D-
601 10.0303. The remaining seven members of the PJC shall be directed by the Presbytery Moderator
602 to convene and elect from themselves a moderator and a clerk. If a quorum is not able to be
603 obtained, under D-5.0206 the Presbytery Moderator shall appoint members to the PJC from the
604 roster of former PJC members and report the action at the next stated meeting of the Presbytery.

605
606 Once the activated PJC is convened with a quorum (a simple majority of members) and has
607 elected its moderator and clerk, the Stated Clerk shall orient all members to the Rules of
608 Discipline and be presented the complaint or reference for due process under the Rules.

609
610 **Personnel Committee**¹¹. The committee is responsible for providing oversight of the Presbytery
611 staff. Specifically, the Personnel Committee shall:

- 612 • Maintain and implement the Presbytery Personnel Policies;
613 • Provide for Annual Reviews of all Presbytery staff;
614 • Make salary recommendations to the Council;
615 • Be available to Presbytery staff members for consultation;
616 • Working with the designated administrative staff, interview and recommend to Council
617 hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and
618 • Working with the designated administrative staff, interview and recommend to the
619 Nominating Committee the nomination of the Presbytery Treasurer, Presbytery Foundation
620 Treasurer, Stated Clerk and Associate Stated Clerk.

621
622 The Committee is accountable to the Presbytery through the Presbytery Council.

623
624 **Members.** The Personnel Committee shall be composed of seven members.

625
626 Six members shall be divided into three equal classes. Members shall be nominated to the
627 Presbytery through Council and elected by the Presbytery Assembly. Term of service shall be for
628 three (3) years with an individual eligible to serve up to six (6) consecutive years.

629

¹¹ Amended May 21, 2019.

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630 One member shall be appointed to the Committee by the Presbytery Council and shall serve at
631 the pleasure of the Council while they are members of the Council.

632
633 Designated administrative staff shall serve ex-officio with voice and vote.

634
635 **Meetings.** The Committee meets as needed.

636
637 **Nominating Committee.** The Nominating Committee's purpose and work are described by the
638 *Book of Order*.

639
640 **Members** shall be elected by the Presbytery Assembly and shall report to the Presbytery
641 Assembly with recommendations for action.

642
643 The Presbytery Assembly shall elect a Nominating Committee broadly representative of the
644 member churches of the presbytery, with a membership as evenly divided as possible between
645 ministers and ruling elders, with each group maintaining parity between women and men.

646
647 The nominating committee shall consist of three classes, each serving for a three-year term.

648
649 Candidates for the Nominating Committee are nominated to the Presbytery Assembly by the
650 Presbytery Council.

651
652 **Committee on Representation**¹². The Representation Committee's purpose and work are
653 described by the *Book of Order* F-1.0403 and G-3.0103.

654
655 There shall be two classes composed of two members each, ruling elder and minister, and
656 demographically representative of the presbytery. The term of office is for two years, and the
657 member may be re-elected by the Presbytery to serve no more than two terms.

658
659 The Committee on Representation shall meet as frequently as required to fulfill its
660 responsibilities.

661
662 The main function of the Committee on Representation shall be to advise the presbytery with
663 respect to its membership and to that of its commissions, committees, teams, agencies and other
664 units in implementing the principles of participation and inclusiveness to ensure fair and
665 effective representation in the decision making of the presbytery. The Committee on
666 Representation shall serve both as an advocate for the representation of people of differing races,
667 ethnicities, gender, age, abilities, and sexual orientation, and as a continuing resource to the
668 presbytery in these areas. In particular, the Committee on Representation shall:

- 669
- 670 • review the performance of presbytery in these areas and report annually to it and to the
671 Synod with recommendations for any needed corrective action;
 - 672 • consult with the Nominating Committee concerning nomination or appointment of people
673 of differing races, ethnicities, gender, age, abilities, and sexual orientation to
674 commissions, committees, teams, agencies or other units;
 - and advise and resource the presbytery on the employment of personnel, in accordance

¹² Amended May 4, 2015.

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675 with the principles of participation and representation (F- 1.0403) and in conformity with
676 the State of Wisconsin's Fair Employment Law (Sections 111.31-111.395 of the
677 Wisconsin Statutes).

678
679 **Bills and Overtures Committee**¹³. This Committee receives and prepares proposed overtures
680 originating in the Presbytery of Milwaukee, or overtures from other presbyteries which seek
681 concurrence, for submission to the General Assembly, and presents them to the presbytery in a
682 timely manner according to the rules of the General Assembly and may at its discretion offer
683 non-binding recommendations to the presbytery for approval or disapproval.

684
685 **Membership** shall be composed of the two General Assembly Commissioners and one Young
686 Adult Advisory Delegate (YAAD) to the most recent General Assembly who serve two (2)
687 years.

688
689 The Presbytery Vice Moderator serves as Moderator of the Bills and Overtures Committee. The
690 Stated Clerk shall serve the committee as secretary with voice but without vote.

691
692 This Committee has no regular scheduled meetings but convenes when Proposed Amendments to
693 The Constitution are received from the General Assembly and when Overtures from the
694 Presbytery of Milwaukee or other presbyteries to the General Assembly are to be considered.

695
696 **CHAPTER 10: ADMINISTRATIVE COMMISSIONS**
697

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

700
701 In the discharge of their assigned responsibilities, administrative commissions may discover, and
702 report matters that may require judicial action by the Presbytery Assembly.

703
704 **Composition.** Administrative commissions shall be composed of ruling elders and ministers in
705 numbers as nearly equal as possible and sufficient to accomplish their work.

706
707 Members may be directly elected from a slate presented by the presbytery Moderator, or the
708 Presbytery Assembly may empower the Moderator to appoint members in consultation with the
709 stated clerk, executive staff, and moderators of Council and the Commission on Ministry.

710
711 A quorum of any administrative commission shall be a majority of its members.

712
713 **Presbytery Delegated Authority.** The Presbytery Assembly may entrust an administrative
714 commission to:

- 715
- ordain and install ministers;
 - examine and receive into membership ministers seeking membership in the presbytery,
717 including approval of terms of call and commissions for ordination and installation; and
718 receive candidates under care;

¹³ Amended September 15, 2015.

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- 719 • develop immigrant fellowships, organize new congregations and worshipping
720 communities, merge congregations, or form union or federated congregations;
- 721 • visit particular congregations of the presbytery reported to be affected with disorder, and
722 inquire into and settle the difficulties therein, except that no commission of a presbytery
723 shall be empowered to dissolve a pastoral relationship without the specific authorization
724 by the Presbytery Assembly;
- 725 • assume original jurisdiction, or full power and responsibility, over a session, when
726 necessary;
- 727 • make pastoral inquiry into persons accused of sexual abuse of another person (D-
728 10.0401c) when jurisdiction in a judicial proceeding against such persons has ended due
729 to death or renunciation of the accused;
- 730 • such inquiries shall not be understood as judicial proceedings but shall seek to reach a
731 determination of truth related to the accusation and to make appropriate
732 recommendations to the designating council named within the act creating the
733 commission; and
- 734 • address other matters as determined by the Presbytery Assembly.
735

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

738
739 Actions of a commission shall be regarded as actions of the presbytery.

740
741 A commission may be assigned additional duties by the presbytery as a committee, which duties
742 shall be reported and handled as the report of a committee.

743
744 The decisions of an administrative commission shall be reported to the stated clerk who shall
745 report it to the presbytery at its next stated meeting.

746
747 The presbytery may rescind or amend an action of its administrative commission in the same
748 way actions of the presbytery are modified.

749
750 When an administrative commission has been designated to settle differences within a particular
751 organization or council, it shall, before making its decision final, afford to all persons affected by
752 its decision fair notice and an opportunity to be heard on matters at issue.

753 Administrative commissions are dismissed or dissolved by act of the Presbytery alone.

754
755 **CHAPTER 11: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH**
756 **AND ORGANIZATIONS**

757
758 The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is guided
759 by the Constitution of the Church.

760
761 The Presbytery shall seek to be responsive to other organizations and institutions within its
762 geographical bounds, which have mission priorities consistent with those of the Presbytery.

763
764 As the Presbytery is able, and is called upon to do so, it will elect representatives to the decision-

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765 making bodies of such organizations and institutions.

766

767 Any elected representatives shall report at least annually to the Presbytery through the Council or
768 its Teams.

769

770 **CHAPTER 12: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY**

771

772 Commissioners shall be elected at the November stated meeting.

773

774 The Nominating Committee shall nominate ministers and ruling elders to serve as commissioners
775 and alternates to the Synod and the General Assembly, in numbers as prescribed by the Synod
776 and General Assembly.

777

778 Consideration shall be given to the dates when ministers have last served as commissioners and
779 when churches have had elder representation; also to the date of ordination of ministers, to their
780 reception into the Presbytery, and to their faithfulness as presbyters.

781

782 No person may be elected as a commissioner to both governing bodies in the same year.

783

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

786

787 **CHAPTER 13: THE CORPORATION**

788

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

791

792 The Presbytery shall hold title to all legacies and bequests of all monies and properties, real and
793 personal, of every nature that may be given, granted, devised or bequeathed to said corporation,
794 including that of any congregations of the Presbytery that have been dissolved.

795

796 The Council as Trustees shall submit a financial statement of all matters committed to it and
797 report its proceedings to the Presbytery for review and audit at the February meeting, and at
798 other times upon request of Presbytery.

799

800 **CHAPTER 14: FOUNDATION**

801

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

805

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

808

¹⁴ Amended February 25, 2017 (adding 1-5, spending criteria).

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809 Net proceeds generated by the Presbytery from the sale of church property will be deposited in
810 the Foundation.

811
812 Other than payment of management fees and other budgeted expenditures, all disbursements
813 from the Foundation will be made directly to the account of the Milwaukee Presbytery.

814
815 Requests for disbursements from Foundation funds must originate from the Presbytery and be
816 reviewed by Presbytery designated staff.

817
818 Disbursements must be authorized by both the Foundation Secretary/Treasurer and the
819 Foundation President.

820
821 Loans may be issued by the Foundation at the request and approval of Presbytery. Such loans
822 will not exceed 15% of total Foundation assets, and terms of any loan shall not exceed 5 years.

823
824 **CHAPTER 15: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**

825
826 This Manual may be amended by a majority vote of the members present at a meeting of the
827 Presbytery Assembly.

828
829 Parts of this Manual, except the chapter to amend, may be suspended by a two-thirds vote of the
830 members present at any duly called meeting of the Presbytery Assembly.

831
832 No amendment or suspension of the Manual shall conflict with the provisions of *The Book of*
833 *Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.

834
835 Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect
836 grammar are not considered amendments.