

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

**PART II**  
**MANUAL OF OPERATION**  
**Approved September 20, 2014 + Amended Nov 19, 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.

50  
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:

92

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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.<sup>1</sup>

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

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<sup>1</sup> 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**

215

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**

229

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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:<sup>2</sup>

- 261
- 262 • the Presbytery Council,
  - 263 • the Congregational Vitality Commission,
  - 264 • the Commission on Transitional Ministries,
  - 265 • the Commission on Pastoral Ministries,
  - 266 • Presbytery Planning Commission,<sup>3</sup> and
  - 267 • the Permanent Judicial Commission.

268 **Presbytery Council**<sup>4</sup>. 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.

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<sup>2</sup> Amended November 21, 2019.

<sup>3</sup> Amended May 21, 2019.

<sup>4</sup> Amended September 26, 2017; November 21, 2019.

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- 273 The Council has been delegated by the Presbytery with the following responsibilities:<sup>5</sup>  
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     • develop, nurture, maintain covenants for, and, as appropriate, offer funding for  
279     relationships with partnership institutions, ecumenical mission agencies, and campus  
280     ministries;  
281     • evaluate the needs and functions of the Presbytery;  
282     • guide the Presbytery vision of identifying, developing, and supporting a diverse group of  
283     spiritual leaders;  
284     • engage the Presbytery in visionary and expansive evangelism opportunities such as, but  
285     not limited to, New Worshiping Communities;  
286     • act on behalf of the Presbytery, as may be helpful from time to time, to appoint  
287     representatives from the Presbytery to serve until they may be elected by the Presbytery  
288     to respond to immediate needs, such as disciplinary matters, or appointments to other  
289     church bodies, Synod or General Assembly;  
290     • prepare and recommend to Presbytery a regular system of priority setting and response to  
291     new and emerging needs;  
292     • communicate and coordinate regularly with all parts of the organization in consultation  
293     with Presbytery staff, Presbytery and Council moderators, and Commission moderators  
294     and others as may be identified;  
295     • maintain policies to guide congregations considering closure, dismissal, merger, or  
296     assimilation and work alongside those congregations and related administrative  
297     commissions in those processes;  
298     • serve as trustees of the Presbytery and maintain communication with the Presbytery of  
299     Milwaukee Foundation;  
300     • nominate candidates for the Nominating Committee to the Presbytery Assembly; and  
301     • delegate matters to other agencies, when that is determined to be appropriate.

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

310  
311 The Council will work collaboratively with all parts of the Presbytery structure and is  
312 accountable to the Presbytery.

313  
314 **Members.** The Council shall consist of nine persons, to include the Council moderator and the  
315 Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-large  
316 members who do not serve as members on other standing commissions or committees of the

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<sup>5</sup> Amended May 21, 2019.

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317 Presbytery, nominated by the Nominating Committee and elected by the Presbytery Assembly.  
318 The Stated Clerk and Treasurer, as officers of the Presbytery shall have voice and vote.  
319 Foundation President<sup>6</sup> and designated staff shall serve the Council *ex-officio* and without vote.  
320 The Council may create task groups to plan, to explore and/or to implement specific requests.

321  
322 **Presbytery Budget.** Annually, the Council will lead standing ecclesiastical commissions of  
323 Presbytery (COM, CPM, NOM, & PJC), and the Partnership Commission in formulating  
324 Presbytery's budget, as a recommendation to the Presbytery Assembly for deliberation and  
325 adoption.<sup>7</sup>

326  
327 The budget must be balanced (Operating income equal to Operating expenditures). Foundation  
328 funds may be used to balance the budget, but should not exceed 10% of Foundation's  
329 unrestricted assets (as determined by the Foundation Secretary/Treasurer based on a 12 quarter  
330 revolving average). Requests to spend Foundation assets not included in the annual Presbytery  
331 budget requires Presbytery approval.

332  
333 **The Congregational Vitality Commission.**<sup>8</sup>The purpose of the Congregational Vitality  
334 Commission is to support innovative, creative, and connectional congregational  
335 ministries that enhance the vitality of congregations and empower leaders. This support may  
336 include training, resources, grants, and accompaniment.

337  
338 The Congregational Vitality Commission is responsible for the following functions:  
339 • Receive, evaluate, and approve grant applications that promote congregational revitalization,  
340 including through missional outreach and distribution of peacemaking funds;  
341 • Prepare applications to facilitate review of grant requests and establish deadlines and  
342 procedures for the submission, evaluation, and determination of grants;  
343 • Offer vitality initiatives and training;  
344 • Assess congregational vitality and hold conversations with congregational leaders at different  
345 benchmarks;  
346 • Receive annual reports from Stated Clerk on congregational minute reviews and take action, if  
347 necessary, to assist congregations to come into compliance with governance requirements;  
348 • Provide resources for and interpretation of congregational assessment tools and results,  
349 including guidance for congregations after assessment;  
350 • Authorize and train ruling elders to administer or preside at the Lord's Supper;  
351 • Authorize and train ruling elders for preaching;  
352 • Help people to identify their gifts, skills, and call and how that might intersect with the needs  
353 and vision of the Presbytery;  
354 • Offer leadership development programs for equipping sessions, deacons, or other church  
355 leaders; and  
356 • Supervise and administer camp scholarships funded by the Camp Corbin Fund.

357  
358 **Members.** The Commission shall consist of nine persons, both Ruling and Ministers in parity,  
359 who will be nominated by the Nominating Committee and elected by the Presbytery Assembly.

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<sup>6</sup> Amended February 25, 2017.

<sup>7</sup> Ibid (adding i-iii, spending criteria).

<sup>8</sup> Amended November 21, 2019.



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

367  
368 **Presbytery Planning Commission**<sup>9</sup>. The Commission is delegated the authority by the  
369 presbytery to set the dates for and plan the stated and called presbytery gatherings, which may  
370 include not only matters of business, but also educational programing, beneficiary of the  
371 offering, worship, and meals. In particular, the Commission is authorized the approve the  
372 celebration of Holy Communion of the Presbytery as well as set stated meeting dates. The  
373 Presbytery Planning Commission approves contracts related to Presbytery meetings and said  
374 contracts shall be signed by the designated administrative staff.

375  
376 **Members.** The members of the commission shall be the Presbytery Moderator, Vice-Moderator,  
377 and immediate past Presbytery Moderator. Stated Clerk and designated administrative staff serve  
378 ex-officio with voice and vote.

379  
380 In addition, three at-large members from the presbytery, ministers and elders, shall each serve in  
381 a class for a term of three-years. The at-large members shall be nominated to the Presbytery  
382 through the Nominating Committee and elected by the Presbytery Assembly. At-large members  
383 are eligible to serve up to six (6) consecutive years.

384  
385 **Meetings.** The Commission meets as needed.

386  
387 **The Commission on Transitional Ministries**.<sup>10</sup> The Commission on Transitional Ministries  
388 supports congregations and pastors during times of conflict or transition in pastoral ministry.

389  
390 **Members.** This commission shall consist of equal numbers of elders and ministers with a  
391 membership of at least six.

392  
393 No member shall be elected for a term of more than three years, nor shall a member serve for  
394 consecutive terms, either full or partial, aggregating more than six years.

395  
396 A member having served a total of six years shall be ineligible for reelection for at least one  
397 year.

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<sup>9</sup> Amended May 21, 2019.

<sup>10</sup> Amended November 21, 2019.

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399 **Responsibilities.** The Commission on Transitional Ministries has been delegated the authority of  
400 the Presbytery to provide oversight of relationships among ministers the Presbytery, and  
401 congregations, including authorizations to form and dissolve those relationships. Specifically, the  
402 Commission is delegated the following responsibilities:

- 403 • Examine ministers seeking membership into this Presbytery, as well as dismiss them to  
404 other presbyteries;
- 405 • Approve and orient, when appropriate, ministers of other denominations in full  
406 communion with PC(U.S.A.) to serve in ministries in congregations of this presbytery or  
407 agencies and institutions of this presbytery or denomination;
- 408 • Oversee the counsel, support, and accountability of each minister, ruling elder  
409 commissioned to pastoral service, and certified Christian educator and report to the  
410 presbytery annually the type of work in which each is engaged;
- 411 • Place the names of ministers on the appropriate validated rolls of Presbytery;
- 412 • Grant permission to labor within or outside the bounds of the presbytery;
- 413 • Commission ruling elders to particular pastoral service in accordance with the Book of  
414 Order (G-2.10);
- 415 • Prosecute the temporary and permanent calls and dismissals of ministers, ruling elders  
416 commissioned to pastoral service, and certified Christian educators;
- 417 • Review and approve initial terms of call;
- 418 • Grant requests from ministers for setting aside or release from exercise of ordered  
419 ministry with the reasons for such release recorded in the minutes of the Presbytery  
420 Assembly;
- 421 • Act on matters related to and to grant the status of honorably retired to those ministers  
422 requesting it; and
- 423 • Maintain a mutual ministry relationship with every session in regard to mission, local  
424 ministry, and participation in the common life of the Presbytery;
- 425 • Counsel congregations regarding temporary and permanent pastoral relationships;
- 426 • Oversee the temporary and permanent call processes engaged by particular  
427 congregations;
- 428 • Appoint moderators to sessions of churches without pastors or when the installed pastor  
429 is unable to invite another moderator; and
- 430 • Oversee administrative reviews, as described in the *Book of Order* (G-3.0108), including  
431 appointing and directing the Presbytery's Stated Clerk to execute General Administrative  
432 Reviews annually, as well as appointing and directing the Stated Clerk to staff, resource  
433 COM or its appointed representative, and/or executing Special Administrative Reviews  
434 and Direct Responses.
- 435 • Take the initiative to mediate and reconcile, act to act to correct difficulties if requested  
436 to do so by the parties concerned or granted by the Presbytery Assembly;
- 437 • Appeal to the Presbytery Assembly to create a special Administrative Commission to  
438 work with particular congregations and/or minister(s), ruling elder(s) commissioned to  
439 pastoral service, and certified Christian educator(s);
- 440 • Exercise wise discretion in determining when to take cognizance of information  
441 concerning difficulties within a congregation and/or pastoral relations;
- 442 • Hold hearings that afford procedural safeguards as in cases of process, following the  
443 procedures outlined in the Rules of Discipline;

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- 444       • In accordance with Book of Order (G-2.0904) act on behalf of the presbytery to dissolve  
445 pastoral relationships without the request of either pastor or congregation provided that  
446 the COM has met with the pastor and the session and has offered to be available to  
447 consult with the congregation (in accordance with GAPJC 1988, 200-7, Campbell, Jr. et.  
448 al. v. Pby of Atlantic). These actions of this Administrative Commission shall be taken at  
449 duly constituted meetings and reported to the next stated meeting of the presbytery.  
450

451 **The Commission on Pastoral Ministries.**<sup>11</sup> The Commission on Pastoral Ministries supports  
452 persons discerning calls to the ordered ministry of Minister of Word and Sacrament and, after  
453 ordination, at all other stages and types of ministry. This includes personal support and  
454 group opportunities for learning and building relationships with colleagues.  
455

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

- 461       • Support and encourage inquirers and candidates in the exploration of ordered ministry as  
462 ministers of the Word and Sacrament or as ruling elders seeking to be commissioned to  
463 pastoral service;  
464       • Orient the session of the applicant's home congregation to expectations and provide  
465 education to congregations and pastors about process of theological education for the  
466 applicant;  
467       • Interview inquirers for enrollment;  
468       • Confirm inquirers' and candidates' educational, counseling, and assessment requirements  
469 are met;  
470       • Assign liaisons to serve as guides and mentors to each inquirer and candidate;  
471       • Meet annually with inquirers and candidates to discuss discernment process, set goals, and  
472 receive feedback;  
473       • Decide whether to recommend inquirers be examined by the Presbytery for candidacy;  
474       • Examine and, if appropriate, certify candidates ready for examination by the Presbytery for,  
475 ordination, pending a call, and assist with recertification if needed;  
476       • Oversee the administration and awards of the Rev. Dr. Margaret E. Towner Scholarship,  
477 including promoting giving to the fund;  
478       • Welcome, orient, and support Presbyterian ministers who are new to the Presbytery;  
479       • Welcome, orient, and support ministers of other denominations or other Christian churches,  
480 including development and oversight of requirements of preparation for service;  
481       • Advise ministers of support programs for physical, emotional, spiritual, and vocational  
482 health;  
483       • Work with congregations and pastors on sabbatical planning;  
484       • Support unique needs of diverse spiritual leaders;  
485       • Ensure completion of annual contracts and terms of call forms, including compliance with  
486 minimum terms;  
487       • Make recommendations to the Presbytery Assembly annually regarding compensation and  
488 benefits standards;

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<sup>11</sup> Amended November 21, 2019.

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- 489       • Assess and approve validated ministries annually; and  
490       • Maintain and implement the Presbytery's ethical boundaries policy.

491  
492 **Members.** The Commission on Pastoral Ministries shall consist of ministers and ruling elders  
493 nominated by the Nominating Committee and elected by the Presbytery Assembly. It shall have  
494 nine members, in equal classes of three.

495  
496 **Permanent Judicial Commission**<sup>12</sup>. The Permanent Judicial Commission (PJC) shall be  
497 composed of nine members, each with a term of six years, and distributed among three classes,  
498 with no more than one half of the members to be in one class. No person who has served on a  
499 permanent judicial commission for a full term of six years shall be eligible for reelection until  
500 four years have elapsed after the expired six-year term. No person shall serve on more than one  
501 permanent judicial commission at the same time. The moderator, stated clerk, or any member of  
502 the staff of the presbytery shall not serve on its PJC. After serving, the Stated Clerk shall retain a  
503 roster of former members in accordance with D-5.0206.b. Any vacancy due to resignation, death,  
504 or any other cause may be filled by the presbytery by electing a person to fill the unexpired term  
505 at any meeting thereof.

506  
507 The commission shall have all the duties and powers indicated in *The Book of Order's* Rules of  
508 Discipline.

509  
510 The commission and its investigative committee shall be activated when the Stated Clerk  
511 receives in writing a signed complaint or reference, as described in the Rules of Discipline.

512  
513 From the nine PJC members, the Presbytery Moderator, in consultation with the Stated Clerk,  
514 shall appoint two members to be those assigned the responsibilities under D-10.0204 or D-  
515 10.0303. The remaining seven members of the PJC shall be directed by the Presbytery Moderator  
516 to convene and elect from themselves a moderator and a clerk. If a quorum is not able to be  
517 obtained, under D-5.0206 the Presbytery Moderator shall appoint members to the PJC from the  
518 roster of former PJC members and report the action at the next stated meeting of the Presbytery.

519  
520 Once the activated PJC is convened with a quorum (a simple majority of members) and has  
521 elected its moderator and clerk, the Stated Clerk shall orient all members to the Rules of  
522 Discipline and be presented the complaint or reference for due process under the Rules.

523  
524 **Personnel Committee**<sup>13</sup>. The committee is responsible for providing oversight of the Presbytery  
525 staff. Specifically, the Personnel Committee shall:

- 526       • Maintain and implement the Presbytery Personnel Policies;  
527       • Provide for Annual Reviews of all Presbytery staff;  
528       • Make salary recommendations to the Council;  
529       • Investigate and make recommendations to the Commission on Pastoral Ministries annually  
530 regarding compensation standards for ministers;<sup>14</sup>  
531       • Be available to Presbytery staff members for consultation;

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<sup>12</sup> Amended May 4, 2015.

<sup>13</sup> Amended May 21, 2019.

<sup>14</sup> Amended November 21, 2019.

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- 532 • Work with the designated administrative staff, interview and recommend to Council hiring  
533 and dismissal of Presbytery staff, as well as creation and dissolution of positions; and  
534 • Working with the designated administrative staff, interview and recommend to the  
535 Nominating Committee the nomination of the Presbytery Treasurer, Presbytery Foundation  
536 Treasurer, Stated Clerk and Associate Stated Clerk.

537

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

539

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

541

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

545

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

548

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

550

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

552

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

555

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

558

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

562

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

564

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

567

568 **Committee on Representation**<sup>15</sup>. The Representation Committee's purpose and work are  
569 described by the *Book of Order* F-1.0403 and G-3.0103.

570

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

574

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

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<sup>15</sup> Amended May 4, 2015.

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577  
578 The main function of the Committee on Representation shall be to advise the presbytery with  
579 respect to its membership and to that of its commissions, committees, teams, agencies and other  
580 units in implementing the principles of participation and inclusiveness to ensure fair and  
581 effective representation in the decision making of the presbytery. The Committee on  
582 Representation shall serve both as an advocate for the representation of people of differing races,  
583 ethnicities, gender, age, abilities, and sexual orientation, and as a continuing resource to the  
584 presbytery in these areas. In particular, the Committee on Representation shall:

- 585 • review the performance of presbytery in these areas and report annually to it and to the  
586 Synod with recommendations for any needed corrective action;
- 587 • consult with the Nominating Committee concerning nomination or appointment of people  
588 of differing races, ethnicities, gender, age, abilities, and sexual orientation to  
589 commissions, committees, teams, agencies or other units;
- 590 • and advise and resource the presbytery on the employment of personnel, in accordance  
591 with the principles of participation and representation (F- 1.0403) and in conformity with  
592 the State of Wisconsin's Fair Employment Law (Sections 111.31-111.395 of the  
593 Wisconsin Statutes).

594  
595 **Bills and Overtures Committee**<sup>16</sup>. This Committee receives and prepares proposed overtures  
596 originating in the Presbytery of Milwaukee, or overtures from other presbyteries which seek  
597 concurrence, for submission to the General Assembly, and presents them to the presbytery in a  
598 timely manner according to the rules of the General Assembly and may at its discretion offer  
599 non-binding recommendations to the presbytery for approval or disapproval.

600  
601 **Membership** shall be composed of the two General Assembly Commissioners and one Young  
602 Adult Advisory Delegate (YAAD) to the most recent General Assembly who serve two (2)  
603 years.

604  
605 The Presbytery Vice Moderator serves as Moderator of the Bills and Overtures Committee. The  
606 Stated Clerk shall serve the committee as secretary with voice but without vote.

607  
608 This Committee has no regular scheduled meetings but convenes when Proposed Amendments to  
609 The Constitution are received from the General Assembly and when Overtures from the  
610 Presbytery of Milwaukee or other presbyteries to the General Assembly are to be considered.

611  
612 **CHAPTER 10: ADMINISTRATIVE COMMISSIONS**

613  
614 **Definition.** Administrative commissions are designated by the Presbytery Assembly to consider  
615 and conclude matters not involving ecclesiastical judicial process.

616  
617 In the discharge of their assigned responsibilities, administrative commissions may discover, and  
618 report matters that may require judicial action by the Presbytery Assembly.

619

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<sup>16</sup> Amended September 15, 2015.

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

622  
623 Members may be directly elected from a slate presented by the presbytery Moderator, or the  
624 Presbytery Assembly may empower the Moderator to appoint members in consultation with the  
625 stated clerk, executive staff, and moderators of Council and the Commission on Ministry.

626  
627 A quorum of any administrative commission shall be a majority of its members.

628  
629 **Presbytery Delegated Authority.** The Presbytery Assembly may entrust an administrative  
630 commission to:

- 631 • ordain and install ministers;
- 632 • examine and receive into membership ministers seeking membership in the presbytery,  
633 including approval of terms of call and commissions for ordination and installation; and  
634 receive candidates under care;
- 635 • develop immigrant fellowships, organize new congregations and worshipping  
636 communities, merge congregations, or form union or federated congregations;
- 637 • visit particular congregations of the presbytery reported to be affected with disorder, and  
638 inquire into and settle the difficulties therein, except that no commission of a presbytery  
639 shall be empowered to dissolve a pastoral relationship without the specific authorization  
640 by the Presbytery Assembly;
- 641 • assume original jurisdiction, or full power and responsibility, over a session, when  
642 necessary;
- 643 • make pastoral inquiry into persons accused of sexual abuse of another person (D-  
644 10.0401c) when jurisdiction in a judicial proceeding against such persons has ended due  
645 to death or renunciation of the accused;
- 646 • such inquiries shall not be understood as judicial proceedings but shall seek to reach a  
647 determination of truth related to the accusation and to make appropriate  
648 recommendations to the designating council named within the act creating the  
649 commission; and
- 650 • address other matters as determined by the Presbytery Assembly.

651  
652 A commission shall keep a full record of its proceedings and shall submit that record to the  
653 presbytery or councils for incorporation into its records.

654  
655 Actions of a commission shall be regarded as actions of the presbytery.

656  
657 A commission may be assigned additional duties by the presbytery as a committee, which duties  
658 shall be reported and handled as the report of a committee.

659  
660 The decisions of an administrative commission shall be reported to the stated clerk who shall  
661 report it to the presbytery at its next stated meeting.

662  
663 The presbytery may rescind or amend an action of its administrative commission in the same  
664 way actions of the presbytery are modified.

665

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

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

670

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

673

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

676

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

679

680 As the Presbytery is able, and is called upon to do so, it will elect representatives to the decision-  
681 making bodies of such organizations and institutions.

682

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

685

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

687

688 Commissioners shall be elected at the November stated meeting.

689

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

693

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

697

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

699

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

702

703 **CHAPTER 13: THE CORPORATION**

704

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

707

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

711



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

715  
716 **CHAPTER 14: FOUNDATION**

717  
718 The Presbytery of Milwaukee Foundation board members shall be elected from the Presbytery  
719 according to the bylaws of the Foundation and shall serve the purpose of the Foundation as  
720 defined by the by-laws of the Foundation.

721  
722 The Foundation shall control all matters related to the revenues, investments and expenditures of  
723 the Foundation consistent with decisions of the Presbytery Council.<sup>17</sup>

724  
725 Net proceeds generated by the Presbytery from the sale of church property will be deposited in  
726 the Foundation.

727  
728 Other than payment of management fees and other budgeted expenditures, all disbursements  
729 from the Foundation will be made directly to the account of the Milwaukee Presbytery.

730  
731 Requests for disbursements from Foundation funds must originate from the Presbytery and be  
732 reviewed by Presbytery designated staff.

733  
734 Disbursements must be authorized by both the Foundation Secretary/Treasurer and the  
735 Foundation President.

736  
737 Loans may be issued by the Foundation at the request and approval of Presbytery. Such loans  
738 will not exceed 15% of total Foundation assets, and terms of any loan shall not exceed 5 years.

739  
740 The Foundation bylaws may be amended at any regular meeting of the Presbytery, or at a special  
741 meeting called for that purpose, by a vote of the majority of the delegates present at such  
742 meeting. Amendments may be proposed by the Board or the Presbytery. If the Presbytery  
743 proposes the amendments, then the Presbytery shall consult with the Board and give it the  
744 opportunity for review and comment.<sup>18</sup>

745  
746 **CHAPTER 15: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**

747  
748 This Manual may be amended by a majority vote of the members present at a meeting of the  
749 Presbytery Assembly.

750  
751 Parts of this Manual, except the chapter to amend, may be suspended by a two-thirds vote of the  
752 members present at any duly called meeting of the Presbytery Assembly.

753  
754 No amendment or suspension of the Manual shall conflict with the provisions of *The Book of*  
755 *Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.

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<sup>17</sup> Amended February 25, 2017 (adding 1-5, spending criteria).

<sup>18</sup> Amended November 19, 2019.

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756

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