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-Presbytery Planning Commission shall determine the time and location of each meeting.

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

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

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

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

Notice of a special meeting shall be sent not less than seven days in advance to each minister and to the session of every congregation. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted.

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

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

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

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

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

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

CHAPTER 4: ENROLLMENT OF MINISTERS

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

Ordained ministers shall be received into membership upon examination and recommendation of the Commission on Transitional Ministries as follows:

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

**CHAPTER 5: ATTENDANCE**

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

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

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

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

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

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

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

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

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

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

Each presbytery agency, unless otherwise noted in the Bylaws or this Manual, shall elect from its members a moderator or co-moderators. If the agency fails to elect a moderator, the Council shall appoint a moderator until the agency is able to elect the required leaders. The moderator serves 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 and Presbytery Planning 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 continue until the installation of the successor. 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 Assembly;
- to appoint ministers or ruling elders to complete unexpired terms on presbytery commissions and committees in consultation with the Nominating Committee;

¹ Amended September 26, 2017.
PRESBYTERY OF MILWAUKEE
PRESBYTERIAN CHURCH (U.S.A.)

- to be an active and voting member of the Presbytery Council while moderator; and
- to be an active and voting member of the Presbytery Planning Commission.

Vice Moderator. The duties of the Vice Moderator shall be the following:
- to discharge the duties of the Moderator when requested by the Moderator, or when the
  Moderator cannot be present;
- to convene and serve as an active voting member of the Bills & Overtures Committee; and
- to be an active and voting member of the Presbytery Planning Commission.

Stated Clerk. The Stated Clerk must be eligible to be a member of Presbytery and shall be
elected by the Presbytery Assembly. The term of office shall be three years and s/he may be
reelected. The calling, the form of accountability, the method of annual review, the job
description, etc., of the Stated Clerk are contained in the Personnel Policies.

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

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

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

CHAPTER 8: ADMINISTRATIVE STAFF

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

The administrative staff positions, the calling, the form of accountability, the method of annual
review, the job description, etc., of the positions are contained in the Personnel Policies.

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

CHAPTER 9: STANDING COMMISSIONS & COMMITTEES

On Presbytery Commissions and Committees Meetings in General. Commissions and
committees of the Presbytery will meet in person at least quarterly, with the exception of the
Permanent Judicial Commission and Bills and Overtures Committee.
Commissions and committees may meet electronically or telephonically, as needed, in accordance with Robert’s Rules. Any decision made electronically or telephonically must be ratified by the commission or committee at its next in-person meeting.

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

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

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

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

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

The above responsibilities have been distributed to the following commissions:

- the Presbytery Council,
- the Congregational Vitality Commission,
- Presbytery Planning Commission,
- the Commission on Transitional Ministries,
- the Commission on Pastoral Ministries, and
- the Permanent Judicial Commission.

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

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

- initiate or respond to requests to plan and implement Presbytery-sponsored programming;

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2 Amended November 21, 2019.
3 Amended May 21, 2019.
4 Amended September 26, 2017; November 21, 2019.
5 Amended May 21, 2019.
maintain responsibility for support, review and recommendations regarding personnel;
• serve as the link between the Presbytery and other governing bodies and institutions,
  including ecumenical and interfaith relationships;
• develop, nurture, maintain covenants for, and, as appropriate, offer funding for
  relationships with partnership institutions, ecumenical mission agencies, and campus
  ministries;
• evaluate the needs and functions of the Presbytery;
• guide the Presbytery vision of identifying, developing, and supporting a diverse group of
  spiritual leaders;
• engage the Presbytery in visionary and expansive evangelism opportunities such as, but
  not limited to, New Worshiping Communities;
• act on behalf of the Presbytery, as may be helpful from time to time, to appoint
  representatives from the Presbytery to serve until they may be elected by the Presbytery
  to respond to immediate needs, such as disciplinary matters, or appointments to other
  church bodies, Synod or General Assembly;
• prepare and recommend to Presbytery a regular system of priority setting and response to
  new and emerging needs;
• communicate and coordinate regularly with all parts of the organization in consultation
  with Presbytery staff, Presbytery and Council moderators, and Commission moderators
  and others as may be identified;
• maintain policies to guide congregations considering closure, dismissal, merger, or
  assimilation and work alongside those congregations and related administrative
  commissions in those processes;
• serve as trustees of the Presbytery and maintain communication with the Presbytery of
  Milwaukee Foundation;
• nominate candidates for the Nominating Committee and Personnel Committee to the
  Presbytery Assembly; and
• delegate matters to other agencies, when that is determined to be appropriate.

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

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

Members. The Council shall consist of nine persons, to include Presbytery Moderator, Vice-
Moderator, and immediate past Presbytery Moderator. Six additional members will be at-large
members who do not serve as members on other standing commissions or committees of the
Presbytery, nominated by the Nominating Committee and elected by the Presbytery Assembly.
The Stated Clerk and Treasurer, as officers of the Presbytery shall have voice and vote. The
Foundation President\(^6\) and designated staff shall serve the Council *ex-officio* and without vote. The Council may create task groups to plan, to explore and/or to implement specific requests.

**Presbytery Budget.** Annually, the Council will lead standing ecclesiastical commissions of Presbytery (CTM, CPM, CVC, Planning, & PJC), in formulating Presbytery’s budget, as a recommendation to the Presbytery Assembly for deliberation and adoption.\(^7\)

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 Congregational Vitality Commission.** \(^8\) The purpose of the Congregational Vitality Commission is to support innovative, creative, and connectional congregational ministries that enhance the vitality of congregations and empower leaders. This support may include training, resources, grants, and accompaniment.

The Congregational Vitality Commission is responsible for the following functions:

- Receive, evaluate, and approve grant applications that promote congregational revitalization, including through missional outreach and distribution of peacemaking funds;
- Prepare applications to facilitate review of grant requests and establish deadlines and procedures for the submission, evaluation, and determination of grants;
- Offer vitality initiatives and training;
- Assess congregational vitality and hold conversations with congregational leaders at different benchmarks;
- Receive annual reports from Stated Clerk on congregational minute reviews and act, if necessary, to assist congregations to come into compliance with governance requirements;
- Provide resources for and interpretation of congregational assessment tools and results, including guidance for congregations after assessment;
- Authorize and train ruling elders to administer or preside at the Lord’s Supper;
- Authorize and train ruling elders for preaching;
- Help people to identify their gifts, skills, and call and how that might intersect with the needs and vision of the Presbytery;
- Offer leadership development programs for equipping sessions, deacons, or other church leaders; and
- Supervise and administer camp scholarships funded by the Camp Corbin Fund.

**Members.** The Commission shall consist of nine persons, both ruling elders and ministers in parity, who will be nominated by the Nominating Committee and elected by the Presbytery Assembly. The membership will be composed of three classes, each class with three members. Each member serves for a term of three years. No member shall be elected for a term of more than three years, nor shall a member serve for consecutive terms, either full or partial,

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\(^6\) Amended February 25, 2017.

\(^7\) Ibid (adding i-iii, spending criteria).

\(^8\) Amended November 21, 2019.
aggregating more than six years. A member having served a total of six years shall be ineligible for reelection for at least one year. A moderator shall be selected from the elected members and will lead the Commission, although all members will share in the work of the Commission as equally as practical.

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

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

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

The Commission on Transitional Ministries. The Commission on Transitional Ministries supports congregations and pastors during times of conflict or transition in pastoral ministry.

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

- Examine ministers seeking membership into this Presbytery, as well as dismiss them to other presbyteries;
- Approve and orient, when appropriate, ministers of other denominations in full communion with PC(U.S.A.) to serve in ministries in congregations of this presbytery or agencies and institutions of this presbytery or denomination;
- Overseer the counsel, support, and accountability of each minister, ruling elder commissioned to pastoral service, and certified Christian educator and report to the presbytery annually the type of work in which each is engaged;
- Approve ministers for membership and request the Stated Clerk place the names of ministers on the appropriate validated rolls of Presbytery;
- Grant permission to labor within or outside the bounds of the presbytery;
- Commission ruling elders to particular pastoral service in accordance with the Book of Order (G-2.10);

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9 Amended May 21, 2019.
10 Amended November 21, 2019.
• Prosecute the temporary and permanent calls and dismissals of ministers, ruling elders commissioned to pastoral service, and certified Christian educators;

• Review and approve initial contract and terms of call and annual short-term contracts;

• Grant requests from ministers for setting aside or release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery Assembly;

• Act on matters related to and to grant the status of honorably retired to those ministers requesting it; and

• Maintain a mutual ministry relationship with every session in regard to mission, local ministry, and participation in the common life of the Presbytery;

• Counsel congregations regarding temporary and permanent pastoral relationships;

• Oversee the temporary and permanent call processes engaged by particular congregations;

• Appoint moderators to sessions of churches without pastors or when the installed pastor is unable to invite another moderator; and

• Oversee administrative reviews, as described in the Book of Order (G-3.0108), including appointing and directing the Presbytery’s Stated Clerk to execute General Administrative Reviews annually, as well as appointing and directing the Stated Clerk to staff, resource CTM or its appointed representative, and/or executing Special Administrative Reviews and Direct Responses.

• Take the initiative to mediate, reconcile, and act to correct difficulties if requested to do so by the parties concerned or granted by the Presbytery Assembly;

• Appeal to the Presbytery Assembly to create a special Administrative Commission to work with particular congregations and/or minister(s), ruling elder(s) commissioned to pastoral service, and certified Christian educator(s);

• Exercise wise discretion in determining when to take cognizance of information concerning difficulties within a congregation and/or pastoral relations;

• Hold hearings that afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline;

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

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

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

A member having served a total of six years shall be ineligible for reelection for at least one year.
The Commission on Pastoral Ministries. The Commission on Pastoral Ministries supports persons both discerning calls to the ordered ministry of Minister of Word and Sacrament and, after ordination, at all other stages and types of ministry. This includes personal support and group opportunities for learning and building relationships with colleagues.

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

- Support and encourage inquirers and candidates in the exploration of ordered ministry as ministers of the Word and Sacrament or as ruling elders seeking to be commissioned to pastoral service;
- Orient the session of the applicant’s home congregation to expectations and provide education to congregations and pastors about process of theological education for the applicant;
- Interview inquirers for enrollment;
- Confirm inquirers’ and candidates’ educational, counseling, and assessment requirements are met;
- Assign liaisons to serve as guides and mentors to each inquirer and candidate;
- Meet annually with inquirers and candidates to discuss discernment process, set goals, and receive feedback;
- Decide whether to recommend inquirers be examined by the Presbytery for candidacy;
- Examine and, if appropriate, certify candidates ready for examination by the Presbytery for, ordination, pending a call, and assist with recertification if needed;
- Oversee the administration and awards of the Rev. Dr. Margaret E. Towner Scholarship, including promoting giving to the fund;
- Welcome, orient, and support Presbyterian ministers who are new to the Presbytery;
- Welcome, orient, and support ministers of other denominations or other Christian churches, including development and oversight of requirements of preparation for service;
- Advise ministers of support programs for physical, emotional, spiritual, and vocational health;
- Work with congregations and pastors on sabbatical planning;
- Support unique needs of diverse spiritual leaders;
- Ensure completion of annual long-term contracts and terms of call forms, including compliance with minimum terms;
- Make recommendations to the Presbytery Assembly annually regarding compensation and benefits standards;
- Assess and approve validated ministries annually; and
- Maintain and implement the Presbytery’s ethical boundaries policy.

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

No member shall be elected for a term of more than three years, nor shall a member serve for

11 Amended November 21, 2019.
consecutive terms, either full or partial, aggregating more than six years.

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

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

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

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

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

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

**Personnel Committee**\(^{13}\). The committee is responsible for providing oversight of the Presbytery staff. Specifically, the Personnel Committee shall:

- Maintain and implement the Presbytery Personnel Policies;
- Provide for annual reviews of all Presbytery staff;
- Make salary recommendations to the Council;
- Investigate and make recommendations to the Commission on Pastoral Ministries annually regarding compensation standards for ministers;\(^{14}\)
- Be available to Presbytery staff members for consultation;
- Work with the designated administrative staff, interview and recommend to Council hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and

\(^{12}\) Amended May 4, 2015.

\(^{13}\) Amended May 21, 2019.

\(^{14}\) Amended November 21, 2019.
Working with the designated administrative staff, interview and recommend to the Nominating Committee the nomination of the Presbytery Treasurer, Presbytery Foundation Treasurer, Stated Clerk and Associate Stated Clerk.

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

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

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

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

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

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

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

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

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

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

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

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

The main function of the Committee on Representation shall be to advise the presbytery with respect to its membership and to that of its commissions, committees, teams, agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the presbytery. The Committee on Representation shall serve both as an advocate for the representation of people of differing races,

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15 Amended May 4, 2015.
ethnics, gender, age, abilities, and sexual orientation, and as a continuing resource to the
presbytery in these areas. In particular, the Committee on Representation shall:

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

Bills and Overtures Committee[^16]. This Committee receives and prepares proposed overtures
originating in the Presbytery of Milwaukee, or overtures from other presbyteries which seek
concurrence, for submission to the General Assembly, and presents them to the presbytery in a
timely manner according to the rules of the General Assembly and may at its discretion offer non-
binding recommendations to the presbytery for approval or disapproval.

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

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

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

CHAPTER 10: ADMINISTRATIVE COMMISSIONS

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

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

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

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

[^16]: Amended September 15, 2015.
A quorum of any administrative commission shall be a majority of its members.

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

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

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

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

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

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

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

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

Administrative commissions are dismissed or dissolved by act of the Presbytery alone.
CHAPTER 11: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH AND ORGANIZATIONS

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

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

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

Any elected representatives shall report at least annually to the Presbytery.

CHAPTER 12: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY

Commissioners shall ordinarily be elected at the November stated meeting.

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

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

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

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

CHAPTER 13: THE CORPORATION

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

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

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

CHAPTER 14: FOUNDATION
The Presbytery of Milwaukee Foundation board members shall be elected from the Presbytery according to the bylaws of the Foundation and shall serve the purpose of the Foundation as defined by the by-laws of the Foundation.

The Foundation shall control all matters related to the revenues, investments and expenditures of the Foundation consistent with decisions of the Presbytery Council. ¹⁷

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

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

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

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

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

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

CHAPTER 15: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION

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

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

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

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

¹⁷ Amended February 25, 2017 (adding 1-5, spending criteria).
¹⁸ Amended November 19, 2019.