

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

PART II
MANUAL OF OPERATION
Approved September 20, 2014 + Amended February 4, 2020

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.

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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:

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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 ministers shall be received into membership upon examination and recommendation of
97 the Commission on Transitional Ministries 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 ruling elders and ministers, unable to attend a stated meeting of the
108 Presbytery Assembly are required to request an excused absence, presented to the Stated Clerk

109

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

112

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

114

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

119

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

123

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

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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139
140 Membership of all Presbytery agencies shall be divided into three classes in as equal number as
141 possible, one of which shall be elected each year, with exceptions noted in the bylaws, the
142 Manual of Operation, and/or the Constitution of the PC(U.S.A.).
143

144 Each presbytery agency, unless otherwise noted in the Bylaws or this Manual, shall elect from its
145 members a moderator or co-moderators If the agency fails to elect a moderator, the Council shall
146 appoint a moderator until the agency is able to elect the required leaders. The moderator serves
147 for one year, and may serve for no longer than three consecutive years.¹
148

149 No member of the Presbytery or its congregations shall normally serve in more than
150 two (2) Presbytery agencies concurrently, with the exception of the Permanent Judicial
151 Commission and Presbytery Planning Commission.
152

153 **Vacancy.** If a member of any Presbytery agency is absent without excuse from three consecutive
154 meetings, the moderator of the agency may declare the position vacant.
155

156 A vacancy on any Presbytery agency created by resignation or declared vacancy may be filled by
157 appointment by the Moderator of the Presbytery to complete an unexpired term.
158

159 **Ruling Elder as member of Presbytery.** For purposes of parity, ruling elders serving a
160 Presbytery agency may be enrolled as a member of the Presbytery for the term of office, whether
161 or not commissioned by his or her session.
162

163 **CHAPTER 7: ECCLESIASTICAL OFFICERS**

164

165 The ecclesiastical officers of the Presbytery shall be a moderator, vice moderator, stated clerk,
166 and treasurer. All officers must be either a ruling elder or a minister.
167

168 The offices of moderator and vice moderator, respectively, shall be held by one ruling elder and
169 one minister member of the Presbytery at any given time. In subsequent years, the order shall
170 reverse.
171

172 The Nominating Committee shall nominate an eligible ruling elder and a minister member of
173 Presbytery for the positions of moderator and vice moderator, to be elected at the November
174 meeting, installed at the February meeting, and taking office upon installation. The term of office
175 shall continue until the installation of the successor. The moderator and/or vice moderator shall
176 be ineligible to succeed her/himself after serving full terms in each position.
177

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

- 179 • to preside over the meetings of the Presbytery Assembly;
- 180 • to appoint members of temporary and special commissions authorized by the Presbytery
181 Assembly;
- 182 • to appoint ministers or ruling elders to complete unexpired terms on presbytery
183 commissions and committees in consultation with the Nominating Committee;

¹ Amended September 26, 2017.

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- 184 • to be an active and voting member of the Presbytery Council while moderator; and
185 • to be an active and voting member of the Presbytery Planning Commission.
186

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

- 188 • to discharge the duties of the Moderator when requested by the Moderator, or when the
189 Moderator cannot be present;
190 • to convene and serve as an active voting member of the Bills & Overtures Committee;
191 and
192 • to be an active and voting member of the Presbytery Planning Commission.
193

194 **Stated Clerk.** The Stated Clerk must be eligible to be a member of Presbytery and shall be
195 elected by the Presbytery Assembly. The term of office shall be three years and s/he may be
196 reelected. The calling, the form of accountability, the method of annual review, the job
197 description, etc., of the Stated Clerk are contained in the Personnel Policies.
198

199 In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro tempore*; who
200 shall function as elected until the Stated Clerk is available.
201

202 The Presbytery may also elect an Associate or Assistant Stated Clerk to assist the Stated Clerk
203 administratively and is directly accountable and supervised by the Stated Clerk. The terms, the
204 form of accountability, the method of annual review, the job description, etc., of the positions are
205 contained in the Personnel Policies.
206

207 **Treasurer.** The Treasurer must be eligible to be a member of the Presbytery and shall be elected
208 by the Presbytery. The term of office shall be three years. S/he may be reelected. The calling,
209 the form of accountability, the method of annual review, the job description, etc., of the
210 Treasurer are contained in the Personnel Policies.
211

212 **CHAPTER 8: ADMINISTRATIVE STAFF**
213

214 The Presbytery through its Council may employ such staff as is required by the mission of the
215 body in accordance with the principles of unity in diversity (F-1.0403). Council may, in
216 consultation with the next higher council, share staff as required by the mission of the body (see
217 G-3.0110).
218

219 The administrative staff positions, the calling, the form of accountability, the method of annual
220 review, the job description, etc., of the positions are contained in the Personnel Policies.
221

222 Staff members, if ruling elders or ministers, may be enrolled as members of the presbytery, with
223 voice and vote, by vote of the body.
224

225 **CHAPTER 9: STANDING COMMISSIONS & COMMITTEES**
226

227 **On Presbytery Commissions and Committees Meetings in General.** Commissions and
228 committees of the Presbytery will meet in person at least quarterly, with the exception of the
229 Permanent Judicial Commission and Bills and Overtures Committee.

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230

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

234

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

236

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

241

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

246

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

251

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

256

257 The above responsibilities have been distributed to the following commissions:²

258

- the Presbytery Council,
- the Congregational Vitality Commission,
- Presbytery Planning Commission,³
- the Commission on Transitional Ministries,
- the Commission on Pastoral Ministries, and
- the Permanent Judicial Commission.

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265 **Presbytery Council**⁴. The Council is a standing commission of the Presbytery and shall be
266 composed of persons with differing ministry skills, commitments, and calls to lead the
267 Presbytery in implementing its vision and coordinating the Presbytery's efforts to fulfill its
268 constitutional and communal purposes.

269

270 The Council has been delegated by the Presbytery with the following responsibilities:⁵

- 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.

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

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

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

311
312 **Members.** The Council shall consist of nine persons, to include Presbytery Moderator, Vice-
313 Moderator, and immediate past Presbytery Moderator. Six additional members will be at-large
314 members who do not serve as members on other standing commissions or committees of the
315 Presbytery, nominated by the Nominating Committee and elected by the Presbytery Assembly.
316 The Stated Clerk and Treasurer, as officers of the Presbytery shall have voice and vote. The

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317 Foundation President⁶ and designated staff shall serve the Council *ex-officio* and without vote.
318 The Council may create task groups to plan, to explore and/or to implement specific requests.

319
320 **Presbytery Budget.** Annually, the Council will lead standing ecclesiastical commissions of
321 Presbytery (CTM, CPM, CVC, Planning, & PJC), in formulating Presbytery's budget, as a
322 recommendation to the Presbytery Assembly for deliberation and adoption.⁷

323
324 The budget must be balanced (Operating income equal to Operating expenditures). Foundation
325 funds may be used to balance the budget, but should not exceed 10% of Foundation's
326 unrestricted assets (as determined by the Foundation Secretary/Treasurer based on a 12 quarter
327 revolving average). Requests to spend Foundation assets not included in the annual Presbytery
328 budget requires Presbytery approval.

329
330 **The Congregational Vitality Commission.**⁸The purpose of the Congregational Vitality
331 Commission is to support innovative, creative, and connectional congregational
332 ministries that enhance the vitality of congregations and empower leaders. This support may
333 include training, resources, grants, and accompaniment.

334
335 The Congregational Vitality Commission is responsible for the following functions:
336 • Receive, evaluate, and approve grant applications that promote congregational
337 revitalization, including through missional outreach and distribution of peacemaking funds;
338 • Prepare applications to facilitate review of grant requests and establish deadlines and
339 procedures for the submission, evaluation, and determination of grants;
340 • Offer vitality initiatives and training;
341 • Assess congregational vitality and hold conversations with congregational leaders at
342 different benchmarks;
343 • Receive annual reports from Stated Clerk on congregational minute reviews and act, if
344 necessary, to assist congregations to come into compliance with governance requirements;
345 • Provide resources for and interpretation of congregational assessment tools and results,
346 including guidance for congregations after assessment;
347 • Authorize and train ruling elders to administer or preside at the Lord's Supper;
348 • Authorize and train ruling elders for preaching;
349 • Help people to identify their gifts, skills, and call and how that might intersect with the
350 needs and vision of the Presbytery;
351 • Offer leadership development programs for equipping sessions, deacons, or other church
352 leaders; and
353 • Supervise and administer camp scholarships funded by the Camp Corbin Fund.

354
355 **Members.** The Commission shall consist of nine persons, both ruling elders and ministers in
356 parity, who will be nominated by the Nominating Committee and elected by the Presbytery
357 Assembly. The membership will be composed of three classes, each class with three members.
358 Each member serves for a term of three years. No member shall be elected for a term of more
359 than three years, nor shall a member serve for consecutive terms, either full or partial,

⁶ Amended February 25, 2017.

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

⁸ Amended November 21, 2019.

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360 aggregating more than six years. A member having served a total of six years shall be ineligible
361 for reelection for at least one year. A moderator shall be selected from the elected members and
362 will lead the Commission, although all members will share in the work of the Commission as
363 equally as practical.

364
365 **Presbytery Planning Commission**⁹. The Commission is delegated the authority by the
366 presbytery to set the dates for and plan the stated and called presbytery gatherings, which may
367 include not only matters of business, but also educational programing, beneficiary of the
368 offering, worship, and meals. In particular, the Commission is authorized the approve the
369 celebration of Holy Communion of the Presbytery as well as set stated meeting dates. The
370 Presbytery Planning Commission approves contracts related to Presbytery meetings and said
371 contracts shall be signed by the designated administrative staff.

372
373 **Members.** The members of the commission shall be the Presbytery Moderator, Vice-Moderator,
374 and immediate past Presbytery Moderator. The Stated Clerk and designated administrative staff
375 serve ex-officio with voice and vote.

376
377 In addition, three at-large members from the presbytery, ministers and elders, shall each serve in
378 a class for a term of three-years. The at-large members shall be nominated to the Presbytery
379 through the Nominating Committee and elected by the Presbytery Assembly. Members are
380 eligible to serve up to six (6) consecutive years.

381
382 **The Commission on Transitional Ministries**.¹⁰ The Commission on Transitional Ministries
383 supports congregations and pastors during times of conflict or transition in pastoral ministry.

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

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

⁹ Amended May 21, 2019.

¹⁰ Amended November 21, 2019.

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- 401 • Prosecute the temporary and permanent calls and dismissals of ministers, ruling elders
402 commissioned to pastoral service, and certified Christian educators;
- 403 • Review and approve initial contract and terms of call and annual short-term contracts;
- 404 • Grant requests from ministers for setting aside or release from exercise of ordered
405 ministry with the reasons for such release recorded in the minutes of the Presbytery
406 Assembly;
- 407 • Act on matters related to and to grant the status of honorably retired to those ministers
408 requesting it; and
- 409 • Maintain a mutual ministry relationship with every session in regard to mission, local
410 ministry, and participation in the common life of the Presbytery;
- 411 • Counsel congregations regarding temporary and permanent pastoral relationships;
- 412 • Oversee the temporary and permanent call processes engaged by particular
413 congregations;
- 414 • Appoint moderators to sessions of churches without pastors or when the installed pastor
415 is unable to invite another moderator; and
- 416 • Oversee administrative reviews, as described in the *Book of Order* (G-3.0108), including
417 appointing and directing the Presbytery's Stated Clerk to execute General Administrative
418 Reviews annually, as well as appointing and directing the Stated Clerk to staff, resource
419 CTM or its appointed representative, and/or executing Special Administrative Reviews
420 and Direct Responses.
- 421 • Take the initiative to mediate, reconcile, and act to correct difficulties if requested to do
422 so by the parties concerned or granted by the Presbytery Assembly;
- 423 • Appeal to the Presbytery Assembly to create a special Administrative Commission to
424 work with particular congregations and/or minister(s), ruling elder(s) commissioned to
425 pastoral service, and certified Christian educator(s);
- 426 • Exercise wise discretion in determining when to take cognizance of information
427 concerning difficulties within a congregation and/or pastoral relations;
- 428 • Hold hearings that afford procedural safeguards as in cases of process, following the
429 procedures outlined in the Rules of Discipline;
- 430 • In accordance with Book of Order (G-2.0904) act on behalf of the presbytery to dissolve
431 pastoral relationships without the request of either pastor or congregation provided that
432 the CTM has met with the pastor and the session and has offered to be available to
433 consult with the congregation (in accordance with GAPJC 1988, 200-7, Campbell, Jr. et.
434 al. v. Pby of Atlantic). These actions of this Administrative Commission shall be taken at
435 duly constituted meetings and reported to the next stated meeting of the presbytery.

436
437 **Members.** This commission shall consist of equal numbers of elders and ministers with a
438 membership of at least six.

439
440 No member shall be elected for a term of more than three years, nor shall a member serve for
441 consecutive terms, either full or partial, aggregating more than six years.

442
443 A member having served a total of six years shall be ineligible for reelection for at least one
444 year.

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446 **The Commission on Pastoral Ministries.**¹¹ The Commission on Pastoral Ministries supports
447 persons both discerning calls to the ordered ministry of Minister of Word and Sacrament and,
448 after ordination, at all other stages and types of ministry. This includes personal support and
449 group opportunities for learning and building relationships with colleagues.
450

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

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

485
486 **Members.** The Commission on Pastoral Ministries shall consist of ministers and ruling elders
487 nominated by the Nominating Committee and elected by the Presbytery Assembly. It shall have
488 nine members, in equal classes of three.
489

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

¹¹ Amended November 21, 2019.

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491 consecutive terms, either full or partial, aggregating more than six years.

492

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

495

496 **Permanent Judicial Commission**¹². 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 a member's term expires, the Stated
503 Clerk shall retain a roster of former members in accordance with D-5.0206.b. Any vacancy due
504 to resignation, death, or any other cause may be filled by the presbytery by electing a person to
505 fill the unexpired term 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(s) 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**¹³. 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;
- Provide for annual reviews of all Presbytery staff;
- Make salary recommendations to the Council;
- Investigate and make recommendations to the Commission on Pastoral Ministries
530 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
532 hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and
533

¹² Amended May 4, 2015.

¹³ Amended May 21, 2019.

¹⁴ Amended November 21, 2019.

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- 534 • Working with the designated administrative staff, interview and recommend to the
535 ___ Nominating Committee the nomination of the Presbytery Treasurer, Presbytery
536 ___ Foundation 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 **Nominating Committee.** The Nominating Committee's purpose and work are described by the
552 *Book of Order*.
553

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

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

561 The nominating committee shall consist of nine members in three classes, each serving for a
562 three-year term.
563

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

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

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

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

¹⁵ Amended May 4, 2015.

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579 ethnicities, gender, age, abilities, and sexual orientation, and as a continuing resource to the
580 presbytery in these areas. In particular, the Committee on Representation shall:

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

590
591 **Bills and Overtures Committee**¹⁶. This Committee receives and prepares proposed overtures
592 originating in the Presbytery of Milwaukee, or overtures from other presbyteries which seek
593 concurrence, for submission to the General Assembly, and presents them to the presbytery in a
594 timely manner according to the rules of the General Assembly and may at its discretion offer non-
595 binding recommendations to the presbytery for approval or disapproval.

596
597 **Membership** shall be composed of the Presbytery Vice Moderator, two General Assembly
598 Commissioners, and one Young Adult Advisory Delegate (YAAD) to the most recent General
599 Assembly who serve two (2) years.

600
601 The Presbytery Vice Moderator serves as Moderator of the Bills and Overtures Committee. The
602 Stated Clerk shall serve the committee as secretary with voice but without vote.

603
604 This Committee has no regular scheduled meetings but convenes when Proposed Amendments to
605 The Constitution are received from the General Assembly and when Overtures from the
606 Presbytery of Milwaukee or other presbyteries to the General Assembly are to be considered.

607
608 **CHAPTER 10: ADMINISTRATIVE COMMISSIONS**

609
610 **Definition.** Administrative commissions are designated by the Presbytery Assembly to consider
611 and conclude matters not involving ecclesiastical judicial process.

612
613 In the discharge of their assigned responsibilities, administrative commissions may discover, and
614 report matters that may require judicial action by the Presbytery Assembly.

615
616 **Composition.** Administrative commissions shall be composed of ruling elders and ministers in
617 numbers as nearly equal as possible and sufficient to accomplish their work.

618
619 Members may be directly elected from a slate presented by the Presbytery Moderator, or the
620 Presbytery Assembly may empower the Moderator to appoint members in consultation with the
621 stated clerk, executive staff, and moderators of Council and the Commission on Transitional
622 Ministry.

¹⁶ Amended September 15, 2015.

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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 worshipping 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.

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

671
672 The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is guided
673 by the Constitution of the Church.

674
675 The Presbytery shall seek to be responsive to other organizations and institutions within its
676 geographical bounds, which have mission priorities consistent with those of the Presbytery.

677
678 As the Presbytery is able, and is called upon to do so, it will elect representatives to the decision-
679 making bodies of such organizations and institutions.

680
681 Any elected representatives shall report at least annually to the Presbytery.

682
683 **CHAPTER 12: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY**

684
685 Commissioners shall ordinarily be elected at the November stated meeting.

686
687 The Nominating Committee shall nominate ministers and ruling elders to serve as commissioners
688 and alternates to the Synod and the General Assembly, in numbers as prescribed by the Synod
689 and General Assembly.

690
691 Consideration shall be given to the dates when ministers have last served as commissioners and
692 when churches have had elder representation; also, to the date of ordination of ministers, to their
693 reception into the Presbytery, and to their faithfulness as presbyters.

694
695 No person may be elected as a commissioner to both governing bodies in the same year.

696
697 Commissioners shall report the deliberations and actions of the Synod and the General Assembly
698 when requested by the Presbytery.

699
700 **CHAPTER 13: THE CORPORATION**

701
702 As outlined in the Presbytery Bylaws, the Presbytery shall be incorporated under Chapter 187 of
703 the Wisconsin statutes as the Presbytery of Milwaukee of the Presbyterian Church (U.S.A).

704
705 The Presbytery shall hold title to all legacies and bequests of all monies and properties, real and
706 personal, of every nature that may be given, granted, devised or bequeathed to said corporation,
707 including that of any congregations of the Presbytery that have been dissolved.

708
709 The Council as Trustees shall submit a financial statement of all matters committed to it and
710 report its proceedings to the Presbytery for review and audit at the February meeting, and at
711 other times upon request of Presbytery.

712
713 **CHAPTER 14: FOUNDATION**

714

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

718
719 The Foundation shall control all matters related to the revenues, investments and expenditures of
720 the Foundation consistent with decisions of the Presbytery Council.¹⁷

721
722 Net proceeds generated by the Presbytery from the sale of church property will be deposited in
723 the Foundation.

724
725 Other than payment of management fees and other budgeted expenditures, all disbursements
726 from the Foundation will be made directly to the account of the Milwaukee Presbytery.

727
728 Requests for disbursements from Foundation funds must originate from the Presbytery and be
729 reviewed by Presbytery designated staff.

730
731 Disbursements must be authorized by both the Foundation Secretary/Treasurer and the
732 Foundation President.

733
734 Loans may be issued by the Foundation at the request and approval of Presbytery. Such loans
735 will not exceed 15% of total Foundation assets, and terms of any loan shall not exceed 5 years.

736
737 The Foundation bylaws may be amended at any regular meeting of the Presbytery, or at a special
738 meeting called for that purpose, by a vote of the majority of the delegates present at such
739 meeting. Amendments may be proposed by the Board or the Presbytery. If the Presbytery
740 proposes the amendments, then the Presbytery shall consult with the Board and give it the
741 opportunity for review and comment.¹⁸

742
743 **CHAPTER 15: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**

744
745 This Manual may be amended by a majority vote of the members present at a meeting of the
746 Presbytery Assembly.

747
748 Parts of this Manual, except the chapter to amend, may be suspended by a two-thirds vote of the
749 members present at any duly called meeting of the Presbytery Assembly.

750
751 No amendment or suspension of the Manual shall conflict with the provisions of *The Book of*
752 *Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.

753
754 Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect
755 grammar are not considered amendments.

¹⁷ Amended February 25, 2017 (adding 1-5, spending criteria).

¹⁸ Amended November 19, 2019.