

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, and stated
166 clerk.² 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

¹ Amended September 26, 2017.

² Amended September 22, 2021.

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- 183 commissions and committees in consultation with the Nominating Committee;
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 is an Officer of the Corporation, nominated by the Board of Trustees,
208 and elected and commissioned to service by the Presbytery. The Treasurer has voice and vote as
209 an Officer on the Board of Trustees, and voice in the Presbytery Assembly.³ The term of office
210 shall be three years. S/he may be reelected. The calling, the form of accountability, the method
211 of annual review, the job description, etc., of the Treasurer are contained in the Personnel
212 Policies.

213

214 **CHAPTER 8: ADMINISTRATIVE STAFF**

215

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

220

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

223

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

226

³ Amended September 22, 2021.

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

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

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

236
237 A quorum for any commission or committee shall be a majority of its members.
238

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

243
244 The Stated Clerk, a resource to all commissions and committees (ecclesiastical or
245 administrative), may meet with these commissions and committees as *ex-officio*. However,
246 unless otherwise noted in the bylaws or this Manual, does not have vote on commissions and
247 committees.
248

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

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

259 The above responsibilities have been distributed to the following commissions:⁴

- 260 • the Presbytery Council,
 - 261 • the Congregational Vitality Commission,
 - 262 • Presbytery Planning Commission,⁵
 - 263 • the Commission on Transitional Ministries,
 - 264 • the Commission on Pastoral Ministries, and
 - 265 • the Permanent Judicial Commission.
- 266

267 **Presbytery Council**⁶. The Council is a standing commission of the Presbytery and shall be
268 composed of persons with differing ministry skills, commitments, and calls to lead the
269 Presbytery in implementing its vision and coordinating the Presbytery's efforts to fulfill its

⁴ Amended November 21, 2019.

⁵ Amended May 21, 2019.

⁶ Amended September 26, 2017; November 21, 2019.

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270 constitutional and communal purposes.

271

272 The Council has been delegated by the Presbytery with the following responsibilities:⁷

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

302

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

310

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

313

⁷ Amended May 21, 2019.

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314 **Members.** The Council shall consist of nine persons, to include Presbytery Moderator, Vice-
315 Moderator, and immediate past Presbytery Moderator. Six additional members will be at-large
316 members who do not serve as members on other standing commissions or committees of the
317 Presbytery, nominated by the Nominating Committee and elected by the Presbytery Assembly.
318 The Stated Clerk and Treasurer, as officers of the Presbytery shall have voice and vote. The
319 Foundation President⁸ and designated staff shall serve the Council *ex-officio* and without vote.
320 The Council may create task groups to plan, to explore and/or to implement specific requests.
321

322 **Presbytery Budget.** Annually, the Council will lead standing ecclesiastical commissions of
323 Presbytery (CTM, CPM, CVC, Planning, & PJC), in formulating Presbytery's budget, as a
324 recommendation to the Presbytery Assembly for deliberation and adoption.⁹
325

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

332 **The Congregational Vitality Commission.**¹⁰ The purpose of the Congregational Vitality
333 Commission is to support innovative, creative, and connectional congregational
334 ministries that enhance the vitality of congregations and empower leaders. This support may
335 include training, resources, grants, and accompaniment.
336

337 The Congregational Vitality Commission is responsible for the following functions:

- 338 • Receive, evaluate, and approve grant applications that promote congregational
339 revitalization, including through missional outreach and distribution of peacemaking funds;
- 340 • Prepare applications to facilitate review of grant requests and establish deadlines and
341 procedures for the submission, evaluation, and determination of grants;
- 342 • Offer vitality initiatives and training;
- 343 • Assess congregational vitality and hold conversations with congregational leaders at
344 different benchmarks;
- 345 • Receive annual reports from Stated Clerk on congregational minute reviews and act, if
346 necessary, to assist congregations to come into compliance with governance requirements;
- 347 • Provide resources for and interpretation of congregational assessment tools and results,
348 including guidance for congregations after assessment;
- 349 • Authorize and train ruling elders to administer or preside at the Lord's Supper;
- 350 • Authorize and train ruling elders for preaching;
- 351 • Help people to identify their gifts, skills, and call and how that might intersect with the
352 needs and vision of the Presbytery;
- 353 • Offer leadership development programs for equipping sessions, deacons, or other church
354 leaders; and
- 355 • Supervise and administer camp scholarships funded by the Camp Corbin Fund.
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⁸ Amended February 25, 2017.

⁹ Ibid (adding i-iii, spending criteria).

¹⁰ Amended November 21, 2019.

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

366
367 **Presbytery Planning Commission**¹¹. The Commission is delegated the authority by the
368 presbytery to set the dates for and plan the stated and called presbytery gatherings, which may
369 include not only matters of business, but also educational programing, beneficiary of the
370 offering, worship, and meals. In particular, the Commission is authorized the approve the
371 celebration of Holy Communion of the Presbytery as well as set stated meeting dates. The
372 Presbytery Planning Commission approves contracts related to Presbytery meetings and said
373 contracts shall be signed by the designated administrative staff.

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

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

383
384 **The Commission on Transitional Ministries**.¹² The Commission on Transitional Ministries
385 supports congregations and pastors during times of conflict or transition in pastoral ministry.

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

- 390
- 391 • Examine ministers seeking membership into this Presbytery, as well as dismiss them to
392 other presbyteries;
 - 393 • Approve and orient, when appropriate, ministers of other denominations in full
394 communion with PC(U.S.A.) to serve in ministries in congregations of this presbytery or
395 agencies and institutions of this presbytery or denomination;
 - 396 • Oversee the counsel, support, and accountability of each minister, ruling elder
397 commissioned to pastoral service, and certified Christian educator and report to the
presbytery annually the type of work in which each is engaged;

¹¹ Amended May 21, 2019.

¹² Amended November 21, 2019.

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- 398 • Approve ministers for membership and request the Stated Clerk place the names of
- 399 ministers on the appropriate validated rolls of Presbytery;
- 400 • Grant permission to labor within or outside the bounds of the presbytery;
- 401 • Commission ruling elders to particular pastoral service in accordance with the Book of
- 402 Order (G-2.10);
- 403 • Prosecute the temporary and permanent calls and dismissals of ministers, ruling elders
- 404 commissioned to pastoral service, and certified Christian educators;
- 405 • Review and approve initial contract and terms of call and annual short-term contracts;
- 406 • Grant requests from ministers for setting aside or release from exercise of ordered
- 407 ministry with the reasons for such release recorded in the minutes of the Presbytery
- 408 Assembly;
- 409 • Act on matters related to and to grant the status of honorably retired to those ministers
- 410 requesting it; and
- 411 • Maintain a mutual ministry relationship with every session in regard to mission, local
- 412 ministry, and participation in the common life of the Presbytery;
- 413 • Counsel congregations regarding temporary and permanent pastoral relationships;
- 414 • Oversee the temporary and permanent call processes engaged by particular
- 415 congregations;
- 416 • Appoint moderators to sessions of churches without pastors or when the installed pastor
- 417 is unable to invite another moderator; and
- 418 • Oversee administrative reviews, as described in the *Book of Order* (G-3.0108), including
- 419 appointing and directing the Presbytery's Stated Clerk to execute General Administrative
- 420 Reviews annually, as well as appointing and directing the Stated Clerk to staff, resource
- 421 CTM or its appointed representative, and/or executing Special Administrative Reviews
- 422 and Direct Responses.
- 423 • Take the initiative to mediate, reconcile, and act to correct difficulties if requested to do
- 424 so by the parties concerned or granted by the Presbytery Assembly;
- 425 • Appeal to the Presbytery Assembly to create a special Administrative Commission to
- 426 work with particular congregations and/or minister(s), ruling elder(s) commissioned to
- 427 pastoral service, and certified Christian educator(s);
- 428 • Exercise wise discretion in determining when to take cognizance of information
- 429 concerning difficulties within a congregation and/or pastoral relations;
- 430 • Hold hearings that afford procedural safeguards as in cases of process, following the
- 431 procedures outlined in the Rules of Discipline;
- 432 • In accordance with Book of Order (G-2.0904) act on behalf of the presbytery to dissolve
- 433 pastoral relationships without the request of either pastor or congregation provided that
- 434 the CTM has met with the pastor and the session and has offered to be available to
- 435 consult with the congregation (in accordance with GAPJC 1988, 200-7, Campbell, Jr. et.
- 436 al. v. Pby of Atlantic). These actions of this Administrative Commission shall be taken at
- 437 duly constituted meetings and reported to the next stated meeting of the presbytery.
- 438

439 **Members.** This commission shall consist of equal numbers of elders and ministers with a

440 membership of at least six.

441

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

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

444

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

447

448 **The Commission on Pastoral Ministries.**¹³ The Commission on Pastoral Ministries supports
449 persons both discerning calls to the ordered ministry of Minister of Word and Sacrament and,
450 after ordination, at all other stages and types of ministry. This includes personal support and
451 group opportunities for learning and building relationships with colleagues.

452

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

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

487

¹³ Amended November 21, 2019.

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

491
492 No member shall be elected for a term of more than three years, nor shall a member serve for
493 consecutive terms, either full or partial, aggregating more than six years.

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

497
498 **Permanent Judicial Commission**¹⁴. The Permanent Judicial Commission (PJC) shall be
499 composed of nine members, each with a term of six years, and distributed among three classes,
500 with no more than one half of the members to be in one class. No person who has served on a
501 permanent judicial commission for a full term of six years shall be eligible for reelection until
502 four years have elapsed after the expired six-year term. No person shall serve on more than one
503 permanent judicial commission at the same time. The moderator, stated clerk, or any member of
504 the staff of the presbytery shall not serve on its PJC. After a member's term expires, the Stated
505 Clerk shall retain a roster of former members in accordance with D-5.0206.b. Any vacancy due
506 to resignation, death, or any other cause may be filled by the presbytery by electing a person to
507 fill the unexpired term at any meeting thereof.

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

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

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

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

525
526 **Personnel Committee**¹⁵. The committee is responsible for providing oversight of the Presbytery
527 staff. Specifically, the Personnel Committee shall:

- 528
- 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
- 529
530
531

¹⁴ Amended May 4, 2015.

¹⁵ Amended May 21, 2019.

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- 532 annually regarding compensation standards for ministers;¹⁶
533 • Be available to Presbytery staff members for consultation;
534 • Work with the designated administrative staff, interview, and recommend to Council
535 hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions;
536 and
537 • Working with the designated administrative staff, interview and recommend to the
538 Nominating Committee the nomination of the Presbytery Foundation Treasurer, Stated
539 Clerk, and Associate Stated Clerk.¹⁷

540

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

542

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

544

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

548

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

551

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

553

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

556

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

559

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

563

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

566

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

569

570 **Committee on Representation**¹⁸. The Committee on Representation's purpose and work are
571 described by the *Book of Order* F-1.0403 and G-3.0103.

572

573 There shall be two classes composed of two members each, ruling elder and minister, and
574 demographically representative of the presbytery. The term of office is for two years, and the

¹⁶ Amended November 21, 2019.

¹⁷ Amended September 22, 2021.

¹⁸ Amended May 4, 2015.

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575 member may be re-elected by the Presbytery to serve no more than two terms.

576
577 The main function of the Committee on Representation shall be to advise the presbytery with
578 respect to its membership and to that of its commissions, committees, teams, agencies and other
579 units in implementing the principles of participation and inclusiveness to ensure fair and
580 effective representation in the decision making of the presbytery. The Committee on
581 Representation shall serve both as an advocate for the representation of people of differing races,
582 ethnicities, gender, age, abilities, and sexual orientation, and as a continuing resource to the
583 presbytery in these areas. In particular, the Committee on Representation shall:

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

593
594 **Bills and Overtures Committee**¹⁹. This Committee receives and prepares proposed overtures
595 originating in the Presbytery of Milwaukee, or overtures from other presbyteries which seek
596 concurrence, for submission to the General Assembly, and presents them to the presbytery in a
597 timely manner according to the rules of the General Assembly and may at its discretion offer non-
598 binding recommendations to the presbytery for approval or disapproval.

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

603
604 The Presbytery Vice Moderator serves as Moderator of the Bills and Overtures Committee. The
605 Stated Clerk shall serve the committee as secretary with voice but without vote.

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

610
611 **CHAPTER 10: ADMINISTRATIVE COMMISSIONS**

612
613 **Definition.** Administrative commissions are designated by the Presbytery Assembly to consider
614 and conclude matters not involving ecclesiastical judicial process.

615
616 In the discharge of their assigned responsibilities, administrative commissions may discover, and
617 report matters that may require judicial action by the Presbytery Assembly.

618

¹⁹ Amended September 15, 2015.

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

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

626
627 A quorum of any administrative commission shall be a majority of its members.
628

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

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

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

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

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

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

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

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665
666 When an administrative commission has been designated to settle differences within a particular
667 organization or council, it shall, before making its decision final, afford to all persons affected by
668 its decision fair notice and an opportunity to be heard on matters at issue.

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

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

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

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

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

683
684 Any elected representatives shall report at least annually to the Presbytery.

685
686 **CHAPTER 12: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY**

687
688 Commissioners shall ordinarily be elected at the November stated meeting.

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

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

697
698 No person may be elected as a commissioner to both governing bodies in the same year.

699
700 Commissioners shall report the deliberations and actions of the Synod and the General Assembly
701 when requested by the Presbytery.

702
703 **CHAPTER 13: THE CORPORATION**

704
705 As outlined in the Presbytery Bylaws, the Presbytery shall be incorporated under Chapter 187 of
706 the Wisconsin statutes as the Presbytery of Milwaukee of the Presbyterian Church (U.S.A.).

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

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

715
716 **CHAPTER 14: FOUNDATION**

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

721
722 The Foundation shall control all matters related to the revenues, investments and expenditures of
723 the Foundation consistent with decisions of the Presbytery Council.²⁰

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

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

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

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

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

739
740 The Foundation bylaws may be amended at any regular meeting of the Presbytery, or at a special
741 meeting called for that purpose, by a vote of the majority of the delegates present at such
742 meeting. Amendments may be proposed by the Board or the Presbytery. If the Presbytery
743 proposes the amendments, then the Presbytery shall consult with the Board and give it the
744 opportunity for review and comment.²¹

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

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

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

753
754 No amendment or suspension of the Manual shall conflict with the provisions of *The Book of*

²⁰ Amended February 25, 2017 (adding 1-5, spending criteria).

²¹ Amended November 19, 2019.

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- 755 *Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.
756
757 Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect
758 grammar are not considered amendments.