

## SALEM PRESBYTERY MANUAL

### ARTICLE I. PRECEPTS

**Section I.01 Salem Presbytery Values.** We are Presbyterian Christians, called to be reformed and to be reformers in the church and in the world. We are united by our connection to God in Jesus Christ, the head of the church. We discern God’s will for our time, place, and people through the work of the Holy Spirit revealed through Scripture, guided by our confessions and understood in our diverse community.

**Section I.02 The Great Ends of the Church.** The great ends of the Church, as set forth in the Presbyterian Church (USA) Book of Order, are the:

- (a) proclamation of the gospel for the salvation of humankind;
- (b) shelter, nurture, and spiritual fellowship of the children of God;
- (c) maintenance of divine worship;
- (d) preservation of the truth;
- (e) promotion of social righteousness; and
- (f) exhibition of the Kingdom of Heaven to the world.

**Section I.03 Continuity and Change.** The presbyterian form of government set forth in the Constitution of the Presbyterian Church (U.S.A.) (“PC(USA)”) is grounded in Scripture and built around the marks of the true Church. It is in all things subject to the Lord of the Church. In the power of the Spirit, Jesus Christ draws worshipping communities and individual believers into the sovereign activity of the triune God at all times and places. As the Church seeks reform and fresh direction, it looks to Jesus Christ who goes ahead of us and calls us to follow him. United with Christ in the power of the Spirit, the Church seeks “not [to] be conformed to this world, but [to] be transformed by the renewing of [our] minds, so that [we] may discern what is the will of God—what is good and acceptable and perfect” (Rom. 12:2).

**Section I.04 Ordination Vows.** The Members of Salem Presbytery have answered and continue to answer each and every one of the following questions from the PC(USA) Book of Order in the affirmative to:

- (a) trust in Jesus Christ as Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit;

- (b) accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word;
- (c) sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads the Members to believe and do, and are instructed and led by those confessions in leading the people of God;
- (d) fulfill their ministry in obedience to Jesus Christ, under the authority of Scripture, and are continually guided by the confessions;
- (e) be governed by our church's polity, and abide by its discipline;
- (f) be a friend among their colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit;
- (g) in their own lives seek to follow the Lord Jesus Christ, love their neighbors, and work for the reconciliation of the world;
- (h) promise to further the peace, unity, and purity of the church; and
- (i) pray for and seek to serve the people with energy, intelligence, imagination, and love.

**Section I.05 The Purpose Of Confessional Statements; Reformed Tradition.** The PC(USA) states its faith and bears witness to God's grace in Jesus Christ in the creeds and confessions in The Book of Confessions. These confessional statements are subordinate standards in the church, subject to the authority of Jesus Christ, the Word of God, as the Scriptures bear witness to him. In its confessions the Presbyterian Church (U.S.A.) expresses the faith of the Reformed tradition. Central to this tradition is the affirmation of the majesty, holiness, and providence of God who in Christ and by the power of the Spirit creates, sustains, rules, and redeems the world in the freedom of sovereign righteousness and love. Related to this central affirmation of God's sovereignty are other great themes of the Reformed tradition: the election of the people of God for service as well as for salvation; covenant life marked by a disciplined concern for order in the church according to the Word of God; a faithful stewardship that shuns ostentation and seeks proper use of the gifts of God's creation; and the recognition of the human tendency to idolatry and tyranny, which calls the people of God to work for the transformation of society by seeking justice and living in obedience to the Word of God. God alone is Lord of the conscience, and has left it free from the doctrines and commandments of men which are in anything contrary to his Word, or beside it, in matters of faith or worship.

## **ARTICLE II. SALEM PRESBYTERY ORGANIZATION**

**Section II.01Name.** The name of this presbytery is Salem Presbytery, a constituent presbytery of the Mid-Atlantic Synod and Presbyterian Church (U.S.A.).

**Section II.02Boundaries.** The boundary of Salem Presbytery consists of 19 counties in central North Carolina.

**Section II.03Neighborhoods.** Salem Presbytery consists of three neighborhoods: West (Alexander, Ashe, Alleghany, Watauga, Wilkes, and part of Iredell and Surry), Central (Most of Surry, Yadkin, Stokes, Forsyth, part of Iredell, Davie, Davidson, Rowan and part of Guilford) and East (Rockingham, Caswell, most of Guilford, Alamance, Randolph and Chatham).

**Section II.04Membership of Presbytery.** The voting membership of the Presbytery consists of:

- (a) All teaching elders on the active roll of Presbytery engaged in a ministry validated by the Presbytery, all members-at-large, and all honorably retired teaching elders;

- (b) All ruling elder commissioners of the churches of Presbytery;
- (c) The officers of Presbytery who are ruling elders commissioned as members of Presbytery for their terms of office;
- (d) Certified Christian Educators who have been ordained to the office of Ruling Elder;
- (e) Ruling Elders Commissioned (“CREs”) every three years by Presbytery, who are currently serving churches within Salem Presbytery; and,
- (f) Ministers from other denominations who have been approved by Commission on Ministry or Presbytery and are currently serving a church or validated ministry in Salem Presbytery.

## **Section II.05 Mission, Purpose, and Vision**

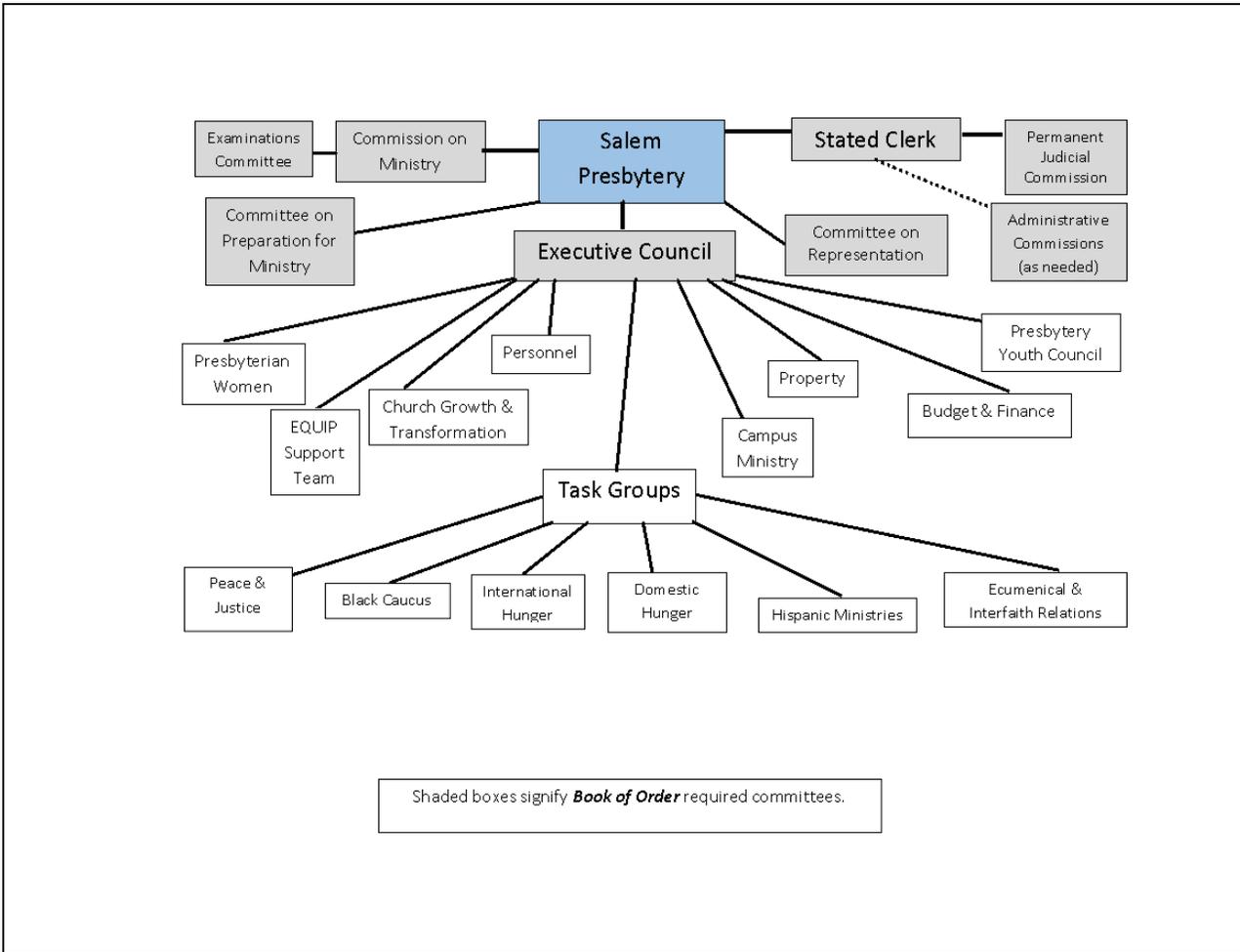
- (a) Mission. We as Salem Presbytery strive: to be a visible witness to Jesus Christ, [REACH]; to equip and strengthen our congregations and leaders for ministry in the world, [EQUIP]; and to inspire and model local and global mission, [SEND].
- (b) Purpose. As Salem Presbytery, we are called to be God’s voices of hope in this time of epoch change and exciting possibilities.
- (c) Vision. Salem Presbytery is called by God and empowered by the Holy Spirit. Salem Presbytery helps its congregations to be more faithful participants in the mission of Christ’s Church as they provide that the Word of God may be truly preached and heard.
- (d) Polity. Salem Presbytery is a regional council of the Presbyterian Church (U.S.A.) whose purpose is to carry out the mission, ministry, and government of the Presbyterian Church (U.S.A.) within its boundaries in order to achieve the great ends of the Church.
- (e) Community and Diversity. Salem Presbytery is a covenant community with a rich diversity of membership, formed by the triune God, called to share together in the ongoing life and ministry of Jesus Christ, proclaiming and demonstrating the Gospel publicly in word and deed in the power of the Holy Spirit. In Christ, by the power of the Spirit, God unites persons through baptism, regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person. Salem Presbytery shall help congregations guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership.
- (f) Ministry. The ministry of Presbytery is to promote the worship, fellowship, nurture and outreach of its members and congregations.
- (g) Book of Order. The powers and duties of Presbytery shall be in accordance with the Book of Order of the Presbyterian Church (U.S.A).

## **Section II.06 Goals and Objectives.**

- (a) We are God’s voices of hope as we seek to proclaim the Good News in word and deed.
  - (i) Congregations will provide proclamation for their place and people.
  - (ii) Teaching Elders, Commissioned Ruling Elders and Educators will learn about and serve this rapidly changing world.
  - (iii) Salem Presbytery program staff will preach, teach and mediate on Salem Presbytery’s behalf.
  - (iv) Executive Council will facilitate the work of Salem churches, developing and allocating shared resources.
  - (v) Commissions and Committees will proclaim God’s Good News with their work.
- (b) We are God’s voices of hope as we seek to celebrate and embrace diversity.
  - (i) Congregations will discern and act on God’s specific call in their community.

- (ii) Teaching Elders, Commissioned Ruling Elders and Educators will understand, preach and practice unity in Christ.
  - (iii) Salem Presbytery will equip church leaders in the knowledge and practice of diversity.
  - (iv) Executive Council will represent and encourage the diversity of Salem Presbytery.
  - (v) Commissions and Committees will expand their diversity of people, ideas and activities.
- (c) We are God's voices of hope as we seek to nurture and care for one another.
- (i) Congregations will share resources with other Congregations.
  - (ii) Teaching Elders, Commissioned Ruling Elders and Educators will support one another in life's joys and sorrows through prayer and communication.
  - (iii) Salem Presbytery staff will communicate prayer concerns and pray for churches and their members.
  - (iv) Executive Council will pray and practice concern for each other as they serve together.
  - (v) Commissions and Committees will pray for and nurture one another as they serve together.
- (d) We are God's voices of hope as we seek to participate in God's transformational mission.
- (i) Congregations will discern the new thing God is doing in their midst.
  - (ii) Teaching Elders, Commissioned Ruling Elders and Educators will proclaim the gospel and implement God's work.
  - (iii) Salem Presbytery staff will seek out and share transformational mission ideas.
  - (iv) Executive Council will prioritize support for transformational practice.
  - (v) Commissions and Committees will intentionally seek and implement transformational practice.
- (e) We are God's voices of hope as we seek to partner with each other in ministry.
- (i) Congregations will connect with each other in ministry.
  - (ii) Teaching Elders, Commissioned Ruling Elders and Educator will prioritize and encourage partnerships in ministry.
  - (iii) Presbytery staff will resource Salem Partnerships.
  - (iv) Executive Council will encourage accountability in living and working together as a connectional church.
  - (v) Commissions and Committees will work toward building partnerships through their specific areas of expertise.

**Section II.07 Organizational Chart** (includes groups not governed by Manual).



**ARTICLE III. SALEM PRESBYTERY GOVERNANCE**

**Section III.01 Officers of Presbytery.**

(a) Moderator And Vice-Moderator.

- (i) *Election.* At the spring or summer meeting of Presbytery in odd-numbered years, a moderator will be elected; this individual will take office at the conclusion of the subsequent winter’s Presbytery meeting, and will serve a two-year term. The Committee on Representation will select and recommend a Ruling Elder or CRE who is a member of a congregation in Salem Presbytery, or a Teaching Elder who is a member of Salem Presbytery to serve as moderator of Presbytery. The moderator, with Executive Council approval, will select a vice moderator. Presbytery will review this process to evaluate quality, leadership, and equity within the organization.
- (ii) *Duties of Moderator/Vice Moderator.* The Moderator shall:
  - 1) Preside at all Presbytery meetings;
  - 2) Follow the role as directed by the Book of Order;
  - 3) Be selected as a commissioner to General Assembly, in the period of the Moderator’s service as Moderator;
  - 4) Sign documents as appropriate; and
  - 5) The Vice Moderator shall serve in the absence of the Moderator or when invited to do so.

(b) Stated Clerk of Presbytery.

- (i) *Election.* The office of Stated Clerk shall be filled by election. The term of the Stated Clerk shall be three (3) years, beginning on July 1 of the year of election. The Clerk shall be eligible for re-election without limitation. The Stated Clerk may select an Assistant Stated Clerks to serve annually. A vacancy in the Stated Clerk's office shall be filled by nomination and election to the unexpired term as expeditiously as possible. Nominations to fill the vacancy shall be made by the Personnel Committee of Presbytery to the Committee on Representation in accordance with the manner set forth in this section.
- (ii) *Duties of Stated Clerk.* The Stated Clerk shall be the continuing ecclesiastical officer of Presbytery and shall perform all of the duties set forth in the position description adopted by Presbytery, as well as all duties which may be assigned from time to time by Presbytery and the Book of Order.
- (iii) *Annual Review of Stated Clerk.* Presbytery shall conduct an annual review of the work and of the compensation of the Stated Clerk. The membership of the appraisal team shall be the Moderator of Executive Council, the Moderator of the Personnel Committee, and the Moderators of the Standing Committees of Presbytery. In the final year of the term of the Stated Clerk, both the annual review and the end-of-term review shall be conducted by the appraisal team.
- (iv) *Salary and Expenses of Stated Clerks.* A sum for the services of the Stated Clerk shall be allotted in the budget of Presbytery.

**Section III.02 Executive Presbyter and Other Staff of Salem Presbytery.**

(a) Election of Executive Presbyter.

- (i) When a vacancy occurs in the office of the Executive Presbyter, Executive Council shall nominate to Presbytery the names of at least seven (7) members to a Special Committee on Representation, which shall be so constituted so as to comply with the principles of participation and representation.
- (ii) The Special Committee on Representation shall consist of both teaching and ruling elders. The Special Committee on Representation shall be convened by the Moderator of Presbytery for the purpose of electing a Moderator from among its own membership. The Special Committee on Representation shall conduct its work in compliance with the church-wide plan for equal opportunity.
- (iii) The candidate nominated by the Special Committee on Representation shall be the only nominee. Presbytery shall vote by written ballot. A majority vote shall elect. If the person elected accepts the call, the Stated Clerk shall so advise Synod and shall make provision for the service of installation at a Stated meeting of Presbytery.

(b) Accountability. The Executive Presbyter shall be called and elected by Presbytery without term to the position commencing with his/her installation. The Executive Presbyter is employed by Presbytery and is accountable to Presbytery through Executive Council for the implementation of Presbytery's decisions. The Executive Presbyter is accountable to Synod, under the supervision of the Synod Executive, for the implementation of Synod decisions.

(c) Responsibilities. The Executive Presbyter shall:

- (i) serve as head of the Administrative and Support staffs and coordinate the total ministry and mission of Presbytery;
- (ii) serve as an ex-officio member without vote on all standing and special Commissions and Committees of Presbytery with the exception of the Permanent Judicial Commission;
- (iii) represent and interpret the decisions and programs of Presbytery to sessions;

- (iv) represent and interpret the interests and programs of Presbytery and PC (USA) to the public, especially the media, other denominations, and various ecumenical bodies;
  - (v) coordinate the work of any Synod and General Assembly agency staff working in Presbytery, in accordance with the arrangements and policies established by Synod or the General Assembly entity;
  - (vi) serve as primary staff to Executive Council's Committee on Personnel; and,
  - (vii) perform such other duties as Presbytery or its Executive Council may from time to time require.
- (d) Annual Review. Presbytery, in consultation with Synod, shall conduct an annual review of the work and compensation of the Executive Presbyter. The Personnel Committee will conduct the review with input from the Moderator of Executive Council and the Moderators of the Commissions and Committees of Presbytery. The annual review shall be based on agreed-to goals and priorities set at the beginning of the review period.
- (e) Termination. The Call and employment of the Executive Presbyter may be terminated by his/her resignation or retirement. Presbytery shall vote by written ballot to concur. A majority vote is required. The Call and employment of the Executive Presbyter may also be terminated upon recommendation by Executive Council at one stated meeting of Presbytery, for action at the next Stated meeting. A motion from the floor to terminate the employment shall be referred to the Executive Council for review and advice to be acted upon at a Stated meeting of Presbytery when the Executive Council is ready to report. In either of these latter two cases, a written ballot and a majority vote shall be required to terminate the Call and employment.
- (f) Program Staff shall
- (i) Provide Spiritual support for the mission and ministry of Salem Presbytery churches;
  - (ii) Educate and communicate with Presbytery, the constituent churches of Presbytery and Salem Presbytery Executive Council by written reports to the extent necessary to enable the work of Presbytery, the churches, and Executive Council;
  - (iii) Direct congregations to support and provide resources;
  - (iv) Address Issues of guidance and accountability;
  - (v) Facilitate committee work only when necessary; and
  - (vi) Manage the finances of Presbytery.

#### **ARTICLE IV. SALEM PRESBYTERY COMMITTEES, EXECUTIVE COUNCIL, AND COMMISSIONS**

**Section IV.01 Organizational Entities.** The Commissions and Committees of Salem Presbytery shall be:

- (a) Commission on Ministry;
- (b) Committee for Preparation for Ministry;
- (c) Permanent Judicial Commission;
- (d) Executive Council;
- (e) Committee on Representation; and
- (f) Presbytery Administrative Commissions.

**Section IV.02 Accountability.** The commissions/committees of Presbytery shall be directly accountable to Presbytery, through the Stated Clerk, and shall report directly to Presbytery.

**Section IV.03 Powers and Responsibilities.** The powers and responsibilities of the commissions and committees of Presbytery shall be limited by the provisions of the Book of Order and by those expressly granted by Presbytery, provided such powers and responsibilities are not in conflict with the Book of Order.

**Section IV.04 Extraordinary Means of Deliberative Voting.** At the discretion of its respective Moderator and for its specific business needs, the Executive Council or a committee of the Executive Council, or a Commission or Committee of the Presbytery, may conduct a vote on an item of business by telephone conference call, e-mail, video conference or such other electronic communications method, provided that adequate means have been extended to the council/commission/committee members to assure a deliberative process is extended on such item of business prior to the electronic communications vote being taken.

**Section IV.05 Salem Presbytery Commission on Ministry.**

- (a) Membership. The Commission on Ministry shall ordinarily have thirty-six (36) members, of whom eighteen (18) shall be teaching elders and eighteen (18) shall be ruling elders. The quorum of the Commission on Ministry shall be a majority of its membership who shall be elected in compliance with the principles of inclusiveness, participation, and representation, with equal representation from each of the presbytery branches.
- (b) Powers and Accountability. The Commission on Ministry shall be directly accountable to, and shall report directly to Presbytery. The Commission on Ministry shall hold stated meetings and may, with due notice, hold special meetings as called by the moderator or by two (2) members of the Commission.
- (c) Duties. The Commission on Ministry shall:
  - (i) visit regularly and consult with each teaching elder of the Presbytery. It shall report to the Presbytery annually the type of work in which each teaching elder of the Presbytery is engaged;
  - (ii) make recommendations to Presbytery regarding calls for the services of its teaching elders;
  - (iii) visit with each session of the Presbytery triennially, discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of Presbytery and of the larger church;
  - (iv) counsel with churches regarding calls for permanent pastoral relations;
  - (v) counsel with sessions regarding temporary pastoral services when a church is without a teaching elder, and it shall provide lists of teaching elders and ruling elders who have been trained by the Presbytery to supply vacant pulpits;
  - (vi) provide for the implementation of equal opportunity employment for teaching elders and candidates without regard to race, ethnic origin, sex, age, marital status, or disability
  - (vii) serve as an instrument of Presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between teaching elders and churches. Its purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the particular church may be strengthened, that the unity of the body of Christ may be made manifest; and
  - (viii) act between Presbytery meetings for transfers of Installed Teaching Elders in and out of Salem Presbytery where ordination is not required.
- (d) Committee on Examinations. The Committee on Examinations shall examine candidates, commissioned ruling elders, and teaching elders on behalf of the Commission on Ministry.

- (e) Upon being informed by any credible Presbyterian that a congregation is being led, encouraged, or engaged in seeking dismissal from PC(USA), the Committee on Examinations and/or the Commission on Ministry may request of the Teaching Elder or Commissioned Ruling Elder in commissioned service, a statement as to their commitment to remaining in the PC(USA). In addition, they shall be asked, in accord with the Examination question formed by Salem's Committee on Peace, Unity, and Purity, and adopted by Salem Presbytery in April 2008: *Within the bounds of the exercise of your freedom of conscience, regarding interpretation of Scripture, are there any standards or essentials of the Reformed faith and polity from which you either do depart or believe that you will depart in belief or practice?*

#### **Section IV.06 Salem Presbytery Committee on Preparation for Ministry.**

- (a) **Membership.** The Committee on Preparation for Ministry shall ordinarily have twelve (12) members. The quorum of the Committee on Preparation for Ministry shall be a majority of its membership. They shall be elected in compliance with the principles of inclusiveness, participation, and representation, with equal representation from the presbytery branches
- (b) **Powers and Accountability.** The Committee on Preparation for Ministry shall be directly accountable to, and shall report directly to, Presbytery. The Committee on Preparation for Ministry shall hold stated meetings and may, with due notice, hold special meetings as called by the Moderator or by two (2) members of the Committee.
- (c) **Duties.** The Committee on Preparation for Ministry shall:
- (i) assist Presbytery in fulfilling the functions of Presbytery regarding the preparation of persons for the ordered ministry of Teaching Elder;
  - (ii) administer scholarship funds according to the policies and directives of Presbytery;
  - (iii) counsel with pastors and sessions regarding Inquirers and Candidates from particular churches; and
  - (iv) perform those duties set forth under its "Authority to Act."
- (d) **Authority to Act.** The Committee on Preparation for Ministry is hereby granted authority to
- (i) dismiss candidates;
  - (ii) enroll inquirers; and
  - (iii) certify candidates as ready for examination for ordination, provided that the Committee on Preparation for Ministry shall make a full report of its actions to Presbytery at its next stated meeting.

#### **Section IV.07 Permanent Judicial Commission**

- (a) **Membership.** The Permanent Judicial Commission of Presbytery shall be created in accordance with the Rules of Discipline of the Book of Order. There shall be nine (9) Permanent Judicial Commission members, serving in three (3) bi-annual classes of three (3) members each for six (6) year terms, nominated by the Committee on Representation and elected by Presbytery. The Commission shall elect its own officers. They shall be elected in compliance with the principles of inclusiveness, participation, and representation.
- (b) **Duties.** The Permanent Judicial Commission shall act only upon reference by the Stated Clerk or an investigating committee, in accordance with the Rules of Discipline. Its decisions, unless appealed, are final and shall be reported to Presbytery and entered in the Minutes.
- (c) **Accountability.** The Permanent Judicial Commission shall be accountable to the Permanent Judicial Commission of the Synod through the appeal process, and shall be resourced by the Stated Clerk of Presbytery.

(d) Meetings. The Permanent Judicial Commission shall meet pursuant to the Book of Order as called by the Stated Clerk or otherwise as provided in the Book of Order.

#### **Section IV.08      Executive Council**

(a) Purpose. Salem Presbytery Executive Council is the Coordinating body of Salem Presbytery. The Presbytery Executive Council shall

- (i) work with and support the congregations of Presbytery;
- (ii) set goals and do strategic planning for Presbytery;
- (iii) communicate with Presbytery and the churches of Presbytery on the goals and strategic planning for Presbytery;
- (iv) monitor the performance of the Executive Presbyter;
- (v) allocate and develop resources to support the goals of Presbytery;
- (vi) conduct the legal business of Presbytery as required by law and Presbytery;
- (vii) have general oversight of the ministry teams/committees of Presbytery as a governing body and hold them and themselves accountable for the work done or planned to be done;
- (viii) approve the place, time, date, and docket of all stated and special meetings of Presbytery including an annual Necrology service;
- (ix) establish the dates of the Executive Council's regular meetings;
- (x) assist in providing annual orientation and leadership training for officers in churches within Presbytery;
- (xi) assist in conducting regular administrative reviews of the committees/commissions of Presbytery, of the ministry teams, and of the particular churches within Presbytery;
- (xii) support the work of the Stated Clerk;
- (xiii) review the Manual of Presbytery regularly for consistency with Presbytery policy; review all amendments to the Manual, making recommendations, through the Executive Council, concerning such amendments; and publish and distribute revisions of the Manual when amendments are adopted by Presbytery; and
- (xiv) nominate to Presbytery members of the Committee on Representation.

(b) Authority of Salem Presbytery Executive Council.

- (i) Salem Presbytery Executive Council is directly accountable to Presbytery. It shall make a full report to Presbytery of its meetings and its recommendations shall require action by Presbytery for implementation.
- (ii) Presbytery may, from time to time, delegate stated and specific responsibilities to Executive Council. Executive Council shall make a full report of its actions to Presbytery at its next stated meeting.
- (iii) Executive Council is hereby authorized to act on behalf of Presbytery during those times when Presbytery is not in session and there are more than forty-five (45) days intervening between stated meetings of Presbytery or when time is of the essence. Executive Council shall make a full report of its actions to Presbytery at Presbytery's next stated meeting.
- (iv) The power and responsibilities of Executive Council shall be limited to those powers and responsibilities assigned by this Manual, the Book of Order, or by Presbytery and shall be within its approved budget.

(c) Membership.

- (i) \_\_\_\_\_ The Executive Council shall consist of the following members with vote:
  - 1) \_\_\_\_\_ The Moderator of Salem Presbytery [automatic Membership];

- 2) The Moderator or a Co-Moderator of Commission on Ministry [automatic Membership];
  - 3) The Moderator or a Co-Moderator of the Committee for Preparation for Ministry [automatic Membership];
  - 4) The Moderator of Presbyterian Women [automatic Membership];
  - 5) The Moderator of Equip Team [automatic Membership];
  - 6) The Moderator of Black Caucus [automatic Membership];
  - 7) The Moderator of the Church Growth and Transformation;
  - 8) Twelve (12) Members elected At-Large by Salem Presbytery, with the neighborhood balance announced to the Salem Presbytery at any meeting at which such elections are held, and
  - 9) The elected Moderator of Executive Council if such person is not already a Member of Executive Council [automatic Membership].
- (ii) Salem Presbytery Executive Council shall serve in three (3) classes with terms of three (3) years each, provided that a Member of the Salem Presbytery Executive Council may serve no more than two (2) successive terms without at least a one (1) year interval of non-service.
- (iii) Insofar as possible, elected members shall equally represent all three neighborhoods, which shall be announced to Commissioners of Salem Presbytery at any meeting at which the election of at-large Executive Council Members shall take place.
- (iv) Overall composition of Executive Council shall conform to principles of inclusiveness, representation, and participation for race and gender, and shall include equal numbers of ruling and teaching elders.
- (v) Of the teaching elders on Executive Council, at least two-thirds (2/3) shall be teaching elders currently serving in churches within Presbytery.
- (vi) Executive Council shall also include the following ex-officio members with voice but without vote: Executive Presbyter, the Associate Presbyters, the Stated Clerk, and the Moderators of Budget and Finance, Personnel, and Property Committees, any of whom may vote if serving as an elected Member of the Executive Council.
- (vii) The Executive Council shall annually elect a Moderator and may elect a Vice-Moderator. The Stated Clerk shall serve as clerk of the Executive Council.
- (d) Meetings of Executive Council.
- (i) Regular Meetings. Executive Council shall meet monthly except in those months in which there is a Presbytery Meeting.
  - (ii) Special Meetings. Executive Council may meet upon the call of its Moderator, the Executive Presbyter, or any two (2) members with vote. Notice of a special meeting shall be sent to each member not less than five (5) days in advance of such meeting.
  - (iii) Reports. Task forces, Commissions, and Committees will submit monthly written reports to Executive Council and attend on an as-needed basis (seasonal, etc.) including Committee on Representation.
  - (iv) Agenda. Executive Council's work may include, in addition to the work brought to it by the Executive Presbyter and the Stated Clerk:
    - 1) praying together for each other and for the Presbytery;
    - 2) receiving and reading reports from committees, churches and staff ahead of time;
    - 3) evaluating information with an eye to what should be celebrated, who should be encouraged, accountability based on the goals and objectives, allocation of resources or identify resources, and communication with Presbytery;

4)      other business necessary for the work of the Presbytery between Stated meetings of Presbytery.

(e) Corporation of Salem Presbytery. Presbytery Executive Council shall be the Board of Trustees/Board of Directors of the Corporation of Salem Presbytery. The Moderator of Presbytery and vice moderator shall be the President and the Vice President respectively of the Corporation and the Board of Trustees. The Stated Clerk shall be the secretary of the Corporation and the Board of Trustees. The Treasurer of the Corporation shall be elected annually by Executive Council. The Trustees/Directors, except as otherwise provided in this Section, shall exercise all powers granted to a board of directors under the Nonprofit Corporation Law of North Carolina, including without limitation the power to acquire, own, encumber, lease, and dispose of property; to borrow or lend money, to enter into obligations appropriate for the transaction of the affairs of Presbytery; to invest and reinvest the funds of Presbytery; to engage auditors to conduct an annual audit of the books and accounts of Presbytery; to engage legal counsel; and to manage and build up the permanent endowment funds of Presbytery.

**Section IV.09** **Standing Committees of Salem Presbytery Executive Council.** In order to fulfill its purpose, Executive Council shall establish standing committees. Membership may include any member of Presbytery or any Congregation of Salem Presbytery in good standing, nominated by the Committee on Representation and elected by Presbytery. The terms of each Committee Member shall be three (3) years. The Standing Committees of Presbytery Executive Council shall be:

(a) Budget and Finance Committee.

(i) Membership. The Budget and Finance Committee shall consist of no fewer than three (3) and no more than nine (9) members, including the moderator. These members shall ordinarily be teaching or ruling elders, though active members (of a Salem Presbytery congregation) with particular gifts for service on this committee shall be considered for membership upon the endorsement of the Session of the particular church in which the individual's membership resides. The members of the committee shall be nominated from each neighborhood if possible and elected by Presbytery.

(ii) Duties. The Finance Committee shall:

- 1)      review and recommend approval of requests from particular churches for permission to encumber their property;
- 2)      oversee Presbytery's investments, trusts, and all other financial matters; and
- 3)      consult and negotiate with the particular churches of Presbytery concerning per capita payments and general benevolences.

(b) Church Growth and Transformation Committee.

(i) Membership. The Church Growth and Transformation Committee shall consist of twelve individuals, including the moderator, who are teaching elders and ruling elders. The members of the committee shall be elected by Presbytery.

(ii) Duties. The Church Growth and Transformation Committee shall:

- 1)      Be concerned with church growth and transformation, new church development, and oversight of small churches; and
- 2)      review and recommend to Executive Council an annual budget for program needs of the committee.

(c) Personnel Committee.

(i) Membership. The Personnel Committee shall consist of no fewer than three and no more than nine (9) members, including the moderator. These members shall ordinarily be teaching or ruling elders, though active members (of a Salem Presbytery

congregation) with particular gifts for service on this committee shall be considered for membership upon the endorsement of the Session of the particular church in which the individual's membership resides. The members of the committee shall be nominated from each neighborhood if possible and elected by Executive Council.

(ii) Duties. The Personnel Committee shall:

- 1) review and recommend amendments to Presbytery's Personnel Policies;
- 2) support the administration of Presbytery in accordance with Presbytery's Personnel Policies;
- 3) approve recommended person and job descriptions as provided by the Executive Presbyter;
- 4) review and recommend to Executive Council an annual salary budget.
- 5) serve as resource for developing appraisal procedures for reviewing the work of the Stated Clerk and all staff positions;
- 6) ensure that the performance reviews and compensation recommendations for all staff including the Executive Presbyter, associate Presbyters, and Stated Clerk are in accordance with the Personnel Policies of Presbytery; and
- 7) respond to Human Resources activity requests from the Executive Council, committees, commissions, ministry teams and congregations as needed.

(d) Property Committee

(i) Membership. The Property Committee shall consist of six members arrayed in three classes of two members each, including the moderator. These members shall ordinarily be teaching or ruling elders, though active members (of a Salem Presbytery congregation) with particular gifts for service on this committee shall be considered for membership. The members of the committee shall be elected by Presbytery.

(ii) Duties. The Property Committee shall:

- 1) make recommendations concerning the utilization of all properties;
- 2) be responsible for the oversight and maintenance of the physical grounds, buildings, and vehicles owned by Presbytery; and
- 3) make recommendations to the Executive Council regarding disposition of all properties coming to Presbytery from dissolved or dismissed congregations.

(e) Mission Committee

(i) Membership. The Mission Committee shall consist of Teaching and Ruling Elders from Salem churches in sufficient number to conduct the work of the committee. Active members (of a Salem Presbytery congregation) with particular gifts for service on this committee shall be considered for membership.

(ii) Duties. The Mission Committee shall promote mission awareness and mission efforts among our congregations and the Presbytery at-large. The committee shall serve as a resource for congregations who feel called to undertake mission efforts locally, nationally, and internationally by placing them in contact with individuals within the Presbytery who have been actively involved in planning and leading mission trips. The committee may plan mission trips or Mission Awareness gatherings. The committee will seek to support and build covenant relationships between Salem Presbytery and other national and international Presbyterian organizations.

(f) Communications Committee

(i) Membership. The Communications Committee shall consist of Teaching and Ruling Elders from Salem churches in sufficient number to conduct the work of the committee. Active members (of a Salem Presbytery congregation) with particular gifts for service on this committee shall be considered for membership.

(ii) *Duties.* The Communications Committee shall encourage the distribution of news, events, and resources in Salem Presbytery and the PC(USA). It shall establish policies for regular and emergency communications/publicity in the Presbytery, shall assist other Executive Council and Presbytery committees to effectively communicate/publicize news, events, and needs. It shall encourage congregations to establish communication policies, and shall nurture connections with Presbyterian Communicators Network.

(g) Stewardship Committee

(i) *Membership.* The Stewardship Committee shall consist of at least six members arrayed in three classes of two members each, including the moderator. These members shall ordinarily be teaching or ruling elders, though active members of staff members of a Salem Presbytery congregation with particular gifts for service on this committee shall be considered for membership. A member of the Budget and Finance Committee shall be invited to meet regularly with the committee. The staff person with stewardship assignments shall be a resource to this committee. The members shall be elected by Presbytery.

(ii) *Duties.* The Stewardship Committee shall:

- (1) Teach scriptural stewardship of all life to the Presbytery throughout the year;
- (2) Educate the Presbytery and Sessions (including church treasurers) regarding GA/Synod per capita expectations;
- (3) Educate the Presbytery and Sessions (including church treasurers) regarding mission and ministry needs of the Presbytery;
- (4) Study the giving habits of the congregations of the Presbytery;
- (5) Maintain awareness of trends and methods of benevolent giving;
- (6) Consider the development of a legacy giving program;
- (7) Develop promotional materials (i.e., narrative budget, pledge card) for recruitment of annual pledges;
- (8) Implement an annual campaign to solicit pledges of support for Presbytery mission and ministry as well as per capita assessments (this campaign ordinarily to be introduced at the summer meeting of Presbytery);
- (9) Follow up with congregations for whom an annual pledge of financial support is not forthcoming;
- (10) Make recommendations to the Budget and Finance Committee for the development of the annual budget for Presbytery mission, ministry, and per capita payments.

**Section IV.10 Salem Presbytery Committee on Representation.**

(a) *Membership.* The Committee on Representation shall be composed of twelve (12) elected members, one-half (1/2) of whom shall be teaching elders and one-half (1/2) ruling elders. The members of the Committee on Representation shall be nominated by Executive Council and elected by Presbytery. They shall be nominated and elected in compliance with the principles of inclusiveness, participation, and representation. Insofar as possible, they shall equally represent Presbytery's three neighborhoods.

(b) *Nominations and Election to Committee on Representation.* The member of the Committee on Representation shall be nominated to Presbytery by the Executive Council.

(c) *Accountability.* The Committee on Representation shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

(d) *Consultation.* The Committee on Representation shall consult with Executive Council and each commission and committee of the Presbytery to which it nominates persons, concerning a

description of positions to be filled prior to making nominations. It shall from time to time be informed and advised by Executive Council.

(e) Duties. The Committee on Representation shall:

(i) maintain lists of qualified teaching and ruling elders, deacons, educators, and lay persons from the particular churches, who are recognized for their commitment to Jesus Christ and who may be available for service at Presbytery, Synod, and General Assembly;

(ii) advise the Executive Council regarding the implementation of principles of unity and diversity;

(iii) advocate for diversity in leadership;

(iv) consult with the Executive Committee on the employment of personnel;

(v) communicate with councils/sessions of congregations and Committee on Representations of the particular churches for the purpose of maintaining the lists and seeking new persons available for nomination for service to Presbytery, Synod and General Assembly;

(vi) nominate the members of Executive Council and the members of commissions and committees of Presbytery (except the Committee on Representation), in accordance with the principles of inclusiveness, participation and representation;

(vii) nominate commissioners, alternate commissioners, and youth advisory delegates to Synod and General Assembly in accordance with the requirements of those governing bodies and the guidelines adopted by Presbytery. At least one teaching elder or ruling elder commissioner in any given delegation to Synod and General Assembly from Presbytery shall be a racial/ethnic minority person; and

(viii) make such other nominations as called upon from time to time by Presbytery.

(f) *Nomination and Election of Commission and Committee Persons.* With the exception of the Committee on Representation, the Committee on Representation shall announce at least one month in advance its intention to announce nominations at the Fall meeting of Presbytery, and shall invite suggestions from the members of Presbytery. Nominations to each position in the new class shall be addressed at the Fall meeting of Presbytery. Nominations to vacancies on commissions and committees shall be made at the stated meeting following the announcement of a vacancy by the Stated Clerk.

(g) *Nominations from Floor of Presbytery.* Nominations may be made from the floor, provided that the persons nominated have consented to serve. Election by the Presbytery shall be by voice vote except when there are two (2) or more nominees for the same position, in which case election shall be by ballot. A majority vote shall be required to elect.

(h) *Accountability.* The Committee on Representation shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

**Section IV.11 Administrative Commissions.** An Administrative Commission shall conduct its work in accordance with the Book of Order and this Manual.

(a) Purposes of Administrative Commissions

(i) Administrative Commissions for installations and ordinations of Teaching Elders will be comprised of five (5) members of Salem Presbytery and will be divided between teaching elders and ruling elders. The Administrative Commissions will be approved at Stated Meetings of Salem Presbytery or by the Commission on Ministry if formed between Presbytery meetings.

(ii) Disciplinary Administrative Commissions: G-3.0109(b) If the Stated Clerk is advised in writing of any irregularity or delinquency by a lower governing body, the Moderator, the Stated Clerk, the Executive Presbyter, and the Moderator of Executive Council jointly

shall determine whether special administrative review will be implemented in accordance with the Book of Order and this Manual. If it is determined that administrative review shall be implemented, those officers of Presbytery will nominate a committee to conduct the special administrative review, such committee to be elected by Presbytery at its next stated meeting. Executive Council may elect the administrative committee between Presbytery meetings

- (iii) An Investigating Committee shall be appointed under the provisions of the Book of Order Rules of Discipline and will consist of no fewer than three (3) nor more than five (5) teaching elders and ruling elders in equal or nearly equal numbers. Presbytery shall determine the time when the committee shall report its findings. In the event that the next stated meeting of Presbytery will not be held for more than thirty (30) days after it is determined that administrative review should be implemented and it is believed that time is of the essence, the officers making the determination to implement administrative review are hereby empowered to appoint the review committee and to have it begin its work. In that event, the Stated Clerk shall report to the next stated meeting of Executive Council and Presbytery that it has been determined that administrative review must be implemented and that a committee has been appointed to begin the review.

(b) Work of the Administrative Commission.

- (i) The Administrative Commission shall review records and make such other investigation as it deems appropriate to determine whether the lower governing body has committed an irregularity or delinquency.
- (ii) The Administrative Commission shall be directed by Presbytery or the appointing group as to the time when it shall complete its work and report its findings and recommendations to Presbytery. If the Commission cannot complete its work in the time directed, it shall apply to Presbytery for an extension. In no event shall the Administrative Commission complete its work later than one (1) year from the date on which the commission was formed. The Administrative Commission will have been formed on the date on which it is elected by Presbytery or on the date of its first meeting if appointed by the officers of Presbytery, whichever shall occur first.
- (iii) If the Administrative Commission finds that the lower governing body is not cooperative in providing records and in responding to inquiries, the committee shall report the lack of cooperation to Presbytery and seek further direction.
- (iv) Upon completion of its work, the commission shall report to Presbytery its determination as to whether there has been an irregularity or a delinquency by the lower governing body and its recommendation as to the appropriate action to be taken by Presbytery in response to any irregularity or delinquency.
- (v) When Presbytery has received the report of the commission, it shall make a determination in disposition of the matter, which may include approval, disapproval, or some form of correction of any irregularity or delinquency that may be reported.
- (vi) If Presbytery issues a direction for correction and it appears that the lower governing body is not moving to comply with that direction, Presbytery may appoint an administrative commission to oversee compliance or, if it deems the non-compliance to be sufficiently serious, Presbytery may assume original jurisdiction of the lower governing body.

**Section IV.12      General Provisions Regarding Council, Commissions, and Committees**

- (a) Officers. The officers of the Executive Council, committees of Executive Council, and the commissions and committees of Presbytery, shall be a moderator and a vice moderator or co-moderators, as Executive Council and the commissions or committees may determine. Each such officer shall be a teaching or ruling elder, and if a ruling elder shall be designated as a commissioner to Presbytery for his/her term of office. The officers shall be members of Executive Council or their respective commission/committee, and shall be included in the number of members set forth in this Manual.
- (b) Election of Officers. The moderator and vice moderator of Executive Council shall be elected annually by such Executive Council from among its elected membership. The moderator and vice moderator of Executive Council shall be elected at the final Executive Council meeting of the year to serve the following year. Both the moderator and the vice moderator shall be eligible for re-election.
- (c) The moderator and the vice moderator of the standing commissions and committees of Presbytery shall be elected annually from among the membership of the standing commissions/committees, at its first Stated meeting following the fall meeting of Presbytery. All moderators and vice moderators will be reported to Presbytery at the winter stated meeting of Presbytery.
- (d) The moderator and vice moderator of the Committee on Representation shall be nominated to Presbytery by Executive Council.
- (e) The moderator and vice moderator of all commissions and committees of Presbytery shall be eligible for re-election.
- (f) The quorum for Executive Council, the commissions and committees of Executive Council, and the commissions and committees of Presbytery, shall be one-third (1/3) of the voting membership provided that the quorum for the Commission on Ministry, the Committee on Preparation for Ministry, and the Permanent Judicial Commission shall have as a quorum a majority of their members.
- (g) Regular Reviews.  
Each commission and committee of Presbytery shall conduct an annual internal review of the minutes, records and program. Each special committee shall be responsible for submitting an annual written report concerning its work to Executive Council which, in turn, shall report to Presbytery.
- (h) Absence/Resignation.  
(i) Absence. After absence without excuse from two (2) consecutive regular meetings of Council/committees/commission of Presbytery, a member thereof shall be notified by the body of membership that, after the third consecutive unexcused absence, the member will automatically forfeit the right of membership and that the vacancy will be filled by Presbytery upon nomination by the Committee on Representation.  
(ii) Resignation. All resignations shall be submitted to the Stated Clerk, who shall report the resignation to Executive Council and to Presbytery and refer the resulting vacancy to the appropriate Commission/Committee.  
(iii) Conflicts of Interest. Anyone who has a personal interest in a matter before Presbytery, Executive Council or a commission, committee or Ministry Team of Presbytery, including any person who has an affiliation with a congregation or community organization which is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance, will be regarded as having a conflict of interest. Anyone with a close family member (i.e., spouse, parent, sibling or child) who has such a personal interest or affiliation shall also be considered to have a conflict of interest. "Affiliation" shall be construed to mean membership in a congregation, a community organization, or

a congregation which is connected to a community organization, or a salaried or unsalaried staff person of any such entity. Such persons shall be bound by the following:

- 1) At any meeting of Executive Council, or a commission or committee, no person may speak about or advocate for matters relating to any situation in which he or she may have a conflict of interest without first disclosing to Executive Council, commission, or committee the existence of the conflict of interest. A person having a conflict of interest in any such matters shall always abstain from voting on such matters.
- 2) At any meeting of Presbytery no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest.
- 3) No person may preside as Moderator of Presbytery or as Moderator of Executive Council, a commission, a committee of Executive Council, commission or committee of Presbytery at any meeting during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on.

## ARTICLE V. SALEM PRESBYTERY MEETINGS

### Section V.01 Stated Meetings.

- (a) Number of Stated Meetings. Presbytery holds at least four (4) stated meetings annually. Meetings are held on Tuesdays and/or Saturdays as approved by Presbytery.
- (b) Date, Time, Place, and Docket. Executive Council of Presbytery approves the date, time, place and docket of each meeting. Invitations for places of meetings are made to Executive Council through the Stated Clerk. No meeting is held during the regular meeting(s) of the General Assembly. A Necrology Service for deceased teaching elders and ruling elders is held annually, ordinarily at the Spring meeting. A worship service is held at each stated meeting of presbytery. Communion is included in each service, and ordinarily is docketed for forty-five (45) minutes.

**Section V.02 Special Meetings.** Special meetings may be called in accordance with the Book of Order, or Executive Council. The Executive Council may authorize a fee to cover the cost of such meetings.

**Section V.03 Quorum.** The quorum for a meeting of Presbytery is thirty (30) teaching elders and thirty (30) ruling elders, provided that fifteen (15) churches are represented.

**Section V.04 Neighborhood Meetings.** Presbytery Neighborhoods shall meet at least twice a year for fellowship, learning, nurturing ministry, and sharing in mission. Neighborhood meetings shall have no power to make decisions or take actions on behalf of presbytery, except as specifically granted by vote of the whole Presbytery.

### Section V.05 Standing Rules of Salem Presbytery Relating to the Particular Church.

- (a) *Pastoral Calls and Contracts.* All calls to teaching elders and contracts with teaching elders of Presbytery, and all changes in terms of call shall be approved by Presbytery in accordance with the minimum salary guidelines established by Presbytery. Congregations shall annually report to the Presbytery their teaching elder(s) terms of call.
- (b) *Teaching Elder Permanent Disability.* When a teaching elder receives permanent disability benefits from the Board of Pensions, the contract among the teaching elder, the particular church, and Presbytery is to be considered automatically terminated.

- (c) *Dissolution of Teaching Elder Relationship.* The dissolution of a pastoral relationship by Presbytery shall not become effective until the terms of the contract among the particular church, the teaching elder, and the Presbytery have been met in full by the particular church.
- (d) *Congregations and Per Capita.* Each of the particular churches of Presbytery shall consider payment of its per capita apportionment to be a first claim upon its congregational contributions. However, Presbytery is obligated to pay its full per capita assessment to the General Assembly and the Synod whether or not it collects the full amount from the particular churches. In no case shall the authority of the session to direct its benevolences be compromised.
- (e) *Annual Reading of Minutes, Rolls and Registers.* The sessions of the particular churches of Presbytery shall submit their minutes, rolls and registers annually for administrative review under the auspices of the Stated Clerk of Salem Presbytery. The Annual Report to General Assembly, or a photocopy thereof, shall be entered in the minutes, and the minutes and registers shall show adherence to the requirements of the Form of Government.

**Section V.06 Standing Rules Relating to Salem Presbytery as a Council of the Presbyterian Church (USA).**

- (a) Commissioners to Presbytery. Each congregation of the presbytery shall be entitled to send at least one ruling elder commissioned by its session (local council) from the congregation to each meeting of the presbytery; those congregations with active membership over 500 members are entitled to be represented further as follows:

| <b>Church Active Members</b> | <b>Ruling Elder Commissioners</b> |
|------------------------------|-----------------------------------|
| 1-500                        | 1                                 |
| 501-1,000                    | 2                                 |
| 1,001-1,500                  | 3                                 |
| 1,501-2,000                  | 4                                 |
| 2,001-3,000                  | 5                                 |
| Greater than 3,000           | 6                                 |

- (b) Annually Addressing an Imbalance of Teaching Elders and Ruling Elders. Pursuant to the provisions of the Book of Order, the Presbytery shall annually address the parity of teaching elders and ruling elders for purposes of attendance at meetings of the Presbytery,
  - (i) Analyzing attendance from the four previous meetings to determine average attendance of Teaching and Ruling Elders.
  - (ii) Assigning additional commissioners for the next four meetings, on a rotational basis, to congregations with preference to traditional African American congregations, to achieve Teaching and Ruling Elder balance.
- (c) Communications for Meetings of the Presbytery.
  - (i) The notification of Stated Meeting dates and locations shall be posted on the Presbytery website at least six months before the meeting date.
  - (ii) Notification of deadlines for submission of communications for inclusion in the Presbytery packet shall be posted on the Presbytery website.
  - (iii) The meeting packet, including the proposed docket, shall be posted on the Presbytery website at least five days before the meeting date.

- (iv) Essential last minute material for the packet, received after the deadline, will be distributed in printed form at the meeting.
  - (v) A limited number of packets will be available at registration for the convenience of guests and visitors.
- (d) Attendance of Teaching and Ruling Elders at Meetings of the Presbytery. Teaching elders and ruling elders shall be recorded as having attended any given meeting of Presbytery so long as they are personally present at such meeting for not less than one-half (1/2) of the business portion of such meeting.
- (e) Robert's Rules of Order. All meetings of Presbytery, its commissions, committees, special committees, and Executive Council shall be governed by the most recent edition of Robert's Rules of Order, except when the Constitution of the Presbyterian Church (U.S.A.) provides otherwise or Presbytery has adopted special rules where it is permitted to do so.
- (f) Meeting Practices.
- (i) All matters coming to a stated meeting of Presbytery for presentation or consideration shall be limited to twenty (20) minutes per item of meeting business, unless provided otherwise in the Docket.
  - (ii) Debate on any matter before Presbytery shall be limited to three (3) minutes per speaker unless otherwise determined by Presbytery on a motion to limit or extend the limits of debate.
  - (iii) Printed reports distributed to the members shall not be read unless one third (1/3) of the members present so request. Full opportunity shall be given for any member present to ask questions on any part of the reports prior to action by Presbytery on the recommendation of the report.
  - (iv) Members of commissions and committees of Presbytery, including Executive Council, whether teaching or ruling elders, or laypersons, shall have the privilege of the floor on matters relating to duties, activities, or recommendations originating with their group.
  - (v) A motion to "rescind," in order to be approved by a simple majority vote, shall require notice that can be published with the call of the meeting at which the motion is to be introduced. The person who intends to make such a motion shall provide the Stated Clerk with a copy of the notice, which shall include the exact wording of the proposed motion, so that it may be distributed with the call of the meeting.
  - (vi) A defeated motion or a motion adopted by Presbytery on which no action has been taken as a result of the vote, may again be considered as new business after two (2) stated meetings have passed.
  - (vii) Black History Month shall be celebrated annually at the stated meeting of Presbytery in February. The planning of the celebration shall be coordinated with Executive Council as to timing and placement on the docket of Presbytery.
- (g) Controversial Issues at Meetings of Presbytery. When any commission or committee of Presbytery desires to present a matter that in the opinion of Executive Council is likely to produce a considerable division of opinion, such a matter shall be presented one (1) stated meeting prior to the time that action is to be requested, unless time is of the essence. When considered, the matter shall be considered as a special order of the day. A majority vote of the members of Presbytery, present and voting, shall be required to determine whether time is of the essence with respect to any such matter.
- (h) Introduction of New Business.
- (i) Prior to approval of the docket of each Presbytery meeting there shall be provision for the introduction of new business.

- (ii) Proposed new business shall be read by the Stated Clerk to the members of Presbytery at that time. New business which is not introduced in that manner shall not be considered.
  - (iii) This rule shall not apply to Salem Presbytery Executive Council, commissions or committees so long as the new business to be considered is incorporated in their written reports.
  - (iv) Unless time is of the essence with respect to new business thus introduced, such new business shall be referred automatically to Executive Council or the appropriate commission or committee of Presbytery for study and recommendation, with instructions that Executive Council or such commission or committee report to Presbytery not later than the second stated meeting following the meeting at which such new business was introduced.
  - (v) A majority vote of those members of Presbytery present and voting shall be required to determine whether time is of the essence with respect to such new business.
  - (vi) There shall be included in the docket of each meeting of Presbytery, as a special order of the day after finished business, the consideration of new business to be taken up in the event that it is determined that time is of the essence.
- (i) Funding and Policy Changes.
- (i) Any proposal which creates or alters Presbytery policy (and any resulting recommendation or procedure) may not be acted upon at the same Presbytery meeting at which it has been introduced unless it has been considered and approved by Executive Council prior to such meeting of introduction.
  - (ii) All Presbytery financial resources, whether benevolence or endowment interest, are to be used solely for the support of the ecclesiastical and administrative expenses and the ministry and mission of the Presbyterian Church (U.S.A.) as defined by the Scriptures, the Confessions, or the actions of the General Assembly or its judicial process, except as may be set forth in the next following paragraph. Any use of Presbytery funds for purposes lying outside of the ecclesiastical and administrative expenses or the validated ministry and mission of the Presbyterian Church (U.S.A.), as it is defined by the Scriptures, the Confessions, or the actions of the General Assembly or its judicial process, shall require a vote of Presbytery prior to the conclusion of contractual agreements or the allocation of funds.
  - (iii) Any budgeted monies not spent during the budget year shall not carry over from one year to a subsequent year. Presbytery may, upon recommendation of Executive Council, reallocate any such unspent or surplus monies for expenditures within the mission of Presbytery. If during any budget year there is a need for Executive Council, commission or committee to spend in excess of five hundred dollars (\$500) outside the descriptions, or above the budget, of any of its line items, but within its total budget, such expenditure shall be made only with the approval of the Executive Presbyter, which approval shall be reported to Presbytery.
  - (iv) Any proposal by any member of Presbytery or by Executive Council or any commission or committee of Presbytery involving the expenditure of Presbytery funds in any amount beyond the approved Presbytery budget shall be referred to the Executive Council, who shall report his or her findings and recommendations, including the identification of funding sources, to Presbytery for final action.
  - (v) All motions involving the appropriation of funds shall be voted upon by ballot when requested by one-third (1/3) of the members of Presbytery present and voting.
- (j) Overtures and Petitions.

- (i) Any session, presbyter, commission or committee may petition Presbytery to forward an overture to the General Assembly.
- (ii) Petitions from sessions and presbyters shall be filed with the Stated Clerk no later than three (3) weeks before the Presbytery meeting at which it is to be presented and shall be referred to the appropriate commission or committee for study and recommendation.
- (iii) The petition shall be provided with the docket for the meeting at which it is to be presented.
- (iv) All petitions to amend the Book of Order shall be acted upon no later than the February meeting of Presbytery in the year of the General Assembly.
- (v) All petitions urging programmatic action shall be acted upon in time to forward the petition as an overture to the General Assembly sixty (60) days before the convening of the General Assembly.
- (vi) Proposals to amend the Book of Order sent to the presbyteries for vote shall be referred by the Stated Clerk to an appropriate Presbytery commission or committee or to a special review committee established by the Stated Clerk, which entity shall review the proposed amendments and make recommendations to Presbytery regarding each proposed amendment referred.
- (vii) A special amendment review committee, if established, shall during its review consult with appropriate commissions and committees of the Presbytery.
- (viii) A vote on all such proposed amendments shall be taken by ballot at regular or special meetings of Presbytery called in sufficient time to report the Presbytery vote thereon to the General Assembly by the vote-reporting deadline established by the General Assembly.
- (ix) Website information containing the text of the proposed amendments shall be made available to each resident teaching elder of Presbytery and to the clerk of session of each particular church for distribution in turn to each ruling elder commissioner of that church.

(k) General Assembly Election Procedures.

- (i) *Procedures for Electing Commissioners to the PCUSA General Assembly.*
  - 1) At the fall stated meeting of Salem Presbytery the year before the General Assembly meets, the Committee on Representation will nominate a slate of General Assembly Clergy and Elder Commissioners and Youth Advisory Delegate (as appropriate) to the General Assembly which slate shall include the Moderator of Presbytery for the year in which the General Assembly meets.
  - 2) The relevant provisions of the PC(USA) Book of Order shall guide the Committee on Representation. The slate shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial, ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed or divorced) shall be guaranteed full participation and access to representation in the decision making of the church" and this policy in making nominations.
  - 3) Special attention will be given to inclusiveness in Salem's representation.
  - 4) After the Committee on Representation has made nominations, the floor will be open for additional nominations. Anyone making a nomination for the floor should receive permission from the person they wish to nominate, and prior to making the nomination, present a completed Nomination Form to the Stated Clerk.

- 5) Persons who will serve as Commissioners to a General Assembly meeting must complete a Commissioner Data Sheet. It shall include at least the following: name, address and phone data; age/gender/ethnic data; record of service to the church with dates (including membership, ordination, participation on committees, attendance at meetings of Presbytery, Synod and the General Assembly); and statement of willingness to participate fully in the training, preparation, attendance and reporting phases of the commissioner responsibilities.
- (ii) *Nomination of Clergy Commissioners*
- 1) Ministers will be selected for the slate with primary consideration given to their active participation and leadership in the ministry and mission of Presbytery, Synod (including Synod meetings), and General Assembly. (Members or Moderators of General Assembly Committees, Councils, Task Forces, etc.)
  - 2) Ministers who have never attended General Assembly should be given first consideration if they meet the other criteria listed in this policy
  - 3) A minimum of three years membership in Salem Presbytery is required by the beginning of the date of the General Assembly to which they are elected.
  - 4) A minister alternate of each gender will be nominated to replace an elected minister commissioner of the same gender who is unable to attend.
- (iii) *Nomination of Elder Commissioners*
- 1) Elders will be selected with primary consideration of their active participation and leadership in the ministry and mission of their local church, Presbytery, Synod (Including attendance at Synod Meetings) and General Assembly. (Members or Moderators of General Assembly Committees, Councils, Task Forces, etc.)
  - 2) At least one Elder Commissioner will be nominated via the slate from each of the following groups of churches. The churches of the Presbytery are divided into 3 groups according to size: 1-150 members, 151-500 members and 501 - up members. The 3 churches in each group which have gone the longest time without sending an Elder Commissioner to General Assembly will be asked to have their Session submit a name, plus a data sheet, to the Committee on Representation for consideration.
  - 3) The elder must have been a member of a church in Salem Presbytery a minimum of three years by the beginning date of the General Assembly to which they are elected.
  - 4) The Committee on Representation may take into consideration whether or not a congregation has sent Commissioners to Presbytery meetings in forming the slate.
- (iv) *Young Adult Advisory Delegate (YAAD)*. Salem Presbytery has the right to send one Young Adult Advisory Delegate (YAAD) to General Assembly and to Synod. A particular church can nominate as many such young adult persons between the ages of 17 and 23 as it wishes. Each person nominated is invited to be interviewed by members of the Committee on Representation. Out of all of those who present themselves for interview, the Committee on Representation will nominate one YAAD and one alternate for the General Assembly and one of each for Synod. There is no requirement for rotation among the churches nominating such young adult persons. The ordination questions are asked when the call is officially issued.

## ARTICLE VI. ADOPTION

This Salem Presbytery Manual was adopted by vote of Salem Presbytery at its 107<sup>th</sup> Meeting at Jamestown Presbyterian Church, Jamestown, North Carolina, on August 11, 2015.

Revised 11/7/2015  
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