

MANUAL OF OPERATIONS

**PRESBYTERY OF DES MOINES
JANUARY 1, 1995**

Presbytery of Des Moines

Leadership Council

- Past Presbytery Moderator [1]
- Presbytery Officers [2]:
 - Moderator
 - Vice-Moderator
- General Presbyter/Stated Clerk [1]

Governance

- Budget & Finance Committee [6 members]
- Nominating Committee [6]
- Permanent Judicial Commission [7]
- Personnel Committee [3]
- Committee on Preparation for Ministry [7]
- Committee on Representation [6]
- Sexual Misconduct Response Team [7]
- Stewardship & Mission Interpretation Committee [6]
- Women's Advocacy Task Force [1]

Support of Local Ministries

- Congregational Care & Development [21 members]
 - Bill and Overtures Task Group
 - Worship Task Group
- Professional Care & Development [9]
- Regional Partnership Facilitators [7]
- Regional Partnership Groupings [7]:

○ Southeast (7 churches)	○ East (7)
○ South Central (10)	○ West (9)
○ Southwest (8)	○ DM Two Rivers (7)
○ DM West/Northwest (10)	

Extension of Ministries

- Camping/Youth Ministries Task Force
- CROSS Ministries Task Force
- New Church Development Task Force
- Older Adult Ministries Task Force
- Presbyterian Women of the Presbytery
- Special Events Task Force
- Social Ministries for Peace & Justice Task Force
 - Compañeros
 - Joining Hands with Egypt
 - Khadamat Sudaniya (Sudanese Ministries)
- Transformation Team
- Visioning Team

Task Forces will be appointed by the Moderator of Presbytery for a specific purpose and for an established time period.

Task Groups will be appointed by the Leadership Council for more long-term work within the Presbytery.

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Manual of Operations

Presbytery of Des Moines

POLICIES AND PROCEDURES FOR THE MANUAL OF OPERATIONS

Purpose

We want people to function to the full limit of their personal ability and inclination as powerful and responsible members of, or commissioners to, Presbytery. This manual shall maintain an up-to-date record of Presbytery approved policies and have wide distribution so that all presbyters, without recourse to oral tradition or laborious search of records, shall have the rightful power that comes from knowing policies and procedures and full opportunity to exercise their responsibility to follow and participate in changing them.

Scope

In light of its purpose, this manual shall be inclusive of all policies and procedures, except those contained in the *Book of Order* or in *Robert's Rules of Order Newly Revised* (1990). that may be needed by a presbyter in the full scope of his or her involvement in the life of the Presbytery Except for Section 49 (Unofficial Information and Advice) material in this manual shall reflect action of the Presbytery of Des Moines, not of a committee, other group or individual.

Editing and Publication

It shall be the responsibility of the Stated Clerk of the Presbytery, in consultation with the Presbytery Executive and with access to full services of the Presbytery Office and office staff, to edit, publish and continually update this manual. The Stated Clerk shall, with the exception of material in Section 49, include only items approved by the Presbytery, but may reorganize and reword for clarity. There shall be no routine review and approval of the Stated Clerk's manual wording and organization. Unless the Presbytery shall act to change wording of or in a particular section, the contents of the Manual as determined by the Stated Clerk shall be understood as the action of Presbytery. The power of Presbytery to change the Manual's wording shall not be used to change policy or procedure. Changes of policy or procedure shall be made using appropriate parliamentary processes with the manual simply reflecting changes made.

Distribution

Each continuing member of Presbytery and each member of a Presbytery Committee shall be provided with a copy and revisions of this Manual. Each congregation shall be provided with a copy and revisions of this Manual equal to its number of commissioners to Presbytery. The Stated Clerk may provide additional copies and revisions to others and may collect a copy and mailing fee hi doing this.

JOB DESCRIPTIONS

CONGREGATIONAL CARE AND DEVELOPMENT COMMITTEE

Communicate regularly with Regional Facilitators to be aware of congregational needs and opportunities.

1. Visit all congregations bi-annually to develop a base mission study.
2. Guide and train search committees.
3. Approve Leadership Needs Profiles (when ready) of Congregations before sending to Louisville.
4. Reviews and approves Leadership Gifts Profiles (when ready) of persons being considered by search committees.
5. Recommend calls and terms of calls.
6. Debrief search committees and help with closure when search is completed.
7. Strives to maintain sensitivity with language barriers, cultural differences.
8. Oversee equal employment opportunity action.
9. Administer, coordinate and evaluate Partners in Mission project of Presbytery.
10. Membership will be 21 members, 1/3rd being clergy, and a minimum of one will be female clergy. The committee will normally meet monthly.

PROFESSIONAL CARE AND DEVELOPMENT COMMITTEE

The Professional Care and Development Committee will:

Hold regional assessment and leadership opportunity events for church professionals during which the Leadership Gifts profile will be explained and administered. These events will then be processed by committee members and participants. Professional development and planning will be an aspect of the processing of the event.

Work to create support systems for church professionals in which accountability and boosting of morale are key elements. This may be done in coordination with regional partners who would choose to do so.

Work with personnel committees or sessions to implement the performance review process for church professionals.

Hold exit interviews with persons leaving positions.

Create various opportunities for continuing education events for church Professionals.

Nine people will serve on this committee. A minimum of one third of the clergy representatives will be female. Some of the committee work may need to be delegated to task forces. The committee will meet 6 times per year

REGIONAL PARTNERS AND FACILITATORS:

Partners:

May serve as support and/or mission units.

- Their supportive role may be realized through sharing examples and encouragement, information, resources, and training.
- Their missional role may be realized through mutually determined joint efforts.

Participants at Regional Partners gatherings are determined by each congregation

- Participants are not necessarily elected representatives—rather those chosen to attend based on the called purpose of the meeting.

- The reason to meet is not to decide something for someone else—rather the people who decide are the one's who will carry out the plan of action.

* This is a not paradigm of power and authority—rather it is a paradigm of volunteered leadership, time, and money—offered not on the basis of obligation of office, but because of choice to serve.

Regional Partners will elect their own Facilitator.

- Since Facilitators are members of the Coordinating Council, the Council will advise the Regional Partners to establish and maintain a rotation of terms of office and lay/clergy balance.

Facilitators:

1. Facilitate two gatherings per year of regional congregational people to share their needs and ministries.
2. Read the newsletters, annual reports, and Church Information Forms, etc. from all the congregations of their region.
3. Confer with Congregational Care and Development Committee and obtain information from Session visits and from the call process about congregations in their region. Attend Session visits if possible.
4. Contact pastors and/or clerks of Sessions in region twice a year to visit about local needs and ministries.
5. Keep records of useful information.
6. Serve as an intra-regional communication link.
7. Be available to assist communications with other regions through the Coordinating Council.
8. Serve on the Presbytery's Coordinating Council

Further clarifications of job descriptions will come from grass-roots input defined by congregational needs and possibilities within the regional partners. Additional gatherings beyond the two scheduled yearly, are determined by the members of each regional partnership. Each regional partnership is responsible for its own leadership and basic funding of these additional gatherings.

EXTENSION OF MINISTRIES

Presbytery Day Task Force

Membership:

Shall be recommended by the Coordinating Council and appointed by the Presbytery.

Duties:

1. Appoint co-opted members to serve on the task force.
2. Establish a time, date, place for the event.
3. Prepare a budget.
4. Obtain speakers and/or leaders for workshops and any other activities.
5. Determine publicity for the event.
6. Attend the event and help with many duties of the day.
7. Follow up evaluation of the event

Camping/Youth Ministry Task Force

Membership:

Shall be recommended by the Coordinating Council and appointed by the Presbytery

Duties:

Appoint co-opted members to serve on the task force.

Provide a program of outdoor ministries for the churches in the Presbytery by:

- a. Setting the dates and locations of the camping program
- b. Securing directors and counselors
- c. Choosing the curriculum
- d. Training the directors and counselors
- e. Doing the publicity
- f. Evaluating the camping program
- g. Investigating new and innovative camping programs

Provide for Presbytery-wide youth ministry activity through:

- a. Enabling and guiding the work of the Presbytery Youth Council.

New Church Development Task Force

Membership:

Shall be recommended by the Coordinating Council and appointed by the Presbytery

Duties:

In cooperation with the Committee on Congregational Care and Development coordinate the New Church Development projects of the Presbytery

Appoint co-opted members to serve on the task force.

The comprehensive plan developed for new church development will continue through the year 2005. The purpose of such a plan would be to allow the Presbytery to take a pro-active stance in new church development.

The Presbytery of Des Moines shall initiate and direct new church development through the New Church Development Task Force.

The NCD Task Force, under the direction of the Presbytery, will initiate funding of sites, develop a mission statement of the proposed congregation, issue the call for an organizing pastor, and offer program and resource support for the new congregation.

Social Ministries Task Force

Membership

Shall be recommended by the Coordinating Council and appointed by the Presbytery

Duties:

Appoint co-opted members to serve on the committee.

Seek to equip local congregations and sensitize their members to the Gospel's call for God's people to promote social

justice and peace thorough education and advocacy.

Initiate and organize social action programs within the Presbytery, regional partners (as requested) and assist local churches in developing their social ministries.

Coordinate ongoing programs and evaluate Presbytery programs and projects.

Suggest tactics and strategies for involvement in social action ministry.

Act as agent of the Presbytery in ecumenical social action programs when authorized by the Presbytery.

Oversee special offerings: i.e., Peacemaking, Rural Harvest, etc.

CROSS Ministries Task Force

Membership:

Shall be recommended by the Coordinating Council and appointed by the Presbytery

Duties:

A representative(s) shall be the liaison between the Presbytery of Des Moines and the CROSS Ministries Committee of Cottage Grove Presbyterian Church, Des Moines

Women in the Church Task Force

Membership:

Shall be recommended by the Coordinating Council and appointed by the Presbytery. The President, or a representative of the PCW of the Presbytery, shall be a resource person for this task force.

Duties:

1. To identify and clearly define issues which are of importance to women; and design strategies and specific programs relating to Presbytery's approved goals.
2. To function as an advocates and supporters for women in ministry, lay and clergy, women with special needs such as clergy wives and non-clergy personnel, and women staff.
3. To provide resources that will raise awareness and educate members of Presbytery about women's issues.
4. In cooperation with the CCD Committee, a representative of this task force will discuss equal employment opportunity with each PNC at its first meeting or early in their search process for a pastor.

COMMITTEE ON REPRESENTATION

Membership and duties shall be as described in the *Book of Order* and the *Presbytery Bylaws*.

There shall be one business meeting as early as possible in the calendar year with the time and place chosen for the convenience of and with the cooperation of the members of the committee. A secretary's permanent notebook shall contain a record of actions in all business meetings. A permanent file of racial/ethnic and handicapped members in the churches shall be made and in the keeping of the current Committee on Representation moderator. Identifying information concerning racial/ethnic and handicapped church members shall be obtained in so far as possible from the annual reports of the churches to the Presbytery Stated Clerk. Follow up information must be obtained by the members of the Presbytery Committee on Representation.

When a racial/ethnic or handicapped person joins a church during the year, the church is requested to supply pertinent information regarding that person within a month to the Committee on Representation either through the moderator of the Committee on Representation or to the Presbytery Stated Clerk. An annual report (Section A) of goals and results must be submitted to the Stated Clerk of the Presbytery prior to the first Stated Meeting of the year for approval and comments by the Presbytery. The Stated Clerk will forward Section A of this report to the Synod Committee on Representation. Section B of the report of the Presbytery Committee on Representation shall be completed and forwarded to the Synod Committee Presbytery of Des Moines

on Representation by the Moderator of the Presbytery Committee. The moderator of the Committee shall keep committee members informed as to developments resulting from the work of the committee. It is understood that members of the committee promote racial understanding and racial good will within the church and the larger community.

COMMITTEE ON PREPARATION FOR MINISTRY

Membership and duties are defined in the *Book of Order* and the *Presbytery Bylaws*. There will be seven (7) members, with one being the Moderator. All “Regions” within the Presbytery should be represented. The Committee will meet a minimum of 4 times per year - additional meetings may be called by the Moderator.

Considerations

Financial Aid: The Committee recognizes that seminary and theological training is a time of financial stress for the candidate and inquirer. It is the Presbytery’s position that we will aid and help the candidate in every way possible to reduce the financial hardship for the candidate. Individual congregations and the candidate’s own congregation should and can be solicited for financial aid. The Presbytery will receive special offerings at services of installation and ordination for the purpose of Seminary Scholarships for our candidates.

The Swan Fund: This fund is administered by the Presbytery of Des Moines. Persons seeking funds from the Swan Fund should consult with the Committee. Grants and gifts from this fund are distributed on an irregular basis. Candidates may apply for aid from this fund on an annual basis. Grants are made on the basis of funds available.

The Omaha Seminary Fund: Loans are available from the Omaha Seminary Fund. These loans will be forgiven if the recipient engages in ministry within the Synod of Lakes and Prairies or the state of Missouri.

Annual Retreat: The Committee conducts an annual retreat for Committee members, inquirers, and candidates. This retreat is usually held on the first weekend of June. Annual consultations are held at the time, and attendance is mandatory. Expenses for all participants are paid by the Committee, including travel to and from the retreat.

Professional Vocation Evaluations

After a prospective inquirer has been taken under care of the Session and before meeting with the Committee to be received as an inquirer, he/she will be required to undergo psychological evaluation. The candidate will normally undergo evaluation at the Des Moines Pastoral Counseling Center. The cost of this evaluation is split between the Committee and the local session.

A candidate may undergo evaluation and counseling at the Midwest Career Development Center in Chicago in lieu of the Des Moines Pastoral Counseling Center, or another regional career center. If the candidate chooses to attend a career center, the cost will be borne by the candidate and local session, and the Committee.

Policy on Ordination Exams

Seeking Exceptions: The Committee does not normally grant exceptions to the taking of exams.

Taking Exams Early: From time to time, candidates at certain seminaries, take course work that prepares them early for the polity and/or worship examinations. A student may take the ordination exams after completing two (2) years of seminary, if he/she requests an exception at the annual consultation. It is anticipated that students will normally take four exams in the fall of their senior year. A candidate will normally not be permitted to seek a call or circulate a dossier until all exams are passed. Exceptions must be approved by the Committee.

Field Education and Clinical Pastoral Education

The Committee has no formal policy on field education, CPE, or internships. The Committee recognizes that employment opportunities increase when a student has parish-related field experiences, CPE, and/or internship experience. The Committee may request that a particular candidate or inquirer pursue specific experiential learning.

Examinations of Persons Receiving a First Call

The Committee reserves the right to examine candidates who have been under care of another Presbytery and not yet

ordained, who are receiving a first call in the Presbytery of Des Moines and who will be ordained by the Presbytery. As soon as a candidate begins discussion with a particular Pastoral Nominating Committee and the Professional Care and Development Committee, a representative of the Committee shall be included in the discussion and interview. The Committee may request the Presbytery of Care to examine and ordain the candidate.

Mentors for Inquirers and Candidates

Every inquirer and candidate will be assigned a member of the Committee who will act and serve as mentor. The mentor will be the liaison with the Committee, and act as contact person for the inquirer or candidate. The mentor will keep in close contact with the candidate or inquirer and represent her/him to the Committee.

Procedures for Statement of Faith, Sermons, and Exegesis Before the Committee and Presbytery.

Phase 1 - Inquiry

Exploration: Ministry is a vocation, not a profession. The inquiry phase of Preparation for Ministry provides an opportunity for those who believe that they may be called to the ministry of the Word to explore that call with the session, with the Presbytery through its Committee on Preparation for Ministry and with the seminary. It is a time to deal with the inquirer's questions and concerns in a structural and explicit way. It provides a content for exploring the personal implications of a church occupation and for carefully evaluating the suitability of such an occupational choice. The exploration includes prayerful examination of the inquirer's motivation, personal faith, and experience in the congregation, and serious assessment of gifts in terms of an understanding of those needed by Ministers of the Word.

Admission to Inquiry: When a member of a congregation inquires about the possibility of becoming a Minister of the Word and formally agrees with the session and with the Committee on Preparation for Ministry explore the implications of this quest, that person may be enrolled as an inquirer. It is intended that a church member can easily become an inquirer and receive the support and counsel of the Presbytery's Committee as he or she considers the Ministry of the Word as an occupational choice. It is further intended that a person will take this step early, preferably before entering seminary.

Consultation: A prospective inquirer should discuss the sense of call with his or her pastor, college chaplain, or other spiritual advisor. Reference should be made to the *Book of Order*, G-14.03Q2 and G-14.0303a-e.

Registration: Immediately after this discussion, the prospective inquirer's pastor should contact the moderator of the Presbytery's Committee on Preparation for Ministry in order to begin the formal process. At this time Form No. 1 – "Request to be Registered as Interested in the Ministry of the Word" – should be completed and returned to the moderator of the Committee, and arrangements should be made for a representative of the Presbytery's Committee on Preparation for Ministry to be present when the session interviews the prospective inquirer so that it may prepare its recommendation to the Presbytery.

Meeting with the Session: The *Book of Order*, G-14.3035, states that before a person may meet with the session to request its endorsement to be enrolled as an inquirer, he or she must have been a member of that particular church for at least six months. After that time, a member of Presbytery's Committee on Preparation for Ministry will meet with the session and explain what the session is to do in fulfilling its responsibility. This orientation will take approximately fifteen minutes of docket time; however, if a session has a committee which conducts preliminary interviews of a prospective inquirer, a representative of the Presbytery's Committee should also meet with that committee. The session will then interview the prospective inquirer seeking to determine if she or he is sincere in his or her desire to become a Minister of the Word, and, if she or he is willing to enter into a covenant relationship with the session, the Presbytery, and the seminary. Prior to meeting with the session, the prospective inquirer shall complete Form No. 3 – "Inquirer's Background Information for Session and the Committee on Preparation for Ministry". This questionnaire will guide the session in its interview.

Endorsement: After meeting with the prospective inquirer, the session must inform the Presbytery whether or not it endorses the request for enrollment by the Presbytery. This is done by completing form No. 2 (I) – "Application to be Enrolled by the Presbytery as an Inquirer for the Ministry of the Word" – and returning it to the Stated Clerk of the Presbytery. This form is to be signed by both the applicant and the moderator of ; the session.

Meeting with the Presbytery Committee: Following the meeting with the session and professional vocational

evaluation, the prospective inquirer will meet with the Presbytery's Committee on Preparation for Ministry. This interview should be scheduled with the moderator of the Committee. At this time the Committee will review form No. 3 with the prospective inquirer and determine whether or not to recommend that he or she be enrolled as an inquirer by the Presbytery. In making its determination the Committee will be guided by the document "Qualities Desirable in Persons Seeking to be Enrolled as Inquirers".

During Inquiry: It is anticipated during the inquiry phase that an inquirer will consult repeatedly with the Committee before deciding whether to apply for candidacy. Such consultations would be held at least once a year during the period of Inquiry. They would focus on exploring the appropriateness of the Ministry of the Word as an occupational choice for the inquirer and on the inquirer's development in preparation for the ministry. A written record of each consultation would become a part of the inquirer's permanent file.

Professional Vocation Evaluation: The Committee requires each inquirer to have a professional vocation evaluation and to release a summary of that evaluation to the Committee. The evaluation is normally conducted at the Des Moines Pastoral Counseling Center. Forty percent of the cost of the evaluation is paid by the Presbytery Committee, while the Committee requests that the sponsoring session pay the remaining sixty percent. When the session cannot meet this request, the inquirer will be responsible for payment. An inquirer unable to meet this expense may apply to the Committee for financial assistance.

Annual Consultations: Inquirers are expected to consult with the Committee on Preparation for Ministry each year they are enrolled in the inquiry phase of preparation for ministry. The first consultation will take place shortly after the completion of the vocational evaluation at which time the Committee and the inquirer will reflect on the recommendations in the summary of the evaluation and will agree on qualities and competencies on which the inquirer will work during the inquiry phase from the document "Qualities and Competencies Desirable in Persons Enrolled as Inquirers". In addition to current seminary transcripts, specific written materials need to be prepared for each consultation and submitted to the moderator of the Committee at least two weeks prior to the consultation. These written materials are to include an "annual written report concerning progress in studies and service to the church..." (*Book of Order*, G-14.0308) written by the inquirer or candidate. These written materials will provide the basis for the consultation with the Committee.

Completion of Inquiry: The inquiry phase concludes when the inquirer completes the requirements of G-14.0303g, and when all concerned, the inquirer, the session, and the Committee on Preparation for Ministry know the inquirer well enough to determine whether or not to recommend the inquirer to the Presbytery for admission as a candidate. It may not be until the inquirer is nearing completion of two years of seminary work in a normal three year sequence that the Committee feels confident enough to recommend that he or she be, or not be, received as candidate for the Ministry of the Word. The Committee has a responsibility to provide help and support both to those whom it can recommend and to those whom it cannot. Pastoral sensitivity and care are needed by those who are denied candidacy as well as those who are recommended. In preparing its recommendation, the Committee may consider:

1. The inquirer's application materials.
2. The personal interview between Committee and the inquirer.
3. A review of all consultation records during the inquiry phase.
4. Reports from the inquirer's seminary.
5. Reports from the inquirer's field education experience.
6. Reports from the inquirer's CPE experience.
7. Participation in the life of a particular church.

By the end of the inquiry phase, the Committee will ask each inquirer to demonstrate adequate promise for the ministry by presenting:

1. A statement of his or her understanding of Christian vocation in the Reformed tradition and how it relates to his or her sense of call;
2. A statement of personal faith which incorporates an understanding of the Reformed tradition;
3. An analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationship;

4. A statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
5. A statement of self-understanding which reflects the inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health.
6. A statement of his or her understanding of the tasks Ministers of the Word and Sacrament perform, including an awareness of his or her specific gifts for Ministry of the Word and Sacrament and of areas in which growth is needed. (G-124.0303g)

Meeting with the Session: When an inquirer decides he or she is ready to apply for candidacy, the application is made through the session of her or his church. This means a second appearance before the session which shall include a review of what has happened during the inquiry phase before the session makes a recommendation to the Presbytery in respect to the application, using Form No. 2 (C) – “Application to be Received by the Presbytery as a Candidate for the Ministry of the Word”.

Meeting with the Committee: The Presbytery’s Committee on Preparation for Ministry then confers with the inquirer before making the recommendation to the Presbytery with respect to whether the inquirer should be received as a candidate. The inquirer will then appear before the Presbytery and present a “Pilgrimage and Call”. The Presbytery then examines the inquirer with respect to his or her Christian faith, forms of Christian service undertaken, and motives for seeking the ministry. (G- 14.0305e). If the Presbytery votes to receive the inquirer as a candidate he or she will be asked to respond to the constitutional questions in G-14.0305f.

Phase 2 - Candidacy

Admission to Candidacy: An inquirer becomes a candidate by action of Presbytery. At that time, a candidate formally agrees to accept proper supervision of the Presbytery in her or his preparation for the Ministry of the Word.

During Candidacy: A candidate and the Committee on Preparation for Ministry join in a covenant relationship to plan and oversee the candidate’s growth toward readiness for ministry. This relationship is expressed concretely in a series of learning contracts based on the expected outcomes for this phase, and negotiated and reviewed by the candidate and the Committee. This process of negotiation and review occurs each time the candidate and the Committee consult. Each consultation includes an assessment of the candidate's progress toward completion of the previously established goals and negotiation of appropriate new goals. It is essential at each consultation that the decision whether candidacy for Ministry of the Word should be continued, be made especially when it becomes clear that adequate growth is not taking place. Two-years time is required for the process from entry into the inquiry phase to ordination as a Minister of the Word, one year of which shall be as a candidate. (G-14.0401). In practice, however, the process will almost always be longer.

Expected Outcome: By the end of the candidacy phase, it is expected that candidates will give evidence of the following:

1. Presenting evidence of competence in the fields of theology, Bible, polity, and worship and the Sacraments, ordinarily attested to by completion of the requirements of G-14.0310; and evidence of ministerial skill attested in the supervised practice of ministry;
2. Presenting evidence of readiness to participate in a calling Presbytery’s plan for transition and of plans for continuing study and growth (G-11.0103n and G-14.0506, last sentence);
3. Expressing theological views compatible with the confessional documents of the church;
4. Expressing understanding of the meaning of the questions required for ordination (G-14.0405) informed by knowledge of the church in diverse settings;
5. Revealing commitment to the Ministry of the Word and Sacrament within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry;
6. Presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling Presbytery or a committee thereof as a part of the appearance of the candidate as set forth in G-14.0402.

Completion of Candidacy: Candidacy continues until the candidate's name is removed from the roll of candidates by action of the Presbytery. This action ordinarily results from one of three causes:

1. The candidate, having gained an understanding that God is calling him or her to work other than the Ministry of the Word, requests to withdraw from candidacy.
2. The Presbytery with the counsel of the Committee on Preparation for Ministry, determines that there is sufficient reason to remove the candidate's name from the roll.
3. The process has been completed with a call to Ministry of the Word. In this instance, the following steps are involved:
 - a. The Committee on Preparation for Ministry has determined that the candidate is ready to be examined for ordination.
 - b. The candidate has received a call.
 - c. The candidate has been examined and approved for ordination by the responsible Presbytery.

The Committee on Preparation for Ministry may, as provided in the *Book of Order*, G-II.0103v, dismiss the candidate to another Presbytery.

Obtaining a Call: A candidate is normally given permission by the Committee on Preparation for Ministry to circulate her or his dossier in the last year of seminary study and after the fall administration of the ordination exams. In extraordinary circumstances, the Committee on Preparation for Ministry will receive a request for an exception, so that a dossier may be sent to specific potential employers before this time. The reasons should be submitted in writing by all interested parties, i.e., the potential employer and the candidate. In any case, exceptions must be approved by the Committee. If the meeting dates of the Presbytery of Care and the Presbytery of Call are in conflict so as to cause a hardship for the candidate, the Committee on Preparation of the Presbytery of Care may request, if the candidate so desires, permission from the Presbytery of Call for the Presbytery to examine and ordain the candidate. If such a situation is anticipated, the Committee should report the possibility of this request to the Presbytery prior to the action.

Special Notes On Being Under Care

Seminary Choice: One of the important factors in the care process is the role of the seminary which provides the academic preparation required for the Ministry of the Word. To this end the Committee on Preparation for Ministry will discuss each person's choice of seminary and will seek to ascertain how that seminary's curriculum design will benefit the inquirer. With regard to the annual report that is sent to the Committee by the seminary, it may be especially beneficial for an inquirer to give serious consideration to attending the seminaries of the Presbyterian Church (U.S.A.), since it will be familiar with how this requirement is to be fulfilled.

Length of Care Process: A person must be under care of the Presbytery for at least two years; therefore, the process should be initiated no later than the first year of seminary. The first step in the process is to become a member of a particular church. Then the person is recommended to Presbytery as an inquirer and enrolled by Presbytery as an inquirer. What follows is being recommended to the Presbytery for candidacy, being examined by the Presbytery for candidacy, and being examined by the Presbytery for ordination as soon as a call is received. What complicates the ideal timetable is that many other people will be attempting to do the same thing at the same time.

NOMINATING COMMITTEE

Membership and duties are defined in the *Book of Order*. The committee is composed of three ministers, three laymen, and three laywomen. Membership should represent as broad a representation from all "Regions" as possible so as to share names of those within their area who might be contacted about serving on the various committees and task forces of Presbytery, Synod and GA.

1. The committee will meet a minimum of 4-times per year – additional meetings may be called by the Moderator.
2. A Member from the Committee on Representation will regularly attend these meetings.
3. The Nominating Committee shall be constituted as proscribed in the *Book of Order*, G-9.0800, and in conformity with the *Bylaws* of the Presbytery, Article IX, (Section F, I.4a) The duties of the Nominating Committee shall be fulfilled as described in the *Bylaws* of the Presbytery, Article IX, (Section F, I.4b).

4. The Nominating Committee shall cooperate with the Committee on Representation in order to achieve as nearly as possible a fair and balanced constituency of the Presbytery membership, serving the Presbytery, Synod, and General Assembly. The Nominating Committee shall make a conscientious, deliberate effort to secure persons to serve on the Committee on Representation who fulfill the racial, ethnic, minority requirements of the *Book of Order*.

Membership on Committees

If a committee member is absent without excuse from three committee meetings per year, the moderator of that committee may request that the member be relieved of duty and replaced. A written request must be submitted to the Stated Clerk to present for action at the next Presbytery meeting. Upon approval, the Nominating Committee will follow regular procedures for filling an unexpired vacancy. If a committee member is unable to attend meetings for an extended period of time, a leave of absence for up to one year may be requested. The Coordinating Council may appoint an interim member to serve during the absence. If, after one year, the member is still unable to return, the Nominating Committee shall nominate a replacement to be elected by the Presbytery. Any interim member is eligible for election to such a post provided that the regular restrictions on length of term do not prevent it. If the member is the moderator of the committee, the member should resign that position. The Coordinating Council may name the replacement for moderator. The period that the member is absent from the committee shall be calculated as though the member had not been absent in determining the eligibility of the member.

BUDGET AND FINANCE COMMITTEE

Duties are defined in the *Book of Order*, G-11.0304. The committee consists of 6 members, one being the Moderator, and at least 2 of the members should have professional training in accounting and/or public accounting (CPA). Membership for this committee should be sought from all areas of the Presbytery for better representation of all church sizes and situations.

The committee will meet a minimum of 6-times per year—additional meetings may be called by the Moderator. Membership and duties of the Committee will be as defined in the *Bylaws* of the Presbytery. Article IX, 1, 4, “a” and “b”. The Committee will be responsible for preparing a budget time line.

February: The Committee will establish the per capita for the Governing Bodies Budget Consultation and present to the Council for recommendation to the Presbytery at the May Stated Meeting.

March: The Committee will be responsible for preparing information (including the per capita) for the Synod Governing Bodies’ Budget Consultation, usually held in March, and will recommend the participants.

July: The Committee will receive budget proposals from committees.

August/September: The Committee will meet with the committees for consultation/negotiations.

October: The Committee will present a tentative budget to the Coordinating Council for recommendation to the Presbytery.

November: A tentative budget will be presented to the Stated Meeting of Presbytery.

December: General Mission Pledges from individual congregations are received.

January: A revised/final budget will be presented to the Stated Meeting of Presbytery for approval. The Committee will be responsible for the oversight of the current year’s budget. The Treasurer of the Presbytery will have authority to serve as comptroller. The Committee will establish and monitor an investments program for the Presbytery. Presbytery committees will have control of their budgets and can adjust line items as needed. All changes are to be reported to the Budget and Finance Committee.

PERSONNEL COMMITTEE

Membership and duties are defined in the *Book of Order* and *Presbytery Bylaws*. The Committee consists of three members, including one clergy, one layman and one laywoman. The committee will meet four (4) times per year or at the call of the Moderator. The General Presbyter will be the staff resource to this committee.

Membership:

1. There shall be three members, including one ordained minister, one layman, and one laywoman on the Committee.
2. Persons to fill vacancies shall be nominated by the Nominating Committee for election by Presbytery. Every effort will be made to elect members who have experience and expertise in management, human resources management, and/or governing body operations and knowledge of employment policies, procedures, benefits, compensation, and law, and who have a high regard for the need for confidentiality.
3. Meetings shall meet four (4) times per year, and/or at the call of the Moderator, or by call of 2/3 of the committees
4. The General Presbyter shall be the staff resource person for this committee.

Duties:

1. Oversee conditions of employment, policies, practices, procedures, compensation, and benefits for all paid and volunteer staff, except for elected officers of Presbytery.
2. Consult with Presbytery staff, committees and/or members regarding placement and performance of staff, conditions of employment, compensation and benefits, personnel policies, procedures and practices, and maintaining confidentiality where appropriate.
3. Develop, review, and revise written policies, procedures, and practices, and present to Presbytery for adoption when appropriate.
4. Oversee implementation of personnel policies, procedures and practices, and AA/EEO guidelines.
5. Oversee staffing and schedule a yearly meeting with each staff person to discuss, counsel, and/or advise regarding conditions of employment, work performance, supervision, and other issues and mutual concerns, except for elected officers of Presbytery.
6. Oversee annual performance appraisal and development program that includes review and update of position descriptions and work objectives, written evaluations, and personal consultation, except for elected officers of the Presbytery.
7. Review and update compensation and benefits programs annually. Present recommendations for staff salary adjustments to Presbytery for approval.
8. Review and update General Presbyter's position descriptions and work objectives, no less than annually.
9. Recommend additions and/or deletions of staff positions to Presbytery for approval.
10. Consult with Treasurer and the Finance and Budget Committee regarding salary adjustments and the costs of benefits and their impact on the budget
11. Prepare and recommend the annual personnel budget to Coordinating Council.
12. Meet and consult with Coordinating Council on personnel matters involving staffing and staff relationships with the Council and/or other committees no less than quarterly, providing information and reports as is appropriate.
13. Provide information and reports to Presbytery.
14. Maintain confidential records, reports, and files.

Access to the Committee

1. Employees of Presbytery, members of Presbytery committees, members of Presbytery and elders in active service shall have confidential access to the Personnel Committee.
2. Records of the committee are confidential and are available only to the Personnel Committee and appropriate staff members.

SEXUAL MISCONDUCT RESPONSE TEAM

1. A Sexual Misconduct Response Team shall be a Standing Committee of the Des Moines Presbytery. The Response Team shall follow the guidelines as set out in the Sexual Misconduct Policy of our Presbytery to work with and be available to the accuser, the accused, the alleged victim (if not the same person as the accuser), the families involved, the congregation, co-workers of the parties involved, and the governing body or entity.
2. The Response Team shall report to the Congregational Care and Development Committee.
3. The Response Team shall be composed of seven members to serve in staggered terms of three years each. Four of this team are to be women.
4. One of the Team members must be a legal consultant, one a trained mental health professional and one an insurance consultant
5. Members shall be nominated by the Presbytery's Nominating Committee.

PERMANENT JUDICIAL COMMISSION

Membership and duties are defined in the *Book of Order*, D-4.0000. The Presbytery shall elect from the ministers and elders subject to its jurisdiction a Permanent Judicial Commission, and appoint a convener for the Commission.

Membership:

1. The Commission shall consist of four ministers and three elders elected by the Presbytery.
2. The term of office shall be six years.
3. No person, having served a full term of six years, shall be eligible for reelection until 4 years have passed since the completion of their term..
4. The Commission shall elect from its members a moderator and a clerk. Duties

In all cases and proceedings the Commission shall be governed by the Form of Government and Rules of Discipline.

COORDINATING COUNCIL

The Coordinating Council shall report in writing at each stated meeting of the Presbytery every action it takes. Its decisions shall be immediately operative wherever power has been conferred, but may be reviewed and reversed by Presbytery.

Membership:

Immediate Past Moderator of Presbytery, who shall be Moderator, Moderator of Presbytery, Vice Moderator of Presbytery, Regional Facilitators, General Presbyter/Stated Clerk, Moderator of the Worship Task Group and ex-officio members; Moderators of: Congregational Care and Development Committee, Professional Care & Development Committee, Budget and Finance Committee, Personnel Committee, and Moderator of Presbyterian Women (PW).

Duties:

1. Design Presbytery Meetings to facilitate worship, dialogue, and decision making.
2. To foster communication between Regional Partners and Presbytery, and between Regional Partners.
3. Act as the Board of Directors of the Presbytery Corporation and perform the functions and duties of directors under the Iowa Non-Profit Corporation Act. Deeds, mortgages and leases for an initial stated period of five years or more shall be executed by the Moderator or Vice Moderator in their capacities as President or Vice President of the corporation and countersigned by the Stated Clerk in his/her capacity as Secretary of the Corporation. Other instruments affecting real estate not amounting to a conveyance, mortgage or lease for at least five years may be executed by any one of said officers. In each instance the corporate seal of the corporation shall be affixed. Report corporate action to the Presbytery.

4. Foster communication between all governing bodies of the church, particularly in matters of mission and budget
5. Nominate the members and the moderator of Presbytery's Nominating Committee annually, and encourage intentionality in calling forth and supporting leadership within the Presbytery.
6. Establish Task Groups as necessary to carry out specific functions in the life of the Council or Presbytery.
7. Appoint a Committee of Counsel, when needed, to act on behalf of the Presbytery in remedial cases in which the Presbytery is a party.

Task Groups

1. Task Groups deal with a specific task to be carried out or accomplished over the long term within the Presbytery.
2. Task Groups will be created by the Coordinating Council which will define its task, determine its size, name its moderator and membership, and set a timetable for the completion of its work. At-large or other members of the Coordinating Council may be part of the membership of a Task Group, but ordinarily most members will not be part of the Coordinating Council. Task Groups will report regularly and will make recommendations to the Coordinating Council. Budgets for Task Groups must be approved by the Coordinating Council.
3. The Planning Task Group is appointed by the Moderator of the Presbytery. The primary work of the Planning Task Group is to work in consultation with the local sessions and Presbytery committees in determining the future short-term (three years) goals for the Presbytery's mission and program. After compiling and reviewing data from the local sessions, Presbytery committees, Presbytery leaders and staff, the Task Group forms suggests goals and objectives for the Presbytery's adoption.
 - The Planning Task Group functions on a three-year cycle and meets the final year of the previous three-year cycle. The Task Group may function for its task as needed by the Presbytery until the next planning period begins. The Planning Task Group is comprised of five persons: two lay persons and two clergy members plus a moderator. These five persons will be representative of the Presbytery program and mission concerns, rural and city ministries, and all concerns put forth by the Committee on Representation.
 - The Planning Task Group is staffed by the General Presbyter.
4. Bill and Overtures Task Group – This Task Group will consist of the Minister and Elder Commissioners from the previous and upcoming General Assemblies.
 - This Task Group shall consist of the minister and elder commissioners of the previous and upcoming General Assembly. The Coordinating Council shall appoint the Convener. Receive from the Stated Clerk all bills and overtures coming from and going to General Assembly, Synod, or local church sessions. Make recommendations to Presbytery for action.
5. The Worship Task Group shall be responsible for the planning of the worship experience for Presbytery Meetings in consultation with the Coordinating Council. Its Moderator will sit on Coordinating Council.

Meetings

The Coordinating Council shall meet at least three weeks before each stated meeting of Presbytery, and may be called for special meetings by the Moderator through the Stated Clerk.

Restriction

No judicial business shall be referred to the Coordinating Council.

Substitute Representation

If the Moderator of a committee cannot be present at a meeting, he/she shall appoint a substitute from the committee's membership.

DUTIES OF PRESBYTERY OFFICERS

Moderator

It shall be the duty of the Moderator to preside over the deliberations of Presbytery, constitute Presbytery with prayer, appoint a parliamentarian for his/her term of office, appoint temporary committees unless otherwise provided for in the Bylaws, serve as a resource person for Presbytery's committees and task forces, preside over the Coordinating Council in the absence of its Moderator, coordinate the budget process, and perform such other duties as are provided in the *Manual of Operations*.

Vice-Moderator

It shall be the duty of the Vice Moderator to preside over the Presbytery at the request of the Moderator. Unless the Vice Moderator has served as a Commissioner to General Assembly within the last three years, it shall be the duty of the Vice Moderator to be a Commissioner to General Assembly.

It shall be the duty of the Vice Moderator to provide an orientation prior to each Stated Meeting of Presbytery for new commissioners to the meeting.

Stated Clerk

1. The duties of the Stated Clerk shall be those which ordinarily fall upon the office under the provisions of the Form of Government and the *Manual of Operations*.
2. The Stated Clerk shall be responsible for the preparation of a true and accurate record of the proceedings Presbytery and may appoint, with Presbytery approval, such assistants as the Stated Clerk deems necessary.
3. The Stated Clerk shall report annually to the Synod and General Assembly statistics and information required by the Synod and General Assembly.
4. The Stated Clerk shall conduct the annual review of the minutes and records of each Session and report his/her findings to Presbytery. The Clerk may name person(s) to assist him/her with the review.

Treasurer

1. The treasurer shall be a bonded custodian of all funds and securities of Presbytery; shall receive disburse funds of the Presbytery; shall present a full and accurate account of all funds and securities annually to the Presbytery; and shall provide an accounting for each regular meeting of the Coordinating Council.
2. All of the Treasurer's accounts shall be audited annually by a certified public accountant and the report of said auditors shall be submitted to the Presbytery.
3. The Treasurer shall file a copy of the annual audit with the Treasurer of Synod no later than four months after the close of the accounting (fiscal) year.

Evaluation

There shall be an evaluation every three years of the Stated Clerk and the Treasurer by the Moderating Team, the Moderator and Vice Moderator of the Presbytery, the Moderator of the Council, the Moderator, or a representative, of the Personnel Committee, with a report to be submitted to the Presbytery Nominating Committee.

POLICIES AND PROCEDURES FOR MEETINGS OF PRESBYTERY

Meetings of Presbytery shall be conducted as authorized and directed by:

- (a) *The Book of Order*
- (b) *The Bylaws* of the Presbytery
- (c) *Robert's Rules of Order*, Newly Revised, 1990

(d) This *Manual of Operations*

Committees:

Ecclesiastical Committees (Governance) report directly to Presbytery. Task Groups are created by and appointed by the Coordinating Council and report to the Coordinating Council. A Task Force is elected by the Presbytery and reports to the Presbytery. (A Task Force may ask to come to Council for discussion.)

All main motions, which have not been previously printed and distributed, shall be presented in writing to the Moderator and the Stated Clerk before action is taken on the floor of Presbytery. (The Stated Clerk will provide forms for this purpose.) Requests for new business to be brought before the Presbytery shall be given to the Moderator and/or the Stated Clerk before the start of the session at which it is to be introduced and/or considered. Expenditures and disbursements from ALL funds shall be accountable and reported to the Presbytery and/or the Coordinating Council by the committee, task group or task force, or the individual(s) charged with the oversight and the responsibility of the fund.

PRESBYTERY MEETING SCHEDULE

January – Presbytery Meeting

February-March – Regional Gatherings: Initial Sharing by new and current officers, leaders, teachers and staff of local congregations. Focus on programming from September through December. Regional Facilitators contact each pastor/clerk.

May – Presbytery Meeting

August – Presbytery Meeting

Fall – Regional Gatherings: Update supportive efforts through sharing by congregational people. Focus on programming for January through August of following year.

October-November – Regional Partner Facilitators contact each pastor/clerk.

November – Presbytery Meeting

TERMS OF OFFICE

Three-Year-Terms – All persons elected to one of the Governance Committees will serve for a three-year term. One may be re-nominated and serve a second three-year term, but after six (6) years, one must be off of the committee for at least one year before being elected again.

Two-Year-Terms – Regional Facilitators will serve for a two-year term. One may be re-elected and serve a second two-year term, but after four (4) years, one may not serve as a Regional Partner Facilitator again for at least one (1) full-year.

Task Forces & Task Groups – All persons appointed to Task Forces or Task Groups will serve during the appointed duration of the project or assignment, and then their service will be done.

APPENDICES