

**Winnebago Presbytery**  
**Manual of Administrative Operations**  
Revised November 2016

## **INTRODUCTION**

This Manual of Administrative Operations [Manual] provides the operational structure and instructions for the Presbytery, including its primary committees and commissions, as required by the *Book of Order* (G-3.0106) of the Presbyterian Church (U.S.A.) [PC(USA)]. Other policies and procedures established by Presbytery are listed in the appendix to this Manual and carry the full authority of the Manual. These other policies and procedures are available online ([www.winnebagopresbytery.org](http://www.winnebagopresbytery.org)) or upon request to the office of Presbytery.

## **I. MEETINGS OF PRESBYTERY**

### **A. STATED MEETINGS**

The Presbytery shall meet four times a year with exact dates to be determined ordinarily at least one year in advance by Winnebago Leadership Commission [WLC].

### **B. OTHER MEETINGS**

1. Presbytery may adjourn a stated meeting to a specific time and place.
2. Special meetings of Presbytery (*pro re nata*) may be called [G-3.0304] as provided in the Standing Rules of the Presbytery.
3. It shall be the duty of every member of Presbytery to be present throughout all meetings unless excused by the Presbytery.
4. The Stated Clerk may convene a duly-called stated or special meeting of Presbytery in the absence of the Moderator or Vice Moderator of Presbytery and proceed directly to the election of moderator *pro tempore*, either a teaching elder or a ruling elder, for that meeting.

### **C. COMMUNION**

The Sacrament of the Lord's Supper shall be celebrated at every stated meeting of the Presbytery.

### **D. MILEAGE AND DEPENDENT CARE SUBSIDIES**

Presbytery shall pay a travel subsidy, if requested, to all stated and special (*pro re nata*) meetings of Presbytery at a rate determined by WLC. Presbytery also offers a subsidy for dependent care during Presbytery meetings.

### **E. RECORDS**

The record of proceedings of all meetings of the Presbytery as well as its rolls and registers shall be deposited with the Presbyterian Historical Society for permanent archival storage. (G-3.0107)  
The records of Presbytery shall be submitted to the Synod of Lakes and Prairies [Synod] for review annually, in the manner determined by the Synod.

### **F. COMMISSIONERS**

1. Each church in Presbytery shall have one ruling elder commissioner to meetings of Presbytery. Churches with membership over 100 may have one additional commissioner for each additional 200 church members or portion thereof.
2. Sessions are encouraged to elect ruling elder commissioners to Presbytery for a one-year term for the purpose of continuity.

## G. NOMINATIONS and ELECTIONS

Ordinarily, nominations and elections to Presbytery office, including commissions and committees, shall be made and elected at the final meeting of the calendar year for commencement at the beginning of the following calendar year.

In addition to nominations submitted by the nominating committee, opportunity for nominations from the floor of a Presbytery meeting shall always be provided. Persons being nominated from the floor who are present must agree to have their names placed in nomination. Persons eligible for election but who are not present shall have given prior agreement in writing to nomination, which agreement shall be presented to the clerk of the meeting. Persons making such nominations shall be prepared to present biographical and other appropriate information about the nominee.

## H. RELATED POLICIES

A list of Presbytery Policies is at the end of this manual. Presbytery policies may be found at <http://www.winnebagopresbytery.org>.

## II. **PRESBYTERY OFFICERS**

Presbytery officers are Moderator, Vice Moderator, Stated Clerk and Treasurer. The general duties of these offices are outlined in the Standing Rules. More detailed position descriptions for the Stated Clerk and Treasurer are included herein.

### A. MODERATOR

1. be a member of Presbytery;
2. be the presiding officer of the Presbytery;
3. appoint temporary or special committees unless their appointment is otherwise specified by action of the Presbytery;
4. represent the Presbytery at official functions;
5. perform any additional duties that Presbytery may prescribe;
6. serve as moderator of the Winnebago Leadership Commission [WLC];
7. appoint a clerk pro tem in the absence of the Stated Clerk, if possible in consultation with the Stated Clerk;
8. attend the General Assembly sponsored Moderators' Conference (at Presbytery expense);
9. preside over ordinations and installations of pastors, or appoint the Vice Moderator or a former Moderator if unable to attend;
10. preside over installation of Presbytery officers;
11. preside over commissioning of General Assembly Commissioners; and
12. preside over commissioning of ruling elders to particular pastoral service.

### B. VICE MODERATOR

1. be a member of Presbytery; and
2. at the invitation of, or in the absence of the Moderator, perform the duties assigned to the Moderator.

### C. STATED CLERK

**Accountability:** The Stated Clerk of Presbytery is an elected officer, accountable to Presbytery. The Stated Clerk serves as a resource person to all commissions, committees, and task groups of

Presbytery and, as a ruling elder or teaching elder, is a voting member of Presbytery. The term of office is three years; successive terms may be served. The position is filled through the nomination and election process of Presbytery.

**Responsibilities:** The Stated Clerk shall:

1. give notice of all meetings of the Presbytery to all teaching elders, continuing elder commissioners, and all Sessions of Presbytery;
2. distribute a printed docket seven (7) days in advance of the meetings of Presbytery;
3. have available the most recent Minutes of the Synod of Lakes and Prairies, and of the General Assembly of the Presbyterian Church (USA);
4. assist Presbytery in determining questions of polity, ecclesial order, and serve as parliamentarian;
5. receive all papers, communications, and overtures addressed to Presbytery and transmit them to the presbyters or appropriate person(s) and report such transmittals to Presbytery;
6. conduct the ecclesiastical correspondence of Presbytery;
7. keep a permanent roll of churches, teaching elders, moderators, ordinations, candidates for ordination to the ministries of the Word and sacrament as teaching elders under the care of Presbytery, certified Christian Educators, teaching elders released from the exercise of ordained office, teaching elders who have renounced jurisdiction, and such other rolls as Presbytery or the Constitution of the Presbyterian Church (USA) or the General Assembly may require;
8. keep a record of officers, trustees, personnel of committees and commissions, task forces, commissioners to General Assembly, churches from which elder commissioners have been elected, and churches which have entertained Presbytery as hosts for its meetings;
9. prepare an annual necrology report for both teaching and ruling elders;
10. compile such reports as are required or requested by Synod and General Assembly;
11. be a member of WLC *ex officio* without vote and serve as its secretary;
12. notify, in writing, all who have been elected or appointed to serve for specific duties;
13. report at the first meeting of Presbytery in the calendar year on the ratio of teaching and ruling elder members of Presbytery;
14. keep, in proper form, the permanent minutes of all meetings of Presbytery as well as the reports that are submitted at meetings of Presbytery;
15. serve as registered agent of Presbytery as a legal corporation within Wisconsin;
16. arrange for minutes to be taken at each meeting of Presbytery and WLC;
17. serve as liaison with Synod for the review of the minutes of Presbytery;
18. coordinate the review of Session records for consideration and action of Presbytery on an annual basis;
19. provide advice on the polity and policies of the Presbyterian Church (U.S.A.) to the churches and members of Presbytery as requested;
20. serve as resource to the Permanent Judicial Commission for its yearly review of duties and responsibilities and whenever judicial action is enacted under the provision of the Rules of Discipline of the *Book of Order*;
21. serve as liaison with the Presbyterian Historical Society in the transfer of church and Presbytery records for archival storage;
22. perform those other appropriate duties as assigned by Presbytery or WLC.
23. authorized to be a legal and financial signatory for Presbytery, as needed.

24. communicate to Presbytery as early as possible each year any revised number of ruling elder commissioners from the churches to Presbytery.

Performance of the above responsibilities by the Stated Clerk shall be reviewed annually by the Personnel Committee of Presbytery according to the provisions of the Presbytery Personnel Policies and Procedures.

#### D.TREASURER

**Accountability:** The Treasurer is an elected officer, accountable to Presbytery. The Treasurer serves as a resource person to the Finance Commission, and is a voting member of WLC and of Presbytery. The term of office is three years; successive terms may be served. The position is filled through the nomination process of Presbytery.

**Responsibilities:**

1. Authorized to sign all checks and financial papers as authorized by the Presbytery;
2. Advise the Finance Commission on investment vehicles compatible with the investment policy;
3. Implement the investment process and report investment status as directed by the Finance Commission and/or Presbytery;
4. Participate as a member of the Finance Commission and as a voting member of the WLC;
5. Review financial monthly financial statements and account reconciliations.

**Skills:**

1. Experienced with and capable of understanding financial transactions, records and processes in order to recommend proper accounting procedures and principles for the best possible financial accountability;
2. Experienced with investing vehicles, investment reporting, and the implementation of investment direction; and
3. Familiarity with computers and financial programs.

**Relationships:**

1. Be a member of a PC(USA) congregation.
2. Be willing to work closely with the Administrative Assistant, the General Presbyter, other staff of the Presbytery, and the Finance Commission Moderator.

### III. PRESBYTERY STAFF

#### A. GENERAL PRESBYTER

**Purpose:** To empower, resource, and coordinate the ministry and mission of Presbytery and its congregations.

**Accountability and Relationships:** The General Presbyter shall be:

1. a ruling elder or teaching elder;
2. called and employed by the Presbytery;
3. accountable to Presbytery through the WLC and the Personnel Committee;
4. directly supervised by the WLC and the Personnel Committee.

**Responsibilities (Including, but not limited to, these programmatic areas):**

1. Resource Commission on Ministry [COM];
2. Assist in on-going development strategy with other presbyteries in Wisconsin;
3. Foster congregational development and transformation;
4. Nurture leadership development;
5. Encourage stewardship development;
6. Provide pastoral service to members of Presbytery; and
7. Supervise Presbytery staff.

**Evaluation:** The Presbytery Personnel Committee shall make an annual review of the work of the General Presbyter. The annual review shall include identification of goals and priorities in place at the beginning of the review period as a basis for the annual review.

**Terms of Employment:** The terms of the Call to the General Presbyter shall be set by the Presbytery upon recommendation of the Personnel Committee and recorded in the minutes of Presbytery.

**B. COMMISSION ON MINISTRY COORDINATOR**

**Purpose:** To resource and coordinate the work of the Commission on Ministry.

**Accountability and Relationships:** The COM Coordinator shall be:

1. Employed by the Presbytery;
2. Accountable to and supervised by the General Presbyter;

**Responsibilities (Including, but not limited to the following)**

1. Work with the moderator of the COM;
2. Work with churches in conflict or in transition;
3. Assist COM members who are doing triennial visits;
4. Assist COM members working with congregational Pulpit Nominating Committees [PNC];
5. Update and oversee policy changes - especially related to constitutional changes within the PC(USA);
6. Communicate with other councils of the PC(USA) related to COM issues;
7. Implement educational events that effectively equip COM members in their work with congregations and pastors;
8. Serve as Presbytery liaison to the Board of Pensions;
9. Serve as Presbytery contact with the PC(USA) Church Leadership Connection and vocational offices;

10. Attend WLC meetings; and
11. Attend Presbytery meetings with voice.

**Term:** Renewable by Presbytery annually.

### C. Administrative Assistant

**Purpose:** To provide administrative and financial support services to Presbytery.

**Accountability:** The Administrative Assistant is a non-exempt position accountable to the General Presbyter.

**Responsibilities:**

1. Coordinate the administrative work of Presbytery in consultation with its programmatic and ecclesiastical units;
2. Maintain the ongoing financial records of Presbytery and its units;
3. Serve as a staff resource to the Finance Commission;
4. Serve as an *ex officio* member of the WLC; and
5. Serve as an active member of Presbytery staff.

**Term:** The person is selected and terms of employment are determined by Presbytery's Personnel Committee.

## IV. COMMISSIONS OF PRESBYTERY

### A. WINNEBAGO LEADERSHIP COMMISSION

**Purpose:** The purpose shall be to envision, facilitate, and evaluate the mission of the Presbytery, and to administer its ongoing work.

**Responsibilities:**

Coordinate the work of Presbytery commissions, committees, and task groups;

1. Plan and prepare the docket for Presbytery meetings;
2. Receive reports of and review the work of committees and task groups;
3. Evaluate and recommend the goals of Presbytery;
4. Report to Presbytery every item of business transacted by it;
5. Act on behalf of Presbytery as necessary between stated meetings of Presbytery, when it is impossible or inappropriate to wait for the next meeting of Presbytery, in the following ways:
  - approve administrative commissions for ordinations and installations;
  - approve dates and sites for stated meetings (ordinarily a year in advance) and special meetings of Presbytery, subject to minimal notice;
  - to change the dates or sites of meetings of Presbytery, subject to minimal notice;
  - authorize official public statements on behalf of Presbytery by officers or staff in time of special need;
  - authorize teaching elder members of Presbytery to officiate at a service of the Holy Communion, apart from an installed or appointed pastoral position;

- present its actions for review at the next meeting of Presbytery.
6. Appoint task groups to fulfill responsibilities not clearly designated to an existing commission or committee of Presbytery;
  7. Coordinate Presbytery's involvement in denominational and ecumenical relationships by:
    - Coordinating and facilitating communications with other councils and ecumenical agencies;
    - appointing representatives to participate in consultations and other events;
  9. Nominate to Presbytery the slate for Presbytery's Nominating Committee;
  10. Review and make recommendations regarding proposed amendments to the Standing Rules and the Manual.

**Membership:**

Officers: Moderator of Presbytery (who shall preside), Vice Moderator of Presbytery, Stated Clerk (ex officio without vote), and Treasurer.

Staff: General Presbyter, COM Coordinator, Administrative Assistant (ex officio without vote).

Moderators of Permanent Commissions: Commission on Ministry, Finance Commission.

Moderators of Committees: Nominating Committee, Personnel Committee, Committee on Representation, and Session Records Review Committee.

Others: Moderator of Presbyterian Women, Immediate Past Moderator of Presbytery, a representative from the Education and a representative from the Global Mission programs areas.

**Quorum:** The quorum for the WLC shall be a majority of the members.

**Reporting:** The WLC shall submit a written report of its business, activities, and actions to Presbytery, through meeting minutes or summaries, for distribution at least seven (7) days prior to stated meetings of Presbytery.

**Annual Planning:** WLC shall conduct an annual planning and evaluation review of its organization and task priorities.

**B. COMMISSION ON MINISTRY**

**Purpose:** The Commission on Ministry shall provide supervision, oversight, and counsel to all teaching elder [TE] members of Presbytery, to commissioned ruling elders [CRE] providing pastoral service to particular churches, to all persons seeking inquirer or candidate status within Presbytery, and to all churches of Presbytery in matters of staffing, both ordained and non-ordained.

**Responsibilities:**

1. Supervise and provide counsel in the Call processes of the churches of Presbytery;
2. Approve Calls to teaching elders and commissioned ruling elders for pastoral service or recommend to Presbytery such approval (G-2.0502);
3. Examine and approve TEs seeking enrollment in Presbytery upon transfer from other presbyteries or denominations or make recommendation to Presbytery concerning such enrollment;
4. Dissolve pastoral relationships when a congregation and a pastor concur;

5. Recommend appropriate actions to Presbytery when a congregation or a pastor seeks dissolution of a pastoral relationship without the concurrence of the other party;
6. Receive and grant approval of requests of TE members of Presbytery to labor outside the bounds of Presbytery and requests of TEs from other presbyteries to labor within the bounds of Presbytery;
7. Dismiss TEs to other PC(USA) presbyteries;
8. Recommend to Presbytery changes in the Terms of Call for TEs;
9. Recommend to Presbytery the category of membership of all enrolled TEs who are in called positions within the congregations of Presbytery, in other validated ministries, in member-at-large status, or honorably retired (G-2.0503);
10. Examine and recommend approval or non-approval to Presbytery concerning the ministry of TE members of Presbytery who are not engaged in a Call to pastoral service within a congregation of Presbytery, according to the criteria of Validated Ministry (G-2.0503 a.);
11. Report annually on review and recommendation concerning those TEs who seek member-at-large status (G-2.0503 b.);
12. Recommend to Presbytery regarding the request of a TE for the status of honorable retirement (G-2.0503 c.);
13. Approve or recommend to Presbytery all Calls for pastoral service;
14. Recommend to Presbytery annually all changes in pastoral and contractual terms of Call for TEs and employment of CREs;
15. Review and approve all temporary pastoral relationships (G-2.0504 b.);
16. Receive and approve persons who seek to become inquirers toward ordination as a teaching elder in ministries of the Word and Sacrament;
17. Receive and recommend to Presbytery persons who seek to become a candidate for ordination as a TE in ministries of the Word and Sacrament;
18. Provide counsel and oversight within the process of inquirer- and candidacy-status for each person and with the Session of his/her church of membership;
19. Certify to Presbytery, after examination for readiness to receive a Call or validation for other ministry, candidates for ordination to the ministry of the Word and Sacrament;
20. Recommend to Presbytery a candidate for ordination to the ministry of the Word and Sacrament;
21. Recommend to Presbytery minimum compensation requirements for teaching elders, commissioned ruling elders, and certified Christian educators (G-2.1103 b.), temporary Session moderators, and pulpit supply preachers;
22. Provide counsel for the churches of Presbytery and its employing bodies regarding compensation and other personnel issues;
23. Maintain files of correspondence, personnel assessments, examinations, and background checks related to Calls and pastoral service within Presbytery;

24. Receive and approve applications for the status of CRE within the Presbytery, provide appropriate training, and recommend to Presbytery persons for commissioning to specified pastoral service within the life of churches in Presbytery (G-2.10);
25. Make provision for a moderator if there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator. (G-1.0504).

**Related Policies:** See the Policies section of the Presbytery Handbook under Commission on Ministry. COM policies may be found online at <http://winnebagopresbytery.org>.

**Membership:** The Commission on Ministry shall consist of seventeen (17) elected members serving in three classes for not more than two three-year terms.

**Quorum:** A quorum of COM shall be one-half of its members.

**Reporting:** The COM shall report all actions as authorized to Presbytery for review and amendment.

#### C. PERMANENT JUDICIAL COMMISSION

**Purpose:** The Permanent Judicial Commission (PJC) of Presbytery is constituted according to the Rules of Discipline of the *Book of Order* (D-5.0100). The Commission will meet annually to review its duties and responsibilities. The Commission will also meet whenever judicial action is initiated or enacted under the provisions of the Rules of Discipline. The Stated Clerk shall be responsible for initially convening the meeting of the Commission; thereafter, the Commission shall elect its own clerk. The Stated Clerk is the presbytery officer who provides primary counsel to the PJC.

**Membership:** The PJC shall consist of seven (7) members elected by Presbytery in three classes of terms that are not to exceed six (6) years, in accordance with the provisions of D-5.0101-5.0105).

**Meetings & Quorum:** The PJC shall meet and maintain a quorum in accordance with the provisions of D-5.0200.

**Reporting:** The PJC shall publish and report the decisions of its deliberations to the parties within three days, to the Presbytery at its next stated meeting, and to the public upon its own determination. Its decisions and records are to be maintained and preserved by the Stated Clerk.

#### D. FINANCE COMMISSION

**Purpose:** The Finance Commission shall:

1. administer the ongoing financial work of Presbytery;
2. provide advice and assistance to constituent churches which desire or need financial expertise of Presbytery; and
3. fulfill legal responsibilities for the orderly and efficient functioning of Presbytery as a non-profit organization and meet annually as trustees of Presbytery.

**Membership:** The Finance Commission shall consist of six (6) elected members serving in three classes for not more than two three-year terms. The Treasurer of Presbytery shall serve as an *ex officio* member with vote.

**Responsibilities:** The Finance Commission shall have oversight in the following areas:

1. budgeting and financial matters of Presbytery;
2. property use and disposition and insurance coverage, subject to review of Presbytery;
3. Presbytery financial record-keeping;
4. guidance in financial matters to local congregations; and
5. oversight as Presbytery's Board of Trustees over legal transactions of the corporation, with recommendations for any legal change to be submitted to Presbytery for review and approval.

**Specific Tasks:** The Finance Commission shall:

1. develop and monitor a budgeting process for all commissions, committees, and task groups of the Presbytery;
2. prepare and recommend an annual budget to Presbytery;
3. review and manage Presbytery funds and investments within the policies and directives of the Presbytery;
4. provide for and approve the annual audit;
5. report to Presbytery annually on assets held by the corporation;
6. review all plans by local churches to sell, mortgage, encumber, or lease real property, and recommend action to Presbytery (G-4.0206);
7. prepare, with the Treasurer, regular financial reports to Presbytery;
8. recommend to Presbytery per capita apportionment and payment schedules;
9. authorize emergency loans of Presbytery funds to local churches not to exceed \$50,000, subject to subsequent review and oversight of the Presbytery;
10. recommend to the churches of Presbytery goals and target percentages for Presbytery, Synod, and General Assembly mission funding.

**Related Policies:** See the Policies section of the Presbytery Handbook under Finance Commission. Finance policies may be found online at <http://winnebago-presbytery.org>

## V. COMMITTEES OF WINNEBAGO PRESBYTERY

### A. NOMINATING COMMITTEE

**Purpose:** The Nominating Committee shall fulfill the responsibility of nominations to Presbytery for persons to serve the requisite positions as stipulated by the Manual of Administrative Operations, consistent with the provision of the *Book of Order* (G-3.0111).

**Membership:** The Nominating Committee shall consist of three persons: the Immediate Past Moderator of Presbytery plus an elected teaching elder member of Presbytery and a ruling elder from within Presbytery. The elected members shall serve one-year terms, with eligibility for three consecutive terms, subject to annual election. The Immediate Past Moderator of Presbytery shall serve as Moderator of the Committee.

**Responsibilities:** The Nominating Committee shall make recommendations for nominees to commission and committee positions, officers of Presbytery, and the moderators of all commissions and committees in Presbytery (except recommendations for nominees to the Nominating Committee and the Committee on Representation [COR], which is the responsibility of the WLC), including replacements for unscheduled vacancies, according to the needs outlined in the Manual and according to the schedule established by the WLC. The Committee shall work in coordination with the COR.

1. Nomination for Moderator of Presbytery: In its nominations for Presbytery moderator, the Committee shall ordinarily alternate between ruling elders and teaching elders as well as between female and male persons.
2. Commencement of office: Nominations shall be for terms of office that ordinarily commence at the beginning of the year.

#### B. COMMITTEE ON REPRESENTATION [COR]

**Purpose:** The COR of Winnebago Presbytery shall work to monitor and encourage the imperative toward diversity of representation in the life and leadership of the Presbytery and the membership of its committees and commissions. (G-3.0103)

**Membership:** The Committee shall consist of three persons: the Immediate Past Moderator of the Presbytery plus an elected teaching elder member of Presbytery and a ruling elder from within Presbytery. The elected members shall serve one-year terms, with eligibility for three consecutive terms, subject to annual election. The Immediate Past Moderator of Presbytery shall serve as Moderator of the Committee.

**Responsibilities:** The committee shall advise the Presbytery on inclusiveness of representation within its commissions and committees and other appropriate groups. It shall advocate for representation of racial/ethnic members, women, different age groups, and persons with disabilities and review the performance of the Presbytery in achieving balanced representation. The committee shall also advise the Presbytery on the employment of personnel in accordance with the equal employment opportunity policy of Presbytery.

#### C. PERSONNEL COMMITTEE

**Purpose:** To supervise Presbytery staff and report its actions, recommendations and evaluations to Presbytery.

**Membership:** The Personnel Committee shall consist of six (6) elected members serving in three classes for no more than two consecutive three-year terms.

**Responsibilities:** The Personnel Committee shall be responsible for the following:

1. provide evaluation for the General Presbyter; delegate appropriate staff supervision to the General Presbyter; provide an evaluation process for all Presbytery staff; and
2. provide evaluation for the Stated Clerk and any other paid officers.

**Related Policies:** See the Policies section of Presbytery Handbook. Presbytery. Policies may be found online at <http://winnebagopresbytery.org>

#### GRANTS ALLOCATION COMMITTEE

**Purpose:** The Committee shall recommend the allocation of the dollars available from various special funds of the Presbytery, particularly local mission grants and local emerging mission grants (Operations Budget), the Genesis Fund (Ministry Projects), and the Small Church Grant Fund.

**Membership:** The Grants Allocation Committee shall be composed of a minimum of five members-at-large (TE, RE, or non-ordained church members) elected by the Presbytery with no more than two representatives from a particular congregation. Additionally, Finance Commission and Resource and Program Coordinating Team shall appoint one member to serve on this committee. The RPCT

representative serves as Committee chair. The General Presbyter shall serve as staff resource.

**Responsibilities:** Committee responsibilities are to:

1. Establish procedures as needed;
2. Promote funds availability;
3. Review applications; and
4. Recommend to Presbytery allocation of the available dollars.

**Accountability:** The Committee reports to Presbytery.

**Related Policies:** Procedural documents related to the Grants Allocation Committee may be found online at <http://winnebagopresbytery.org>

#### F. SESSION RECORD REVIEW COMMITTEE

**Purpose:** The Session Records Review Committee [SRR], with the guidance and assistance of the Stated Clerk, is responsible for the annual review of the minutes and church registers of each Session in Presbytery and for the policies and procedures necessary to implement such review.

**Membership:** The SRR shall be composed of three (3) elected members serving in three classes for no more than two three-year terms. The Stated Clerk serves as an *ex officio* member without vote.

**Related Policies:** Procedural documents related to the Session Records Review Committee may be found online at <http://winnebagopresbytery.org>.

#### G. INVESTIGATING COMMITTEE POOL

The Investigating Committee Pool constitutes a group, elected by the Presbytery, who may be called upon to fulfill the obligations of judicial process (D-10.0200).

**Purpose:** The Investigating Committee Pool provides personnel available for appointment by the Moderator of Presbytery to serve as the Investigating Committee in dealing with allegations of disciplinary offence[s] by a member of Presbytery, officer of Presbytery, or commissioned ruling elder in Presbytery that are received in writing by the Stated Clerk or as a committee of counsel upon remedial complaint.

**Membership:** The Investigating Committee Pool shall consist of six (6) teaching elders or ruling elders elected by Presbytery, in three classes of two persons, who are eligible to serve not more than two consecutive three-year terms.

### VII. AMENDMENT AND SUSPENSION OF MANUAL OF ADMINISTRATIVE OPERATIONS PROVISIONS

Amendment of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery, provided that there is an opportunity for discussion of the rationale and consequences of the proposed change. Temporary suspension of particular provisions of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery for an action or decision at that meeting only.

### VIII. REVIEW OF THE MANUAL OF ADMINISTRATIVE OPERATIONS

There will be a review and evaluation of the Manual of Administrative Operations annually for adequacy. This review shall be the responsibility of the WLC, which shall report this review annually to Presbytery with its recommendations.

**PRESBYTERY OF WINNEBAGO POLICIES** April 12, 2013

**Presbytery Policies**

	<b><u>Adopted or Revised</u></b>	<b><u>Notes</u></b>
• Child Protection Policy	09-15-2009	No Change
• Communications Policy	11-10-2007	No Change
• Dependent Care During Presbytery Meetings Policy	11-11-2000	No Change
• Disaffiliation Request Policy	02-11-2012	No Change
• Personnel Policies	05-11-2010	Minor - BO References
• Presbytery Records Accessibility Policy [Should be reviewed.]	11-11-2006	No Change at this time
• Presbytery Policy on Mileage Subsidy	11-??-1993	Minor Changes
• Sexual Misconduct Policy	05-12-2009	Minor - BO references
• Statement Regarding the Use of Inclusive Language	04-??-1986	No Change
• Validation of Ministry Policy for Teaching Elders	11-??-2006	No Change

**Commission on Ministry Policies**

• Academic Debt Reduction Policy	04-??-2009	No Change
• Equal Employment Opportunity Policy for PNC's [Steps for Implementation and forms have been separated out as procedures.]	??-??-????	Minor - BO references
• Moderator Remuneration for Appointed Moderator Policy	01-??-2008	No Change
• Parental Leave Policy for Teaching Elders	11-15-2003	No Change
• <b>Membership Policy</b> [Required Steps to Membership (05-??-2003) has been separated out as procedure.]		<b>NEW</b>
• Sabbatical Leave for Teaching Elders	02-??-2003	No Change
• Separation Ethics Policy for Pastoral Relationships [Implementation becomes guidelines.]	08-??-2007	No Change
• Sick Leave Policy for Teaching Elders	09-11-2007	Minor Changes
• Vacation Policy for Teaching Elders	02-09-2013	No Change

**Finance Commission Policies**

• Emergency Congregational Loan Policy	09-11-2012	Minor Changes
• Fiscal and Budgetary Policy	09-23-2003	No Change
• Investment Policy [Draft is being developed by Finance Commission]		No Action at this time
• Per Capita Payment Policy	12-??-1993	Minor Changes
• Property Disposition Policy	12-??-1993	Minor - BO References