

**Presbytery of Des Moines
of the
Presbyterian Church (U.S.A.)**

MANUAL OF OPERATIONS

Approved November 10, 2020

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**Presbytery of Des Moines
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Presbyterian Church (U.S.A.)**

MANUAL OF OPERATIONS

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1. The Presbytery of Des Moines, of the Presbyterian Church (USA)

- 1.1.** Presbytery of Des Moines is incorporated as a non-profit corporation under the laws of the State of Iowa.
- 1.2.** The corporation is governed by the Constitution of the Presbyterian Church (USA), the Articles of Incorporation, the By-laws of the corporation, and the Manual of Operations.
- 1.3.** In accordance with the By-laws, the management of the affairs of the corporation is vested in a Board of Trustees which shall receive, hold, encumber, manage and transfer property, and facilitate the management of the civil affairs of the corporation in such manner as may be directed by the corporation from time to time.
- 1.4.** The Officers of the Presbytery consists of: President – Moderator of the Presbytery; Vice President – Vice Moderator of the Presbytery; Secretary – Stated Clerk of the Presbytery; and Treasurer – Treasurer of Presbytery. The Officers of the Presbytery and the Moderator of Leadership Council are the Board of Trustees. Officers are either ministers of the Word and Sacrament or ruling elders. The Executive Presbyters are ex-officio members of the Board of Trustees with voice but not vote.

2. General Rules

- 2.1.** The name of the Presbytery is **Presbytery of Des Moines**. “The Presbytery is the council comprised of presbyters elected by the people and organized for the task of bearing witness to the Lordship of Jesus Christ in the world”. The Presbytery is the council serving as a corporate expression of the Church within **these counties in the State of Iowa**: Adair, Adams, Appanoose, Audubon, Cass, Clarke, Dallas, Davis, Decatur, Guthrie, Jasper, Keokuk, Lucas, Madison, Marion, Mahaska, Monroe, Polk, Poweshiek, Ringgold, Taylor, Union, Wapello, Warren, and Wayne.
- 2.2.** The Presbytery shall communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to Presbytery, with a goal of parity of ministers of the Word and Sacrament and ruling elders. This plan shall require each session to elect at least one commissioner and take into consideration the representation found in G.30301 The Presbytery is governed by the Constitution of the Presbyterian Church (USA) and shall be conducted as authorized and directed by the Presbytery of Des

Moines By-laws, Articles of Incorporation and its Manual of Operations. The minimum composition of a Presbytery is 10 duly constituted sessions and 10 ministers of the Word and Sacrament.

- 2.3.** Presbytery of Des Moines is a member Presbytery of the Presbyterian Church (USA) composed of congregations and ministers of the Word and Sacrament on its rolls within its geographical bounds. Its duties, responsibilities, governance, discipline and faith statements are contained in the Constitution of the Presbyterian Church (USA) and this Manual of Operations.
- 2.4.** Presbytery of Des Moines is a member Presbytery of the Synod of Lakes & Prairies and the Presbyterian Church (USA)
- 2.5.** The Manual of Operations applies to all committees, councils and commissions of Presbytery of Des Moines.

3. Meetings of Presbytery

- 3.1.** There shall be four stated meetings of the Presbytery each year: Second Saturday In February; Third Tuesday in May; Third Saturday in August; and Second Tuesday in November. The November meeting will be the annual meeting of the corporation. The date of regularly scheduled Stated Meetings may be changed by the Leadership Council when circumstances arise that make it necessary to do so, such as weather concerns.
- 3.2.** Special meetings of the Presbytery may be called by (1) Presbytery Moderator with the concurrence of two ministers of the Word and Sacrament and two ruling elders, with the ruling elders being from different churches, (2) the Synod of Lakes & Prairies. Only business indicated in the call of special meetings may be transacted at a special meeting.
- 3.3.** Notice for Presbytery meetings shall be sent at least ten days in advance to the session of every church and each minister of the Word and Sacrament. The notice gives the purpose of the meeting. A packet with all business coming before Presbytery meetings is posted on the Presbytery website at least ten days in advance.
- 3.4.** Locations for stated meetings are set by the Presbytery Stated Clerk.
- 3.5.** The docket for Presbytery meetings is prepared by the Stated Clerk, and Moderator of Presbytery, in consultation with the Executive Presbyters. The docket is proposed to the Presbytery for adoption by the Stated Clerk.
- 3.6.** Presbytery meetings shall conform to the Robert Rules of Order Newly Revised, Constitution of the Presbyterian Church (USA) and the Manual of Operations.
- 3.7.** A quorum for Presbytery meetings is ten percent of the ministers of the Word and Sacrament currently on the roll of the Presbytery and one ruling elder commissioner from ten percent of the congregations on the roll of the Presbytery.
- 3.8.** The presbytery may meet by electronic means if all ministers of Word and Sacrament

members and ruling elder commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. The quorum for such a meeting is the same as a regular meeting.

- 3.9. New business presented at stated meetings of the Presbytery shall be referred (by the Stated Clerk) to the appropriate committee of the Presbytery for review and recommendation at the next stated meeting of the Presbytery. New business is not considered at the meeting in which it is presented unless approved by a two-thirds vote of those present and voting.
- 3.10. Display space at stated meetings may be requested by the Presbytery and ministries of Presbytery of Des Moines, Synod of Lakes & Prairies and General Assembly. Displays are for information sharing, not fundraising. A common table may be provided for congregations to place materials about their ministries. Exceptions to these guidelines require approval by the Stated Clerk or the Mission Executive.

4. **Officers**

- 4.1. Officers of the Presbytery are Moderator, Vice Moderator, Stated Clerk, and Treasurer. Officers of the Presbytery shall also serve as officers of the corporation as defined in the By-laws and Articles of Incorporation, Article VI.
- 4.2. The Presbytery Moderator and Vice Moderator are nominated by the Committee on Nominating and elected by the Presbytery for a 1-year term, and shall not serve consecutive terms.
- 4.3. The Treasurer is nominated by the Committee on Nominating and elected by the Presbytery for a 3-year term. Evaluation of the Treasurer shall be conducted by the Leadership Council who will report to the Presbytery at the November stated meeting.
- 4.4. The Stated Clerk is nominated by the Tri-Presbyteries Search Committee and is elected by the Presbytery (G-3.0104). Evaluation of the Stated Clerk shall be conducted by the Tri-Presbyteries Commission on Personnel in October and the results reported to the Leadership Council who will then present the report at the November Presbytery meeting.
- 4.5. The Presbytery Moderator, Vice Moderator and Treasurer are voluntary, unpaid positions. The Stated Clerk is a compensated position. Officers and Staff shall not serve as members of standing committees.

5. **Officers Duties**

- 5.1. **Moderator.** The Moderator shall preside over the meetings of the Presbytery, open and close Presbytery meetings with prayer, in consultation with the Stated Clerk appoint a parliamentarian and may appoint a recording secretary for each meeting. The Moderator shall serve on the Leadership Council. The Moderator or moderator designate will moderate all ordinations and installations. The individual serving as the Moderator of the Presbytery shall alternate by year between a minister of the Word and Sacrament and

ruling elder. The Moderator shall serve a term of one year.

5.2. Vice Moderator. The Vice Moderator shall preside over meetings of the Presbytery at the request or in absence of the Moderator. The Vice Moderator will provide an orientation prior to each stated meeting for new commissioners. The Vice Moderator shall serve on the Leadership Council. The individual serving as the Vice Moderator shall alternate by year between minister of the Word and Sacrament and ruling elder. The Vice Moderator shall serve a term of one year. It is expected the Vice Moderator be nominated to the office of Moderator.

5.3. Stated Clerk. The Stated Clerk (see Administrative Executive in 6.4.) shall record the transactions of the Presbytery, keep its rolls of membership and attendance, maintain any required registers, preserve records and furnish extracts of records as may be required by a higher council. The Stated Clerk shall be either a ruling elder or a minister of the Word and Sacrament. The Stated Clerk may appoint a Recording Clerk for each stated meeting. Duties of office fall under the provisions in the Form of Government (G-3.0104). The Stated Clerk shall report annually to the Synod and General Assembly statistics and information required by these higher councils. The Stated Clerk shall conduct an annual review of the minutes and records of each Session and report the findings to the Presbytery. The Stated Clerk shall serve as the recording secretary for the Leadership Council. The Stated Clerk and the Leadership Council are responsible for updating the Manual of Operations on a regular basis and having it on the Presbytery website.

5.3.1. The Stated Clerk shall serve as the presbytery's liaison to the Board of Pension, and coordinate retirement and memorial recognitions of ministers.

5.4. Treasurer. The treasurer shall be a signatory on bank accounts, receive and disburse funds, and have full access to all financial records. The treasurer shall attend the Committee on Budget and Finance having voice without vote, in order to ensure a full and accurate account of all financial funds and securities to the Presbytery and Synod, and coordinate with the Presbytery accountant in preparing financial statements and the annual financial review or audit of the Presbytery of Des Moines. The term of office is for three years.

5.5. The Treasurer, Stated Clerk, and Executive Presbyters and administrative staff are responsible for assuring all financial policies and procedures are followed.

6. Tri-Presbyteries Staff

6.1. In November 2019, Presbytery approved a covenant with the Presbyteries of North Central Iowa and Prospect Hill to a shared staffing model with a seven-year commitment. The staffing model consists of the following:

6.2. Mission Executive: This person will focus on mission engagement in the state, presbyteries and communities. This includes taking the lead in mission initiatives in Iowa and coordinating mission opportunities (especially for smaller congregations who may not have enough to do such a trip on their own). Being a resource to Mission Committees of

the presbyteries.

- 6.3.** Pastor to the Presbyteries: This person will provide support to pastors and congregations, and Pastor Nominating Committees. The focus is on health and vitality of congregations and leaders so will include peer cohort development and administration, educational events for congregational leaders, reference checks. Being a co-resource to the Commission on Ministry, Committees on Preparation for Ministry, congregational Personnel Committees and a primary resource to Pastor Nominating Committees.
- 6.4.** Administrative Executive: This person will serve as Stated Clerk to all three presbyteries and as the Head of Staff. They will resource Finance and Property Committees, Nominating Committees, Permanent Judicial Committees, policy matters, and Presbytery meetings. He or she will also co-resource Committees on Ministry, Committees on Preparation for Ministry and congregational Personnel Committees.
- 6.5.** Full time Office Administrator: Supporting the work of committees, Stated Clerk office, and being point of contact for calls from congregations. Support for Administrative Executive.
- 6.6.** Full time Program and Communications Administrator: This position will be ½ time program support (support for events and programs from the work of the Pastor to presbyteries and Mission Executive plus support for them). The other half would be spent on communications that connect and communicate with the Iowa Presbyterians (websites, minute for mission pieces, newsletters, etc.). This person will make sure stories are shared from every presbytery.
- 6.7. Tri-Presbyteries Commission on Personnel**
 - 6.7.1.** The presbytery authorizes the establishment of a shared personnel commission composed of three people from each participating presbytery in the Staffing Model. The three people from each presbytery shall be elected and commissioned for this service.
 - 6.7.2.** These participants will serve in rotating three-year terms. Participants can serve two terms or a maximum of six years before being required to rotate off the Commission.
 - 6.7.3.** Leadership of this commission will rotate among the presbyteries on an annual basis.
 - 6.7.4.** The Commission will report to each presbytery's leadership council.
 - 6.7.5.** The Commission will be authorized and expected to have the following responsibilities:
 - 6.7.5.1.** Develop a shared set of personnel policies that will guide the work and offer processes for the staff to use.

- 6.7.5.2.** Review and support the staff. Conduct initial six-month review of all staff members. Conduct annual review of all staff members for the first year. The Commission will receive the annual reviews of the full-time administrators from the Administration Executive in subsequent years. Mentor the staff, providing support, clarifying responsibilities and answering questions as needed. Discipline staff members as needed, following established policies for addressing issues and concerns that arise. Fire staff members who do not meet performance and/or behavioral expectations using due process as articulated in the adopted personnel policies. In the case of the Administrative Executive, which includes the Stated Clerk role, the Commission will recommend termination and an interim Stated Clerk candidate to each presbytery for action.

7. Membership

- 7.1.** Commissioners at Presbytery meetings with voice and vote are the following:
- 7.1.1.** All ministers of the Word and Sacrament and commissioned ruling elders on the roll of the Presbytery.
- 7.1.2.** At least one ruling elder elected by the session of each congregation on the roll of the Presbytery in accordance with the membership size of the church.
- 7.1.2.1.** Up to 250 members: 1 ruling elder commissioner;
- 7.1.2.2.** 251 to 1,000 members: 2 ruling elder commissioners;
- 7.1.2.3.** 1000 members and over: 3 ruling elder Commissioners.
- 7.1.2.4.** Sessions are encouraged to elect ruling elder commissioners to serve a one-year term to ensure continuity and full participation by the ruling elders.
- 7.1.3.** Ruling Elder Certified Christian Educators and Certified Associate Christian Educators during their term of service in an educational ministry under the jurisdiction of Presbytery of Des Moines but are not otherwise elected as a commissioner from a session.
- 7.1.4.** Ruling Elder Officers of the Presbytery and Ruling Elder committee moderators
- 7.1.5.** Ruling elder commissioners to the General Assembly and Young Adult Advisory delegates during their term of service but are not otherwise elected as a commissioner from a session.
- 7.1.6.** The following have voice, but not vote at Presbytery meetings:
- 7.1.6.1.** One ruling elder elected from each new church development Steering Committee.

7.1.6.2. Christian educators employed by congregations of Presbytery of Des Moines who are not certified or are not ruling elders.

7.2. The Presbytery, through the stated clerk, shall adopt a plan at the first stated meeting of each year to fulfill the requirements of G-3.0301 concerning numerical parity of ministers of the Word and Sacrament and ruling elders as well as a method to fulfill the principles of participation and representation found in G-3.0301.

8. Organization

8.1. All committees and the Leadership Council are divided into three classes, with members in numbers as nearly equal as possible, serving three-year staggered terms.

8.2. A quorum for Standing Committees, the Leadership Council, task forces is fifty percent of its members, unless otherwise specified by the Manual of Operations.

8.3. All Standing Committees, and the Leadership Council shall report all actions taken at the next stated meeting of the Presbytery

8.4. Presbytery, Standing Committees, and the Leadership Council may appoint temporary task forces for specific work. Task groups shall be given necessary authorization as delegated by the Presbytery, committee, or council. They report to the body which constituted them.

8.5. Standing Committees, and the Leadership Council may invite nonmembers who have special expertise to assist temporarily with specific expertise. Such individuals have voice but not vote.

8.6. All Standing Committees, and the Leadership Council shall be guided by the Manual of Operations of Presbytery of Des Moines which includes all policies and procedures approved by the Presbytery.

8.7. The following report directly to the Presbytery: Leadership Council, Commission on Ministry, Committee on Preparation for Ministry, Permanent Judicial Commission, Committee on Representation, Committee on Property, Committee on Nominating, Committee on New Church Development, Committee on Sexual Misconduct Response, Committee on Presbytery Worship, Committee on Living Legacy Fund, Committee on Stewardship and Mission Interpretation, Committee on Camping and Youth Ministry, Committee on Compassion, Peace and Justice. Committee on Budget and Finance, and Tri-Presbyteries Commission on Personnel shall first report to Leadership Council. Leadership Council will then jointly present a report to Presbytery.

8.8. No one serves in more than one elected position concurrently except members of the Permanent Judicial Commission and the Committee on Sexual Misconduct Response.

8.9. Electronic Meetings: Committees, commissions, boards and other official entities of the Presbytery may arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic

meetings will be given by the group's chairperson or moderator.

9. Commissions

- 9.1.** A commission is empowered to consider and conclude matters referred to it by the Presbytery of Des Moines. The Presbytery guided by The Book of Order shall state specifically the scope of the commission's powers and any restrictions on those powers.
- 9.2.** Commissions, their moderator and members are elected by the Presbytery.
- 9.3.** There are two kinds of commissions: Administrative and Permanent Judicial.

9.3.1. Administrative Commission

- 9.3.1.1.** An administrative commission shall consider and conclude matters not involving ecclesiastical judicial process, except to refer to the Stated Clerk any matters that may require judicial action. There shall be a minimum of 5 members.
- 9.3.1.2.** An administrative commission is nominated by the Leadership Council, the Moderator and Vice Moderator of Presbytery. In all cases, the administrative commission is governed by the Form of Government and the Rules of Discipline. G.3.0109 b.
- 9.3.1.3.** All minutes of an administrative commission become a part of Presbytery minutes.

9.3.2. Permanent Judicial Commission

- 9.3.2.1.** A Permanent Judicial Commission shall hold only the powers prescribed by the Constitution of the Presbyterian Church (USA). The Permanent Judicial Commission fulfills the responsibilities specified by the Book of Order and the Rules of Discipline (D-5.0000).
- 9.3.2.2.** The Permanent Judicial Commission consists of seven members elected in even numbered years for six-year terms. D-5.0102, 5.0103. To begin class rotation, one class shall serve for two, the second class for four years and the third class for six years. Upon expiration of the six-year term, there shall be a lapse of four years before a member may serve another term.

10. Terms of Service

- 10.1.** New Presbytery officers, new members of Presbytery Standing Committees, the Leadership Council and Committee on Nominating members are elected by the Presbytery at the last stated meeting each year with service beginning January 1 of the next calendar year.
- 10.2.** The moderator of each standing committee will be nominated by the Nominating Committee for a one-year term which may be renewed only once during a six-year period.

- 10.3. Resignations from Standing Committees and the Leadership Council should be submitted in writing to the Stated Clerk. Unexcused absence from ½ of annual meetings constitutes a resignation. When this takes place, the committee moderator shall notify the Stated Clerk indicating that the person be removed from membership of the committee or council and should be officially notified.
- 10.4. Vacancies for the unexpired portion of a term are filled from nominations made by the Nominating Committee and election by Presbytery. Any person so elected will serve until the end of the unexpired term.
- 10.5. Standing committees shall give full expression to the diversity of the presbytery's membership, including as near equal as possible participation of ruling elders and teaching elders.

11. Electronic Voting

- 11.1. In accordance with *Robert's Rules of Order Newly Revised* and in accordance with the 216th General Assembly authoritative interpretation of F-3.0205, Standing Committees, the Leadership Council, task forces and other organizations of the Presbytery may vote electronically on motions.
 - 11.1.1. Members should reply with one of following: (1) yes to the motion, (2) no to the motion, (3) abstention, (4) a request to discuss the motion in a face-to-face or conference call meeting, or (5) a request to deal with a parliamentary question at the next face-to-face or telephone conference meeting. Members should reply only to the moderator or clerk (and should not reply to all members) so that earlier voters do not influence later voters.
- 11.2. If a quorum of members does not reply prior to the deadline, if a member requests discussion of the motion, or if a member requests discussion of a parliamentary question, the motion must be postponed until the next face-to-face or telephone conference meeting.

12. Leadership Council

- 12.1. Members of the Leadership Council include 9 members at large. The members at large should ordinarily not be from the same congregation. The Leadership Council is composed of ruling elders and ministers of the Word and Sacrament in numbers as nearly equal as possible.
- 12.2. Members with voice and vote are the Presbytery Moderator, Vice Moderator, and Immediate Past Moderator.
- 12.3. Ex-officio members with voice but not vote include the Executive Presbyters and Stated Clerk.
- 12.4. The elected members will serve 3-year terms, and no one may serve more than 6 consecutive years. The Moderator of Leadership Council is nominated by the Committee

on Nominating and elected by Presbytery for a 1-year term.

12.5. The duties of the Leadership Council include:

- 12.5.1.** The Leadership Council shall meet before a stated meeting of Presbytery and review the docket as prepared by the Stated Clerk and the Moderator. A special meeting may be called by the Moderator of Leadership Council.
- 12.5.2.** Implements the priorities of the Presbytery, coordinates and jointly reports to Presbytery the work of Committee on Personnel and Committee on Budget and Finance.
- 12.5.3.** Develop, communicate and shepherd the ongoing vision, strategy and design of the Presbytery. Submit recommendations to the Presbytery concerning the mission of the Presbytery. Implement a method for planning and evaluating the work of the Presbytery.
- 12.5.4.** Train elected members to standing committees and Leadership Council or appoint a training team.
- 12.5.5.** Address matters between meetings of the Presbytery as may be necessary or assigned by Presbytery.
- 12.5.6.** Coordinate the work of the Committee on Personnel and Committee on Budget and Finance and present report jointly to Presbytery. Moderators of the Committee on Personnel and Committee on Budget and Finance will be first on the agenda of Leadership Council and can leave after their report or be invited to stay for remainder of meeting.
- 12.5.7.** Propose an annual budget jointly with the Committee on Budget and Finance to Presbytery.
- 12.5.8.** Oversight and coordination of Ecumenical Relationships.
 - 12.5.8.1.** Ecumenical Relationships are relationships, working agreements, or cooperative endeavors with denominations or religious groups beyond the Presbyterian Church (U.S.A.)
 - 12.5.8.2.** Receive reports from representatives of related institutions and reviewing annually the proceedings and actions of all such organizations under the direction of the Presbytery.
- 12.5.9.** Remain current on issues of theology and culture that affect the Presbytery.
- 12.5.10.** Relate to Standing Committees in an empowering style. Each member of Leadership Council will serve as liaison to one or more committees, providing support, guidance and directions for mission on a regular schedule
- 12.5.11.** Respond to ministry opportunities in relation to the Presbytery's vision.

12.5.12. Coordinate and communicate with the “Iowa Presbyteries Task Force” reporting to Presbytery when necessary.

12.5.13. Administrative Duties

12.5.13.1. Review and recommend changes to Presbytery’s By-Laws and Manual of Operations.

12.5.13.2. Nominate members of the Committee on Nominating for election by Presbytery.

12.5.14. Develop and submit a budget request to Committee on Budget and Finance for the Leadership Council’s ministry.

12.5.15. At the last stated meeting of each year, the Leadership Council will nominate for election by the Presbytery three members to a new class of the Committee on Nominating.

12.5.16. The retiring Moderator of Presbytery of Des Moines will install the newly elected officers at the last stated meeting of each year.

13. Standing Committees

13.1. Each committee has a moderator named by the Committee on Nominating. The moderator begins service on January 1 of the new calendar year. A committee may request a vice moderator who is nominated in the same manner. When nominating committee members and moderators, the Committee on Nominating shall make every effort to represent the diversity of the Presbytery. All minutes of standing committees are public information except for personnel which is confidential information. Personnel files are confidential.

13.2. Commission on Ministry

13.2.1. The Commission on Ministry consists of 18 teaching elders and ruling elders in numbers as nearly equal as possible. The Committee on Nominating will nominate the members of the COM for election by Presbytery and nominate the moderator and vice-moderator of the commission.

13.2.2. The Pastor to the Presbyteries shall serve as a resource for the commission without vote.

13.2.3. The quorum of the commission shall be one-third of its voting members with at least one teaching elder and one ruling elder

13.2.4.

13.2.5. The commission shall have an executive committee made up of the Commission

moderator, vice-moderator, secretary of the Commission, and the Pastor to the Presbyteries. Duties for this executive committee shall be to:

- 13.2.5.1.** Schedule boundaries/ethics training at least every two years and to keep a record of those who have attended such events.
 - 13.2.5.2.** Review the terms of call, terms of interim contracts, and terms for commissioned ruling elders annually.
 - 13.2.5.3.** Propose to the Commission for recommendation to the Presbytery the minimum terms of call for the next year.
 - 13.2.5.4.** Consider confidentially requests for financial assistance for pastors in need.
- 13.2.6.** The Commission's **Responsibilities:**
- 13.2.7.** The commission is authorized to act on behalf of Presbytery to find in order calls issued by churches:
- 13.2.7.1.** to approve and present calls for services of ministers;
 - 13.2.7.2.** to approve the examination of and approve membership of ministers of the Word and Sacrament and lay pastors transferring from other Presbyteries;
 - 13.2.7.3.** to dissolve pastoral relationships in cases where the congregation and pastor concur;
 - 13.2.7.4.** to grant permission to labor within or outside the bounds of the Presbytery; and to dismiss ministers to other presbyteries, with the provision that all such actions will be reported to the next Stated Meeting of Presbytery.
- 13.2.8.** Commissioned Lay Pastors: The Commission shall recommend to Presbytery for approval of all actions with regard to commissioning lay pastors.
- 13.2.9.** Members of Presbytery: The Commission shall present to the February Stated Meeting of Presbytery an annual review of the terms of call for ministers of the Word and Sacrament and shall recommend by the May meeting minimum terms of call for the next calendar year.
- 13.2.10.** Administration of the Lord's Supper: The Commission shall report to Presbytery specific elders to administer or preside at the Lord's Supper for a period of time not to exceed one year.
- 13.2.11.** Membership Categories: The Commission shall recommend to Presbytery membership status.
- 13.2.12.** Strategy for Churches: The Commission shall consult with churches about strategy

relating to matters of pastoral staff, property, resources, and program and shall recommend or report to Presbytery appropriate changes.

- 13.2.13.** Pension Representative: The Stated Clerk of the Presbyter shall serve as the Board of Pension's Representative, to resource the Commission and the Presbytery and to coordinate retirement and memorial recognitions of ministers.
- 13.2.14.** Continuing Education and Pastoral Care: The Commission shall review regularly the continuing education and personal well-being of ministers of the Word and Sacrament, lay pastors.
- 13.2.15.** The Commission shall provide for ethics/boundaries training opportunities at least every other year.
- 13.2.16.** Through its liaisons conduct biennial visits.
- 13.2.17.** Through its liaisons, work with Pastor Nominating Committees to conduct searches for pastoral leadership.

13.3. Committee on Preparation for Ministry

- 13.3.1.** The committee consists of 5 teaching elders and ruling elders in numbers as nearly equal as possible. The committee will meet a minimum of 4 times a year.
- 13.3.2.** The Committee on Preparation for Ministry shall oversee preparation of persons who seek to be ordained as ministers of the Word and Sacrament and those persons who seek to become commissioned ruling elders.

13.3.3. Responsibilities

- 13.3.3.1.** Responsibilities are found in the Book of Order and the General Assembly's "Advisory Handbook on Preparation for Ministry."
- 13.3.3.2.** Committee members will maintain contact with mentees, via personal visits and/or electronic means, throughout the year. Committee member mentors will conduct annual consultations to review progress and establish goals for the next year with all inquirer and candidate mentees.
- 13.3.3.3.** The Committee will secure and nominate to Presbytery for election annual "readers" for Ordination Examinations.
- 13.3.3.4.** Committee member mentors will review progress, via personal visits and/or electronic means, and assist in exploring potential applications for training.

13.3.4. Evaluations

- 13.3.4.1.** The Committee on Preparation for Ministry will conduct background checks, including sexual abuse, prior to a seeker being approved as an

inquirer or during the first term of commissioned ruling elder training. Cost will be paid by the committee.

- 13.3.4.2.** Psychological evaluation/professional vocation evaluation will be completed by an inquirer before being approved as a candidate. The inquirer will normally undergo evaluation at the Des Moines Pastoral Counseling Center. In lieu of the Des Moines Pastoral Counseling Center, the inquirer may undergo evaluation and counseling at the LeaderWise Center in New Brighton, Minnesota, the Midwest Career Development Center in Chicago, or another regional counseling center. The cost of the counseling/evaluation will be split between the committee, the inquirer's local session, and the inquirer. The Moderator of the sub-committee will inform the inquirer and session of financial responsibilities.

13.3.5. Financial Support

- 13.3.5.1.** The Committee recognizes that seminary and theological training for inquirers, candidates, and commissioned ruling elders is a time of financial stress for the seeker. It is the Presbytery's position it will aid and help the seekers in every way possible to reduce the financial hardship for the seeker. Individual congregations and the seeker's own congregation should and can be solicited for financial aid.
- 13.3.5.2.** The Swan Fund is administered by the Presbytery. Persons seeking grants from this fund may apply annually. Grants are made on an irregular schedule and are made based on funds available. The Presbytery will receive special offerings at services of installation and ordination for the Swan Fund.
- 13.3.5.3.** The Omaha Seminary Foundation offers several types of support to persons seeking ordination as ministers of the Word and Sacrament and to lay persons seeking theological education to become commissioned ruling elders/Commissioned Lay pastors. In addition to scholarships, loans are available that will be forgiven if the recipient engages in ministry within The Synod of Lakes and Prairies or the state of Missouri.

13.4. Committee on Representation

- 13.4.1.** The Committee on Representation consists of 3 persons: ministers of the Word and Sacrament, ruling elders, and other church members representing the broad theological, cultural, racial, geographical, and generational diversity of the Presbytery as stated in the Book of Order G-3.0103.
- 13.4.2.** The Committee is responsible for the implementation of the Presbytery's commitment to inclusiveness, diversity, and representation as specified in G-3.0103 and F-1.0403.

- 13.4.3. The Committee advises the Committee on Nominating concerning diversity in leadership.
- 13.4.4. A permanent file of racial/ethnic and handicapped members in the churches shall be made. Identifying information concerning racial/ethnic and handicapped church members shall be obtained in so far as possible from the Annual Statistical Report filled out by churches.
- 13.4.5. 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.
- 13.4.6. There shall be at least one meeting as early as possible in the calendar year.

13.5. Committee on New Church Development

- 13.5.1. The Committee on New Church Development consists of six members. A majority of the members must be ruling elders and ministers of the Word and Sacraments. The moderator of the committee will be nominated by the Committee on Nominating for a term of one year.
- 13.5.2. The Committee oversees and supports new church developments, fellowships, new worshipping communities, and other church partnerships by the Presbytery.
- 13.5.3. The Committee recommends to the Leadership Council the establishment of new church developments. All such recommendations must include a plan for financial support and ministry goals.
- 13.5.4. The Committee responsibilities include (1) supporting new church development pastors and Steering Committees, (2) guiding them in polity, process, evangelism, and congregational development, (3) helping them meet goals determined by the Presbytery concerning membership, ministry and funding, (4) receiving reports from them quarterly, and (5) evaluating them at least annually and (6) explore and recommend alternative forms of new church development.
- 13.5.5. The Committee reports annually to the Leadership Council on the status of each new church development with a recommendation concerning the next year of funding.

13.6. Committee on Camping and Youth Ministry

- 13.6.1. The Committee on Camping and Youth Ministry consists of 5 members with experience in youth ministry, at least two of whom shall be teaching elders or ruling elders.
- 13.6.2. The Committee provides for the nurture, faith development, and leadership skills of youth in the Presbytery, as well as the adults who work with youth. It is

responsible for conducting programs, retreats, and events that affirm youth as children of God and enables and challenges youth to minister to others.

13.6.3. Responsibilities

- 13.6.3.1.** The Committee shall develop a program of scholarships, grants and registration waivers for participants in programs, retreats and events that affirm youth. In addition, the committee will develop guidelines and an application process for these scholarships, grants and registrations waivers. Funds for these scholarships, grants and registrations waivers shall come from the budget for the committee and the Knox Knolls and Walther Funds following the guidelines established by the Committee on Living Legacy Fund.
- 13.6.3.2.** The Committee shall implement programs for junior high/middle school youth, including but not limited to, events such as Triennium.
- 13.6.3.3.** The Committee shall provide a program of outdoor ministries for the youth in the Presbytery by setting dates and locations of the camping program, securing directors and counselors and selecting curriculum.
- 13.6.3.4.** The Committee shall train directors and counselors in the curriculum and child-safely policies.
- 13.6.3.5.** Background checks should be conducted on all staff and volunteers.
- 13.6.3.6.** The Committee shall initiate new and innovative youth programs.
- 13.6.3.7.** The Committee shall evaluate the camping program.

13.7. Committee on Compassion, Peace and Justice

- 13.7.1.** The committee on Compassion, Peace and Justice consists of 5 members, including the moderator.
- 13.7.2.** The Committee will seek to equip congregations and sensitize their members to the Gospel's call for God's people to promote social justice and peace thorough education and advocacy.

13.7.3. Responsibilities

- 13.7.3.1.** Initiate and organize social action programs within the Presbytery, regional partners (as requested) and assist local churches in developing their social ministries.
- 13.7.3.2.** Suggest strategies for involvement in social action ministry.
- 13.7.3.3.** Act as agent of the Presbytery in ecumenical social action programs when authorized by the Presbytery.

13.7.3.4. Develop and oversee the Harvest Offering promotion and grants.

13.7.3.5. Report to the Presbytery regularly.

13.8. Committee on Budget and Finance

13.8.1. The Committee on Budget and Finance consists of 6 members: five at large members, including the moderator of the committee, and the moderator of the Living Legacy Fund Committee. Two members should have professional training or experience in accounting. The following are ex-officio members with voice but not vote: Administrative Executive (or appointee) and Treasurer.

13.8.2. The committee provides financial and budgetary oversight and guidance to the Presbytery. They shall provide assurance the financial resources of the Presbytery are managed in accordance with the vision and mission direction of the Presbytery. They are responsible for established policies and procedures under which sound financial management can be governed.

13.8.3. Responsibilities

13.8.3.1. Receive budget requests, mission pledges, and per capita information.

13.8.3.2. Coordinate with the Committee on Living Legacy Fund, Presbytery's accountant and staff to monitor investments.

13.8.3.3. Request, receive and recommend approval of the annual audit and submission Form 990.

13.8.3.4. Review and make recommendations to the Leadership Council concerning insurance, tax issues, asset inventories, special offerings and funds, and other matters involving the expenditure of funds. All budget reports go to Leadership Council and are jointly presented to Presbytery.

13.9. Committee on Stewardship and Mission Education

13.9.1. Membership: The Committee on Stewardship and Mission Education consists of five members including the moderator.

13.9.2. The Purpose of the Committee is to lift up God's mission as that which gives shape and substance to the life and work of the church (F-1.101), and nurture the grace of generosity within the Presbytery.

13.9.3. Responsibilities

13.9.3.1. Promote and interpret the ministries of the Presbytery, Synod and General Assembly of the Presbyterian Church (U.S.A) to local congregations and provide or make available training for congregations in stewardship programs.

13.9.3.2. Promote and interpret Per Capita and the denominational Special Offerings of the PC(USA).

13.9.3.3. Promote the various mission opportunities available through the General Assembly offices, including the Young Adult Volunteer Program.

13.10. Committee on Nominating

13.10.1. The Committee on Nominating consists of 6 persons, including the Moderator, nominated by the Leadership Council and elected by the Presbytery.

13.10.2. The purpose of the Committee on Nominating is to cooperate with all committees to achieve as nearly as possible a fair and balanced constituency of the Presbytery membership to its council, committees, the Presbytery Permanent Judicial Commission, Synod and General Assembly Commissioners. The Committee on Nominating shall make a conscientious, deliberate effort to secure persons to serve on the Committee on Representation who fulfill the racial, ethnic, and minority requirements of the Book of Order.

13.10.3. At the last stated meeting of each year, the committee will nominate for election by Presbytery a Presbytery Moderator and Vice Moderator for one-year term; and a Treasurer for three-year term.

13.10.4. Members to fill new classes on Presbytery committees and the Leadership Council will be considered for their faithfulness, skills, abilities, interests and experiences needed.

13.10.5. Nominations to fill vacancies may be made at any meeting of the Presbytery.

13.10.6. When making nominations, the committee will insure the following principles are followed: (1) representation of the broad theological, cultural, racial, geographical, and generational diversity of the Presbytery, (2) competence of nominees in their area of service, (3) willingness of nominees to work in a collaborative and collegial manner, (4) commitment of nominees to the inclusiveness and diversity of the Presbytery, and (5) commitment of nominees to the mission of the Presbytery and the Presbyterian Church (USA).

13.10.7. For purposes of continuity, the Committee on Nominating may nominate some persons to serve a second consecutive term on a committee, but ordinarily at least half of the nominated slate for every committee is made up of persons not currently serving on that committee. No person may serve more than six consecutive years on a committee. After two terms no person may be reelected to the same committee without a two-year lapse between terms.

13.10.8. The Committee will maintain a referral system to identify qualified and interested persons to serve the Presbytery and maintain records of service to ensure adequate rotation.

13.10.9. Nominations from the floor are permitted whenever the Presbytery conducts an election. However, all nominees shall have agreed to serve and must fulfill the categories of inclusion specified in the Manual of Operations. A vacancy in the Nominating Committee may be filled by election at any meeting of the Presbytery upon nomination by the Leadership Council.

13.11. Committee on Property

13.11.1. The Committee on Property consists of 6 members with ruling elders and ministers of the Word and Sacrament. Ex-officio member with voice and without vote include the Administrative Executive. The Moderator will be nominated by the Committee on Nominating.

13.11.2. The Committee implements the responsibilities of the Presbytery concerning property as specified in the Book of Order (G-4.02) including the property trust clause in G-4.0203.

13.11.3. The Committee is authorized to approve loan requests from congregations considering their overall financial health and after consultation with the Commission on Ministry. Requests over \$100,000 need the additional approval of the Presbytery.

13.11.4. The Committee is authorized to recommend renewals or extensions of existing congregational loans with the same lender unless there is a substantial change in the loan or the liability of the Presbytery for that loan. If so, the additional approval of the Presbytery is required.

13.11.5. Subject to the guidance of the Presbytery, the Committee is authorized to negotiate for the acquisition, lease (including mineral leases), granting of easements, sale of timber, sale or other disposition of property owned by the Presbytery, and do all things reasonably necessary to accomplish any transaction directed by the Presbytery.

13.11.6. The Committee receives title to property on behalf of the Presbytery when a congregation is dissolved, when property is donated to the Presbytery, or whenever property of a congregation ceases to be used for the ministry of a congregation of the Presbyterian Church (USA) in accordance with G-4.0204 and G-4.0205.

13.11.7. Subject to the guidance of the Leadership Council, the Committee is authorized to acquire, manage, supervise, and protect property owned by the Presbytery by taking necessary actions to provide for insurance, maintenance, repairs, payment of taxes, and satisfaction of other obligations.

13.11.8. Subject to the guidance of the Presbytery, the Committee is authorized to dispose of property owned by the Presbytery (sale, investment, or use of the property for another purpose). However, if the property was used for worship purposes, the Committee will recommend, and the Presbytery will decide on the disposition of the property.

- 13.11.9.** The Committee provides consultation, advice, and resources to congregations concerning property transactions, including acquisitions, transfers, and financing options.
- 13.11.10.** The Committee assists congregations with their responsibilities concerning property, and the Committee is authorized to respond on behalf of the Presbytery concerning congregations selling, purchasing, mortgaging, or leasing property as specified in G-4.0206 and G-4.0208.
- 13.11.11.** The Committee shall report quarterly to the Leadership Council and Presbytery concerning new loan approvals, any financial implications, and the status of all property owned by the Presbytery including all expenses incurred.

13.12. Committee on Presbytery Worship

- 13.12.1.** The Committee on Presbytery Worship consists of five members, including the moderator. Other persons may be asked to participate in the worship of the Presbytery. The moderator and vice moderator of the presbytery are ex-officio members of the committee.
- 13.12.2.** The main work of the Committee on Presbytery Worship is to plan and carry out worship for the Stated Meetings of the Presbytery. The Presbytery authorizes the observance of the Lord's Supper at each Presbytery worship. Themes for worship may be developed by the committee or suggested by Presbytery entities or members. Either at the end of the November Presbytery meeting or during worship at the February Presbytery meeting, the officers of the Presbytery will be installed as necessary and committee moderators will be commissioned.
- 13.12.3.** Specific tasks in planning for Presbytery worship:
- Develop theme,
 - Develop liturgy,
 - Recruit leaders, including preacher and musicians,
 - Plan bulletin and coordinate printing of it.
 - Coordinate with the Pastor of the local congregation hosting the meeting.

13.13. Committee on Living Legacy Fund

- 13.13.1.** The Committee on Living Legacy Fund will be five (5) individuals with two (2) being ministers of the Word and Sacrament and three (3) being ruling elders who have knowledge or can gain knowledge of financial investment with the majority vote resting with ruling elders. It is also desirable that the members of the committee have some geographical diversity within the Presbytery.
- 13.13.2.** The purpose is to empower and support the churches of the Presbytery in growing

the mission of Jesus Christ.

13.13.3. Establishment of the Fund: The Living Legacy Fund will be established as a restricted fund of the Presbytery, comprised of the proceeds from the sale of the property of a church which has closed, after satisfying any outstanding debts on the property and covering the cost of maintaining the property prior to the sale. The Living Legacy Fund may also receive donations without restrictions from other sources. The list of current funds is: Albia Pitzer Fund, Colfax Fund, Knox Knolls Fund, and McCahon Fund.

13.13.4. The committee is also responsible for overseeing the investment of other restricted funds of the presbytery, such as Swan Fund and Walther Fund.

13.13.5. It is intended the Living Legacy Fund will be managed in a way that will ensure the Living Legacy Fund will continue in perpetuity, adopting investment and grant-making policies to that end. It is intended grants made from the fund should be based on the effectiveness of the grant to grow and expand the mission of the Church of Jesus Christ and the Presbytery.

13.13.6. Responsibilities

13.13.6.1. The Committee on Living Legacy Fund will oversee the assets of the Living Legacy Fund, select financial management resource(s), establish investment goals, receive and make recommendations for grant requests, report regularly to the Presbytery and determine the Living Legacy Fund investment and its disbursement policy follow the vision and mission of the Presbytery of Des Moines.

13.13.6.2. The Committee on Living Legacy Fund will consult with the Committees of Stewardship and Mission Interpretation, Property, and Budget and Finance and with the Leadership Council.

13.13.6.3. Through written policy, the Committee on Living Legacy Fund will establish, with Presbytery approval, its methodologies and procedures: regarding investment strategy, ensuring the fund is self-sustaining, securing the principal of the funds received will be held in perpetuity, and disbursing annually as grants no more than 6 per cent annually of the fund balance, formalizing and establishing priority by which funding is disbursed, establishing a method of accountability and reporting by grant recipients.

13.13.6.4. Promote the fund to the churches of the Presbytery. Prepare and publish grant forms by which congregations can apply for funding. And, establish deadlines for grant applications.

13.13.6.5. The committee shall report regularly to Leadership Council and a written report shall be jointly submitted to the Presbytery at the Presbytery's four stated meetings (February, May, August, and November).

13.14. Committee on Sexual Misconduct Response

- 13.14.1.** The Committee shall follow the guidelines as set out in the Sexual Misconduct Policy of the Presbytery in accordance to the Presbyterian Church (USA).
- 13.14.2.** Members to the Committee on Sexual Misconduct shall be nominated by the Presbytery's Nominating Committee to the Presbytery for election. The Moderator shall be nominated by the Committee on Nominating.
- 13.14.3.** The Committee of seven members will serve in terms of three years rotation. Four members of this team are to be women. One of the team members must be a legal consultant, one a trained mental health professional and one an insurance consultant.
- 13.14.4.** The Committee will 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.
- 13.14.5.** The Committee shall report to the Stated Clerk unless the accused is the Stated Clerk. In such cases the committee will report to either the Mission Executive or Pastor to the Presbyteries.

13.15. Commissioners to the General Assembly and Synod of Lakes & Prairies

- 13.15.1.** Commissioners to the General Assembly and Synod of Lakes & Prairies, young adult advisory delegates, and alternates are nominated by the Committee on Nominating and elected by the Presbytery.
- 13.15.2.** Criteria for commissioners include knowledge of and experience serving in the mission of the Presbytery.
- 13.15.3.** Alternates are the primary pool of candidates for nomination as commissioners to the next meeting of the General Assembly or synod.
- 13.15.4.** Expenses of General Assembly commissioners are paid by the General Assembly. Expenses of synod commissioners are paid by the synod. If alternates are asked or choose to attend, up to one half of the expenses of alternates are paid by the Presbytery.
- 13.15.5.** Commissioners to Synod of Lakes & Prairies and General Assembly report to the Presbytery through the Leadership Council and Presbytery.
- 13.15.6.** Commissioners to General Assembly will receive and present to the Presbytery-proposed overtures to the Synod of Lakes and Prairies, General Assembly and proposed amendments to the Constitution of the of the Presbyterian Church (USA).

14. Suspension and Amendment of Manual of Operations

- 14.1** At any meeting, the Presbytery, by a two-third vote of those present and voting, may suspend specific sections of this Manual of Operations.
- 14.2** The Manual of Operations may be changed or amended at any stated meeting of the Presbytery by a two-thirds vote of those present and voting when advanced notice as required by the Manual of Operations has been given to the Presbytery.