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WASHINGTON PRESBYTERY OF PENNSYLVANIA CORPORATE BYLAWS

ARTICLE I – Name

1. The name of this presbytery shall be “Washington Presbytery of Pennsylvania” hereinafter referred to as “Washington Presbytery.”
2. The geographic bounds of Washington Presbytery shall be Washington and Greene Counties of Pennsylvania, or as otherwise constituted by action of the General Assembly of the Presbyterian Church (U.S.A.).

ARTICLE II – The Corporation

1. Washington Presbytery is incorporated under the provisions of the Non-Profit Corporation Law of the Commonwealth of Pennsylvania under the title, “Washington Presbytery of Pennsylvania.”
2. Washington Presbytery shall sit as a corporation whenever acting on any matter pertaining to the corporate affairs of the Presbytery. All actions shall be in accordance with the provision of the Articles of Incorporation (herein called Articles). Members of the Corporation are as defined by the Constitution of the Presbyterian Church (U.S.A.), hereafter referred to as PC(USA), being Presbyterian Ministers of the Word and Sacrament ordinarily having ministerial duties within the bounds of the Presbytery; and Presbyterian elders within the Presbytery from time to time commissioned by their respective sessions as commissioners to Presbytery meetings, or from time to time enrolled as members of Presbytery whether or not sent by a session.
3. The principal place of business of the Corporation shall be located in Washington County, Pennsylvania. The location of the registered office of the Corporation is stated in the Articles. The board of directors (herein called Trustees) may from time to time change the address of its registered office by duly adopted resolution and amend its Articles or file the appropriate statement with the Department of State.
4. Washington Presbytery shall have a Board of Trustees as described in Article IX to oversee and manage the corporate affairs of the Presbytery.
5. All property held by Washington Presbytery is held in trust for the use and benefit of the Presbyterian Church (U.S.A.). Other applicable provisions are contained in the Book of Order (G-8.0000).

ARTICLE III – Purpose

Washington Presbytery is responsible for the mission and government of the churches within its geographical bounds. It has the responsibilities and powers as enumerated in the Book of Order (G-11.0103).

ARTICLE IV – Bylaws

1. These Bylaws, along with the Corporation's Articles of Incorporation, constitute the basis for conducting the corporate affairs of the Presbytery. The Book of Order of the PC(USA) and the Washington Presbytery Administrative Manual constitute the basis for conducting the ecclesiastical affairs of the Presbytery.
2. Anything in these Bylaws or the Administrative Manual that is inconsistent with law or the Book of Order shall be deemed amended to be in compliance. Should the law or the Book of Order be amended, these Bylaws and Administrative Manual are deemed amended.
3. These Bylaws should be considered a supplement to the Book of Order and the Administrative Manual as a supplement to these Bylaws.
4. Anything that the Presbytery is required to do by law or by regulation or by the Book of Order and on which these Bylaws are silent shall be deemed included.

ARTICLE V – Members

1. The Presbytery is a corporate expression of the church consisting of all the churches and ministers of the Washington and Greene Counties within the geographic bounds. When the Presbytery meets, each church will be represented by an elder or elders commissioned by the session as outlined in the Book of Order (G-11.0101).
2. Minister members of the presbytery shall be those Ministers of the Word and Sacrament who are active, at-large or inactive members of the presbytery. Inactive members are restricted in their participation (see Book of Order 11.0407c).
3. Commissioned Lay Pastors shall be enrolled as elder members of the presbytery for the term of their commissions.
4. Each Officer, Committee Chairperson, member of Council or Trustee who is an elder shall be members of Presbytery for the tenure of their office whether or not commissioned by their session.

ARTICLE VI – Meetings

1. Ordinarily, the Presbytery shall hold stated meetings on the third Saturday of January and on the second Tuesday of March, May, September and November. Presbytery Council shall establish the time, place, and docket for each Presbytery meeting. Ordinarily, the times for meetings will be set at least six months prior to the meeting. Ordinarily, each meeting shall include times for worship, business, program and fellowship.
2. Ordinarily, the January stated meeting shall be the annual meeting of the Presbytery and the Corporation. The business of the annual meeting shall include the installation of officers and such other items of business relating to the affairs of the Presbytery as may properly come before the meeting.

3. The Moderator of Presbytery shall call a special meeting at the request, or with the concurrence, of two ministers and two elders, the elders being of different churches. Written notice of a special meeting stating the place, day and hour of the meeting shall be delivered before the date of the meeting to each minister member and the clerk of session of each church either personally or by first class mail, facsimile or electronic mail. The notice shall set out the purpose of the meeting, and no business other than that listed in the notice shall be transacted.
4. The President of the Board of Trustees shall call a special meeting of the Corporation when directed by the Presbytery; when requested by two or more Trustees; or when requested by (or with the concurrence of) two ministers and two elders, the elders being from different churches. Written notice of a special meeting stating the place, day and hour of the meeting shall be delivered before the date of the meeting to each minister member and the clerk of session of each church either personally or by first class mail, facsimile or electronic mail. The notice shall set out the purpose of the meeting, and no business other than that listed in the notice shall be transacted.
5. The most recent edition of the *Robert's Rules of Order* shall be the parliamentary rules for Washington Presbytery of the Presbyterian Church (U.S.A.) except where the Constitution (Book of Order and Confessions) of the Presbyterian Church (U.S.A.) or these Bylaws provide otherwise.
6. At the request of two or more members, motions may be voted upon by ballot.
7. The quorum for all meetings of Presbytery shall be any three minister members and the elder members present, provided that at least three churches are represented by elders.

ARTICLE VII

Officers of The Presbytery, Their Election And Duties

1. The officers of the Presbytery shall be the Moderator, Vice Moderator, Stated Clerk, Executive (or General) Presbyter, any Associate Presbyters and the Treasurer.
2. The Moderator and Vice Moderator shall be elected annually at the November meeting of Presbytery and shall be installed for one year terms as the first order of business at the January meeting of Presbytery. One nomination only shall be made by Presbytery's Nominating Committee at the November meeting of Presbytery. Additional nominations from the floor shall be permitted with the prior consent of the nominee. Election shall be by ballot in the event of one or more additional nominations.
3. The Stated Clerk and Treasurer shall be elected for three-year terms at the November meeting and shall take office at the January meeting of Presbytery following election. The Nominating Committee of Presbytery shall present nominees for these offices at the September meeting preceding the expiration of a term of service.
4. The Executive (or General) Presbyter and any Associate Presbyters shall be elected by Presbytery in accordance with the Book of Order (G-9.0700).
5. The duties of the Officers shall be those described in the Book of Order and the Washington Presbytery Administrative Manual.

ARTICLE VIII – Committees of Presbytery

1. In the performance of its duties, Presbytery shall appoint such standing committees as specified in the Book of Order (G-9.0900) and may appoint other such committees it deems necessary to accomplish the mission of the Presbytery. Currently the Standing Committees of Presbytery include: Presbytery Council, Committee on Representation, Committee on Ministry, Committee on Preparation for Ministry and Nominating Committee. The chairs (or permanent alternate) of all Standing Committees shall have a vote on Presbytery Council. The Presbytery shall elect a Permanent Judicial Commission as described in Article XI.
2. Election of Presbytery Committee members and officers shall occur in the manner described in Article X for the nomination and election of Presbytery Council members and officers.
3. Provisions related to the meetings, responsibilities and operation of Presbytery Committees shall be those described in the Book of Order and the Washington Presbytery Administrative Manual

ARTICLE IX - Board of Trustees

1. The Board of Trustees of the Presbytery shall consist of three Ministers and three Elders. These Trustees shall be elected in three classes each consisting of one Minister and one Elder. Each class shall hold office for three years, or less upon resignation or removal. No Trustee shall serve for consecutive terms, either full or partial, aggregating more than six years. The Executive Presbyter (General Presbyter) shall be a member of the Trustees, ex officio without vote.
2. The officers of the Corporation (Trustees) shall be President, Vice President, Secretary and Treasurer and other such officers or assistant officers as the Trustees may from time to time elect. The President, Vice President, Secretary and Treasurer shall be Trustees, however, assistant officers (if any) do not need to be Trustees. Officers shall be elected annually by the Trustees on the first meeting of each calendar year and shall remain in office until a successor to such office is elected. Any officer elected or appointed to office may be removed by the persons authorized under these Bylaws to elect or appoint the same whenever in their judgment the best interests of the Corporation will be served.
3. The President shall preside at meetings of the Trustees and otherwise shall possess the powers and perform the functions usually appertaining to such office. The Vice President shall have all of the powers and perform all the duties of the President in his/her absence or during his/her inability to act.
4. The Secretary shall have and exercise all functions incident to the office of Secretary and such other duties as may be required by law. The Secretary shall be the custodian of the seal of the Corporation and shall affix the seal on contracts, certificates and other documents requiring the same. The Secretary shall cause the notice of meetings of the Trustees, and of any meetings of committees of Trustees, to be given in accordance with these Bylaws and shall be the custodian of the permanent records of the Corporation.
5. The Treasurer shall be responsible to the Corporation through its Trustees. The Treasurer shall render financial reports to Trustees not less frequently than quarterly.

6. Meetings of the Trustees may be called by the President at a time and place in Washington Presbytery as may be specified by such notice. Written notice stating the place, day and hour of a meeting of Trustees shall be delivered before the meeting to each Trustee either personally or by first class mail, facsimile or electronic mail. Such notice need not state the business to be transacted at, nor the purpose of, such meeting. Three Trustees shall constitute a quorum for the transaction of business and the act of a majority of Trustees present at a meeting at which a quorum is present shall be the act of the Trustees. When necessary to accomplish business in a timely manner, Trustees may hold a meeting via telephone conference call.
7. Trustees by resolution duly adopted may designate and appoint one or more committees and delegate to such committees specific and prescribed authority of Trustees. However, the creation of such committees shall not operate to relieve Trustees, or any individual Trustee, of any responsibility otherwise imposed on such person by law.
8. The fiscal year of the Corporation shall be the calendar year.
9. Except as otherwise provided by law, checks; drafts; promissory notes; orders for the payment of money and other evidences of indebtedness of the Corporation shall be signed by the Treasurer (or an Assistant Treasurer) and countersigned by the President or Vice President. Contracts, leases, assignments of securities or other instruments executed in the name of and on the behalf of the Corporation shall be signed by the President or Vice President whose signature shall then be attested by the Secretary or Treasurer (or an Assistant Secretary or Assistant Treasurer).
10. The duties and responsibilities of the Trustees shall be those as defined in the PC(USA) Book of Order, the Washington Presbytery Administrative Manual and any other such duties as may from time to time be delegated to the Trustees by the Corporation. The Trustees shall have the following responsibilities:
 - A. Overseeing and managing the corporate affairs of the Presbytery.
 - B. Having charge of all properties, bequests, and permanent funds belonging to the Corporation, and using them as the Corporation may direct.
 - C. Having charge of all matters of law connected with the business and work of the Corporation, and for this purpose retaining legal counsel and other advisors.
 - D. Making recommendations to Presbytery concerning architectural and financial plans for the erection of, or addition to, church and Presbytery buildings.
 - E. Making recommendations to Presbytery concerning all requests from congregations for permission to sell, mortgage or lease real estate (Book of Order, G-8.000).
 - F. Reporting to the Corporation at least once a year, or as often as conditions may require.
 - G. Electing annually from their number a President, Vice President, Secretary and Treasurer and reporting the officers so elected to the Presbytery.
 - H. Causing the preparation of an annual audit of the Corporation as provided in Article XII.
11. Each person acting in the capacity as a Trustee shall be indemnified in accordance with the provisions described in Article XIII.

ARTICLE X - Presbytery Council

1. In order to accomplish its business more efficiently, the Presbytery establishes a Presbytery Council in conformance with Book of Order (G-9.0900) and with such specific responsibilities and authorities as may be delegated by Presbytery. Council shall make a full report of its actions to Presbytery at its next stated meeting.

2. The officers of the Presbytery Council shall consist of the Chairperson; Stated Clerk; Executive (General) Presbyter; any Associate Presbyters; and Treasurer. The Chairperson shall be elected for a three-year term at the November meeting of Presbytery in accordance with the procedures for nominating and electing Presbytery officers described in Article VII. The Chairperson shall be installed as the first order of business at the January meeting of Council. The other officers shall be those officers of Presbytery as described in Article VII.

3. Members - The Presbytery Council shall consist of voting and non-voting members.
 - A. Voting members
The voting members shall include the Chairperson; the Chairs (or a permanent alternate) of the Standing Committees of Presbytery and Presbytery Council; the President of the Board of Trustees; and those duly elected at-large members, who shall be nominated from either laypersons / elders or ministers, or a combination, so as to best reflect layperson-clergy parity on Council. The Moderator of Presbytery and the Vice Moderator of Presbytery shall be ex officio members with vote.

 - B. Non-voting members
The non-voting members shall include ex officio the Executive (or General) Presbyter, any Associate Presbyters, Stated Clerk, and Treasurer, and the President of Presbyterian Women.

4. Elections to Presbytery Council and the Standing Committees of Presbytery Council and Presbytery
 - A. Elections to Presbytery Council and the standing committees shall be held annually at the November meeting of Presbytery at which time the Nominating Committee shall present nominations for all positions to be filled, except positions on the Nominating Committee.
 - B. The Nominating Committee shall also present nominees to be elected as chairpersons of standing committees at the November meeting.
 - C. The term of office on the Council and standing committees of Presbytery Council and Presbytery shall be for three years beginning on the first of January next, following the election and confirmation. No Council or committee member shall serve for consecutive terms, either full or partial, aggregating more than six years. The term of service on Council for ex officio members shall coincide with their term of office.
 - D. When vacancies occur during the course of the year, the unexpired terms should be filled at the next meeting of Presbytery.
 - E. At any time of election, nominations from the floor of Presbytery shall always be in order.

5. Meetings

Ordinarily, the Presbytery Council shall hold stated meetings on the third Tuesday of February, April, June, July, August, October and December. The Council Chairperson shall establish the time, place, and docket for each Council meeting

6. Duties and Responsibilities

The Presbytery Council is responsible for the oversight of the life and work of the presbytery including:

- A. Acting on behalf of Presbytery within the authorities so delegated by Presbytery
- B. Proposing the docket for Presbytery its meetings
- C. Coordinating the ministries and programs of the Presbytery
- D. Implementation of the mission of the Presbytery as represented in its Mission Statement and other adopted goals
- E. Communicating the works of the Presbytery
- F. Development and oversight of the Presbytery's Administrative Manual
- G. Promulgating the Administrative Manual and communicating changes to Presbytery
- H. Presenting nominations for election to the Nominating Committee at the January meeting of Presbytery
- I. And other such duties as may be necessary/required or delegated to it by the Presbytery.

- 7. In the performance of its duties, the Council may appoint such committees it deems necessary to accomplish the mission of the Presbytery. Committees may be either Standing Committees or Ad Hoc Committees. Standing Committees shall have those duties and responsibilities as described in the Administrative Manual. Ad Hoc Committees shall have those duties and responsibilities as granted by Council. The chairs (or permanent alternate) of all Standing Committees shall have a vote on Presbytery Council. While Council will review the work of these committees, for the purpose of coordinating it with the other work of the presbytery, its goal should be to affirm and communicate the decisions of these committees, not to override or rework them.

ARTICLE XI - Judicial Commission

In accordance with the Book of Order (D-5.0000) the Presbytery shall elect a Permanent Judicial Commission with the duties, authorities and responsibilities as described in the Book of Order.

ARTICLE XII – Records

- 1. The Presbytery shall keep a full and accurate record of its proceedings, which shall be submitted at least once each year to the synod for its general review and control. It shall report to the Synod and to the General Assembly every year the condition and progress of the church within its bounds during the year and all important changes which have taken place including ordinations; the receiving, dismissing, and deaths of ministers; and the organizing, uniting, dividing, or dissolving of churches.
- 2. Minutes and other official records of the Presbytery are the property of the Presbytery, and the Stated Clerk is responsible for their preservation.

3. Annually, the Presbytery shall send to the Stated Clerk of the General Assembly lists of its ministers and churches and statistical and other information according to the requirements of the General Assembly.
4. A full financial review of all financial books and records shall be conducted every year by a committee of members versed in accounting procedures in writing and on record. Such auditors shall be appointed by the Board of Trustees, and shall not be related to the Treasurer (or Financial Secretary).

ARTICLE XIII – Indemnification of Officers, Directors and Representatives

Each person who is or was a director or officer of the Presbytery shall be indemnified to the fullest extent now or hereafter permitted by law in connection with any actual or threatened civil, criminal, administrative action, suit or proceeding (whether brought by or in the name of the Presbytery or otherwise) arising out of their service to the Presbytery or to another organization at the Presbytery's request. Persons who are not directors or officers of the Presbytery may be similarly indemnified in respect of such service to the extent authorized at any time by the Presbytery Council. The provisions of this section shall be applicable to actions, suits, or proceedings commenced after adoption hereof, whether arising from acts or omissions occurring before or after the adoption hereof.

ARTICLE XIV – Amendments

Proposed amendments to these Bylaws shall be submitted in writing to the Ecclesiastical Affairs Committee. That committee shall report proposed amendments at one stated meeting of Presbytery for information only. At the following stated meeting the Ecclesiastical Affairs Committee shall present the amendments for action. A majority vote of Presbytery shall be sufficient to adopt an amendment.

Bylaws
Adopted 5-09-00
Article XII.4. Revised 5-10-16

WASHINGTON PRESBYTERY MANUAL

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THE PRESBYTERY

A. Name

3. The name of this presbytery shall be “Washington Presbytery of Pennsylvania” hereinafter referred to as “Washington Presbytery.”
4. The geographic bounds of Washington Presbytery shall be Washington and Greene Counties of Pennsylvania, or as otherwise constituted by action of the General Assembly of the Presbyterian Church (USA).

B. Ecclesiastical and Corporate Body

The members of the Washington Presbytery and the Corporation of Washington Presbytery are defined as being Presbyterian Church (USA) teaching elders on the active roll of the presbytery; and Presbyterian Church (USA) ruling elders within the presbytery from time to time commissioned by their respective sessions as commissioners to presbytery meetings, commissioned ruling elders assigned to specific churches or ministries authorized by the presbytery, or others enrolled by the presbytery whether or not sent by a session.

C. Membership

1. Ruling elders are elected by the session as commissioners to the presbytery for a particular meeting as defined in the *Book of Order* 3.0301. Churches with 500 or less members have one ruling elder commissioner. Churches with 501-1000 members have two ruling elder commissioners. Churches with 1001-1500 members have three ruling elder commissioners.
2. Commissioned ruling elders currently serving in authorized ministries are ruling elders with vote in the presbytery, and are not the commissioner elected by the session.
3. Ruling elders appointed to serve as presbytery officers or members of Presbytery Council are voting elders.
4. Teaching elder members are PC (USA) teaching elders within the bounds of Washington Presbytery who are called and installed to pastoral relationships, or serving in validated ministries, or who are honorably retired members.
5. Validated Ministries, in conformity with G-2.0503a, are approved by the presbytery upon recommendation of Committee on Ministry and the following shall apply:
 - a) Representatives of the Committee on Ministry shall discuss with the employing organization and the teaching elder the need for shared support (including pension/retirement planning), accountability and discipline. Act 33/34 clearance shall be on file.
 - b) Those serving in validated ministries shall agree to serve on the Pulpit Supply Roster or in some form of pastor-congregation relationship.
 - c) The Committee on Ministry or the executive presbyter shall have face to face contact at least annually for the purpose of ongoing review of a member's validation and for nurture and support.
6. Members at Large are teaching elders who hold membership in the presbytery in accordance with G-2.0503b.
7. All teaching elder members shall be involved in the work of the presbytery through committee work or other assignment on behalf of Washington Presbytery, except where health and condition preclude participation.
8. All members shall abide by the Standards of Ethical Behavior, live in accordance with their vows of ordination in obedience to the Word of God

and the Constitution of the PC (USA), be in conformity with the present mission of Washington Presbytery and be exemplary models of Christian conviction and character.

D. Mission

1. Purpose

Washington Presbytery is responsible for the mission and government of the churches within its geographical bounds. It has the responsibilities as enumerated in the *Book of Order* (G-3.0301).

2. The Washington Presbytery Mission Statement {Approved 2010}

"As followers of Jesus Christ,
through the power of the Holy Spirit,
we will glorify God by:
Growing Leaders
to
Challenge Congregations
to
Engage our Community."

WORKING VALUES OF WASHINGTON PRESBYTERY

- a) We value our connection with the PC (USA).
- b) We promote collaboration among congregations.
- c) We encourage new ideas and ways of doing ministry.
- d) We plan, reflect and evaluate with an "outcome" based process.
- e) We commit to fellowship and Christian love.

E. Bylaws and Manual

- 5. These Bylaws and Manual, along with the Corporation's Articles of Incorporation, and the *Book of Order* of the PC (USA) constitute the basis for conducting the corporate affairs of the presbytery.
- 6. Anything in these Bylaws and Manual that is inconsistent with law or the *Book of Order* shall be deemed amended to be in compliance. The *Book of Order* supersedes the authority of these Bylaws and Manual.
- 7. Anything that the presbytery is required to do by civil law or by regulation or by the *Book of Order* and on which these Bylaws and Manual are silent shall be deemed included.

II. OFFICERS OF THE PRESBYTERY

A. Election of Officers

- 1. The elected officers of the presbytery include:
 - a) Moderator
 - b) Vice Moderator
 - c) Executive Presbyter
 - d) Stated Clerk
 - e) Treasurer
 - f) Chairperson of Presbytery Council
 - g) All officers except the executive presbyter and stated clerk shall be nominated by presbytery's Nominating Committee, open to

nominations from the floor, and elected by the presbytery.

h) The executive presbyter shall be elected in accordance with the procedure described in Section II, Article D. 2 of this Manual.

i) The stated clerk shall be elected in accordance with the procedure described in Section II, Article E. 4 of this Manual.

B. Moderator

1. Purposes: The purposes of the office of moderator are to:

- a) Represent and interpret the mission of Washington Presbytery
- b) Perform the duties specified in the *Book of Order*
- c) Preside at all meetings of the presbytery and see that business is conducted in accordance with the *Book of Order*, Robert's Rules of Order and other applicable procedures (G-3.0105)

2. Term: The moderator shall serve for a term of one (1) year, beginning the first day of January in the year following election. The moderator shall be installed as the first order of business at the January meeting of presbytery.

3. Duties: The moderator shall

- a) Perform those duties specified in the *Book of Order* (G-3.0104).
- b) Be available to represent the presbytery and interpret the mission and actions of presbytery to the congregations and people within the presbytery.
- c) Preside when available at ordinations, installations, and services of reception under care.
- d) Appoint an investigating committee with full power to act upon appointment when the stated clerk informs the moderator that a written statement of an alleged offense has been filed. The moderator shall act in consultation with the stated clerk. The moderator shall announce the appointments at the next stated meeting of the presbytery for the information of the presbytery.
- e) Appoint committees and commissions as authorized by action of the presbytery. After presbytery has approved an ordination and/or installation, the moderator has the power to appoint an administrative commission for the respective ordination and/or installation, and shall report that appointment to the next stated meeting of presbytery.
- f) Serve on the Presbytery Council's Planning and Visioning Committee.
- g) Serve as an ex officio member with vote on Presbytery Council during his/her moderatorial year.
- h) Has the right to attend, as an ex-officio member without vote, meetings of all committees and boards of the presbytery during his/her moderatorial year.
- i) May present a moderatorial address at the January meeting beginning his/her term in office.

4. Qualifications: The moderator shall:

- a) Be a ruling elder or teaching elder.
- b) Be a member of the Presbyterian Church (USA) within the bounds of Washington Presbytery.

5. Accountability:

- a) The moderator shall be accountable to the presbytery.
- b) The moderator should seek guidance and advice from the stated clerk.

C. Vice Moderator

1. Purposes: The purposes of the office of vice moderator are to:
 - a) Perform the duties of the moderator in the absence of the moderator.
 - b) Provide the vice moderator with the opportunity to learn more about the functioning of the presbytery in anticipation of her/him succeeding to the office of moderator.
2. Term: The vice moderator shall serve for a term of one (1) year, beginning the first day of January in the year following election. The vice moderator shall be installed as the first order of business at the January meeting of presbytery.
3. Duties: The vice moderator shall:
 - a) Perform the duties of moderator in the absence of the moderator.
 - b) Perform other such duties as may be determined from time-to-time by the presbytery.
 - c) Serve on the Presbytery Council's Planning and Visioning Committee.
 - d) Serve as an ex officio member with vote on Presbytery Council during his/her vice-moderatorial year.
4. Qualifications: The vice moderator shall be:
 - a) A teaching or ruling elder.
 - b) A member of the Presbyterian Church (USA) within the bounds of Washington Presbytery.
5. Accountability:
 - a) For duties prescribed by the *Book of Order*, the vice moderator shall be accountable to the presbytery.
 - b) The stated clerk shall provide administrative guidance and direction to the vice moderator.

D. Executive Presbyter

1. Purpose(s):
The executive presbyter shall be the pastor to the presbytery to provide pastoral leadership through vision casting to transform, challenge, consult and facilitate congregational mission among members of Washington Presbytery.
2. Term: There is no set term for the office of executive presbyter.
3. Duties:
 - a) To promote the vision and support the mission and priorities of Washington Presbytery.
 - b) To review, evaluate and facilitate their implementation among all program committees of the presbytery.
 - c) To train and mentor church leaders in the planning and fulfillment of vital ministries by their congregations.
 - d) To facilitate mission partnerships and experiences among congregations of Washington Presbytery.
 - e) To encourage shared ministries both domestic and international.
 - f) To develop a communication network within the presbytery that effectively supports necessary participation, collaboration and information flow.
 - g) To maintain collegial relationship, with face to face communication at least annually with every teaching elder/commissioned ruling elder member of Washington Presbytery and to provide critical pastoral care to their families.

- h) To equip and empower congregations and leaders in the exploration and pursuit of effective pastoral leadership for their ministries.
- i) To facilitate continuing education opportunities and the preparation of church leaders.
- j) To pastor and pray for Washington Presbytery leaders and their families.
- k) To represent the presbytery through participation in the life and worship of congregations, including regularly preaching throughout the presbytery.
- l) To hire, suspend, fire, supervise and evaluate all presbytery staff in conjunction with the Personnel Committee.
- m) To motivate and coordinate the presbytery staff (paid and volunteer) to ensure both administrative efficiency and priority fulfillment.
- n) To serve on the Presbytery Council's Planning and Visioning Committee (PVC). This includes development of the Council meeting agenda, in consultation with the stated clerk and Council Chairperson.
- o) To provide direction for the worship of the presbytery in consultation with the PVC.
- p) To participate and communicate with the Synod of the Trinity, the General Assembly, and ecumenical partners.

4. Mode of Election:

- a) When a vacancy occurs in the office of the executive presbyter, Council shall nominate to presbytery the names of at least five (5) presbyters to a special nominating committee, which shall be so constituted so as to comply with the *Book of Order* principles of participation and representation. When elected, this executive presbyter Nominating Committee shall be convened by the moderator for the purpose of electing a chair from among its own membership.
- b) The executive presbyter Nominating Committee shall begin its work by consulting synod and the presbytery's Committee on Representation. Both teaching and ruling elders and men and women, regardless of race, ethnic origin, disability, or marital status, are eligible for all administrative staff positions. The special nominating committee shall also conduct its work in compliance with the church-wide plan for equal opportunity.
- c) The candidate nominated by the executive presbyter Nominating Committee shall be the only nominee. Presbytery shall vote by secret ballot. A super-majority vote of 2/3 shall elect. On the election of executive presbyter, if it appears that a substantial minority of the voters are averse to the nominee who has received a majority of the votes, and that they cannot be persuaded to concur in the call, the moderator shall recommend to the majority that they not prosecute the call. If the presbytery is nearly unanimous, or if the majority insists upon their right to call an executive presbyter, the moderator shall forward the call to the synod, certifying the number of those who do not concur in the call and any other facts of importance. The moderator shall also inform the person being called of the nature and circumstances of the decision. If the person elected accepts the call, the stated clerk shall so advise synod and shall make provision for the service of installation at a meeting of presbytery.

- 5. Qualifications: The executive presbyter shall be a Minister of Word and Sacrament or a teaching elder or ruling elder.

6. Accountability: The executive presbyter shall be accountable to the presbytery through its Council and the Personnel Committee of the presbytery. The executive presbyter shall make regular reports at the presbytery meetings.
7. Evaluation: The Personnel Committee shall implement annually a process of evaluation in conjunction with the Planning and Visioning Committee and report to the presbytery.
8. Termination:
 - a) The call and employment of the executive presbyter may be terminated by his/her resignation or retirement.
 - b) Notification of his/her resignation, shall be made to the Presbytery Council, synod executive, and synod Committee responsible for personnel as early as practical prior to the date of retirement or resignation, but no less than 30 days.
 - c) The call and employment of the executive presbyter may also be terminated upon recommendation by Council at one stated meeting of presbytery, for action at the next meeting. Presbytery shall vote by secret ballot. A super-majority vote of 2/3 is required.
 - d) A motion from the floor to terminate the call and employment of the executive presbyter shall be referred to Council for review and advice to be acted upon at the next stated meeting of presbytery. Presbytery shall vote by secret ballot on the recommendation of Council. A super-majority vote of 2/3 is required.

E. Stated Clerk

1. Purpose(s): The purposes of the office of stated clerk are to:
 - a) Maintain the official records of the presbytery
 - b) Author the official communications involving the presbytery.
2. Term: The stated clerk shall serve for a term of three (3) years, beginning the first day of January in the year following election.
3. Duties: The stated clerk shall:
 - a) Perform the duties of the office as described in the *Book of Order* G 3.0104 and G-3.0305.
 - b) Give official notice of the time and place of presbytery meetings.
 - a) Record the actions of the presbytery. In the course of performing this function, the stated clerk may utilize the services of a recording clerk as authorized by the presbytery.
 - b) When presbytery convenes, form the roll and put it in the hands of the moderator.
 - c) Handle all reports and papers for presbytery in cooperation with the executive presbyter.
 - d) Help inform and update the presbytery on the contents of the Washington Presbytery Manual
 - e) Handle all papers covering judicial matters submitted by other bodies.
 - f) Preserve presbytery records and furnish extracts from them when required by another governing body of the church.
 - g) Provide staff services to and report the actions of the Permanent Judicial Commission.
 - h) With the cooperation of the executive presbyter, assist the Presbytery Council in preparing the docket for presbytery meetings.

- i) Be the secretary of the Presbytery Council. In the course of performing this function, the stated clerk may utilize the services of a recording clerk as authorized by the Presbytery Council.
- j) Assist in the development of the Presbytery Council agenda, in cooperation with the Council chairperson and the executive presbyter.
- k) Provide guidance and direction to the moderator, Council Chairperson and executive presbyter.
- l) Assist others in questions concerning the *Book of Order*.
- m) Provide staff services to the Ecclesiastical Affairs Committee including arranging for annual review of session minutes.
- n) Serve as an ex-officio member of Presbytery Council, without vote.
- o) Serve on the Presbytery Council's Planning and Visioning Committee.
- p) Present presbytery minutes for annual synod review.
- q) Assist the Personnel Committee with the selection, training and performance review of any Recording Clerks.
- 4. Mode of Election: The stated clerk shall be nominated by presbytery's Nominating Committee in consultation with the Personnel Committee, open to nominations from the floor, and elected by the presbytery.
- 5. Qualifications: The stated clerk shall be:
 - a) A teaching or ruling elder.
 - b) A member of the Presbyterian Church (USA) within the bounds of Washington Presbytery.
- 6. Accountability:
 - a) For duties prescribed by the *Book of Order*, the stated clerk is accountable to the presbytery.
 - b) Acting through the executive presbyter, the Personnel Committee provides administrative supervision of the stated clerk.
- 7. Evaluation: The presbytery shall conduct an annual review of the work and compensation of the stated clerk which shall be implemented by the Personnel Committee in conjunction with the Planning and Visioning Committee and reported to the presbytery.

F. Treasurer

- 1. Purposes: The purposes of the office of treasurer are to:
 - a) Serve as the chief financial officer of the presbytery.
- 2. Term: The treasurer shall serve for a term of three (3) years, beginning the first day of January in the year following election.
- 3. Duties: Upon direction of the Trustees and/or the presbytery, the treasurer shall:
 - a) Oversee the receipt of funds sent to the presbytery.
 - b) Authorize the payment of bills and disbursement of funds as directed in the annual budget or by special action of presbytery.
 - c) Provide periodic reports as requested by the Trustees and required by the denomination and governmental entities.
 - d) Administer presbytery mission funds according to the annual presbytery mission program or as directed by presbytery.
 - e) Provide a written report to the November meeting of presbytery of the names of all churches that have failed to pay their per capita apportionment.

- f) Submit at the March meeting of presbytery a report of monies received and expended during the prior year, which together with all books, papers and vouchers shall be referred to the Audit Committee for examination and report.
 - g) Provide verbal and written reports regarding the financial status of the presbytery at each meeting of presbytery and Presbytery Council in the manner set forth by these bodies.
 - h) File with the Presbytery Council within 150 days from the end of the year the audited report for the previous year.
 - i) Be required to furnish bond, in such sum as presbytery shall determine, the expense to be borne by presbytery.
 - j) Oversee and review the financial reports of the bookkeeper.
 - k) Correspond with governing bodies, churches and funding sources regarding, for example, per capita assessments, mission giving and the use of funds.
 - l) Implement decisions regarding:
 - (i.) creating and managing endowment fund(s) for the presbytery.
 - (ii.) the transfer of funds within the presbytery.
 - (iii.) fiduciary and investment responsibilities for the presbytery.
 - (iv.) use of the Line of Credit
 - m) Assist with budget preparation.
 - n) Serve as an ex-officio member without vote of the Board of Trustees.
 - o) Serve as ex-officio member without vote of the Presbytery Council.
4. Mode of Election: The treasurer shall be nominated by the Nominating Committee in consultation with the Board of Trustees, nominations open to the floor, and elected by the presbytery.
5. Qualifications: The treasurer shall:
- a) Be a teaching or ruling elder.
 - b) Be a member of the Presbyterian Church (USA) within the bounds of Washington Presbytery.
 - c) Possess an understanding of business and financial transactions appropriate to the duties to be performed.
6. Accountability:
- a) For duties prescribed by the Manual, the treasurer is accountable to executive presbyter and the Presbytery.
 - b) The Board of Trustees provides guidance and direction to the treasurer in financial matters.
7. Evaluation: An annual review of the work of the treasurer shall be conducted by the Board of Trustees, Personnel Committee, and the Planning and Visioning Committee and then reported to Council.

G. Council Chairperson

- 1. Purposes: The purposes of the office of Council Chairperson are to:
 - a) To preside at all meetings of the Presbytery Council and help provide leadership to the Planning and Visioning Committee;
 - b) Assure that business is conducted in accordance with the *Book of Order*; Robert's Rules of Order and other applicable procedures.
- 2. Term: The Chairperson shall serve for a term of three (3) years, eligible for reelection to a second term. No person shall serve for consecutive terms, either full or partial, aggregating more than six years. The term begins the first day of

January in the year following election. The Chairperson shall be installed at the January meeting of Presbytery.

3. Duties: The Chairperson shall:
 - a) Serve as chair, a member with vote on Presbytery Council during his/her term of office
 - b) Preside (or designate someone to preside) at all meetings of Presbytery Council.
 - c) Provide leadership and direction to Council to enable it to accomplish its duties and responsibilities. This includes development of the Council meeting agenda, in consultation with the stated clerk and executive presbyter.
 - d) Appoint committees of Council authorized by action of the Council not otherwise provided for.
 - e) Serve as chair of the Presbytery Council's Planning and Visioning Committee.
 - f) Have the right to attend as an ex-officio member without vote meetings of all committees of the Presbytery Council during his/her term of office.
4. Qualifications: The Council Chairperson shall be:
 - a) A ruling or teaching elder.
 - b) A member of the Presbyterian Church (USA) within the bounds of Washington Presbytery.
5. Accountability:
 - a) For duties prescribed by this Manual, the Council Chairperson shall be accountable to the Presbytery Council.
 - b) The executive presbyter and stated clerk shall provide guidance and direction to the Council chair.
6. Evaluation: The Presbytery Council shall conduct a triennial review of the work of the Council Chairperson.

III. OPERATIONAL STRUCTURE OF THE PRESBYTERY

A. Presbytery Council

1. Purpose: In order to accomplish its business more efficiently, the Presbytery establishes a Presbytery Council ("Council") Council shall:
 - a) Set goals and do strategic planning for the Presbytery;
 - b) Have general oversight of the committees of Council, and;
 - c) Have general oversight of the ecclesiastical responsibilities of the Presbytery as a governing body.
 - d) Ordinarily, meetings of Council will address issues that relate to the Presbytery as a whole, or that would otherwise benefit from discussion between committees.
2. Membership
 - a) The officers of the Presbytery Council shall consist of the Chairperson, stated clerk, executive presbyter, and treasurer.
 - b) Voting members of Council shall include the Council Chairperson, the Chairs (or alternate) of the standing committees of Presbytery and Presbytery Council, the president of the Board of Trustees, moderator of the Presbyterian Women, and up to six (6) duly elected at-large members in order to balance representation. The at-large members shall be divided

into three classes of two members each, each class being elected for a term of three (3) years. Moderator and vice moderator of Presbytery shall be ex officio members with vote.

c) Non-voting members of Council shall include ex officio the executive presbyter, stated clerk, treasurer and recording clerk.

3. Election

The Chairperson and the at-large members of Council shall be nominated by the Nominating Committee, open to nominations from the floor, and elected by the presbytery.

4. Meetings

a) Ordinarily, the Council shall hold stated meetings on the second Tuesday of February, April, June, August, October, and December.

b) The Council chair, executive presbyter, and stated clerk shall establish the time, place and docket for each Council meeting.

c) The Chair of the Council has the authority to call a special meeting of the Council and shall do so when requested by two or more Council members. Written notice of a special meeting stating the place, day and hour of the meeting shall be delivered before the date of the meeting to each Council member either personally or by first class mail, facsimile or electronic mail. The notice shall set out the purpose of the meeting, and no business other than that listed in the notice shall be transacted.

d) The most recent edition of the *Robert's Rules of Order* shall be the parliamentary rules for Council.

5. Duties: Presbytery Council is responsible for the oversight of the life and work of the presbytery including:

a) Acting on behalf of presbytery within the authorities so delegated by presbytery;

b) Proposing the docket for presbytery meetings;

c) Coordinating the ministries and programs of the presbytery;

d) Implementing the mission of the presbytery as represented in its Vision and Mission Statement and other adopted goals;

e) Communicating the works of the presbytery;

f) Facilitating a review of the Manual and communicating to presbytery changes deemed necessary.

g) Receiving and reviewing requests for approval of events and their dates that are to be included in the schedule of presbytery activities, and recommending such calendar events for adoption by presbytery.

h) Serving as the agency through which all other organizations, not named in the Manual, shall relate.

i) Developing and implementing presbytery's public relations policies.

j) Attending to any other such duties as may be necessary, required or delegated to it by the presbytery.

6. Authority to Act: In the performance of its duties, the Council may

a) Delegate certain functions to staff;

b) Refer matters that come before it to appropriate committees of the presbytery or Council;

c) Appoint, in addition to Standing Committees, such committees or groups it deems necessary to accomplish the mission of the presbytery.

The chairs (or permanent alternate) of all Standing Committees shall have a vote on Presbytery Council.

7. Accountability: The Presbytery Council shall be accountable to presbytery and shall report directly to presbytery in all matters.

B. Board of Trustees

1. Purpose: The purpose of the Board of Trustees is to manage the business of the Corporation of Washington Presbytery consistent with *Book of Order* (Chapter 4) and applicable laws of the Commonwealth of Pennsylvania. It shall oversee the financial matters of Washington Presbytery in keeping with the principles of biblical stewardship and using sound fiscal policies. The Trustees will endeavor to manage the presbytery's financial resources in ways that promote the mission, ministry and supporting services of the presbytery and its member churches.
2. Membership
 - a) The Trustees shall consist of nine (9) members, including the Chair who are teaching and ruling elders. At least four (4) Trustees shall be ruling elders and at least four (4) shall be teaching elders.
 - b) The Trustees will consist of three classes of three (3) members each who are elected for three-year terms. All these are voting members.
 - c) The executive presbyter, treasurer, and Bookkeeper shall serve as ex-officio non-voting members of the Board of Trustees.
 - d) The officers of the Corporation (Board of Trustees) shall be president, vice president, and secretary. The elected treasurer of Washington Presbytery shall be the treasurer of the Corporation.
 - e) The president shall preside at meetings of the Trustees and otherwise shall possess the powers and perform the functions usually appertaining to such office. The vice president shall have all of the powers and perform all the duties of the president in his/her absence or during his/her inability to act.
 - f) The secretary shall have and exercise all functions incident to the office of secretary and such other duties as may be required by law. The secretary shall be the custodian of the seal of the Corporation and shall affix the seal on contracts, certificates and other documents requiring the same. The secretary shall cause the notice of meetings of the Trustees, and of any meetings of committees of Trustees, to be given in accordance with these bylaws and shall be the custodian of the permanent records of the Corporation.
 - g) The treasurer shall render financial reports to Trustees not less frequently than quarterly.
3. Elections
 - a) Elections to the Board of Trustees shall be held annually at the November meeting of presbytery at which time the Nominating Committee shall present nominations for all positions to be filled. Terms of office begin January 1 of the year following election.
 - b) No Trustee shall serve for consecutive terms, either full or partial, aggregating more than six years.
 - c) When vacancies occur during the course of the year, the unexpired terms should be filled at the next meeting of presbytery.
 - d) At any time of election, nominations from the floor of presbytery shall always be in order.

e) Except for the treasurer, officers shall be elected annually by the Trustees at the first meeting of each calendar year and shall remain in office until a successor to such office is elected. Consistent with the by-laws of the Corporation, the treasurer shall be elected by the presbytery for a term of three (3) years. Any officer elected or appointed to office may be removed by the persons authorized under the bylaws to elect or appoint the same whenever, in their judgment, the best interests of the Corporation will be served.

4. Meetings

a) Meetings of the Trustees may be called by the president at a time and place in Washington Presbytery as may be specified by such notice. Written notice stating the place, day and hour of a meeting of Trustees shall be delivered before the meeting to each Trustee personally or by first class mail, facsimile or electronic mail. Such notice need not state the business to be transacted at, or the purpose of, such meeting. Three (3) Trustees shall constitute a quorum for the transaction of business and the act of a majority of Trustees present at a meeting at which a quorum is present shall be the act of the Trustees. When necessary to accomplish business in a timely manner, Trustees may hold a meeting via telephone conference call.

b) Upon request of the president of Trustees, the moderator shall call a meeting of the presbytery. Other provisions for the meetings of Washington Presbytery apply as found in the Manual. The president of the Board of Trustees shall call a special meeting of the Corporation when directed by the presbytery, when requested by two or more Trustees, or when requested by (or with the concurrence of) two (2) teaching elders and two (2) ruling elders who are from different churches. Written notice of a special meeting stating the place, day and hour of the meeting shall be delivered before the date of the meeting to each teaching elder member and the clerk of session of each church either personally or by first class mail, facsimile or electronic mail. The notice shall set out the purpose of the meeting, and no business other than that listed in the notice shall be transacted.

c) The Trustees shall ordinarily hold stated meetings and may, with due notice, hold special meetings as called by the president or by two (2) members of the board. A stated meeting is a scheduled meeting announced at a previous meeting and in minutes, while a special meeting is called for a particular time to deal with specific announced business that arises between stated meetings.

5. Duties:

The duties and responsibilities of the Trustees shall be those as defined in the PC (USA) *Book of Order*, the Manual and any other such duties as may from time to time be delegated to the Trustees by the Corporation. The Trustees shall have the following responsibilities:

a) Overseeing and managing the corporate affairs of the presbytery.

b) Having charge of all properties, bequests, and permanent funds belonging to the Corporation, and using them as the Corporation may direct.

c) Having charge of all matters of law connected with the business and

work of the Corporation, and for this purpose retaining legal counsel and other advisers.

d) Making recommendations to presbytery concerning architectural and financial plans for the erection of, or addition to, church and presbytery buildings.

e) Making recommendations to presbytery concerning all requests from congregations for permission to sell, mortgage or lease real estate (*Book of Order*, Chapter 4).

f) Reporting to the Corporation and the presbytery at least once a year a financial accounting of all funds managed by the Trustees, which report shall include year end balances.

g) Electing annually from their number a president, vice president, and secretary, reporting the officers elected to the presbytery. The treasurer of the Presbytery shall serve as the treasurer of the Board of Trustees. (see also 2.d., above)

h) Causing the preparation of an audit of the Corporation as provided in Article XII of the Bylaws and section IV.A.3.(d) of the Manual.

i) Overseeing all endowment and investment funds of the presbytery unless otherwise decided by the presbytery.

j) Oversee all financial operations of Washington Presbytery;

k) Propose, coordinate, and administer all budgets of presbytery;

l) Provide direction to the treasurer and Bookkeeper concerning financial matters;

m) Assure that all financial records are timely, clear and accurate; and provide an acceptable audit trail and make provision annually for an full financial review in writing and on record and an external audit at least every three years;

n) Provide relevant, timely, and understandable financial reports to the presbytery, member congregations, and other governing bodies;

o) Inform member congregations of their per capita obligations and status on a regular basis;

p) Review annually all presbytery bonding and insurance coverage.

6. Authority to Act:

The Presbytery Board of Trustees, by resolution duly adopted, may designate and appoint one or more committees and delegate to such committees specific and prescribed authority of Trustees. However, the creation of such committees shall not operate to relieve Trustees, or any individual Trustee, of any responsibility otherwise imposed on such person by law. The Trustees are empowered to act by the Presbytery's Bylaws, the *Book of Order*, and authority granted to it by Presbytery Council in order to carry out its purpose. The annual budget of presbytery must be approved by presbytery before it is implemented. Significant changes in policy or practice which impact congregations or committees of presbytery must be approved by either the presbytery or Presbytery Council before they are implemented. In the performance of its duties, the Presbytery Board of Trustees may appoint such task forces or individuals as it deems necessary to accomplish its mission.

7. Accountability:

The Board of Trustees shall be accountable to presbytery and shall report directly to presbytery in all matters. Trustees shall also report to Council as requested.

8. Procedures:
 - a. The fiscal year of the Corporation shall be the calendar year.
 - b. Except as otherwise provided by law, checks, drafts, promissory notes, orders for the payment of money and other evidences of indebtedness of the Corporation shall be signed by the treasurer (or an assistant treasurer) and countersigned by the president or vice president. Contracts, leases, assignments of securities or other instruments executed in the name of and on the behalf of the Corporation shall be signed by the president or vice president whose signature shall then be attested by the secretary or treasurer (or an assistant secretary or assistant treasurer).
9. See also below, sec. IV. D. (1-5), "Use of Presbytery Funds".
10. The president of the Trustees, or her/his designated representative, shall have voice and vote at presbytery meetings.

C. Permanent Judicial Commission (See D-5.0 in the Book of Order)

1. As required in the *Book of Order* D-5.0101, the presbytery shall elect a Permanent Judicial Commission composed of teaching elders and ruling elders in numbers as nearly equal as possible
2. The Permanent Judicial Commission shall be composed of nine (9) members divided into three (3) classes, nominated by the Nominating Committee and elected by the presbytery.
3. The Permanent Judicial Commission at all times shall function under the direction of the Rules of Discipline contained within our Constitution's *Book of Order*.
4. The Commission shall elect from its members a moderator and a clerk.
5. Two members of the Commission shall be designated to review any petition for review and thereby would not take part in any trial.
6. The quorum for the Permanent Judicial Commission shall be a majority of the members less the two members with administrative review responsibility. (D-5.0204)
7. The stated clerk shall report to the presbytery annually the makeup of the Permanent Judicial Commission and the Reserve Roster of the last three classes of the PJC.
8. In the event of potential judicial process, the stated clerk will arrange for the training of the Permanent Judicial Commission as soon as possible after the appointment of an Investigating Committee. Other training may be from time to time available.

D. Committees Of The Presbytery –Except to the extent that the Book of Order or this Manual expressly provides to the contrary, the composition of each committee shall be divided into three (3) equal classes of members, with each member serving a term of three (3) years, and no person shall be eligible to serve on a committee more than six (6) consecutive years.

1. Committee on Representation (required by *Book of Order*).

In accordance with the provisions of G-3.0103, presbytery shall establish and elect a Committee on Representation.

a) Purposes and Duties

- i. The Committee shall advise the presbytery with respect to its membership and to that of its committees and boards in

implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision-making of the church.

ii. The Committee shall serve both as an advocate for the representation of racial ethnic members, women, different age groups, and persons with disabilities, and as a continuing resource to the presbytery in these areas. The committee on representation shall review the performance of presbytery in these matters and shall report annually to it with recommendations for any needed corrective action. The Committee on Representation shall consult with the nominating committee of the presbytery.

iii. The Committee shall report annually, in writing to presbytery both its observations concerning the work of the Nominating Committee and its efforts to serve as a resource for the Nominating Committee.

b) Membership: The Committee shall consist of five people, in the following categories:

- i. one racial ethnic male
- ii. one racial ethnic female
- iii. one youth male
- iv. one youth female
- v. one person with a disability

As used herein, the term “racial ethnic” shall be defined as Presbyterians being of African, Hispanic, and Asian descent, and Native Americans. The Term “youth/young adult” shall be defined as a Presbyterian between the ages of 16-21.

c) Election: The chair and members of the Committee shall be nominated by the Nominating Committee, open to nominations from the floor, and elected by the presbytery.

d) Accountability: The Committee on Representation shall be accountable to presbytery and shall report directly to presbytery in all matters.

e) Authority to Act: In the performance of its duties, the Committee on Representation may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.

2. Committee on Ministry

a) Purpose: The purposes are to:

- i. Serve as pastor and counselor to the teaching elders and commissioned ruling elders and other positions as defined in the *Book of Order*.
- ii. Facilitate the relations between congregations, teaching elders and commissioned ruling elders and other positions as defined in the *Book of Order* and the presbytery,

d) Meetings

- i. The Committee shall ordinarily hold stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the committee. A stated is a scheduled meeting announced at a previous meeting and in minutes, while a

special meeting is called for a particular time to deal with specific announced business that arises between stated meetings.

- ii. The Committee Chairperson shall establish the time, place and docket for each Committee meeting.
- iii. Minutes of the Committee on Ministry shall be kept and actions on behalf of the presbytery shall be reported to the presbytery and become part of the minutes of the presbytery.

e) Duties - The Committee on Ministry shall:

- i. Provide guidance to sessions in matters pertaining to the compensation of teaching elders, commissioned ruling elders, and church professionals;
- ii. Communicate the interests of the Board of Pensions in presbytery and provide information regarding the Benefits Plan and to advise particular churches on matters relating to the Benefits Plan and the Board;
- iii. Assist teaching elders and commissioned ruling elders in the relocation process;
- iv. Confer with the sessions of particular churches without pastors with respect to compensation and reimbursement to moderators appointed by presbytery.
- v. Visit regularly and consult with each teaching elder and commissioned ruling elder of the presbytery;
- vi. Visit with each session of the presbytery at least once every three years, discussing with them the missions and ministries of the particular church and encouraging full participation in the life and work of the presbytery and of the larger church;
- vii. Consult with the Committee on Representation to provide equal opportunity employment for teaching elders and candidates;
- viii. Supervise the presbytery's Pastoral Assistance Fund in partnership with the executive presbyter. The Committee, at its discretion, may withhold from public announcement the names of applicants for aid from the Board of Pensions or presbytery's Pastoral Assistance Fund.
- ix. The Committee shall recommend to presbytery the composition of administrative commissions related to ordination/installation of teaching elders.
- x. Create and maintain a pulpit supply roster.

f) Authority for Final Approval –

In specific circumstances listed below, the Committee on Ministry may act on behalf of presbytery without referring the action to presbytery for final approval. All such actions shall be reported to the presbytery at the next stated meeting of the presbytery:

- i. Add or remove presbyters from the pulpit supply roster.
- ii. Appoint a moderator to a session currently without a moderator.
- iii. Grant approval for a CRE to administer the sacraments outside of his/her regular commission.

- iv. Dissolve a pastoral relationship when the congregation and teaching elder or CRE concur; and
- v. Dismiss teaching elders to other presbyteries.

g) Authority to Act – Ordinarily, the Committee shall report the following for action by the presbytery. In situations where schedules and costs create an undue hardship upon a congregation, the committee has authority to act on behalf of the presbytery in the matters set forth below. Any three voting members of the committee, present at the time of such committee action may at that time dissent, and the committee shall to refer the matter to presbytery.

- i. Find calls issued by churches to be in order and approve temporary pastoral relationships.
 - ii. Facilitate, guide and approve agreements between teaching elders or commissioned ruling elders and churches;
 - iii. examine teaching elders or commissioned ruling elders transferring from other presbyteries required by Form of Government;
 - iv. All such actions shall be reported to the next stated meeting of the presbytery. In the performance of its duties, the COM may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
- h). Accountability - The Committee on Ministry shall be directly accountable to, and shall report directly to, presbytery.
- i). Financial Responsibility - The COM, working in conjunction with the executive presbyter is responsible for oversight of the Pastoral Assistance Fund

3. Committee on Preparation for Ministry

- a) Purpose: The Committee on Preparation for Ministry shall assist the presbytery in preparing those who are called to be ordained as teaching elders in accordance with *Book of Order* (G-2.0601 - G-2.0805). The Committee shall also assist the presbytery in the preparation of ruling elders commissioned to particular pastoral service, in accordance with G-2.1001 – G-2.1004.
- b) Membership: The Committee on Preparation for Ministry shall have six (6) members, of whom three (3) shall be ruling elders and three (3) shall be teaching elders.
- c) Election: The Chairperson and the members of the Committee shall be nominated by presbytery's Nominations Committee, open to nominations from the floor, and elected by the presbytery.
- d) Meetings: The Committee shall ordinarily hold stated meetings and shall, with due notice, hold special meetings as called by the Chair or by two (2) members of the committee. A stated meeting is a scheduled meeting announced at a previous meeting and in minutes, while a special meeting is called for a particular time to deal with specific announced business that arises between stated meetings. The Committee Chairperson shall establish the time, place and docket for each Committee meeting.
- e) Duties - The Committee on Preparation for Ministry shall:

- i. be responsible for a program of recruitment to church vocations in cooperation with the Congregational Vitality Committee.
 - ii. assist the presbytery in preparing those who are called to be ordained as teaching elders in accordance with *Book of Order* (G-2.0601 - G-2.0805). The Committee also shall assist the presbytery in the preparation of ruling elders commissioned to particular pastoral service, in accordance with G-2.1001 – G-2.1004.
 - iii. counsel with pastors and sessions as they relate to inquirers and candidates from particular churches, as guided by the “Handbook for Committees on Preparation for Ministry” (PCUSA resource).
 - iv. interview prospective inquirers and candidates and report recommendations to the presbytery for action
 - v. meet at least annually with each inquirer and candidate under care of the presbytery
 - vi. administer presbytery’s financial aid fund according to the Committee’s “Preparation for Ministry Policies” document, and reporting the amounts to presbytery
- f) Financial Responsibility - The Committee on Preparation for Ministry is responsible for oversight of: scholarship fund and any funds designated by Presbytery Council.
- g) Authority to Act: In the performance of its duties, Committee on Preparation for Ministry may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
- h) Accountability: The Committee on Preparation for Ministry shall be directly accountable to, and shall report directly to, presbytery.

4. Nominating Committee (required by the Book of Order G-3.0111).

- a) Purpose: The purpose of the Nominating Committee is to nominate qualified members to fill all vacancies for presbytery officers and on continuing committees (except the Nominating Committee), Presbytery Council, Board of Trustees, and any other bodies that require election by the presbytery. The committee shall seek to discern gifts and requirements for ministry, ensuring that nominations are made in conformity with the church’s commitment to unity and diversity (G-3.0103, G-3.0111 and F-1.0403)
- b) Membership: The Nominating Committee shall consist of six (6) members: two (2) teaching elders, two (2) female ruling elders and two (2) male ruling elders. The executive presbyter shall be a member ex officio, without vote.
- c) Election
- i. The members of the Nominating Committee shall be nominated by the Planning and Visioning Committee, which shall present their nominations for the Nominating Committee at the November meeting of presbytery.
 - ii. In no case shall any teaching elder who has been a member of this presbytery for less than one year be nominated to the committee.

- iii. The term of office shall be for three (3) years. No Nominating Committee member shall serve for consecutive terms, either full or partial, aggregating more than six (6) years.
- d) Meetings
 - i. The Committee shall ordinarily hold stated meetings and shall, with due notice, hold special meetings as called by the chair or by two (2) members of the committee. A stated meeting is a scheduled meeting announced at a previous meeting and in minutes, while a special meeting is called for a particular time to deal with specific announced business that arises between stated meetings.
 - ii. The committee chairperson shall establish the time, place and docket for each Committee meeting.
- e) Duties: The Nominating Committee shall:
 - i. in consultation with the stated clerk, maintain a list of qualified teaching elders, commissioned ruling elders, ruling elders, deacons, and members of congregations, who are recognized for their commitment to Jesus Christ and who are available for service at presbytery, synod, and General Assembly.
 - ii. nominate the members of Presbytery Council and the members and officers of all committees of presbytery (except the Nominating Committee), in accordance with the principles of unity in diversity (F-1.0403) and participation and representation (G-3.0103).
 - iii. in the case of salaried presbytery Officers, such as the stated clerk, the Nominating Committee shall work in consultation with the Personnel Committee to ensure that terms of compensation, expectations and search criteria are clearly articulated.
 - iv. nominate commissioners, alternate commissioners, and youth advisory delegates to synod and General Assembly in accordance with the requirements of those councils and the guidelines adopted by presbytery.
 - v. nominate qualified representatives who are active members of congregations of the presbytery to organizations with which presbytery is affiliated as directed by Presbytery Council, including Presbyterian Scholarship Fund; and
 - vi. Nominate others as directed by presbytery or Presbytery Council.
- f) Authority to Act - In the performance of its duties, the Nominating Committee may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
- g) Accountability -The Nominating Committee shall be accountable to presbytery and shall report directly to presbytery in all matters.
- h) Procedures
 - i. At the September meeting of presbytery, the Nominating Committee shall declare its intention to announce nominations at the November meeting of presbytery.
 - ii. At the September meeting of presbytery in the appropriate year, the Nominating Committee will nominate individuals to fill the offices of stated clerk or treasurer. Elections for these offices will take place at the November presbytery meeting. These

officers will assume their duties on the first of January following election.

- iii. At the November meeting of presbytery, the Nominating Committee shall make nominations for the offices of: moderator; vice moderator; and any other vacant positions as required in this Manual. Those elected will assume their duties on the first of January following election.
- iv. Nominations may be made from the floor, provided that the persons nominated have consented to serve.
- v. The nominations of chairs of the committees of presbytery shall also be made at the November meeting.
- vi. The committee shall present nominations for commissioners to the General Assembly at the January meeting of presbytery in the year of the General Assembly, and to synod no later than the May meeting of presbytery.

5. Congregational Vitality Committee

- a) Purpose - It is the task of the committee to promote a biblical understanding of what it means to be the Body of Christ including:
 - i. disciple-making
 - ii. fellowship
 - iii. worship
 - iv. stewardship
 - v. congregational planning and self-study
 - vi. Christian practices/disciplines
- b) Membership - The Committee shall consist of nine (9) members, including the chair, who are teaching elders and members of congregations, with at least one half being members of congregations. Any assigned presbytery staff persons shall be ex officio, non-voting member(s) of the committee.
- c) Authority to Act: In the performance of its duties, Congregational Vitality Committee may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
- d) Election: The chair and the members of the Committee shall be nominated by the Nominating Committee and elected by the presbytery.
- e) Meetings
 - i. The Committee shall hold stated meetings and may, with due notice, hold special meetings as called by the chair or by two (2) members of the Committee.
 - ii. The Committee chairperson shall establish the time, place and docket for each Committee meeting.
 - iii. A quorum for the Committee shall be one third of the elected membership of the Committee.
- f) Duties - The Committee shall:
 - i. support congregations in identifying ministry needs and offer consultation to find new directions to meet those needs, keeping in mind the special circumstances of small churches.
 - ii. to implement self-studies for strategic planning by congregations at the time of a transition or at the request of the congregation.

- iii. provide for spiritual and educational needs of congregations and leaders with attention to making disciples through training, materials, and events.
- iv. Through the Resource Center and its director, seek to provide appropriate resources and equipment for congregations of the presbytery.
- v. Support and oversee presbytery ministry teams focused on youth, men, women, older adults, etc.
- vi. Oversee new congregational development:
 - a. new church development teams
 - b. financial grants for new church development
 - c. financial grants for local congregational outreach
 - d. encourage attention to regional demographics for the purpose of identifying trends and opportunities.
- vii. promote biblical stewardship practices.
- viii. submit an annual budget to the Board of Trustees in preparation of the presbytery budget.

6. Missional Outreach Committee

- a) Purpose - The purpose of the Missional Outreach Committee is to challenge and equip congregations to take the name of Jesus and the Gospel message into the world through word and deed, raising the conscience of the church to issues that need the application of biblical Christian principles such as gospel evangelism, one's need for a relationship with God through Jesus Christ, hunger, aging, peacemaking, minority issues, racial injustice, and other issues as appropriate.
- b) Membership
 - i. The committee shall consist of nine (9) members, including the chair, who are teaching elders and members of congregations with at least one half being members of congregations. Any assigned presbytery staff persons shall be ex officio, non-voting member(s) of the committee.
 - ii. The Committee may co-opt non-voting members and appoint such ad hoc ministry groups, as it deems necessary to accomplish its mission.
- c) Election - The chair and the members of the committee shall be nominated by the Nominating Committee and elected by the presbytery.
- d) Meetings
 - i. The Committee shall ordinarily hold stated meetings and shall, with due notice, hold special meetings as called by the Chair or by two (2) members of the committee. A stated meeting is a scheduled meeting announced at the previous meeting and in minutes, while a special meeting is called for a particular time to deal with specific announced business that arises between stated meetings.
 - ii. The Committee Chairperson shall establish the time, place and docket for each Committee meeting.
 - iii. A quorum for the committee shall be one third of the elected membership of the committee.
- e) Duties - The Missional Outreach Committee shall:

- i. encourage sessions and congregations to live Christ-like lifestyles for the purpose of spreading the Gospel message through:
 - a. learning how to share how Christ has worked in our lives
 - b. articulating the Good News of Christ
 - c. meeting human (emotional, spiritual and physical) needs by:
 - encouraging local, hands-on, personal outreach
 - facilitating local, regional, and international partnerships
- ii. communicate to presbytery and its member churches the outreach work of the General Assembly, the Synod of the Trinity and Washington Presbytery.
- iii. recommend to Trustees a missional outreach budget which will include: Presbyterian Church (USA)-affiliated ministries, congregational Missional Outreach grants, and other possible outreach ministries.
- iv. create linkages between congregations and mission opportunities.
- f) Authority to Act
 - i. In the performance of its duties, the Missional Outreach Committee may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
 - ii. Requests for Missional Outreach grants will be received, reviewed, and approved by the committee.
- g) Accountability: The committee shall report to the Presbytery.

7. Personnel Committee

- a) Purpose: To provide encouragement, guidance and resourcing to the presbytery and its member churches in areas of personnel policies, equitable compensation, and fair employment practices.
- b) Membership: The Personnel Committee shall consist of six (6) members, including the chair, who are teaching elders and members of congregations, with at least one half being members of congregations.
- c) Election: The chairperson and the members of the Committee shall be nominated by the Nominating Committee and elected by the presbytery.
- d) Meetings -
 - i. The Committee shall ordinarily hold stated meetings and shall, with due notice, hold special meetings as called by the chair or by two (2) members of the committee. A stated meeting is a scheduled meeting announced at a previous meeting and in minutes, while a special meeting is called for a particular time to deal with specific announced business that arises between stated meetings.
 - ii. The committee chair shall establish the time, place and docket for each committee meeting.
- e) Duties - The Personnel Committee shall:
 - i. review and recommend amendments to Personnel Policies of Washington Presbytery (appendix D of this Manual);
 - ii. support the administration of presbytery in accordance with those policies

- iii. approve recommended person descriptions, job descriptions and consultant contracts as provided by the executive presbyter;
- iv. review and recommend to Presbytery Council the annual salary budget, in consultation with the executive presbyter;
- v. conduct annual performance reviews for all staff positions and contracted consultants;
- vi. participate (as a committee, or through its chair) in the annual performance review of the executive presbyter, stated clerk, and treasurer.
- vii. respond to personnel-related questions coming from Presbytery Council, committees, and congregations;
- viii. counsel periodically with the executive presbyter and other presbytery staff members, and be available to assist and advise all staff and serve as a liaison with Presbytery Council or presbytery as needed.
- ix. present to Presbytery Council any annual reports and special requests from staff members.
- f) Authority to Act
 - i. In the performance of its duties, the committee may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
 - ii. In the performance of its duties, the committee is authorized, in consultation with the executive presbyter, to terminate employment or eliminate job positions.

8. Ecclesiastical Affairs Committee

- a) Purpose - The purpose of the Ecclesiastical Affairs Committee is to oversee matters of the presbytery dealing with church polity.
- b) Membership - The Ecclesiastical Committee shall consist of six (6) members, including the chair, who are teaching elders and members of congregations with at least one half being members of congregations. The executive presbyter and stated clerk shall be ex officio members, without vote.
- c) Election - The Chairperson and the members of the Committee shall be nominated by the Nominating Committee and elected by the presbytery.
- d) Meetings
 - i. The Committee shall ordinarily hold stated meetings or regular meetings and shall, with due notice, hold special meetings as called by the chair or by two (2) members of the committee. A stated meeting is a scheduled meeting announced at a previous meeting and in committee minutes, while a special meeting is called for a particular time to deal with specific announced business that arises between stated meetings.
 - ii. The Committee Chairperson shall establish the time, place and docket for each Committee meeting.
- e) Duties - The Ecclesiastical Affairs Committee shall:
 - i. conduct annual administrative review of the proceedings and actions of the presbytery and its congregations and Sessions, in

accordance with the requirements of *Book of Order* G-3.0107 and G-3.0108;

- ii. review minute and roll books of Sessions and report results to the presbytery
 - iii. provide for the reading of presbytery minutes
 - iv. provide for the training of clerks of session
 - v. review the By-Laws and Manual of the presbytery regularly for consistency with presbytery function and for consistency with any changes in the *Book of Order*
 - vi. review all amendments to the Manual, make recommendations to presbytery regarding such amendments through Presbytery Council, and publish and distribute revisions to the Manual when amendments are adopted by the presbytery.
 - vii. review all overtures submitted by members, committees, or Sessions of presbytery, or referred to presbytery by other councils, for consideration and recommendation;
 - viii. gather and preserve records of historic events within the presbytery and acquaint the presbytery with their significance.
 - ix. encourage Sessions and individuals to preserve records of historical value and interest, in keeping with *Book of Order* G-3.0107.
 - x. be responsible to the stated clerk for the roll of attendance and requests for excused absences.
 - xi. Encourage ecumenical relations.
- f) Authority to Act - In the performance of its duties, the Committee may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.

9. Planning and Visioning Committee

- a) Purposes
 - i. consider and evaluate the vision, mission and planning objectives of presbytery as a whole.
 - ii. provide guidance to Council as to the planning of presbytery meetings
 - iii. support presbytery's Mission Statement
 - iv. design & facilitate a periodic process of evaluation for the whole presbytery to determine needed changes in emphasis, organization or spiritual health.
- b) Membership - The Planning and Visioning Committee shall consist of the moderator, the vice moderator, the Chair of Presbytery Council, the executive presbyter and the stated clerk.
- c) Meetings - The Committee shall meet when called by the Chair of Council or as otherwise directed by the presbytery or Presbytery Council. The Chair of Council will act as the moderator of the committee.
- d) Duties - The Planning and Visioning Committee shall:
 - i. annually review and revise as needed the Vision, Mission and Planning Objectives of the presbytery and reflect and recommend any changes needed in the Bylaws and Manual;
 - ii. submit for Council for review and to presbytery for approval any changes to the Manual;

- iii. consult with the executive presbyter regarding the worship of the presbytery;
 - iv. oversee location of presbytery and Council meetings;
 - v. nominate members to the Nominating Committee, as well as nominate the chairperson of that committee;
 - vi. participate in the annual review of the executive presbyter as set forth in II.D.5, and stated clerk as set forth in II.E.7.
- e) Authority to Act - In the performance of its duties, the Planning and Visioning Committee may appoint such ad hoc ministry groups or individuals as it deems necessary to accomplish its mission.
- f) Accountability - The Planning and Visioning Committee shall report to presbytery through the Presbytery Council.

IV. STANDING RULES

A. Rules Relating To The Operation of the Presbytery

1. Parliamentary Rule

The most recent edition of *Robert's Rules of Order* shall be the parliamentary rules for Washington Presbytery of the Presbyterian Church (USA), and the committees of presbytery, except where the Constitution of the Presbyterian Church (USA) or this Manual and Bylaws provides otherwise.

2. Committee Meetings

- a) Committees shall normally meet during months of February, April, June, August, October, and December. All committees shall meet at least quarterly.
- b) The enumeration of the permanent committees in this Manual shall not preclude appointment of special committees and task forces.
- c) Special committees and task forces who do not report for a period of one year shall automatically be dissolved.
- d) All committees shall keep minutes of their meetings and provide a copy of approved minutes to the presbytery office to assist in communication. The privilege of review of those minutes may be granted by that committee or board.
- e) Meetings of committees may be conducted by conference call when all parties can hear discussion.

3. Records

- a) The presbytery shall keep a full and accurate record of its proceedings, which shall be submitted at least once each year to the Synod of the Trinity for its general review and control. The presbytery shall report to the appropriate higher council the condition and progress of the churches within its bounds and all important changes which have taken place including ordinations; the receiving, dismissing, and deaths of teaching elders; and the organizing, uniting, dividing, or dissolving of churches. (See G-3.0108a, *General Administrative Review*)
- b) Minutes and other official records of the presbytery are the property of the presbytery, and the stated clerk is responsible for their preservation.
- c) Annually, the presbytery shall send to the stated clerk of the General Assembly lists of its teaching elders and churches and statistical and other information according to the requirements of the General Assembly.

d) Audit and Financial Review

- i. The Trustees shall initiate and report the financial review of all funds managed by the Trustees, and all operational and mission funds.
- ii. A full financial review of all financial books and records shall be conducted every year by a committee of members versed in accounting procedures in writing and on record. Such auditors shall be appointed by the Board of Trustees, and shall not be related to the Treasurer (or Financial Secretary).

4. Indemnification

Each person who is an officer of the presbytery shall be indemnified to the fullest extent now or hereafter permitted by law in connection with any actual or threatened civil, criminal, or administrative action, suit or proceeding (whether brought by or in the name of the presbytery or otherwise) arising out of their service to the presbytery or to another organization at the presbytery's request. Persons who are not directors or officers of the presbytery may be similarly indemnified in respect of such service to the extent authorized at any time by the Presbytery Council. The provisions of this section shall be applicable to actions, suits, or proceedings commenced after adoption hereof, whether arising from acts or omissions occurring before or after the adoption hereof.

5. Mailing List and Phone Directories:

The presbytery maintains mailing and telephone information for all churches, teaching elders and presbytery committee members. These lists are the property of the presbytery and shall not be distributed or used for solicitation purposes. In order to respect the privacy of all, ministry partners are expected to honor this policy; However, presbytery cannot be responsible for how others may handle telephone information and mailing lists. It shall be presbytery's policy not to publish cell phone numbers or unlisted numbers without permission.

The presbytery office will provide these lists only to those bodies or individuals identified above. Requests from mission organizations in relationship with Washington Presbytery may be approved on a case by case basis by the stated clerk and reported to Presbytery Council. Information will not be distributed for commercial purposes.

6. Web Page Lists

Churches, teaching elders, and other information may be listed on the presbytery's web page. Home phone numbers will not be listed. It is understood that once listed on the web page, this information is publicly accessible.

B. Rules Relating to Congregations

1. Annual Statistical Reports

- a) Each session shall prepare and submit, at the time designated, an annual statistical report, an annual list of session members, and such other information as may be requested by the stated clerk.

- b) Each session shall include a summary of the statistical report in its minutes and record the fact that these reports have been prepared and submitted.

2. Review of Minutes

- a) The sessions of the particular churches of Presbytery shall submit their minutes and registers annually for administrative review at a time set by the Ecclesiastical Affairs Committee. (G-3.0108)
- b) The minutes and records shall be placed in a post binder and be on acid free paper of at least twenty-five (25%) percent rag content, with pages consecutively numbered.
- c) The annual report to General Assembly, or a copy thereof, shall be
- d) entered in the session minutes and the minutes and registers shall show adherence to the requirements of the Form of Government.

3. Calls of teaching elders

- a) No call to a teaching elder will be approved for a church until all the financial obligations to the former pastor have been met.
- b) All calls to teaching elders and commissions for ruling elders, and all changes in to same, shall be approved by presbytery in accordance with the minimum salary guidelines established by presbytery.
- c) Within a month after presbytery acts to dissolve a pastoral relationship, the moderator of session, in consultation with the Committee on Ministry, shall request a meeting with representatives from the Committee on Ministry and the Congregational Vitality Committee to confer on procedures.
- d) When a pastor receives permanent disability benefits from the Board of Pensions, calls or contracts between the pastor, the particular church, and presbytery are automatically terminated.
- e) Dissolution of a pastoral relationship by presbytery shall not become effective until terms of the call or contract among the particular church, the teaching elder, and presbytery have been met in full by the particular church.
- f) Temporary Leave of Absence for family or personal needs may be negotiated between the teaching elder, session and Committee on Ministry but shall meet the minimum standards established by the Committee on Ministry.

4. Per Capita Assessment

- a) Each of the particular churches of the presbytery shall consider funding its per capita apportionment as a first claim upon its congregational contributions
- b) If the particular church is unable to fully fund its designated per capita due to financial concerns within the congregation, the session shall notify the stated clerk in writing. Representatives of the presbytery shall meet with the session to offer stewardship support and guidance. The presbytery shall pay the outstanding portion of per capita to the General Assembly and synod.
- c) If the particular church withholds funds of per capita due to a matter of conscience, the session shall notify the stated clerk of the intent in writing. Representatives of the presbytery shall meet with the session to hear those concerns and offer guidance and interpretation of per capita funding.

C. Meetings of Presbytery

1. Stated meetings of the presbytery are ordinarily held on the Third Saturday of January at 9AM, the second Tuesday of March at 4:00PM, the second Tuesday of May at 7:00PM, the second Tuesday of September at 4:00PM and the second Tuesday of November at 7:00PM. A July fellowship gathering of the presbytery will be held, and a meeting will be called for that date if pressing business is before the presbytery. The Presbytery Council may adjust this schedule as required by circumstances or business.
2. Ordinarily, the January stated meeting shall be the annual meeting of the presbytery and the Corporation. The business of the annual meeting shall include the installation of officers and such other items of business relating to the affairs of the presbytery as may properly come before the meeting.
3. The moderator shall call a special meeting of the presbytery at request or with the concurrence of at least two (2) teaching elders and two (2) ruling elders representing different churches, or upon request of the president of the Trustees. At least ten (10) days' notice shall be given to churches, such notice to be provided via electronic mail or regular U.S. mail.
4. A single omnibus motion shall be presented by the stated clerk early in each meeting. The omnibus motion shall contain **only non-controversial** items that are necessary business of the presbytery. The omnibus motion is not debated; however, any item be removed from the omnibus motion at the request of any teaching elder or ruling elder registered as a commissioner. After adoption of the balance of the omnibus motion the presbytery shall either vote on the matter immediately or docket the matter for consideration later in the meeting.
5. The quorum for a meeting of presbytery shall be any six (6) teaching elder members and the ruling elder members present, provided at least six (6) churches are represented by ruling elders.
6. Presbytery may adopt by majority vote rules which are binding unless set aside by a two-thirds (2/3) vote of those members of presbytery present and voting. Presbytery may not set aside any parliamentary rules relating to the rights of the members of presbytery except by a two-thirds (2/3) vote and due notice.
7. All matters coming to a stated meeting of presbytery for presentation or consideration shall be limited to twenty (20) minutes, unless provided otherwise in the Docket.
8. Debate on any matter before presbytery shall be limited to three (3) minutes per speaker, unless otherwise determined by presbytery on a motion to limit or extend the limits of debate.
9. All motions with financial considerations originating on the floor of presbytery shall be referred to the Board of Trustees.
10. Members of standing and special committees of presbytery, Presbytery Council, whether ruling elders or laypersons, shall have the privilege of the floor on matters relating to duties, activities, or recommendations originating with their committee. Clergy who are not teaching elder members of the presbytery but are serving Washington Presbytery churches, and invited guests of the presbytery or its committees, are eligible to be granted privilege of the floor. This privilege also applies only to matters related to their respective church, committee, or invitation. These persons shall not have the privilege to vote. These privileges shall be included as part of the omnibus motion presented by the stated clerk early in each meeting of presbytery.

11. A motion to rescind, in order to be approved by a simple majority vote, shall require notice that can be published with the call of the meeting at which the motion is to be introduced. The person who intends to make such a motion shall provide the stated clerk with a copy of the notice, which shall include the exact wording of the proposed motion, so that it may be distributed with the call of the meeting.
12. A defeated motion or a motion adopted by presbytery on which no action has been taken as a result of the vote, may again be considered as new business after two (2) stated meetings have passed.
13. When any committee of presbytery desires to present a matter that is likely to produce a considerable division of opinion, such a matter shall be presented one (1) stated meeting prior to the time that action is to be requested, unless time is of the essence. When considered, it shall be a special order of the day. A majority vote of the members of presbytery, present and voting, shall be required to determine whether time is of the essence with respect to any such matter.
14. There shall be time in the docket of each presbytery meeting for the announcement of the intention to introduce new business. Written copies of the new business shall be distributed to the members of presbytery at that time. New business which is not introduced in this manner shall not be considered. This rule shall not apply to Presbytery Council or standing committees of presbytery so long as new business to be considered is incorporated in their written reports. Upon the moderator's discretion new business shall be referred to Presbytery Council or the appropriate committee of presbytery for study and recommendation, with instructions, and the referred matter shall be brought back to presbytery not later than the second stated meeting following the meeting at which such new business was introduced. A majority vote of those members of presbytery present and voting shall be required to determine whether time is of the essence with respect to such new business. There shall be included in the docket of each meeting of presbytery, after unfinished business, the consideration of new business to be taken up in the event that it is determined that time is of the essence.
15. Any proposal that creates or alters presbytery policy (and any resulting recommendation or procedure) may not be acted upon at the same presbytery meeting at which it has been introduced unless it has been considered and approved by Council. (See item #5 above)

D. Use of Presbytery Funds

All presbytery financial resources, whether benevolence or endowment interest, are to be used solely for the support of the ecclesiastical and administrative expenses and the ministry and mission of the Presbyterian Church (USA) as defined by the Scriptures, the Confessions, or the actions of the General Assembly or its judicial process, except as set forth in paragraph 1. below.

1. Any use of presbytery funds for purposes lying outside of the ecclesiastical and administrative expenses or the validated ministry and mission of the Presbyterian Church (USA), as it is defined by the Scriptures, the Confessions, or the actions of the General Assembly or its judicial process, shall require a vote of presbytery prior to the conclusion of contractual agreements or the allocation of funds.
2. Any budgeted monies not spent during the budget year shall not carry over from one year to a subsequent year. Presbytery may, upon recommendation

of the Presbytery Council, reallocate any such unspent or surplus monies for expenditures within the mission of the presbytery.

3. If during any budget year there is need for Presbytery Council or a standing committee to spend in excess of five hundred dollars (\$500.00) outside the descriptions, or above the budget of any of its line items, but within its total budget, such expenditure shall be made only with the approval of the executive presbyter, which approval shall be reported to presbytery.
4. Any proposal by any member of presbytery or by Presbytery Council or any standing committee of presbytery involving the expenditure of presbytery funds in any amount beyond the approved presbytery budget shall be referred to the executive presbyter, who shall report findings and recommendations, including the identification of funding sources, to presbytery for final action.
5. Those authorized by the presbytery to sign checks shall be appointed by the Board of Trustees and shall include the treasurer, executive presbyter, stated clerk, and any others required for security and convenience. Two signatures shall be required on all checks over \$500.

E. Conflict of Interest

1. A conflict of interest may occur when an elder, church member or teaching elder of the presbytery can use their position within the presbytery to the potential benefit of themselves, a member of their family, or another organization or business with which they are affiliated (including their home church). It is responsibility of all teaching elders, ruling elders and committee members to announce when a potential conflict of interest exists for them in the decision making process.
2. In the event one is called upon to participate in a discussion or decision in which the interests of the presbytery may conflict with his/her personal interests (or the interests of the other organization or business to which the person belongs), the individual shall declare such potential conflict in advance of the discussion and should abstain from participating in any voting. The abstention, either by absenting oneself from that portion of the meeting or by voiced announcement, shall be recorded in minutes of that committee or of the presbytery.
3. The topic of conflict of interest as it may impact presbytery employees is discussed in section 9.2 of the Personnel Policies.

F. Nominations and Elections to Boards and Agencies

1. Upon review and approval of Presbytery Council, the presbytery may elect representatives to extra-denominational boards and agencies whose purposes advance the causes of Christ.
2. The representatives shall be nominated by the Nominating Committee.

G. Nominations and Elections to Synod and General Assembly

1. General Provision related the General Assembly
 - a) Certain reasons for excuse from attendance at the General Assembly when approved by presbytery, shall entitle a teaching elder or church to be retained at the head of the eligibility roll. Conflicts of duty may arise through service in the synod or General Assembly appointment, or a personal crisis.

- b) Teaching elders who have not been on the presbytery membership rolls for two years prior to the opening of the higher council shall not be eligible for nomination as a commissioner to that higher council.
- c) No teaching elder commissioner shall be elected to General Assembly or synod who has had more than two unexcused absences from a stated meeting of presbytery, or of the meetings of any standing committee(s) of presbytery of which such teaching elder was a member during the previous year. Special consideration may be given to those who labor outside the bounds of presbytery or who, because of conflicts of duty, could not attend presbytery or meetings of presbytery committees.
- d) By virtue of office, the moderator and vice-moderator will ordinarily be considered and may be nominated to the presbytery for vote.
- e) Nominations to the General Assembly shall be presented in January of the year of the Assembly by the Nominating Committee. Nominations may be made from the floor of presbytery with the prior consent of the person being nominated.
- f) In no case will two General Assembly commissioners, whether teaching elder or ruling elder, represent a single congregation in a given year.
- g) In making nominations, the Nominating Committee shall be guided by the following rules, but may exercise flexibility in this selection process when the Committee is unanimous in its report to the presbytery

2. Teaching Elder commissioners to General Assembly

- a) The stated clerk will maintain lists of teaching elders sorted according to the following four dates:
 - i. date last attended G.A. (regardless of presbytery of membership)
 - ii. date of ordination
 - iii. date of membership in Washington Presbytery
 - iv. date declined nomination as clergy commissioner to G.A.
- b) The Committee will give priority in the nomination process to eligible teaching elders who have never served as commissioner. Selection conflicts that result from this criterion will be resolved by a second criterion: the year in which the clergy were ordained. If two or more teaching elders have the same ordination date, Committee selection will be based on the date of entry into the presbytery. If there are no eligible teaching elders who have never served as commissioner to the GA, the Committee will give priority to the names whose commission is most remote in time.
- c) First and second alternates will be selected in the same process.
- d) Teaching elders are eligible for nomination when they have:
 - i. Been members of the presbytery for at least two full years prior to the meeting of the General Assembly;
 - ii. Served on presbytery committees or performed other approved service (holding elected office in the presbytery, or similar activity the synod or General Assembly) within the last two years;

- iii. Attended a majority of the stated meetings of the presbytery and of the committees of presbytery to which they have been elected in the previous two years; and
 - iv. Not twice declined nomination to be a General Assembly commissioner. When teaching elders decline the nomination for a second time, their names will be placed on the list as if they attended General Assembly in the year in which they declined.
- 3. Ruling elder commissioner to the General Assembly
 - a) The stated clerk will maintain a list of churches that is sorted by the following criteria:
 - i. year in which a ruling elder from each church last represented the presbytery at General Assembly;
 - ii. affirmation that session minutes and membership rolls have been reviewed by the Ecclesiastical Affairs Committee for the previous two years;
 - iii. confirmation that the church had a ruling elder commissioner in attendance at stated meetings of the presbytery for the previous two years.
 - b) Based on those criteria, the Committee will inform Sessions of their eligibility to elect ruling elders to be nominated by the Committee to the presbytery for vote. When a church declines nomination, its name will be placed on the list as if a ruling elder from that church attended G.A. in the year in which the Church declined. First and Second Alternates will be selected from other eligible churches by the same process.
- 4. Teaching Elder Commissioners to Synod
 - a) Election of persons to serve three-year terms as synod commissioners shall be made no later than the May meeting of the year in which terms expire. (Synod commissioners may serve two (2) three-year terms.)
 - b) The Nominating Committee will nominate the presbytery commissioners to synod based upon the notification by the synod, in or near February, as to the needs of synod, from the teaching elder members of the presbytery.
- 5. Ruling Elder Commissioners to Synod
 - a) Election of persons to serve three-year terms as synod commissioners shall be made no later than the May meeting of the year in which terms expire. (Synod commissioners may serve two three-year terms.)
 - b) The Nominating Committee will nominate the presbytery commissioners to synod based upon the notification by the synod, in or near February, as to the needs of synod, from the ruling elders of the presbytery's churches.

V. AMENDMENTS TO THE PRESBYTERY BYLAWS AND MANUAL

- A. All Proposed amendments to this Bylaws and Manual shall be submitted to Council through the Ecclesiastical Affairs Committee for review and recommendation.
 - 1. Presbytery Council shall present proposed amendments to presbytery at a stated meeting for information only. Presbytery Council's recommendations shall be presented, and the matter acted upon, at the following stated meeting.

2. Amendments to this Manual shall be adopted by a majority of the members of presbytery present and voting at the presbytery meeting. Presbytery, by a two-thirds (2/3) vote, may temporarily suspend a provision or provisions of this Manual, provided that the *Book of Order* does not require such provision(s).
- B. The references in this Manual to the Book of Order, or any parts of it, may be corrected editorially should the General Assembly at any time change the numbering of the chapters and/or sections of the *Book of Order*.

APPENDICES

- A Standards of Ethical Behavior
- B Sexual Misconduct Policy
- C Real Estate Policies – available on a separate link
- D Personnel Policies – available on a separate link
- E Guideline For Churches With Building Projects – available on a separate link
- F Commissioned Ruling Elder Guidelines – available on a separate link

3/12/13: Manual Adopted

3/09/15: Revision to Section III.D.2(b) Adopted

5/10/16: Revision to Section III.D.2.(f), (g), (h), and (i).

5/10/16: Revision to Section IV.A.3. (d) (ii)

Approved by Action of Washington Presbytery – March 12, 2002

**LIFE TOGETHER IN THE COMMUNITY OF FAITH:
STANDARDS OF ETHICAL CONDUCT FOR
MEMBERS OF THE PRESBYTERIAN CHURCH (U.S.A.)**

As a member of the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, I accept Christ's call to be involved responsibly in the ministry of the church, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

I

I will conduct my life in a manner that is faithful to the gospel and consistent with my membership in the Presbyterian Church (U.S.A.). Therefore, I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my life's work and church membership, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

II

I will conduct myself within the Presbyterian Church (U.S.A.) so that nothing need be hidden from sisters and brothers in Christ. Therefore, I will:

1. Bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise my witness and relationships within the community of faith;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;

7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit to others where due and observe copyrights;
9. Be a faithful steward of and fully account for funds and property entrusted to me; and
10. Accept the discipline of the church.

III

I will participate as a partner with others in the ministry and mission of the Church universal. Therefore, I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for sisters and brothers in Christ;
3. Recruit church members responsibly, respect existing congregational relationships and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

LIFE TOGETHER IN THE COMMUNITY OF FAITH: STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES AND VOLUNTEERS OF THE PRESBYTERIAN CHURCH (U.S.A.)

As an employee or volunteer in an entity, governing body, or congregation associated with the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

I

I will conduct my life in a manner that will support the ministry of my workplace. Therefore, I will:

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

II

I will conduct myself at my workplace in a manner that will support its ministry. Therefore, I will:

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;

4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate; used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

**LIFE TOGETHER IN THE COMMUNITY OF FAITH:
STANDARDS OF ETHICAL CONDUCT FOR
ORDAINED OFFICERS IN THE PRESBYTERIAN CHURCH (U.S.A.)**

As an ordained officer in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

I

I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore, I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

II

I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore, I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the

- truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
 3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
 4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
 5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
 6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
 7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
 8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
 9. Refrain from incurring indebtedness that might compromise my ministry;
 10. Be a faithful steward of and fully account for funds and property entrusted to me;
 11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
 12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
 13. Participate in continuing education and seek the counsel of mentors and professional advisors;
 14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
 - **15. Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;
 - **16. Provide pastoral services for a congregation I previously served only as directed by the presbytery and pastoral services to members of other congregations only with the consent of their pastors; and
 - **17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in ministry setting during my retirement.

III

I will participate as a partner with others in the ministry and mission of the Church universal. Therefore, I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry;
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

**These standards apply only to pastors; they also apply to commissioned lay pastors when they are performing pastoral functions.

Washington Presbytery

Policy and Procedures on Sexual Misconduct

Updated and Revised
Approved November 12, 2013

Contents:

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I. Introductory Statement

As God who called you is holy,
be holy yourselves in all your conduct.

Tend the flock of God that is in your charge,
not under compulsion but willingly,
not for sordid gain but eagerly.
Do not lord it over those in your charge
but be examples to the flock.

You know that we who teach
shall be judged with greater strictness.

1 Peter 1:15; 5:2-3; James 3:1 NRSV

We believe and proclaim that all people are created by God. God values all human life and intends that everyone--men, women and children--have worth and dignity in all relationships.

We further believe in justice for all persons. Sexual misconduct is an abuse of power and trust, therefore, unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power in behalf of those in our care. A betrayal of this trust is more than just a personal tragedy for the victim. It reflects a tragic breakdown in the character of the abuser that seriously threatens, not only those immediately affected, but the well-being of the church itself.

For too long, incidents of sexual misconduct have been glossed over, rationalized or subverted for the good of the church. The Presbytery of Washington here proclaims that, the good of the church can never be served by overlooking an abuse of power and trust, that sexual misconduct is wrong and that charges of misconduct must be dealt with swiftly, fairly and with compassion for both the accused and the accuser.

The purpose of this Policy is to make clear the presbytery's position on sexual misconduct and to establish the procedures to be followed in investigating and resolving instances where misconduct is alleged to have occurred.

II. Basic Principles

Sexual misconduct is a violation of the role of teaching elders, persons in position of pastoral leadership, officers, employees and volunteers of the presbytery who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.

Sexual misconduct is a misuse of authority and power which breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. Even if someone else initiates or invites sexual content in the relationship, it is always the responsibility of the pastor, person in position of pastoral leadership, officer, employee or volunteer of the presbytery to maintain the appropriate role, and to take all reasonable steps possible to prohibit a sexual relationship.

There is no such thing as consenting adults between pastors and their parishioners or staff. The role of a pastor in the congregation is a role in which he or she is granted such power by members of the congregation that there can never be equality. This makes it always the responsibility of the pastors to take all reasonable steps possible to set appropriate boundaries in any relationship.

Sexual misconduct takes advantage of the vulnerability of children and persons who are less powerful to act for their own welfare. It is contrary to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

III. Definitions

Accused is the term used to represent the person against whom a claim is made of sexual misconduct.

Accuser is the term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not be the victim of alleged sexual misconduct. A person such as a family member, friend, or colleague of the victim may be the accuser whose information initiates the convening of the Response Team.

Child is a person under eighteen years of age.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

Church when spelled with the initial capitalized refers to the Presbyterian Church (USA). Church when spelled with the initial in lowercase refers to local churches.

Confidentiality means that information is withheld from all except those who need to know.

Employee is the term used to cover individuals who are hired or called to work for the presbytery, for salary or wages.

Inquiry is the term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a council. (See Book of Order D-10.0200.)

Investigating Committee is that group of people designated by the presbytery to inquire into the allegations and if charges are filed prosecute the case brought under Rules of Discipline D-10.0200.

Investigation is the term generally used by police, secular prosecutors, and child protective services when responding to allegations of an offense.

Mandated Reporter is the term used for the person required to report any and all suspected incidents of child abuse, including child sexual abuse that comes to his/her attention. Please refer to Chapter 63 of PA Code for full reporting requirements.

Parishioner is an individual who is a member of a particular teaching elder's congregation or someone who is relating to the teaching elder as a pastor as in a non-member counseling setting. For clergy serving in specialized ministries, a parishioner is any person receiving the benefit of the teaching elder's exercise of the office of ministry. (ex. Pastoral counselor/client; campus minister/student).

Persons Covered by this policy include teaching elder members of the presbytery, commissioned ruling elders, officers, employees and volunteers of the presbytery while acting on behalf of the presbytery. For example, this policy covers a non-member adult who sexually abuses a non-member teenager while helping out on a presbytery-sponsored activity. Response is the action taken by the presbytery when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action, (3) pastoral care and intervention for victims and their families and others, and (4) pastoral care and professional intervention and rehabilitation for the accused and care for their families.

Response Team is a body constituted by the presbytery to facilitate the process of responding to allegations of sexual misconduct by a person covered by this policy.

Rules of Discipline is that section of the Book of Order of the Presbyterian Church (U.S.A.) which outlines the procedures to follow in situations in which the church must exercise authority over its members to guide, control and nurture.

Secular Authorities are the governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

Secular Law is the body of municipal, state, and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular law.

Sexual Abuse is the term used to describe any contact or interaction involving sexual conduct in relation to any person under the age of eighteen years; anyone over the age of eighteen years without mental capacity to consent; or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. (Rules of Discipline D-10.0401 c.)

Sexual Harassment is the term used to describe unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when submission to such conduct is explicitly or implicitly a term or condition of employment or volunteer service; when submission to or rejection of such conduct by an individual is threatened or used as the basis for employment decisions affecting such individual; or when such conduct, when repeated after a request to cease, unreasonably interferes with work or volunteer service performance by creating an intimidating, hostile, or offensive environment for employment or volunteer service. For example sexual harassment may include, but is not strictly limited to explicit sexual propositions; subtle pressure for sexual activity; sexual innuendo; sexually oriented verbal teasing or abuse; sexually oriented jokes, obscene gestures, language, suggestive pictures, or drawings; physical contact, such as patting, pinching, touching, or constant brushing against another's body and in third party situations, an individual being offended by the sexual interaction, conduct or communications between others. It does not refer to occasional compliments.

Sexual Impropriety is the term used to describe inappropriate verbal or physical sexual conduct toward those under one's supervision or for whose spiritual and physical welfare one is responsible by reason of one's position in the church. This term includes, but is not limited to, abuse of a position of trust and exploitation or manipulation of persons who are emotionally, psychologically, physically or spiritually vulnerable.

Sexual Misconduct is the comprehensive term used in this policy to include:

1. **Sexual Malfeasance.** Sexual malfeasance as defined for this policy is as follows: the broken trust resulting from genital contact (contact with the breasts, buttocks, or pubic area) within a ministerial (e.g. pastor with a member of his or her congregation) or professional relationship (e.g. officer of presbytery with a committee member). This definition is not meant to cover relationships between spouses, nor is it meant to restrict

church professionals from having normal mutual, social, intimate, or marital relationships. Adultery and fornication are never appropriate behaviors

2. Child sexual abuse as defined above.
3. Sexual abuse as defined above.
4. Sexual harassment as defined above.
5. Sexual impropriety as defined above.

Victim is the term used to identify the person alleged to have been injured by sexual misconduct as defined above.

Volunteers are those who provide services for the presbytery and receive no remuneration. Volunteers include persons elected or appointed to serve on boards, committees, and other groups.

IV. Sexual Misconduct Response Team

A. Purpose and Functions

The Sexual Misconduct Response Team (hereinafter referred to as Response Team) has as its primary purpose the reception of, and a timely and objective response to reports of Sexual Misconduct by persons covered by this Policy. The Response Team will seek to provide support for the accuser/victim as he/she decides how to resolve the problem, as well as showing concern for the Accused. The Response Team shall be available to work with the accuser, the victim, the accused, the families involved, the congregation, and the presbytery and will seek to address their respective needs.

The Response Team does not offer legal advice as to either secular or church law and in no way is a substitute for legal counsel. The Response Team will neither initiate disciplinary proceedings nor be available to testify in disciplinary proceedings arising from an accusation of sexual misconduct.

The Response Team is responsible for providing an annual training workshop to inform new and continuing members of the presbytery of concerns and issues related to sexual misconduct issues.

B. Membership and Training

There shall be five (5) members of the Response Team, representing both women and men, teaching elders and ruling elders ... ordained or non-ordained or lay members of the churches of the presbytery. The Response Team should include, if possible, a licensed psychological counselor and an attorney. The members of the Response Team shall be nominated by the committee on ministry and confirmed by the presbytery. Members of the Response Team must be able to attest that no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against them for sexual misconduct. Members of the Response Team will serve a five-year term; there is no limit to the number of terms a member may serve.

The committee on ministry shall specify from the members a chairperson of the Response Team. The chairperson shall convene the Response Team when a report of possible sexual misconduct is received. When the Response Team has more than one report to consider at the same time, members will need to decide how many persons are to be involved in each response. As in all responses, balance and appropriate representation should be considered. The Response

Team may choose a temporary chairperson from its number to serve in the absence or unavailability of the chairperson.

The team must be trained to respond to allegations of sexual misconduct and to identify and recognize the issues involved in sexual misconduct, sexual harassment, and child sexual abuse. Team members must be familiar with the legal, administrative, and disciplinary procedures of the presbytery and the church.

Team members should commit to serve for no less than a full term to ensure a professional level of experience, skill and continuity. After initial training, the team should meet no less than three times a year to familiarize itself with this policy, the procedures of the presbytery and to continue its professional training.

C. Understanding the Needs of Those Involved

1. Victims and Families

The presbytery and Response Team shall endeavor to assure that adequate treatment and care are available to the victims of sexual misconduct and their families. If the victim or family at first refuses help, the Response Team should continue to offer help. Above all, the presbytery should not act in a self-protective manner by ignoring the victims and their families.

2. Congregations

The presbytery and Response Team should be aware of the problems a congregation may experience as a result of allegations of sexual misconduct by a pastor, employee, or volunteer. The allegations may polarize the congregation, damage morale, and create serious internal problems. Efforts should be taken to recognize and identify the problems and heal the damage done to the congregation.

3. Accused

The presbytery and Response Team shall be mindful that an accused is presumed to be innocent and, shall offer assistance and care for the accused as well as victims and their families. If the accused is a teaching elder, or ruling elder, this responsibility is carried out in consultation with the committee on ministry.

4. The Non-Victim Accuser

A person other than the victim, such as a parent, guardian or other advocate for a child who has been the victim of sexual misconduct, may be an accuser. Because of a child's minority status, an adult is required to act on behalf of the child. The Response Team shall be aware that a non-victim accuser may have some or all of the same needs as a victim.

V. Response Procedures

A. Reporting of, and Responses to Allegations of Sexual Misconduct

1. Receiving Initial Reports

Reports of sexual misconduct will occur in a variety of ways. Because a governing body or entity cannot control to whom the accuser of sexual misconduct will first speak, it is important that officers, employees, and persons highly visible to church members and visitors understand how reports of incidents are channeled to the proper person.

Reports of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and of the church. Reports should be dealt with as matters of highest confidentiality both before and after they have been submitted to appropriate authorities as outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the accuser or the accused. If the accuser is hesitant to talk to higher authorities, the person who has received the initial report has a special pastoral responsibility to build trust and to encourage a willingness on the part of the accuser to speak out, lest the church be unable to respond because no one is able to give firsthand information.

The person receiving the initial report of sexual misconduct from the accuser shall encourage the accuser to report the incident to the executive presbyter, the chairperson of the committee on ministry, or the moderator of the presbytery who will forward the report to the Response Team.

A person receiving an initial report of child sexual abuse may be considered a mandated reporter and may be required to report the incident to civil or criminal authorities when required by local or state law.

2. Responsibilities of the Response Team Upon Receipt of an Initial Report When Formal Accusations Have Not Been Filed With the Stated Clerk

Upon receiving notice of sexual misconduct from the executive presbyter, the chairperson of the committee on ministry, or the moderator of the presbytery, and when formal accusations have not been filed, the chair will immediately call a meeting of the Response Team to coordinate the initial inquiry process. The Response Team should do the following:

- a. Notify the accused of the allegations and advise the accused to have no further contact of any sort with the accuser, the victim, or the victim's family.
- b. Notify the accuser/victim that the team has received the report, that the accused has been notified to have no further contact with the accuser, and what steps the Response Team will be taking to investigate the report. (At any time in the initial inquiry process, advise the accuser if the accused has admitted to the misconduct as charged.)

NOTE: If the accuser claims child sexual abuse, the Response Team is advised not to interview the child (or children) due to the possible secondary trauma caused by the interview itself. Secular authorities should be notified immediately by the Response Team, if a report has not been filed already. The Response Team should be guided in its actions by the recommendations of the secular authorities. If the Response Team needs a consultant to advise it concerning the effects and complications involving a child victim, it should contact an expert in child sexual abuse. The Response Team should make the secular authorities

aware that it wishes, insofar as the law allows, to be kept informed of the developments in the case to allow appropriate church discipline to be exercised with the accused.

- c. File a report with secular authorities, if required by state or local law and none has been previously filed.
- d. A minimum of two representatives of the Response Team will meet with the accuser and/or victim to hear the accusations first-hand and to provide them with a copy of this policy.
- e. Inform the accuser of his or her right to file a written report of the allegations as outlined in the Rules of Discipline. (D-10.0101)
- f. A minimum of two representatives of the Response Team will meet with the accused to receive a response to the allegations. These should ordinarily be different representatives from those who meet with the accuser/victim (line d).
- g. In consultation with the committee on ministry, the Response Team should assess and recommend resources for the following:
 - (1) Need for pastoral care and/or counseling (psychological evaluation) of the victim or accused. If it should be determined during the initial inquiry that professional counseling is needed for the victim, the Response Team may refer the victim to a professional counselor trained to deal with issues of sexual misconduct. The Response Team should maintain a referral list of counselors and counseling centers sensitive to sexual misconduct issues and issues of faith and spiritual needs. The Response Team and thus the presbytery must be sensitive to the victim's financial ability to pay for psychological counseling. The Response Team may refer the victim to an agency, which sets fees based upon client's ability to pay. Although the church is not legally obligated to pay for the victim's counseling, it should be considered a pastoral obligation.;
 - (2) Need for parties involved to obtain legal counsel and inform insurance carriers;
 - (3) Personal and pastoral needs of the accuser/victim and the accused; since the of the accused, it shall avoid such language in its findings and conclusions;
- h. Recommend educational or employment practices to be implemented to prevent further instances of sexual misconduct.
- i. Recommend actions to be taken to begin the healing process within the congregation.

The Response Team is **NOT** intended to do the following:

- aa. Advocate for any party involved;
- bb. Act as legal counsel for any party involved;
- cc. Replace the functions of the committee on ministry, counsel, or investigating committee;
- dd. Determine guilt or innocence of the accused; or
- ee. Enforce a specific remedy or disciplinary action.

3. Responsibilities of the Response Team Upon Receipt of an Initial Report When Formal Accusations Have Been Filed with the Stated Clerk

If an accusation is received by the Stated Clerk in writing, alleging an offense by a teaching elder or commissioned ruling elder, an investigating committee will be formed as outlined in the Rules of Discipline. (D-10.0200) The chair of the sexual misconduct Response Team will then be notified. The team will then be involved as outlined in section V.A.2. above with the exception of V.A.2.e, and the addition of the following responsibility:

Together with the executive presbyter and/or the chairperson of the committee on ministry, meet with the session to inform its members that a written allegation of sexual misconduct has been made against the teaching elder or commissioned ruling elder, and that administrative leave may be recommended while the investigation is going on. No one shall either negotiate or suggest disciplinary actions to or for continuing members of presbytery; neither shall they negotiate nor suggest to or for the session concerning this matter at this time.

4. Media Contact

Any inquiries from the media regarding an incident of sexual misconduct must be directed to the executive presbyter or the stated clerk of the presbytery. Questions from the media shall not be addressed by any member of the Response Team.

5. Response Team Record Keeping

The Response Team will keep all records confidential. The Response Team should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, accused, and other parties involved, copies of the initial report and correspondence.

When the Response Team determines that its work is completed, all of the Response Team's records, along with its final report, will be forwarded to the stated clerk and will be marked confidential and securely stored. No member of the Response Team will keep any separate records of confidential material that they have turned over to the governing body as a result of its work.

B. Presbytery Response

The presbytery's response is subject to the discipline outlined in the Book of Order, D-3.0101b,c,d. The pastoral relationship of teaching elders and commissioned ruling elders serving congregations is subject to oversight by the presbytery, G-2.0105, G-2.0502, G-2.0503, G-2.0504, G-2.1004. Such teaching elders and commissioned ruling elders are subject to the Rules of Discipline.

The presbytery must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

C. Time Limit

The ability of the presbytery to respond promptly and justly to sexual misconduct is related in part to the opportunity to receive allegations and gather evidence soon after the occurrence. However, this policy recognizes the special problems related to discovery and recognition of various forms of sexual misconduct. Child sexual abuse may not be recognized until the victim of abuse reaches adulthood. Recognition of abuse and willingness to come forward by an adult victim may also be delayed for many years. Therefore, there is no time limit on the filing of charges. (D-10.0401b)

VI. Policy Implementation

A. Compliance

All teaching elders and commissioned ruling elders will be required to sign a statement of acknowledgment, indicating that they have received a copy of the Policy and Procedures on Sexual Misconduct and understand that the presbytery will abide by it.

Sessions are expected to annually review “Washington Presbytery Policy and Procedures on Sexual Misconduct”, or their own session/congregation policy if one exists, and to show record of such annual review in the session minutes.

B. Distribution

The presbytery will distribute this policy to its officers, employees, committee members and volunteers through their chairpersons, and the congregations through their clerks of session.

C. Record Keeping

Accurate record-keeping is an essential part of hiring and supervision practices. The presbytery office will maintain personnel files on all clergy. The file will contain PC(USA) Personal Information Forms, executive presbyter reference checks and responses, and other documents related to this policy.

D. References

Pastor nominating committees are responsible for contacting references for prospective pastors. A written record of conversations or correspondence with references shall be kept in the pastor’s personnel file.

In dealing with teaching elders called from one position to another, the presbytery will assume responsibility for previous employer reference checks through the executive presbyter or other authorized persons who would report to the committee on ministry either that there had been no reported sexual misconduct, or that the committee should inquire into reported sexual misconduct.

The person within the presbytery authorized to give a reference is obligated to give truthful information regarding allegations, inquiries, and administrative or disciplinary action related to sexual misconduct of the applicant. The response, however, must be limited to information contained within the written summary prepared as part of the Response Team and/or presbytery records.

Applicants should be informed of negative comments regarding sexual misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.