

Mid-Kentucky Presbytery Structure – 2015-2018

Unless otherwise specified, all elected terms shall be for three years, renewable for a second consecutive term only.

Coordinating Commission

• Composition

- Voting Members
 - Moderator and Vice-Moderator of Presbytery
 - Five at-large members elected by presbytery for three-year, staggered terms
 - The commission will elect one at-large member as chair
 - One at-large member will serve as the liaison for mission networks
 - A representative from each of the five programmatic standing committees
 - A representative from each of the commission's three committees
- Members with Voice, but not Vote
 - Presbyter for Community Life
 - Stated Clerk
 - Recording Clerk (who will also serve as secretary for the commission)

• Responsibilities

- In consultation with the Stated Clerk, sets agenda for each presbytery meeting including theme development and worship leadership.
- Provides general coordination of the presbytery's mission and ministry.
- Oversees the work of the five programmatic standing committees.
- Relates to organizations with which the presbytery has a covenant (such as Uspiritus), an ecumenical relationship (such as Kentucky Council of Churches), or a denominational affiliation (such as Presbyterian Women).
- Appoints Task Forces.
- Affirms the establishment of a network.
- Approves requests for contract positions as described in the Staffing Rationale.
- Moves the Annual Budget to the presbytery for adoption.

• Coordinating Commission Committees

Each committee will elect a chair from their elected membership and will appoint a representative to the Coordinating Commission.

1. **Visioning Committee**—Composed of three members elected by presbytery with the ability to add to its membership by invitation.

Responsibilities:

- Engage in creative and forward-focused thinking about the presbytery's mission for consideration by the Coordinating Commission and other entities of the presbytery.
- Encourage and support congregational innovation.
- Review the presbytery's structure and mission at least every three years.

2. **Finance Committee**—Composed of six members elected by presbytery of which at least two shall be teaching elders and at least two shall be ruling elders, and the remainder shall be members of a congregation of the presbytery. The committee also has the ability to add to its membership by invitation members of a congregation of the presbytery.

Responsibilities:

- Coordinates all fiscal matters for the presbytery including the annual designation of those permitted to prepare or sign checks from presbytery accounts.
- Prepare annually a proposed budget for presbytery to be submitted to the Coordinating Commission.
- Consider any financial request beyond those in the approved presbytery budget (such as presbytery loans); submit the request to the Coordinating Commission for review.
- Assure an annual review of the presbytery's financial records by a qualified auditor (who is approved by

the presbytery) and report the findings to the presbytery.

- The elected members serve as the Board of Trustees of the Corporation of the Presbytery of Mid-Kentucky and shall act as such when instructed by the presbytery or when accomplishing those legal transactions assigned as specific responsibilities in the Standing Rules. The Stated Clerk of the presbytery shall act as the agent for the trustees of the corporation for the purchase and sale of property or other legal matters and shall be the custodian of all related deeds and papers. The chair and vice-chair of the Finance Committee shall serve as president and vice-president of the corporation.

- 3. Communications Committee**—Composed of three members elected by presbytery with the ability to add to its membership by invitation.

Responsibilities:

- Manage the presbytery's internet presence including website and social media.
- Maintain the presbytery's online calendar.
- Determine effective ways to communicate with the presbytery (i.e. Daily Update, etc.).
- Host an information table at presbytery meetings.
- Review and update internet documents (guidelines, policies, etc.).
- Assist presbytery entities and agents of mission with distribution of information.
- Provide a link to the Visioning Committee for communication purposes.
- Encourage and equip presbytery entities to effectively use technology for meetings.
- Provide communications support to the presbytery office.

Commission on Ministry

- **Composition:**
 - Sixteen elected members, all of whom are ordained and eight of whom shall be Teaching Elders and eight of whom shall be Ruling Elders.
- **Responsibilities:**
 - Shall supervise the churches of Presbytery without pastors; arrange for the appointment of moderators in churches without pastors; assist in arranging for pulpit supplies; act for Presbytery in an advisory capacity in initiating and maintaining relations between Teaching Elders and churches. These actions shall be reported to presbytery at every stated meeting.
 - Shall correspond with members of presbytery working within its bounds in roles other than pastor or associate pastor, with those laboring outside the bounds of presbytery, and with those who are retired.
 - Shall be responsible for presbytery's work relating to the Board of Pensions and the Benefits Plan of the Presbyterian Church (U.S.A.); shall be designated presbytery's correspondent with these programs; shall receive requests for ministerial relief, and direct appropriate recommendations to the Committee on Finance.
 - Shall work in conjunction with the Committee on Preparation for Ministry whenever the duties of the two committees overlap.
 - Shall assign and conduct examinations before presbytery of all candidates in Mid-Kentucky Presbytery for ordination.
 - Shall act, on behalf of presbytery, to hear the sermons of candidates for the ministry.
 - Shall act, on behalf of presbytery, to find in order calls issued by churches, approve and present calls for services of Teaching Elders, to approve the examination of Teaching Elders transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss Teaching Elders to other presbyteries. Shall act on behalf of presbytery to approve contracts for all temporary pastoral relationships and to appoint of moderator of sessions in churches without a pastor. All such actions shall be reported to the next stated meeting of the presbytery.
 - Shall recommend to presbytery minimum Terms of Call, including salary (including housing allowance) and other compensation for Teaching Elder members of the presbytery, and shall hear appeals from churches who wish to be relieved from meeting minimum standards.
 - Shall maintain these standards among Teaching Elders and churches. (a) No church may engage a Teaching Elders in any capacity until all financial obligations to former pastors, interim or supply pastors, including pension or annuity payments, have been discharged. (b) The pastor nominating committee of a vacant church shall consult with this commission in the very early stages of their work, and before engaging a pastor,

associate pastor, stated supply, or temporary supply. No full time pastoral relationship shall be approved in which the Teaching Elder's salary and allowances are less than the sum adopted by presbytery as its minimum salary and allowances unless an appeal has been made and approved by the Commission on Ministry. (d) No part-time relationship shall be approved unless the proportionate amount of minimum standards are paid.

- The Commission on Ministry shall establish training for Commissioned Ruling Elders to Particular Service and shall have oversight of any Commissioned Ruling Elders serving a congregation in Mid-Kentucky Presbytery.
- To keep the lines of communications open, a quarterly meeting shall occur with the chair of the Commission on Ministry, the chair of the Committee on Preparation for Ministry, a person representing Commissioned Ruling Elders, and a person representing Christian Educators.

Commission on Preparation for Ministry

- **Composition:**
 - Shall be composed of twelve members, six of whom shall be Teaching Elders, three Ruling Elders, and three qualified active members elected from the Presbytery at-large.
- **Responsibilities:**
 - Perform the general duties of the Commission on Preparation for Ministry and the entire process of candidacy described in the Book of Order and as otherwise provided in the standing rules of the presbytery.
 - Enroll inquirers and dismiss candidates, with the provision that all such actions be reported to the next stated meeting of the Presbytery as provided in the Book of Order, G-2.06
 - On behalf of Presbytery, elect Ruling Elders and Teaching Elders to serve as readers for examinations for candidates for ordination at the request of the Presbyteries Cooperative Committee on Examination of Candidates.
 - Recommend to Presbytery some disposition of every application which comes before the commission.
 - Receive and process all communications from the General Assembly committees and from theological institutions which pertain to candidates.
 - Work in conjunction with the Commission on Ministry whenever the duties of the two commissions overlap.
 - To keep the lines of communications open, a quarterly meeting shall occur with the chair of the Commission on Ministry, the chair of the Commission on Preparation for Ministry, a person representing Commissioned Ruling Elders to Particular Service, and a person representing Christian Educators.

Standing Committees of the Presbytery (report directly to the presbytery)

1. **Personnel Committee**—Composed of six members elected for staggered, three-year terms plus the Presbyter for Community Life. The committee will select a chair from its elected members.

Responsibilities:

- Review the work of the presbytery staff each year.
 - Review and recommend changes in the presbytery's office equipment and office space each year.
 - In consultation with the Finance Committee, recommend to the Coordinating Commission and to the presbytery any changes in contracts or terms of call for staff members.
 - Coordinate background checks on potential and current employees.
 - Hear staff grievances both internally and externally.
 - Provide ongoing support for personal and professional development of staff.
 - Review and recommend to the Coordinating Commission changes in the presbytery's personnel manual.
2. **Committee on Church Administration/Permanent Judicial Commission**—Composed of ten members elected to serve a period not to exceed six years. Seven of those elected shall also serve on the Permanent Judicial Commission (see below). The remaining three members of the Committee on Church Administration shall be nominated from the at-large membership of the presbytery.

Responsibilities:

- Provide for the orderly reading of session minutes and church registers and report findings to the presbytery.
- Provide for an annual review of the standing rules of the presbytery in consultation with the Stated Clerk.
- Serve as a Bills and Overtures Committee by reviewing any overtures or resolutions submitted to the presbytery for possible recommendation by a session, the Synod of Living Waters, or the General Assembly

of the PC(USA), all such being received within ten days of the stated meeting at which they will be considered.

- Shall develop and review guidelines for inclusion in “The Handbook for Clerks of Session” for keeping session minutes and registers, and shall offer training to the clerks of session of member churches.

The Permanent Judicial Commission: Seven members of the Committee on Church Administration—four ruling elders and three teaching elders—shall also be elected to serve as members of the Permanent Judicial Commission. These members will be placed in three classes and when called for service shall elect their own moderator and clerk and shall conduct their proceedings according to the Book of Order of the Presbyterian Church (U.S.A.).

3. Committee on Representation—Shall be composed of six members in accordance with the Book of Order G-8.1

Responsibilities:

- Shall advise Presbytery's Committee on Nominations of any need for nominations in particular categories needing increased representation.
- Shall regularly inform the Presbytery of its progress toward fair representation of diverse categories.
- Shall meet at least twice a year with the Committee on Nominations.

4. Committee on Nominations—Shall be composed of nine members, one-third of whom shall be Teaching Elders, one-third Ruling Elders, and one-third active members of congregations of the presbytery. The Immediate Past Moderator of the presbytery will serve as chair. The members shall be nominated by the Presbytery Coordinating Commission and elected by the Presbytery. The Coordinating Commission shall endeavor to assure that the membership of the committee represents the diversity priority of the presbytery.

Responsibilities:

- Shall nominate to Presbytery all general officers, committee members and their chairpersons, Presbytery Coordinating Commission members and its chairperson, Cedar Ridge Camp, Inc. Board of Directors, and commissioners for other governing bodies of the Church. The list of nominees shall ordinarily be submitted to the Presbytery at the February Stated Meeting.
- Shall initiate and maintain a personnel file of all Teaching Elders and Ruling Elders of the Presbytery and qualified active members to serve as a "personnel resource pool" from which committees may create task groups.
- Shall endeavor to nominate for membership a balanced number of Teaching Elders and Ruling Elders for all commissions and committees of the presbytery.

Programmatic Standing Committees of the Presbytery (report directly to the Coordinating Commission)

The programmatic standing committees of the presbytery will be:

- 1. Committee on Hispanic/Latino Ministries** whose purpose will be the support for Hispanic and Latino ministry and outreach. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of the worshipping communities.
- 2. Committee on New Worshipping Communities** whose purpose will include the work of Ecclesia and the new immigrant fellowships/worshipping communities. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of the worshipping communities. New Church Developments report to presbytery through their assigned Administrative Commissions.
- 3. Committee on Community Life** whose purpose will be to build stronger internal relationships among congregations and among teaching and ruling elders. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of a congregation of the presbytery.
- 4. Committee on African American Youth and Young Adults** whose purpose will be to link the four African American churches of the presbytery with one another for shared ministry. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of the of the worshipping communities. This Committee is funded through the Hearts and Hands campaign.
- 5. Committee on Education** whose purpose will be to continue and grow educational opportunities in Mid-

Kentucky Presbytery. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of a congregation of the presbytery.

Task Forces and Networks

The presbytery, through the Coordinating Commission, may also address needs through:

- **Task Forces**—May be requested by Teaching Elders, Ruling Elders, or congregations or may be established by presbytery action. Task Forces will ordinarily be appointed by the Coordinating Commission in consultation with the initiating body/bodies for a period not to exceed three years. Task Forces may apply for contract consultant assistance for up to two years. Task Forces will provide written updates to the Coordinating Commission in January and June of each year.
- **Networks**—May be created with the affirmation of the Coordinating Commission and may be initiated by individuals with special concerns. An approved Network will be open to all interested parties, publicized through presbytery communications, and will report annually to the Coordinating Commission. Networks may sponsor programs or events with the approval of the Coordinating Commission.

Wherever this structure conflicts with the Standing Rules of the Presbytery of Mid-Kentucky, this structure shall take precedence.