**Manual of Operations for the Presbytery of Mid-Kentucky**

I. Standing Rules

II. Mission Statement

 The mission statement of the Presbytery of Mid-Kentucky is:

“Spiritual leaders, empowering life-giving congregations, for the transformation of the world, by faith in God through Jesus Christ.”

III. Membership and Quorum

1. The Presbytery of Mid-Kentucky, in conformity with (G-3.0301), consists of all congregations and teaching elders within the geographical boundaries of the Presbytery of Mid-Kentucky authorized by the General Assembly.
2. In determining its membership, the presbytery maintains the following rolls:
	1. Teaching Elders in Active Ministry

• Teaching Elders in service to congregations
• Teaching Elders engaged in Validated Ministry
• Teaching Elders approved as Members-at-Large

* Temporary Members of presbytery in accordance with (G-2.0506)
	1. Honorably Retired Teaching Elders
	2. Commissioned Ruling Elders
	3. Certified Christian Educators

• Certified Christian Educators who are ruling elders (Voice and Vote)

• Certified Christian Educators who are not ruling elders (Voice only)

* 1. Ruling Elders who are Commissioners to meetings of the Presbytery by Virtue of Office
		+ Moderator of the Presbytery
		+ Vice-Moderator of the Presbytery
		+ Executive Presbyter
		+ Stated Clerk
		+ Ruling Elders serving as Chairs of Presbytery Committees and Commissions
	2. Teaching Elders Removed from the rolls of Active Ministry for reasons other than Honorable Retirement (do not have voice or vote, and are not counted as part of the balance between ruling and teaching elder commissioners to the presbytery).
		+ Teaching elders who have been released from the exercise of ordered ministry as a teaching elder
		+ Teaching elders who have been removed from the exercise of ordered ministry as a teaching elder.
1. The principles for determining the balance between ruling elder and teaching elders commissioners to the gatherings of the presbytery are to be found in G-3.0301:

*The presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and teaching elders within that district. The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of teaching elders and ruling elders. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G- 3.0103. Ruling elders elected as officers of the presbytery shall be enrolled as members during the period of their service. A presbytery may enroll, or may provide by its own rule for the enrollment of, ruling elders during terms of elected service to the presbytery or its congregations.*

1. Each year, it is the responsibility of the Stated Clerk and Presbyter for Community Life, in consultation with other entities as seems wise, to evaluate the number of teaching elders and ruling elders on the rolls as active members of the Presbytery of Mid-Kentucky, and to determine the number of ruling elder commissioners needed to achieve a balanced representation.
2. The following formulas shall be used in determining representation:
	1. All members on the roll of Teaching Elders in Active Ministry shall be counted, with the exception that those who are physically unable to attend, or who do not live within the

bounds of the presbytery shall not be counted.

* 1. All members on the roll of Honorably Retired Teaching Elders shall be contacted during December of each year in order to determine whether they intend to attend presbytery gatherings for the coming year. All those who indicate they intend to come to presbytery gatherings shall be counted.
	2. All ruling elders on the rolls of Commissioned Ruling Elder, Certified Christian Educator, and Commissioners by Virtue of Presbytery Office shall be counted.
1. Ruling elder commissioners to the presbytery shall be apportioned among the congregations as follows:

a. Church membership size is determined by the number reported to the Office of the General Assembly in the immediately previous calendar year’s Statistical Report.

b. The number of ruling elder commissioners shall be at least 2 for all congregations of the presbytery regardless of size. Additional commissioners—beyond 2— shall be assigned based on active membership:

1. Up to 199 members: No additional Ruling Elder Commissioners beyond the 2 per congregation
2. 200-299 members: 1Ruling Elder Commissioner in addition to the 2 per congregation for a total of 3 Ruling Elder Commissioners
3. 300 members and above: 2 Ruling Elder Commissioners in addition to the 2 per congregation for a total of 4 Ruling Elder Commissioners
4. The quorum for a presbytery gathering is not fewer than three ministers of the Word and Sacrament who are members of the presbytery and three ruling elder commissioners from three different congregations (G-3.3034). The quorum for meetings of the presbytery’s other committees, commissions, task forces and networks is the larger of 1/3 of the total membership of that group or three members.

IV. Coordinating Commission

1. The Coordinating Commission exists as part of the structure of the Presbytery. It’s membership, scope, terms are detailed in the Standing Rules.
2. The way that the Coordinating Commission chooses to organize itself for the tasks to which it has been commissioned are not part of the Standing Rules of the presbytery but reside in the Manual of Operations.
3. At-large members of the Coordinating Commission are expected to serve as ex officio members with voice and vote of at least one of its standing committees. At-large members do no count toward the membership numbers of any committee.
4. Chairs of the standing committees shall typically serve as members of the Coordinating Commission.
5. Standing Committees of the Coordinating Commission:

 1. Communications

 1. Purpose: to advise staff in determining effective ways to communicate with the presbytery, review and update internet documents (guidelines, policies, etc.), advise the presbytery and its entities with distribution of information, and help encourage and equip entities of the presbytery to effectively use technology.

 2. Membership: three members, one in each class elected by presbytery, with the ability to add to its membership by invitation.

 3. The chair or designee shall serve on the Coordinating Commission

* 1. ~~African-American Congregations~~
		1. ~~Purpose: To link the African-American churches of the presbytery with one another for shared ministry.~~
		2. ~~Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair~~
		3. ~~The chair or designee shall serve on the coordinating commission.~~
	2. Christian Education
		1. Purpose: To continue and grow educational opportunities in the Presbytery. This committee is also responsible for the oversight of UKirk ministries in the presbytery through oversight of the UKirk Board.
		2. Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair.
		3. The chair or designee shall serve on the coordinating commission.
	3. Church Growth and Transformation
		1. Purpose: To foster life-giving congregations by encouraging vital congregations, developing new worshipping communities, fostering shared ministries between congregations, and encouraging new and transformational endeavors within the congregations of the presbytery.
		2. Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair.
		3. The chair or designee shall serve on the coordinating commission.
	4. Finance
		1. Purpose: To coordinate all fiscal matters for the presbytery including the annual designation of those permitted to prepare of sign checks from presbytery accounts. Prepare annually a proposed budget for presbytery to be submitted to the Coordinating Commission. Ensure that the presbytery shall ordinarily maintain a reserve fund of 15 percent (15%) of the operating budget, making use of year-end funds to help maintain this reserve. Consider any financial request beyond those in the approved presbytery budget (such as presbytery loans); submit the request to the Coordinating Commission for review. Ensure an annual review of the presbytery’s financial records and report the findings to the presbytery.
		2. Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair.
		3. The chair or designee shall serve on the coordinating commission.
		4. Trustees: The elected members shall 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.
	5. Latino/a Ministry
		1. Purpose: To support Latino/a ministry and outreach within the presbytery and to provide oversight, accountability, encouragement, and guidance to the Preston Highway ministry
		2. Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair. The pastoral leader of the Preston Highway ministry shall serve ex offico with voice but no vote.
		3. The chair or designee shall serve on the coordinating commission.
	6. Mission
		1. Purpose: To encourage mission efforts and relationships locally and globally, especially those furthering the dismantling of systemic racism and the eradicating systemic poverty.
		2. Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, on of whom shall be ordained and will serve as chair.
		3. The chair or designee shall serve on the coordinating commission.
	7. ~~Visioning~~
		1. ~~Purpose: To engage in creative and forward-focused thinking about the presbytery’s mission for consideration by the Coordinating Commission and other entities of the presbytery and to review the presbytery’s structure and mission at least every three years.~~
		2. ~~Membership: 6 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair.~~
		3. ~~The chair or designee shall serve on the coordinating commission.~~
	8. Worshipful Work
		1. Purpose: To assist the stated clerk, presbyter for Community Life, and coordinating commission to develop engaging and meaningful presbytery gatherings, to plan the worship service, to recommend to coordinating commission the beneficiary of presbytery worship offerings.
		2. Membership: 3 members elected by the presbytery for three-year terms on a rotational basis, one of whom shall be ordained and will serve as chair. The current moderator, vice moderator, stated clerk and presbyter for community life shall serve ex officio.
		3. The chair or designee shall serve on the coordinating commission.