

2018

**Presbytery
Of
Eastern Virginia**



Interim Manual

of

Administrative Operations

Book of Order G-3.0106

04/04/2018

The Manual of the Presbytery of Eastern Virginia
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I - PURPOSE

The Presbytery of Eastern Virginia, Inc., (hereafter known as PEVA) is a council of the Presbyterian Church (U.S.A.) hereinafter "PCUSA", within the ecclesiastical bounds of the Synod of Mid Atlantic. A Presbytery, as defined by the Constitution of the PCUSA is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness, *Book of Order* (G-3.0301).

The Presbytery is the council serving as a corporate expression of the church in the geographical region known as Hampton Roads, and as such, is a sign of the unity of the church. Although each congregation possesses all of the gifts necessary to be the church, none is sufficient in itself to be the Church. The Presbytery of Eastern Virginia exists to help congregations and the church as a whole to be more faithful participants in the mission of Christ. (G-3.01)

II - MISSION AND VISION

Building on the historical surveys of the Presbytery of Eastern Virginia, Inc., the Presbytery Council authorized consultants to help update the mission of the Presbytery.

Vision: Healthy, Growing Congregations Working Together

Goal: Equip congregations to make and grow disciples of Jesus Christ resulting in increased worship attendance, mission, and membership on a sustained basis.

Priorities:

1. Learn and share together long-range planning, church transformation and disciple-making strategies.
2. Assist churches in youth ministry and provide Presbytery-wide youth ministry.
3. Provide Christian education training, resources and mentorship for laity and clergy in relation to the congregations they serve.
4. Improve communications between and among congregations and Presbytery and between congregations and their communities-at-large.
5. Engage in congregational mission partnerships, sharing members' skills in joint endeavors.

Structural Recommendations

1. Establish a Presbytery Council (PC) to guide the development of the Presbytery.
2. Realign the Presbytery structure.
3. Equip healthy, growing congregations to work together intentionally by encouraging and establishing congregational and pastoral partnerships.
4. Restructure Presbytery meetings to enable more time for networking and celebrating the successes in ministry of PEVA churches.

III - POLICIES AND PROCEDURES

1. **MANUAL AND AMENDMENTS.** The *Book of Order*, the *PEVA By-laws*, and this Manual, along with any subordinating documents, shall govern the Presbytery of Eastern Virginia. The manual can be repealed or amended only in the following way:

A. A proposed change to the Manual must be submitted in writing to the Presbytery Council (PC) at least two months before a Presbytery Stated Meeting.

B. PC will present proposed changes to the Manual to Presbytery and the PEVA Assembly will vote on whether or not to docket the proposed change for the next stated meeting.

C. If docketed, then a two-thirds vote of the members voting is required for adoption of the proposed change.

D. This same procedure will be followed to amend this amendment policy.

2. **RULES OF ORDER FOR PRESBYTERY MEETINGS.** The *Book of Order*, the By-laws, this Manual, and its appendices shall determine the rules of order for all meetings of PEVA. Where the Book of Order and the By-laws do not apply, all meetings of the Members as defined in Section V, shall be conducted in accordance with the most recent edition of Roberts Rules of Order.

3. **MANUAL REVIEW.** Every four years PC shall provide for the review of the Manual together with the overall mission and organization of PEVA.

4. **TERMS.** Prior to July 2011, sessions, presbyteries, synods and the General Assembly were known by the term governing bodies which has now been changed to councils. Unless otherwise indicated "Council" as used in this Manual means "Presbytery."

5. **POLICIES AND PROCEDURES.** Previous policies and procedures established by the Presbytery remain in effect until changed by this manual or presbytery action unless in conflict with the 2017/2019 *Book of Order*.

IV - MEETINGS

1. **Schedule.** PEVA ordinarily holds four Stated Meetings each year. One in January (Winter), April (Spring), July (Summer), and October (Fall). The April, July, and October meetings are ordinarily on the fourth Tuesday of the month. The January meeting is ordinarily on the fourth Saturday of the month. Special meetings may be held when requested by two **ministers** and two ruling elders (ruling elders to be from different churches), or when directed by a higher governing body. Meeting dates may be changed by the PC.

2. Reports and New Business.

A. All reports and media requirements are due at the Presbytery Office at least three weeks before the Stated Meeting. The docket and reports will be published on the Presbytery's website at least 10 days before each meeting. Packets will only be mailed to those churches or commissioners without Internet capability.

B. Any new business shall ordinarily be brought to the meeting with sufficient copies to be distributed to all PEVA Commissioners. Items of new business are to be given to the Stated Clerk as soon as possible and no later than the first recess, unless they are of an emergency nature. Any report or new business not included in the packet or distributed as Supplementary Information before the meeting requires the consent of two-thirds of the members voting before it can be distributed, the report made, or action taken.

C. No vote will be taken on recommendations coming from the floor of PEVA stated meetings that affect Restricted Funds or expenditures over already budgeted items. Such recommendations may be discussed, but shall be docketed for the next stated meeting.

3. **Quorum.** A quorum for any meeting is **10 ministers and 10 ruling elders representing at least 10 different congregations**. Business can be transacted only when a quorum is present.

4. **Worship.** A service of worship with sermon and celebration of the Sacrament of the Lord's Supper is ordinarily conducted at each Presbytery Stated Meeting.

5. **Docket.** A docket for each meeting is prepared by the PC and is presented as the first order of business following determination of a quorum. When adopted, it sets the order of the day and the order of business and events.

6. **Minutes.** The Journal Clerk shall record minutes of the proceedings of all meetings of PEVA and prepare them for publication by the Stated Clerk. The minutes will be read and approved by the PC members and reported to Presbytery. Minutes will be attested by the Stated Clerk and are available in the Presbytery Office or upon request. The Presbytery Moderator shall appoint a clerk pro tem in the absence of the Journal Clerk upon the recommendation of the Stated Clerk.

7. **Voting.** All motions will be decided by a majority of those members present and voting unless the vote required to adopt is based on other specified requirements, i.e., two-thirds, three-fourths.

V - MEMBERSHIP

1. **Plenary Assembly.** All **ministers** of PEVA engaged in a presbytery validated ministry, honorably retired, or member-at-large, commissioned ruling elders, ruling elders commissioned by the sessions of its churches, and ruling elders by specified position comprise the membership of stated meetings of Presbytery. A ruling elder's term of service continues from one stated meeting until the next, unless the session directs otherwise. Presbyters (ministers and ruling elders) in good standing in other governing bodies of the Presbyterian Church (USA) or in any other Christian Church, who are present at any meeting of PEVA, may be invited to sit as corresponding members with voice but without vote. Directors of Christian Education and other church professionals serving within the bounds of PEVA are invited and encouraged to sit as corresponding members with voice but without vote. A Certified Christian Educator who is an ordained elder in educational ministry service under the jurisdiction of the Presbytery and elder PC members are enrolled as members of the Presbytery with voice and vote. Other members of Ministry Teams, Commission on Ministry, Commission on Preparation for Ministry, the Permanent Judicial Commission, and other agencies of PEVA are given the privilege of the floor and may participate in debate on matters concerning their commission/ committee's sphere of responsibility. Chairs of agencies of PEVA who are not otherwise members of the plenary assembly may be given the privilege of the floor with voice but without vote. Guests and observers are welcomed to attend open meetings of PEVA.

2. **Minister/Ruling Elder Equity.** Each January the Stated Clerk will ascertain the number of resident minister members of Presbytery, based on end of year membership, and the number of ruling elders that the churches are entitled to elect as commissioners to Presbytery. Retired ministers that have not attended a meeting in the past two years will not be counted in the balance. The number of eligible ruling elders will include an ordained ruling elder serving as a certified Christian educator in an educational ministry under the jurisdiction of the presbytery, ruling elder PC members, ruling elder stated clerk, ruling elder treasurer, ruling elder moderator of the trustees and ruling elder moderator/vice moderator of PEVA. When the number of ministers is larger than the number of ruling elders, the Stated Clerk shall report the imbalance to the Presbytery at the January meeting. Predominately African American Churches and churches with more ministers than ruling elders authorized by membership shall be invited to elect an additional ruling elder commissioner.

VI - PRESBYTERY OFFICERS & STAFF

1. **Officers.** The officers of PEVA are the Moderator, Vice Moderator, Stated Clerk, General Presbyter, **Treasurer, and a Moderator of the Trustees, who is also the President of the Corporation.**

A. **Moderator.** The Moderator is an elected official of the Presbytery required by the Constitution and serves a one-year term ordinarily from the close of the January Stated Meeting until the close of the following January Stated Meeting and is nominated by the Nominations Committee. Nominations for the office of Moderator shall be permitted from the floor. The Moderator serves as the official representative of the Presbytery at any church or public function, and may be relieved of committee duties while serving as Moderator. The Moderator may appoint a parliamentarian to assist in the conduct of plenary assemblies when the Stated Clerk is not available. The Moderator shall provide an annual report to PEVA at the Winter (January) Plenary Assembly, prior to the installation of a new Moderator. When the Moderator is a ruling elder, and after election shall be enrolled as a member of PEVA for the term of office. The Moderator chairs the Presbytery Personnel Team and becomes Chair of the PC upon completion of term as moderator. The order of rotation for PEVA Moderator is female clergy, female elder, male clergy, and male elder.

B. The **Stated Clerk** is an elected official of the Presbytery required by the Constitution and is directly responsible to PEVA for carrying out ecclesiastical functions. **As per the Bylaws, the Stated Clerk also serves as the secretary of the Presbytery of Eastern Virginia, Inc.** The Stated Clerk is nominated by the PC with other nominations permitted from the floor and is ordinarily elected for a term upon recommendation by the PC and approved by the Presbytery. The Stated Clerk records transactions of the governing body in accordance with the *Book of Order*, G-3.0104, is responsible to PEVA for performing all the duties of that office and shall defend the Constitution of the Church. When a church is dissolved the stated clerk shall collect all session and membership records and provide them to the Presbyterian Historical Society in Philadelphia, Pennsylvania for safekeeping. When a ruling elder, this person shall be enrolled as a voting member of PEVA. It is expected that this person will work closely with the General Presbyter in areas of mutual concern.

C. The **Vice Moderator** serves a one-year term and is nominated by the Nominations Committee with other nominations permitted from the floor. The Vice Moderator assists the Moderator as required and serves as Moderator in the absence of the Moderator. Ordinarily the Vice Moderator is elected as the next Moderator. When a ruling elder, the Vice Moderator shall be enrolled as a member of PEVA for the term of office.

D. The **General Presbyter** serves as the Pastor to the Presbytery and is the chief executive officer of the Presbytery of Eastern Virginia. **The General Presbyter also serves as an ex-officio member of the Board of Trustees, without vote.** The General Presbyter works under the general supervision of the PC through the Personnel Committee with ultimate responsibility to PEVA in plenary assembly; fulfills leadership, consulting, and resourcing needs with PEVA and its agencies, congregations, and ministers, and beyond; exercises overall supervision of PEVA staff; provides overall direction of the office of PEVA; oversees financial management of PEVA; represents PEVA in higher governing bodies and ecumenical structures; and performs other tasks as assigned by the PC. The General Presbyter exercises specific supervision of all PEVA employees. The General Presbyter is nominated by a presbytery nominating committee comprised of ministers and members of congregations in as nearly equal numbers as possible and is called by the Presbytery.

E. The **Treasurer** shall have the care and custody of and be responsible for all funds and securities of PEVA and shall deposit such funds and securities in the name of PEVA in such financial institutions as the Board of Trustees may designate. The Treasurer may sign and endorse in the name of PEVA all checks, drafts, notes, and other orders for the payment of money and pay out and dispose of such under the direction of the Members and Board of Trustees. The Treasurer shall keep at the principal office of PEVA accurate books of account of all its business and transactions and shall at all reasonable hours exhibit books and accounts to any Member or Board of Trustees upon application at the office of PEVA during business hours. A financial review of the books shall be conducted upon appointment of a new Treasurer or when requested by the Members or Board of Trustees. The individual appointed shall further perform all duties incident to the office of Treasurer of PEVA. If

required by the Board of Trustees, the Treasurer shall give such bond as determined to be appropriate for the faithful execution of his or her duties.

F. The **Moderator of the Trustees** shall perform such duties and responsibilities as directed or delegated by the Board of Trustees or Members. The Moderator of the Trustees shall serve as the president of PEVA, Inc. in the execution and performance of PEVA's business affairs as required by civil law.

STAFF

1. The **Business Administrator** serves for the period of Presbytery contractual engagement or employment. The Business Administrator is not an officer of the Presbytery. The Business Administrator is the primary financial and business staff member, responsible to and under the supervision of the General Presbyter, for maintaining, managing, reporting, and supporting external/internal reviews relative to the financial and business status of the Presbytery of Eastern Virginia, Inc.

2. The **Journal Clerk** is not an officer. The Journal Clerk prepares the minutes, and presents them to the Stated Clerk in finished form. The Journal Clerk shall request the Moderator to appoint Temporary Clerks to assist during meetings.

2. **Other employees** of the presbytery may include Office Administrator, Administrative Assistant, Hunger Action Advocate, Campus Minister, and Campus Administrator. Description of responsibilities, method of performance review, and termination of employment will be in accordance with position descriptions and the PEVA Personnel Policies and Practices Manual.

3. **Former Staff Members.** Former staff members of the Presbytery will not serve on any Presbytery committee/commission/team or attend any presbytery meetings unless specifically invited for at least one year after the arrival of the new staff person and then only with the concurrence of the incumbent.

VII - MINISTERS.

1. Every minister member of PEVA is expected to labor regularly in the functions of PEVA unless retired or excused by PEVA. Those not employed full-time by this Presbytery, by one of its congregations or agencies, or by a related higher governing body or its agency, will have their work validated by the Commission on Ministry each year and the validation reported to Presbytery. Ministers (active and at-large) are expected to attend each meeting of PEVA in plenary session and to be present during the entire proceedings. Ministers who must be absent from all or part of a meeting will submit a request to be excused to the Stated Clerk. Ministers who are honorably retired or serve outside the bounds of PEVA are automatically excused from plenary sessions of PEVA if not present. Retired ministers in temporary pastoral relationships are expected to attend Presbytery meetings in order to continue service in that capacity, or their temporary relationship agreement will be cancelled. Ministers are expected to arrive prior to the start of the meetings and to stay through adjournment.

2. Ministers seeking admission to, or service within, PEVA are required to undergo an examination and be approved by the Commission on Ministry before moving onto the field. Installed pastoral relationships are pastor, co-pastor, and associate pastor. A minister may be installed for an indefinite period or for a designated period as specified in the call. Temporary pastoral relationships are intentional interim pastor (serves between installed pastors); covenant pastor (serves when congregation is not seeking an installed pastor), or bridge pastor (serves for a limited period of time). Temporary pastoral relationships do not carry a formal call or installation. A minister may also serve as a parish associate when in a validated position other than the local parish, is a member-at-large, or is retired but wishes to maintain a relationship with a particular church.

3. Each minister member of the Presbytery may administer the sacraments when appointed moderator of a session or congregation, when doing occasional supply preaching at a member congregation, when serving in other validated ministries, or when invited by a session.
4. Ministers may apply to be placed on the honorably retired roll. Ministers with physical or mental disabilities will be considered for honorably retirement on a case-by-case basis.

VIII - INQUIRERS AND CANDIDATES.

1. Persons applying to prepare for the office of minister are enrolled as inquirers in PEVA by action of the Commission on Preparation for Ministry. An inquirer will apply to become a candidate for the office of minister through their session to the Commission on Preparation for Ministry. Upon the recommendation of the Commission on Preparation for Ministry, the inquirer will be examined on the floor of Presbytery with respect to his or her Christian faith, forms of Christian service undertaken, and motives for seeking the ministry, and upon a formal vote of the Presbytery, shall become a Candidate. Candidates may seek a call when certified by the Commission on Preparation for Ministry.
2. Candidates seeking ordination and admission to PEVA are required to undergo a preliminary examination by the Commission on Ministry before moving onto the field. They are also ordinarily required to preach an ordination sermon and be examined by the Presbytery at a stated meeting. Upon satisfactory completion of the examination, the Presbytery shall approve the call and vote to proceed to the service of ordination and installation. The calling Presbytery ordinarily examines, ordains and installs the candidate.
3. The inquiry and candidacy phases shall continue for a period of no less than two years with at least one year as a candidate unless waived by three-fourths vote of presbytery. Passing of standard ordination examinations cannot be waived but presbytery may approve some alternate means to ascertain readiness of the candidate for ministry for good and sufficient reasons by three-fourths vote of Presbytery.

IX - COMMISSIONERS TO THE GENERAL ASSEMBLY and SYNOD

1. **Commissioners to General Assembly.** PEVA elects commissioners (active ministers and ruling elders) and a Young Adult Advisory Delegate (YAAD) to the General Assembly at the Fall or October meeting prior to the assembly meeting in accordance with the number established in the *Book of Order*, G-3.0501, and on nomination by the Nominations Committee with nominations permitted from the floor with the permission of the nominee. The Nominations Committee selects minister commissioner nominees based on time since a commissioner, time since ordination, time as a member of PEVA, level of involvement in work of Presbytery, synod, GA, and representation issues. Ruling elders are selected from nominations based on level of involvement in work of church and Presbytery and representation issues. Young Adult Advisory Delegates shall be between the ages of seventeen and twenty-three years on the date the General Assembly convenes.
2. **Commissioners to the Synod of the Mid-Atlantic.** PEVA elects commissioners based on guidelines from the Synod of the Mid-Atlantic on nomination by the Nominations Committee with nominations permitted from the floor and with the permission of the nominee. The Presbytery elects commissioners based on published Synod diversity guidelines.

X - CHURCH SESSIONS.

1. Each session will elect ruling elders to attend all meetings of PEVA with commissioners normally serving for one year or from one Stated Meeting to the next, to include any interim, adjourned, or called meetings. Sessions can, however, elect different commissioners if necessary. Minister/ruling elder balance is determined based on end of

the year resident ministers less those retired resident ministers that have not attended a Presbytery meeting during the past two years. The number of ruling elders is determined based on a church having more ministers than ruling elders authorized; diversity; and, ruling elders assigned by position, i.e., stated clerk, moderator/vice moderator, PC members, and certified Christian educator elders employed within the jurisdiction of the presbytery. Churches are authorized to elect ruling elder commissioners to presbytery meetings as follows:

Churches with 500 members or less – 1 ruling elder each

Churches with 501 – 1,000 members - 2 ruling elders each

Churches with 1,001 – 1,500 members - 3 ruling elders each

Churches with 1,501 – 2,000 members – 4 ruling elders each

Churches with 2,001 – 3,000 members - 5 ruling elders each

Above 3,000 members – 1 additional ruling elder for each 1,000 members or major fraction thereof

Racial Ethnic Churches - 2 ruling elders each

Churches, are authorized one ruling elder commissioner per minister commissioner employed by the congregation.

If more minister commissioners routinely attend PEVA meetings than ruling elder commissioners, selected churches may be authorized an additional ruling elder commissioner keeping in mind the Presbytery's commitment to inclusiveness and representation.

2. If for any reason a church fails to meet the terms of the call to its pastor(s), the session is to report the facts and the causes of such failure to PEVA through the Commission on Ministry. The terms of a call to its pastor(s) can be changed only with the consent of the Presbytery.

3. When a pastor or associate pastor is leaving a congregation, the session is to consult with the General Presbyter and the Commission on Ministry about procedures to be taken to call a new pastor or associate pastor.

4. The records of each session of each congregation are to be reviewed on an annual basis in accordance with the Presbytery's published scheduled.

XI - PRESBYTERY COUNCIL

1. The Presbytery Council shall be comprised of six individuals elected by the Presbytery. The Presbytery Council (PC) membership shall include the PC Moderator (**ordinarily the** immediate past PEVA Moderator), Moderator of PEVA, Vice Moderator of PEVA, and three at large members with at least one PC member reflecting the African-American constituents of the Presbytery or other racial ethnic groups consistent with the principles of unity and diversity. The General Presbyter and Stated Clerk serve as Staff Members.

2. The PC normally meets monthly except for months when Presbytery meets and may meet upon the call of the PC Moderator. The PC provides advice to PEVA agencies, provides guidance to the budget process and concurs with budget structure as prepared by the Stewardship Ministry Team prior to presentation to Presbytery, approves minutes of Presbytery meetings and reports it to Presbytery, approves the docket for Presbytery meetings, receives quarterly reports of PEVA entities, and appoints the Personnel Committee. The primary PC functions are: Oversight, Coordination, Priority Planning, PEVA Meetings, Personnel, and Budget recommendation to PEVA with consideration to other matters as required.

XII – BOARD OF TRUSTEES

1. The Board of Trustees shall serve as the Directors of PEVA, Inc. and as delegated by the Presbytery shall have such limited power, authority and responsibilities of and shall perform the functions provided by a board of directors under the Act. Except as otherwise provided by the Act, the Articles, these Bylaws, the Constitution or this Manual of Operations, the authority to carry out the *business affairs* of PEVA shall be exercised by the Board of Trustees. The Board shall fulfill the functions required by civil law and those that the Presbytery assigns to it. It shall be responsible for implementing the policies of the Members related to investments, financial guidance, and property; and shall arrange for an annual financial review.
2. The Board of Trustees shall be comprised of six individuals elected by the Presbytery, including the Moderator of the Board of Trustees. The Trustees shall be divided into three normally equal classes and shall normally serve a three-year term and may be elected for one additional three year term. No trustee shall serve on the Board of Trustees for more than six consecutive years. The General Presbyter and Stated Clerk shall be *ex-officio* members of the Board of Trustees and shall not be entitled to vote at Board of Trustee meetings.
3. The Board of Trustees shall convene meetings as necessary or as may be required by the Act, Constitution or Manual of Operations. A meeting may be called by the Moderator of the Trustees or upon call by no less than one-third of the Board of Trustees. The Trustees may act by unanimous written consent which be given electronically in lieu of a formal meeting. The consent becomes effective when fully executed by all Trustees. The consent shall be recorded by the Stated Clerk.
4. The Moderator of the Board of Trustees shall be recommended by the Trustees for election by the Presbytery.

COMMITTEES, MINISTRY TEAMS, AND COMMISSIONS

1. Commissions/Committees/Ministry Teams.

a. Presbyters will be elected at Presbytery meetings to serve on the following ministry teams/committees/commissions: Commission on Ministry, Commission on Preparation for Ministry, Committee on Representation, Nominations Committee, Stewardship Ministry Team/Trustees and the Permanent Judicial Commission. A person ordinarily only serves on one of these ministry team or committee/commission at a time (with the exception of the Permanent Judicial Commission) and is limited to two consecutive three-year terms (six years total). After that, one year must elapse before a person can be re-elected to the same ministry team or committee/commission. Exceptions to this rule are allowed based on need and expertise. If a member becomes inactive and abandons their obligations, the Moderator of that ministry team or committee/commission may request the Nominations Committee to nominate a replacement for the inactive member. Nominations Committee members will be nominated by the PC.

b. Other committees such as the Sessional Records Review Committee, Hunger Ministry Team, Resource Center Ministry team, Peacemaking Ministry Team, Youth and Young Adult Ministry Team, etc., exist to perform particular functions or to gather as a matter of interest and will be filled by persons interested in that ministry team/committee and serve for a period of time as determined by the committee. Members of these committees need not be presbyters. Chairs of ministry teams/committees will be determined by each entity. Ministry Teams/Committees/Commissions of PEVA are a critical leadership element in which the direction, execution, management, and resource management is entrusted for the term of service for which the leadership and membership are elected and/or appointed. As such this leadership element serves as trustees for the specific purpose of the respective committee responsibilities and duties and shall report to the PC annually. Unless specified otherwise by the *Book of Order* each ministry team/committee/commission, the Presbytery

will determine size with membership as equal as possible in number between ministers and members of congregations bearing in mind the principles of unity and diversity.

2. **Judicial Committees.** The Stated Clerk, is authorized to refer to the moderator of the permanent judicial commission an allegation of offenses that require the appointment an Investigating Committee and Committees of Counsel when required as delineated in the Rules of Discipline of the *Book of Order* (D-10.0106).

3. **Administrative Commissions.** Administrative Commissions are designated to consider and conclude, but not limited, to such matters as ordaining and installing ministers; examining and receiving ministers into membership; organizing, merging or dissolving congregations; visiting particular congregations affected with disorder; and other matters as requested by commission/ committees/ministry teams of the presbytery. Administrative Commissions are ordinarily appointed by vote of Presbytery to act on behalf of the Presbytery. Administrative Commissions may be appointed by the Presbytery Moderator upon the request of the Moderator of the Commission on Ministry, in consultation with the General Presbyter and Stated Clerk, when required between Presbytery meetings and shall be reported to the Presbytery. Administrative Commissions shall include ruling elders and ministers in numbers as nearly equal as possible to do the work assigned but with at least three members. Administrative commissions are empowered to act on behalf of the council (Presbytery) and any actions shall be regarded as actions of the council (Presbytery) that created it within the scope of their responsibility and assignment.

APPENDIX 1 – COMMITTEES, MINISTRY TEAMS, AND COMMISSIONS

A. COMMISSION ON MINISTRY (COM)

Purpose: The Commission on Ministry is governed by the *Book of Order* (G-3.0307) and shall serve as pastor and counselor to ministers, ruling elders commissioned to pastoral service, and to certified Christian educators of the Presbytery; to facilitate the relations between the Presbytery and its congregations; and to settle difficulties on behalf of the Presbytery where possible and expedient; to ensure the annual certification of the Sexual Misconduct Policy; and to annually develop the Compensation Guidelines; with specific authority:

- To dissolve pastoral relationships and dismiss ministers to other Presbyteries when both ministers and congregation agree.
- To examine and receive ministers into Presbytery without further examination on the floor of Presbytery unless an examinee declares a scruple concerning a tenet, and if COM concludes that the examinee is otherwise ordainable, commissionable, or transferable. COM shall then refer the issue of ordination, commissioning, or transfer to the next convened PEVA without recommendation.
- To validate the work of its ministers.
- To approve calls and covenants of ministers.
- To approve temporary relationship agreements.
- To approve ruling elders for commissioning to pastoral service.
- To grant permission to labor within and outside Presbytery bounds.

Guidance: The Commission on Ministry will be guided by its Manual of Operations, the *Book of Order*, and the General Assembly *Advisory Handbook for Ministry Committees/Commissions*.

Composition: The Commission on Ministry is normally composed of 24 members – 12 ministers and 12 ruling elders with staff support by the General Presbyter and the Stated Clerk.

Organization: The Commission is organized with a moderator, secretary and may elect vice moderators to provide oversight of, but not limited to, the following areas:

- A. Pastoral Care
- B. Congregational Care
- C. Vacancies
- D. Examinations
- E. Mediation and Reconciliation

Meeting times: The Commission on Ministry ordinarily meets on the first Tuesday of each month or as determined by the Moderator.

B. COMMISSION ON PREPARATION FOR MINISTRY (CPM)

Purpose: The Commission on Preparation for Ministry is governed by the *Book of Order* (G-3.0307) and guides, nurtures, and oversees the process of preparing one to become a minister. The

Commission has oversight of all inquirers and candidates, receives inquirers, and makes recommendations to the Presbytery on those to become candidates, holds annual consultations, and certifies candidates ready for ordination as a minister with the authority to:

- Accept applicants for the office of minister as inquirers.
- Transfer the Covenant Relationship of Candidates for the office of minister to another Presbytery when requested by the other Presbytery, when such transfer is deemed to be in the best interest of the Candidate and the Church.

Guidance: The Commission on Preparation for the Ministry will be guided by the *Book of Order*, its policies, and the *General Assembly Advisory Handbook for Preparation for Ministry in the Presbyterian Church (U.S.A.)*.

Composition: Minimum of six persons (three ministers and three ruling elders) in three classes with staff support by the General Presbyter and the Stated Clerk.

Meeting times: The Committee on Preparation for Ministry ordinarily meets the third Tuesday of the month or as determined by the Moderator.

C. COMMITTEE ON REPRESENTATION (COR)

Purpose: The Committee on Representation advises the Council regarding the implementation of principles of unity and diversity, advocates for diversity in leadership, consults with the Council on the employment of personnel, in accordance with the principles of unity and diversity and completes annual report in accordance with Synod of the Mid-Atlantic guidelines.

Composition: Six persons equally divided between ministers and members of congregations.

Meeting times: Annually or as determined by the chair.

D. NOMINATIONS COMMITTEE

Purpose: The Nominating Committee nominates persons to serve in positions requiring election by council ensuring that nominations are made by an entity broadly representative of the constituency of the council and in conformity with the church's commitment to unity in diversity (F-1.0403).

Composition: Six persons equally divided between ministers and members of congregations with staff support by the General Presbyter and the Stated Clerk. The PC will nominate potential members of the Nominations Committee for election by the Presbytery.

Meeting times: Quarterly or as determined by the chair.

E. PERMANENT JUDICIAL COMMISSION (PJC)

Purpose: The Permanent Judicial Commission is governed by the *Book of Order*.

Composition: – Members of the Permanent Judicial Commission are elected by the Presbytery from the ministers and ruling elders in as even numbers as possible. Members serve six-year terms in three classes of three each with no more than one ruling elder member from the same church. The moderator and recorder are elected from the PJC members with staff support by the Stated Clerk.

Meeting times: Meets as necessary.

F. STEWARDSHIP MINISTRY TEAM

Purpose: The Stewardship Ministry Team identifies ways in which PEVA might interpret its ministry to the Presbytery and the world and is responsible for the preparation and oversight of the Mission Budget of the Presbytery.

The Stewardship Ministry Team reviews all requests for capital or other major fund drives encumbering the Presbytery and provides advice and counsel to the General Presbyter prior to recommending approval to Presbytery or forwarding requests to higher governing bodies.

The Stewardship Ministry Team prepares the operating budget of the Presbytery of Eastern Virginia and submits the proposed operating budget to the PC for review prior to recommending a final proposed operating budget to Presbytery for approval.

The Stewardship Ministry Team maintains oversight of the PEVA restricted funds as reported in the Financial Statements provided to the Presbytery and as documented in the Presbytery Financial Manuals.

Composition: Ministers and members of congregations blessed with gifted financial minds that are willing to serve in this critical area. **Ordinarily members of the Stewardship Ministry Team will also serve as members of the Board of Trustees.**

Meeting times: The Stewardship Ministry Team ordinarily meets the fourth Wednesday of each month or as determined by the chair.

G. CONGREGATIONAL TRANSFORMATION MINISTRY TEAM

Purpose: The Congregational Transformation Ministry Team is responsible for the number one priority of long-range planning, church transformation and disciple making. The Congregational Transformation Ministry Team identifies ministry needs within the scope of its activities; receives and presents to the Presbytery requests from congregations seeking to buy, sell, or encumber property; and provides for new church development within the bounds of the Presbytery. The Congregational Transformation Ministry Team includes New Church Development, Long-range Planning, Session Resources, Mergers/Closings and the Healthy Growing Congregations Initiative.

Composition: Ministers and members of congregations.

Meeting times: The Congregational Transformation Ministry Team ordinarily meets the second Thursday of the month or as determined by the chair.

H. YOUTH AND YOUNG ADULT MINISTRY TEAM

Purpose: The Youth and Young Adult Ministry Team ministers to youth, young adults, college and international students.

Composition: Those interested in the work and ministry of youth and young adults.

Meeting times: As determined by the program director.

I. RESOURCE CENTER MINISTRY TEAM

Purpose: The Resource Center Ministry Team oversees the operation of the Resource Center. The Resource Center Ministry Team gathers information concerning the needs of presbytery members as they seek to become Christ's disciples and secures and publicizes the resources to fill the needs. The Resource Center Ministry Team facilitates the sharing of resources for Christian education through educator luncheons and training events. The Resource Center Ministry Team works with the Resource Center director and/or the assigned Presbytery staff.

Composition: Ministers and member of congregations.

Meeting Times: Quarterly or as determined by the chair

J. HUNGER MINISTRY TEAM

Purpose: The Hunger Committee of PEVA, believing that hunger is unacceptable, leads and challenges the churches of PEVA and its entities in Christ's name to alleviate chronic hunger and its immediate causes at home and abroad through information dissemination, education, advocacy, and the provisions of resources.

Composition: The Hunger Committee consists of ministers and members of PEVA congregations, trying to maintain gender and racial ethnic balances.

Meeting Times: The Hunger Committee ordinarily meets on the third or fourth Saturday in January, March, June and September at 10:00 a.m. at a location designated by vote of the committee.

K. PEACEMAKING MINISTRY TEAM

Purpose: The Peacemaking Committee of PEVA believes peace is the intended order of the world, with life abundant for all God's children and strives to promote peace and issues of justice in our homes, among individuals, communities, PEVA congregations and its entities in Christ's name, to advocate for the victims of violence locally and worldwide, to foster a safer environment for children from violence, and encourages churches to be advocates on behalf of peace and justice by using the Presbytery's share of the Peacemaking Offering wisely in order to make a difference in the direction of peace and justice.

Composition: The Peacemaking Committee consists of members of PEVA congregations.

Meeting Times: The Peacemaking Committee ordinarily meets the third Tuesday of the month at 3:00 p.m. at the Presbytery office or as determined by the chair.

L. SESSIONAL RECORDS COMMITTEE

Purpose: The Sessional Records Committee reviews the minutes of sessions and congregations for administrative review and makes recommendation that they be received with or without exceptions to the Presbytery.

Composition: Six ruling elders knowledgeable in the *Book of Order*.

Meeting times: Meets on the second Monday of March, June, September and December.

APPENDIX 2 – OTHER ENTITIES

A. INTERNATIONAL CONGO PARTNERSHIP

Purpose: To be ambassadors for our Lord and Savior, Jesus Christ, by allowing ourselves to be lead by the Holy Spirit to assist our Brother's and Sister's in the Democratic Republic of the Congo (DRC).

Composition: Persons interested in the DRC. Currently 4 co-moderators; 10 active members

Meeting Frequency: Every 3rd Saturday of the month.

B. PRESBYTERIAN WOMEN

Purpose: Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves

- ◆ to nurture our faith through prayer and Bible study,
- ◆ to support the mission of the church worldwide,
- ◆ to work for justice and peace, and
- ◆ to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

The Presbyterian Women are governed by their individual bylaws except when participating in Presbytery meetings. The list of officers and other information can be found at www.pcusa-peva.org by clicking on the "Presbyterian Women" box.

C. PRESBYTERIAN MEN

Purpose: The mission, goals and priorities of Presbyterian Men is "to equip and train all men to pursue the will of Jesus through: mission outreach; leadership; and discipleship." Their objectives are to:

- ◆ Strengthen men's understanding of the church
- ◆ Assist congregations in nurturing men to mature discipleship
- ◆ Encourage men in the church through their commitment to Christ
- ◆ Nurture men in their ministry to which they are called in their families, work, and ministry in their community and in the world
- ◆ Involve men of various racial/ethnic backgrounds and ages together in Christian fellowship, mission and worship

The Presbyterian Men are governed by their individual bylaws except when participating in Presbytery meetings. Further information can be found at www.pcusa-peva.org by clicking on the "Presbyterian Men" box.

D. PEVA CHAPTER OF THE NATIONAL BLACK PRESBYTERIAN CAUCUS

Purpose: The National Black Presbyterian Caucus (NBPC) was organized in 1987 to: advocate for racial justice, maximize black participation in the life and mission of the church, facilitate the discussion and communication of issues and the development of strategies, and be the focal point of the celebration of the Black religious heritage.

Today the NBPC is an organization of intergenerational Black Presbyterians who are committed to Jesus Christ and who work to ensure that:

- ◆ the witness of Presbyterians of African descent is healthy, growing, dynamic and empowering
- ◆ racial justice is integral in the church's self-understanding and lived out in every aspect of ministry
- ◆ the Presbyterian Church (U.S.A.) is culturally plural in mission and ministry

The PEVA Chapter of the National Black Presbyterian Caucus is governed by their individual bylaws except when participating in Presbytery meetings.

APPENDIX 3 - OTHER INCORPORATED ENTITIES

1. **John Knox Homes, Incorporated.** Is a non-profit, charitable corporation in which PEVA has an ownership interest. John Knox Towers is a retirement community for adults located at 1210 Colonial Avenue, Norfolk, VA.

2. **Westminster-Canterbury of Chesapeake Bay, Incorporated.** Westminster-Canterbury of Chesapeake Bay, Incorporated is a corporation founded by the Episcopal Diocese of Southern Virginia and the Presbytery of Eastern Virginia and organized "as a faith-based organization to expand the ministry of each church to serve older adults who are members or former members/employees of the founding churches, and to the extent practical, to older adults of all faith traditions. The Corporation has been organized for the purpose of establishing, maintaining, operating, managing, controlling, or regulating one or more health care or residential services for older adults, including providing services in the homes of older adults and assisting other organizations in providing these same services in achieving greater efficiencies, affordability, or quality in the delivery of such services." The complete text of re-stated and amended Articles of Incorporation of January 28, 2016 are filed in the office of PEVA. The Board elects its own members, with the exception of General Presbyter of PEVA and Bishop of the Episcopal Diocese of Southern Virginia. Three-fourths of the elected Board members must be members of the Presbytery (ministers or members of congregations) or the Diocese.

APPENDIX 4 – 2006-2018 HISTORICAL VISION

THE GREAT ENDS OF THE CHURCH

The work of PEVA and this manual are dedicated to revealing the glory of God in Jesus Christ, sustained and empowered by the Holy Spirit, and to this task, we affirm the great ends of the Church: (*Book of Order* F-1.0304)

- “the proclamation of the gospel for the salvation of humankind
- the shelter, nurture, and spiritual fellowship of the children of God
- the maintenance of divine worship
- the preservation of the truth
- the promotion of social righteousness
- the exhibition of the Kingdom of Heaven to the world”

The Ministry Units of PEVA have been chosen to ensure that each facet of our work and ministry contributes to the great ends of the Church and that the appropriate emphasis is placed on each of these great ends as identified in the VISION, MISSION, MINISTRY GOALS, AND OBJECTIVES adopted by the Presbytery of Eastern Virginia on July 25, 2006.

Vision: Healthy, Growing Congregations, Working Together

Mission: Equip Congregations to Live Out Christ’s Mission in the World

A. Identify needs of individual congregations that can be met by the Presbytery and respond proactively.

1. Assure that a mission/vision process has been undertaken and completed by each church in the Presbytery over the next two years (for churches that have recently concluded such a process, the results should be revisited in light of the new PEVA mission and vision statements and ministry goals).
2. Assure more frequent contact with individual churches or groups of churches identified as having difficulties in participating in achieving or carrying out these ministry goals.
3. Identify members with particular expertise (e.g., financial, personnel, physical plant and facilities), and confirm their availability to individual churches for consultation or training.
4. Renew emphasis on COM triennial visit activity, with particular focus on these ministry goals. An average of 21 visits per year over the next three years should be attained.

B. Encourage and facilitate joint congregational endeavors and Presbytery events.

1. Encourage and facilitate “church clusters” for purposes such as mission, church development and redevelopment, fellowship and community outreach in local and regional areas of the Presbytery.
2. Facilitate information and ministry sharing between congregations that have similar interest for the purpose of relationship building between congregations.
3. Host annual event for all members of PEVA churches. Each year the event would have a focused theme with motivational speaker and time for prayer. The theme would be directly related to PEVA’s mission and vision.
4. Facilitate at least 5 joint endeavors between churches in local mission, global mission, campus ministry, youth ministry, preacher and choir exchanges, joint session meetings, joint elder-deacon training, etc. to build relationships between PEVA congregation members and leaders.

5. Facilitate 2 local presbytery-wide hands-on mission endeavors each year.
6. Host or co-host a regional event every three years that reaches out to the un-churched for the purpose of spreading the gospel and bringing people to know Jesus Christ as Lord and Savior and encouraging regular worship attendance at the church of their choice.
7. Have the Congregational Transformation Committee, in conversation with the COM and the sessions, develop criteria and expertise that would make it attractive for small churches who cannot afford a full-time pastor to consider yoking, merging, a parish council, and/or the use of Commissioned Pastors (CPs), not in order to survive, but to do Christ's ministry in the world more effectively.

C. Increase worship attendance and membership on a sustained basis over the next 7 years.

1. Include a church growth workshop at least once a year, either through the Leadership Summit event or as a stand-alone event. *(46 votes)*
2. Engage in focused activity to promote and assist new church development and congregational transformation. For example, determine likely sites for new church development, partner with nearby church for it to develop a multi-site church, with the satellite church served by an Associate Pastor, with the goal that the satellite church would be self supporting in ten years. *(34 votes)*
3. Establish a team, who would respond only to a given request from a pastor or session to provide confidential feedback from the team's visit to a Sunday worship service. Categories of feedback would include, but not be limited to: greetings, fellowship, parking, music, bulletin, preaching. *(32 votes)*
4. Ask on PEVA's annual report form the worship attendance goal for that congregation for the coming year. Add a narrative section to the Presbytery report required of all churches that asks the ways and means being used to increase worship attendance. *(29 votes)*
5. The minimum goal is growth in worship attendance and membership over the next seven years consistent with overall population growth in the Presbytery. *(29 votes)*
6. The targets for successful improvements in church participation are a 25% growth in worship attendance, and a 15% increase in church membership, over the next seven years. *(28 votes)*
7. Investigate the means and value of providing commercial advertising of Presbyterian services. *(19 votes)*
8. Have the Congregational Transformation Committee, in conversation with the COM and the sessions, select and engage with three congregations a year that would be most likely to respond positively to an intentional transformation process. *(19 votes)*

D. Provide for excellent development and training for lay and clergy leaders.

1. Provide regular opportunities for continuing education for ordained ministers, elders and deacons – opportunities that are demonstrably related to their ongoing responsibilities to the congregations they serve. *(61 votes)*
2. Find people who are willing to mentor others: e.g., clerks of sessions, treasurers, and personnel officers. Maintain a mentor list and facilitate matches with requestors. *(55 votes)*
3. Require adherence to the highest professional standards by ministers and lay leaders in accordance with the ordination vows and *Book of Order*. *(25 votes)*

4. Ask the COM to recommend to Presbytery standards for clergy continuing education. *(20 votes)*

E. Provide pastoral care for church professionals.

1. Initiate the formation of new groups for those with particular interest in continuing education, support and shared ministry. *(20 votes)*

2. Commission a "Pastor to Pastors" for Presbytery, perhaps a retired pastor who is willing and able to make phone calls and visits. Provide additional mileage reimbursement and small honorarium in the Care and Support Subcommittee's budget. *(19 votes)*

3. Initiate the formation of new groups for clergy spouses, or clergy couples, to support clergy marriages in the midst of the stress that comes from parish ministry. *(16 votes)*

4. Send a survey to clergy and educators seeking their perspectives on what is needed and helpful. *(13 votes)*