

**Manual  
of  
the  
Presbytery  
of  
Eastern Virginia**

**Adopted July 22, 2008**

**The Manual of the Presbytery of Eastern Virginia**  
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## THE COVENANT

### THEOLOGICAL STATEMENT

The Presbytery of Eastern Virginia (PEVA) is called by the life, death and resurrection of Jesus Christ to support all its members and member congregations in our efforts to glorify the Lord and to enjoy God forever.

Our life in Christ is sustained and empowered by the Holy Spirit through the written word of God---Holy Scripture, and the proclaimed word of God---preaching. The Christian life is confirmed and sealed as members and congregations participate in the holy sacraments of Baptism and the Lord's Supper.

To be Christian and Presbyterian and a middle-level governing body is to embrace and respond to the call of Christ. We respond to the Living Christ to the glory of our Creator by:

- Proclaiming the gospel with each other and to those who have not heard,
- Coming together in fellowship,
- Engaging in mission,
- Speaking the truth in love to each other and with each other to the world,
- Exhibiting a Christ-like system of values to the world.

### 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* G-1.0200)

- "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). (52 votes)

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. (48 votes)

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. (42 votes)

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. (21 votes)

**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. (48 votes)

2. Facilitate information and ministry sharing between congregations that have similar interest for the purpose of relationship building between congregations. (46 votes)

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. (34 votes)

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. (34 votes)

5. Facilitate 2 local presbytery-wide hands-on mission endeavors each year. (26 votes)

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. (26 votes)

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 Lay Pastors (CLPs), not in order to survive, but to do Christ's ministry in the world more effectively. (24 votes)

**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 Equipping the Saints 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)

8. Investigate the means and value of providing commercial advertising of Presbyterian services. (19 votes)

9. 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 sub-committee'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)

**I - POLICIES AND PROCEDURES**

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

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

b. Council will present proposed alterations to the Manual to Presbytery and the PEVA Assembly will vote on whether or not to docket the proposed alteration for the next stated meeting.

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

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

2. **RULES OF ORDER FOR PRESBYTERY MEETINGS.** The *Book of Order*, this Manual, and its appendices shall determine the rules of order for all meetings of

PEVA. Where none of these apply, by the most recent edition of *Robert's Rules of Order* shall determine the rules for meetings of PEVA. (G-9.0302)

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

## II. MEETINGS

1. **Schedule.** PEVA holds four Stated Meetings annually in January (Winter), April (Spring), July (Summer), and October (Fall). The April, July, and October meetings are on the fourth Tuesday of the month. The January meeting is on the fourth Saturday of the month. Special meetings may be called in accordance with the *Book of Order* (G-11.0201). Meeting dates may be changed by the approval of Council.

2. **Quorum.** A quorum for any meeting is 20 ministers and 20 elders representing at least 20 different congregations. Business can be transacted only when a quorum is present.

3. **Worship.** A service of worship with sermon is ordinarily conducted at each Stated Meeting of PEVA. The celebration of the Sacrament of the Lord's Supper is ordinarily conducted at the Spring and Fall Stated Meetings of PEVA.

4. **Docket.** A docket for each meeting is prepared by Council 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. See Appendix 2 for the business of Presbytery meetings.

5. **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 by selected members of the Presbytery Meetings Committee and submitted to Council for approval. Approval of the minutes will be reported to Presbytery. The Presbytery Moderator shall appoint a clerk pro tem in the absence of the Journal Clerk upon the recommendation of the Stated Clerk.

6. **Ecumenical Activities.** PEVA or its agencies may work with other Christian denominations in creating and strengthening effective ecumenical agencies for common mission. Before beginning this work, PEVA shall consult with the appropriate body of the Synod. (See *Book of Order*, G-15.0103.)

## III. MEMBERSHIP

1. **Plenary Assembly.** All ministers of PEVA and elders commissioned by the sessions of its churches compose the membership of Stated Meetings. Only active, honorably retired and at-large minister members are eligible to speak, vote, and hold office. Inactive ministers may speak only when the matter under consideration concerns that minister. An elder's term of service continues from one Stated Meeting until the next, unless the session otherwise directs. Presbyters (Ministers of the Word and Sacrament or 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 and elder Council members are enrolled as members of the Presbytery with voice and vote in accordance with *Book of Order*, G-14.0730c and G-11.0101c respectively. Other members of Ministry Teams, Council, Committee on Ministry, Committee 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 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. **Clergy/Lay 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 elders that the churches are entitled to elect as commissioners to Presbytery. The number of eligible elders will include certified Christian educators, elder Council members, elder stated clerk and elder moderator/vice moderator of PEVA. When the number of ministers is larger than the number of elders, the Stated Clerk shall report the imbalance to the Presbytery through the Church Order Ministry Team at the January meeting. Upon recommendation of PEVA certain Sessions shall be invited to elect an additional elder commissioner with special attention to inclusive representation. Priority of such invitations shall be given to sessions of racial/ethnic congregations. (See *Book of Order*, G-11.0101b.)

#### IV. PRESBYTERY STAFF

1. **Officers.** The officers of PEVA are the Moderator, Vice Moderator, Stated Clerk, Treasurer, and Journal Clerk.

a. **Moderator.** The Moderator serves a one-year term from the close of the January Stated Meeting until the close of the following January Stated Meeting and is nominated by the Church Order Ministry Team. Nominations for the office of Moderator shall be permitted from the floor. The duties of the moderator are as stated in the *Book of Order* (G-9.0202) and *Robert's Rules of Order*. The Moderator serves as the official representative of PEVA at any church or public function, and may be relieved of Ministry Team or Office 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 (*Book of Order*, G-9.0407b). When the Moderator is an elder, he or she must be commissioned by his or her Session to be a member of PEVA for the meeting at which he or she is elected, (*Book of Order*, G-9.0202) and after election shall be enrolled as a member of PEVA for the term of office, whether or not commissioned by his or her Session (*Book of Order*, G-11.0101c.). The Moderator chairs the Presbytery Meetings Committee and becomes Chair of Council upon completion of term as moderator. Rotation order is female clergy, female elder, male clergy, and male elder.

b. The **Vice Moderator** serves for a one-year term and is nominated by the Church Order Ministry Team 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 the Vice Moderator is an elder, he or she must be commissioned by his or her Session to be a member of PEVA for the meeting at which he or she is elected (*Book of Order*, G-9.0202) and after election shall be enrolled as a member of PEVA for the term of office, whether or not commissioned by his or her Session (*Book of Order*, G-11.0101c.).

c. 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. The Stated Clerk is nominated by Council with other nominations permitted from the floor and is ordinarily elected for a term of two years but may be elected for a length of term as recommended by Council and approved by the Presbytery. The Stated Clerk records transactions of the governing body in accordance with the *Book of Order*, G-9.0203a and is responsible to PEVA for performing all the duties of that office and shall defend the Constitution of the Church. When an 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.

d. The **Treasurer** is elected to serve for the period of Presbytery employment. The Treasurer handles all the funds for the total work of PEVA including both current expenses and benevolences, issues checks, keeps financial records, makes periodic financial reports to those responsible for the various accounts, and submits an annual audit or review. The Treasurer is part of the office of PEVA and works under the supervision of the General Presbyter.

e. The **Journal Clerk** is nominated by the Church Order Ministry Team, elected for a two-year term, receives compensation set by PEVA on the Council's recommendation, 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. Administrative Staff.** PEVA shall employ and maintain an inclusive, pluralistic, and diverse staff. Executive Staff positions may be a General Presbyter and an Associate General Presbyter as authorized by PEVA in consultation with the appropriate body of the Synod (*Book of Order*, G-9.0701 and G-9.0702). Additional personnel may be employed to provide presbytery support functions.

a. 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 works under the general supervision of Council 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 Council.

b. The **Associate General Presbyter** is responsible for equipping small membership churches to successfully carry out their mission and ministry; assists churches of all sizes with their Christian Education ministries; assists churches in demographic resources; represents the Presbytery at special events; provides advocacy for and support to the Congo Partnership and its director; and provides staff support to selected Teams and groups.

c. Other employees of PEVA may include **Administrator, Education and Resource Facilitator, Hunger Enabler, Campus Ministry Coordinator, Camp Director, Support Staff Secretary, and Receptionist.**

3. The executive staff works under the general supervision of the Council. The General Presbyter exercises specific supervision of all PEVA employees.

4. PEVA maintains an office (or offices) adequate for the Staff. This includes space, clerical help, and equipment.

## V. COMMISSIONERS TO THE GENERAL ASSEMBLY and SYNOD

1. **Commissioners to General Assembly.** PEVA elects commissioners (clergy and elders) and young adult advisory delegates to the General Assembly at the Winter Meeting prior to the assembly meeting in accordance with the number established in the *Book of Order*, G-13.0102 on nomination by the Church Order Ministry Team with nominations permitted from the floor and with the permission of the nominee. The process for selecting the nominees is maintained by the Stated Clerk and published to the Presbytery at the time of election.

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 Church Order Ministry Team with nominations permitted from the floor and with the permission of the nominee. The Presbytery elects an elder and a clergy for a period of one, two or three year term based on published Synod Diversity guidelines.

## VI. MINISTERS.

1. Every minister member of PEVA is expected to labor regularly in the functions of the ministry unless retired or excused by PEVA. Ministers 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 Committee on Ministry each year and the validation reported to Presbytery.

2. Ministers 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 must request to be excused in writing to the Stated Clerk. Those ministers who are honorably retired or serve outside the bounds of PEVA are automatically excused from plenary sessions of PEVA if not present. Every effort will be made to arrive prior to the start of the meetings.

3. Ministers seeking admission to, or service within, PEVA are required to undergo an examination and be approved by the Committee on Ministry before moving onto the field.

#### VII. INQUIRERS AND CANDIDATES.

1. Persons applying to be Inquirers for the ministry are enrolled as Inquirers in PEVA by action of the Committee on Preparation for Ministry. An Inquirer will apply to become a Candidate for the Ministry of the Word and Sacrament through the Committee on Preparation for Ministry. Upon the recommendation of the Committee on Preparation for Ministry, the Inquirer will be examined on the floor of Presbytery, and upon a formal vote of the Presbytery, shall become a Candidate.

2. Candidates seeking ordination and admission to PEVA are required to undergo a preliminary examination by the Committee on Ministry before moving onto the field. They are also required to preach an ordination sermon and are examined by the Presbytery at Stated Meetings. Upon satisfactory completion of the examination, the Presbytery shall vote to proceed to the ordination, appointing a time and place for the service of ordination (*Book of Order*, G-14.0402).

#### VIII. CHURCH SESSIONS.

1. The Session of each congregation is to study carefully and follow the instructions of the *Book of Order* (paying close attention to the Form of Government, Chapter X, The Session).

2. Each Session will elect elders to attend all meetings of PEVA. Duly enrolled commissioners normally serve from one Stated Meeting to the next, to include any interim, adjourned, or called meetings. Sessions can, however, elect different commissioners if necessary.

3. 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 causes of such failure to PEVA through the Committee on Ministry. The terms of a call to its pastor(s) can be changed only with the consent of PEVA. (*Book of Order*, G-14.0501b).

4. When a pastor or associate pastor is leaving a congregation, the Session is to consult with the Committee on Ministry about procedures to be taken to call a new pastor or associate pastor. Supply relationships are to be established and maintained in accordance with the *Book of Order*, G-14.0513 and G-14.0514.

#### IX. COUNCIL

1. The **Council of the Presbytery of Eastern Virginia** is comprised of:
  1. Moderator, Council (Past PEVA Moderator)
  2. Moderator, Resourcing Ministry Team
  3. Moderator, Justice, Mercy and Mission Ministry Team
  4. Moderator, Church Order Ministry Team
  5. Moderator, Evangelism Ministry Team

6. Moderator, Stewardship Ministry Team
7. Moderator, Committee on Ministry
8. Moderator, Committee on Preparation for Ministry
9. Moderator, Presbyterian Women
10. Moderator, Presbyterian Men
11. Moderator, PEVA Chapter/National Black Presbyterian Caucus
12. Moderator of PEVA
13. Vice Moderator of PEVA
14. General Presbyter, Associate Presbyter, Stated Clerk, Makemie Woods Camp Director, and Campus Ministry Coordinator serve as Program Staff Members

2. The Council meets at least quarterly or upon the call of the Moderator. The Council 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, and receives quarterly reports of PEVA entities. The primary Council functions are: Oversight, Coordination, Priority Planning, PEVA Meetings, Personnel, and Budget recommendation to PEVA. The Council considers other matters as required.

#### **X. MINISTRY TEAMS AND COMMITTEES OF PEVA**

1. **Eligibility.** A person ordinarily serves on one ministry team or committee 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. Exceptions to this rule are allowed based on need and expertise. If a Ministry Team or Committee member becomes inactive and abandons their obligations, the Moderator of that Ministry Team or Committee may request the Church Order Ministry Team (Nominations Committee) to nominate a replacement for the inactive member. Members of the Board of the Presbyterian League, of Tidewater Westminster Homes, the Ballentine Home, and Westminster-Canterbury are elected according to terms as provided in their charters. Members ordinarily assume membership at the adjournment of the Winter Stated Meeting of PEVA.

2. **Vacancies.** Persons will assume membership upon the adjournment of the plenary assembly that elected them when being elected to an unexpired term.

3. **Nominations From The Floor.** In the event of nominations from the floor, the person making the nomination must first have verified with the proposed nominee a willingness to serve in a particular position if elected. In the interest of inclusiveness, and for the records of the Committee on Representation, the person making the nomination must also indicate which nominee recommended by the Nominations Committee report is to be replaced by the candidate being nominated from the floor.

4. **Ad Hoc Committees.** The Moderator of Presbytery and the Moderator of the Committee on Ministry, in consultation with the Stated Clerk, are authorized to appoint Ad Hoc committees (Investigating Committees, Committee of Counsel) when required between meetings of Presbytery as authorized by the Presbytery at its January 26, 1991 Stated Meeting.

5. **Former Staff Members.** Former staff members of the Presbytery will not serve on any Presbytery committee for at least one year after the arrival of the new staff person and then only with the concurrence of the incumbent.

6. **Ministry Teams Operating Procedures.** Ministry Teams provide resources to meet the needs of the people of God. The resources come in a variety of forms, materials, prayer, worship, and other spiritual and material manifestations for the life of the congregations of people who make up the Presbytery of Eastern Virginia and its community. Work will be assigned by the needs of the Presbytery or through the work of agencies of the Presbytery. Each Ministry Team and Committee will determine its own size, work and other goals and objectives through prayerful consideration to meet the needs of the people of the Presbytery. Each agency shall establish its own task forces, and/or operating procedures. These procedures shall be printed as appendices of this manual. The PEVA structure consists of:

I. Resourcing Ministry Team

- A. Christian Education Ministries Committee
- B. Youth Ministries Committee
- C. Makemie Woods Committee
- D. Resource Center Committee

II. Evangelism Ministry Team

- A. Campus Ministry Committee
- B. Congregation Transformation Committee

III. Justice, Mercy and Mission Ministry Team

- A. Hunger Committee
- B. World Wide Ministries Committee
  - Congo Partnership Committee
- C. Peacemaking Committee

IV. Church Order Ministry Team

- A. Bills and Overtures Committee
- B. Committee on Representation
- C. Nominations Committee
- D. Sessional Records Committee

V. Committee on Ministry

- A. Care and Support of Church Professionals Sub-Committee
- B. Congregational Visitation Sub-Committee
- C. Examinations Sub-Committee
- D. Mediation and Reconciliation Sub-Committee
- E. Vacancies Sub-Committee
- F. Commissioned Lay Pastor Sub-Committee

VI. Committee on Preparation for Ministry

VII. Stewardship Ministry Team

- A. PEVA Ministry Interpretation Committee
- B. Budget Committee

VIII. Presbyterian Women

IX. Presbyterian Men

X. PEVA Chapter/National Black Presbyterian Caucus\_

**APPENDIX 1. AUTHORITIES GRANTED BY PRESBYTERY TO ACT ON ITS BEHALF**

1. **To Council** - Presbytery Minutes are to be "submitted to Presbytery's Council for correction and approval." (7/1/89)
2. **To the Committee on Ministry** - To dissolve pastoral relationships and dismiss ministers to other Presbyteries when both minister and congregation agree. (7/1/89)
3. **To the PEVA Moderator and Committee on Ministry Moderator in consultation with the Stated Clerk** - To appoint Ad Hoc committees (Investigating Committee or Committee of Counsel) when required between meetings of Presbytery. (1/26/1991)
4. **To the Committee on Ministry** - To grant permission to labor outside the bounds of this Presbytery. (6/23/1992)
6. **To the Committee on Ministry** - To examine and receive ministers into Presbytery without further examination on the floor of Presbytery. (4/26/1994)
7. **To the Committee on Preparation for Ministry** - To transfer the Covenant Relationship of Candidates for the office of Minister of the Word and Sacrament to another Presbytery when requested by the other Presbytery, and such transfer is deemed to be in the best interest of the Candidate and the Church. (4/25/1995)
8. **To the Committee on Ministry** - In extraordinary circumstances the Committee on Ministry may schedule the preaching of an ordinand sermon in another setting of worship, reporting fully to the next scheduled meeting of the body. Normally, ordinand sermons are to be preached before the body of Presbytery. (7/28/1998)
9. **To the Committee on Ministry** - To validate the work of its ministers in other than parish ministry. (1/26/2002)

## APPENDIX 2 - PRESBYTERY MEETINGS

(1) Reports and New Business. All reports are due at the Presbytery Office at least three weeks before the Stated Meeting. The docket and reports to minister members and elder commissioners will be published on the Presbytery's website 10 days before each meeting. Packets will only be mailed to those churches without internet capability. 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 2/3 of the members voting before it can be distributed, the report made, or action taken.

(2) All Ministry Teams, Committee on Ministry, Committee on Preparation for Ministry, and agencies and organizations are required to submit an annual report in accordance with the *Book of Order*, G-9.0407b.

(3) Schedule. All Ministry Teams, Committee on Ministry, and Committee on Preparation for Ministry are expected to submit written reports for the packet to be entered upon the minutes. Oral reports should focus on matters to be acted on by the Presbytery and/or to emphasize activities and events. Additionally, certain actions are to be included at specific meetings as indicated:

(a) Winter (January).

- Church Order Ministry Team report on Nomination of Commissioners to the General Assembly and Synod in years when assemblies meet, vote on amendments, approval of minister/elder balance, report of review of scheduled Sessional records, and any other action matters sent down from the higher governing bodies
- Report of outgoing Moderator
- Annual report of Stated Clerk
- Annual report of the General Presbyter
- Annual report of the Associate Presbyter
- Annual report of the Resourcing Ministry Team
- Report of the Committee on Ministry regarding work and status of Ministers
- Activities of the Presbyterian League
- 

(b) Spring (April).

- Commissioning of General Assembly and Synod commissioners and youth advisory delegates in years when assemblies meet.
- Annual report of Stewardship Ministry Team and budget adoption
- Church Order Ministry Team report on review of scheduled Session Minutes
- Annual report of Presbyterian Women
- Annual report of Presbyterian Men
- Annual report of the PEVA Chapter/National Black Presbyterian Caucus.

(c) Summer (July).

- Annual report of Committee on Ministry
- Annual report of Committee on Preparation for Ministry
- Annual report of the Justice, Mercy and Mission Ministry Team
- Report of General Assembly and Synod Commissioners (if available)
- Church Order Ministry Team report on review of scheduled Session Minutes

(d) Fall (October).

- Annual report of Evangelism Ministry Team
- Church Order Ministry Team annual report, with nominations and report of review of scheduled Session minutes
- Election of moderator and vice moderator
- Annual report of the Stewardship Ministry Team
- Annual report of Council

### APPENDIX 3 - PRESBYTERY COUNCIL

The Members of the Presbytery Council are:

- Moderator, Resourcing Ministry Team
- Moderator, Justice, Mercy and Mission Ministry Team
- Moderator, Church Order Ministry Team
- Moderator, Evangelism Ministry Team
- Moderator, Stewardship Ministry Team
- Moderator, Committee on Ministry
- Moderator, Committee on Preparation for Ministry
- Moderator, Presbyterian Women
- Moderator, Presbyterian Men
- Moderator, PEVA Chapter/National Black Presbyterian Caucus
- Moderator of PEVA
- Vice Moderator of PEVA
- Past Moderator of PEVA (Serves as Moderator of Council)
- General Presbyter, Associate General Presbyter, Stated Clerk, and Makemie Woods Camp Director serve as Program Staff Members

The Council normally meets on the fourth Thursday of the month before Stated Meetings of Presbytery; but may be changed to accommodate holidays or other major events. Moderators or their designated representative will attend each Council meeting.

The primary functions of the Council are:

- Oversight
- Coordination
- Priority Planning
- PEVA Meetings
- Personnel
- Budget recommendations

The Council provides advice to agencies of the Council; approves the minutes of Presbytery meetings and reports the approval to Presbytery at the next stated meeting; approves the docket for Presbytery meetings with docket restructuring allowed by the stated clerk and General Presbyter as required; and receives quarterly reports from council agencies.

The Council reviews and provides guidance to the Stewardship Ministry Team as pertains to the budget process; concurs with the annual budget, as prepared by the Stewardship Ministry Team, and submits the annual budget to the Presbytery for Presbytery approval.

The Council is responsible for presenting names to Presbytery for a General Presbyter and/or Associate General Presbyter search team when a vacancy occurs with nominations permitted from the floor of Presbytery.

The personnel committee consists of the Council Moderator, PEVA Moderator, and PEVA Vice-Moderator and two additional members who have served the Presbytery with at least one committee member reflecting the African-American constituents of the Presbytery or other racial ethnic groups consistent with G-4.0403 and G-9.0104a of the Church's constitution (*Book of Order*). A primary function of the personnel committee is the annual

evaluation of the General Presbyter, Associate General Presbyter, Director of Makemie Woods, Campus Minister and Stated Clerk.

The Presbytery Meetings Committee is established to schedule appropriate Worship themes, set docket order, designate offerings, and discuss concerns of upcoming Stated Presbytery Meetings. Membership includes the General Presbyter, Associate General Presbyter, Stated Clerk, PEVA Moderator (who serves as chair), PEVA Vice Moderator, Council Moderator and three at-large members. The Personnel Committee recommends at-large members who serve for a three-year term.

#### **APPENDIX 4 - RESOURCING MINISTRY TEAM**

Purpose: The Resourcing Ministry Team identifies and prioritizes ministry needs in the areas of Christian education and nurture.

Composition: The Resourcing Ministry Team is composed of the Chairs of its Committees:

- a. Christian Education Ministries Committee
- b. Youth Ministries Committee
- c. Makemie Woods Committee
- d. Resource Center Committee

Meeting Frequency: The Resourcing Ministry Team meets at least once each calendar year or as determined by the Chair.

## **APPENDIX 5 - EVANGELISM MINISTRY TEAM**

Purpose: The Evangelism Ministry Team identifies ministry needs within the scope of its activities, ministers to college and international students; 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.

Composition: The Evangelism Ministry Team is composed of the Chairs of its Committees:

- a. Campus Ministry Committee (includes International Student Program)
- b. Congregational Transformation Committee

Meeting Frequency: The Evangelism Ministry Team meets at least once each calendar year or as determined by the Chair.

## **APPENDIX 6 - JUSTICE, MERCY AND MISSION MINISTRY TEAM**

Purpose: The Justice, Mercy and Mission Ministry Team identifies ministry needs within the scope of its activities, coordinates the support of specific mission projects, and emphasizes the Hunger, International Partnership, Peacemaking, and Local, National, and Worldwide Ministries to congregations within the Presbytery.

Composition: The Justice, Mercy and Mission Ministry Team is composed of the Chairs of its Committees:

- a. Hunger Committee
- b. World Wide Ministries Committee (includes Congo Partnership)
- c. Peacemaking Committee

Meeting Frequency: The Justice, Mercy and Mission Ministry Team meets at least once each calendar year or as determined by the Chair.

## APPENDIX 7 - 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, through the Budget Committee, reviews all requests for capital or other major fund drives encumbering the Presbytery and provides advice and counsel to the General or Associate General Presbyter prior to recommending approval to Presbytery or forwarding requests to higher governing bodies.

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

The Ministry Team maintains oversight of the PEVA restricted funds listed below and others as developed.

Composition: The Stewardship Ministry Team is composed of the Chairs of its Committees:

- a. PEVA Ministry Interpretation Committee
- b. Budget Committee.

Meeting Frequency: The Stewardship Ministry Team meets at least once each calendar year or as determined by the Chair.

Description of PEVA restricted funds:

**Emurian Fund** - Established by the will of S.K. Emurian. Proceeds of the investment of the corpus of \$20,000 may be used at the discretion of Justice, Mercy and Mission Ministry Team and approved by the General Presbyter and the Budget Committee to defray the costs of housing international missionaries while they are visiting PEVA or proceeds may be made available to Union Theological Seminary-Presbyterian School of Christian Education (UTS-PSCE) for housing international students.

**Kinshasa Partnership Fund** - Funds are received from churches and individuals in support of the Kinshasa Partnership. Some funds are earmarked only for use in Kinshasa and others are not so designated. Those earmarked funds may only be used to purchase materials or for construction projects (or other designated purposes) in Kinshasa. Those funds not so designated are used for salary, benefits and expenses of the Mission Interpreter. The International Congo Partnership Committee within the Justice, Mercy and Mission Ministry Team has authority and responsibility to disperse from this fund.

**Church Professional Assistance Fund** - Funds accrue from PEVA meeting offerings (if so designated by Council) and through validated giving from churches. The Care and Support Committee of the Committee on Ministry, with the approval of the General Presbyter, may authorize expenditures. The General Presbyter may independently authorize expenditures after informing

the Moderator of the Committee on Ministry or the Moderator of the Finance Committee.

**Presbytery Community Ministries Fund** - The principal source of funds was from the St Columba Presbyterian Church that was dissolved in 1983. Additional funds have been added from sources such as Nickel-A-Meal and other gifts designated for local community service projects. Each of these fund sources is identified by its own Fund Balance in PEVA's financial statements. Appropriate committee within the Justice, Mercy and Mission Ministry Team may authorize the expenditure of funds within the confines of supporting community projects of various churches, agencies and committees.

**Makemie Woods Sustaining Funds** - The Makemie Woods Sustaining Fund accepts gifts from churches and individuals for the purpose of maintaining and upgrading the facilities at the Makemie Woods Camp.

**Makemie Woods Camp Scholarship Fund** - The Makemie Woods Camp Scholarship Fund is supported by gifts from churches, individuals, presbytery meeting offerings and other organizations to be used for camp fees of those unable to pay the fees. Directed by the Makemie Woods Committee of the Resourcing Ministry Team.

**MW Environmental Education Fund** - special gifts designated for developing The environmental education program of the camp. This fund has been used to fund an intern for EE, to build and maintain the zip lines, and to help fund the astronomy dome.

**MW Camp Jordan Scholarships** - Funds raised specifically to scholarship Camp Jordan campers (children with Diabetes)

**Makemie Woods Endowment** Established in 1997, the interest is to be used to fund new programming at Makemie Woods, enhancing existing facilities, and camper scholarships. No part of the corpus of the Makemie Woods Mission Endowment Fund shall be expended without an affirmative vote of at least three (3) members of the Makemie Woods Endowment Committee and a concurring vote of a majority of commissioners at a meeting of the Presbytery of Eastern Virginia.

## APPENDIX 8 - CHURCH ORDER MINISTRY TEAM

**Purpose:** The Church Order Ministry Team and its committees are governed by the *Book of Order* and/or this manual. The Ministry Team is composed of the chairs of its committees and meets to coordinate activities as determined by the Chair.

**Composition:** The Church Order Ministry Team is composed of the following committees:

a. Bills and Overtures Committee -

**Purpose:** The Bills and Overtures Committee meets to consider and advise the Presbytery on amendments sent to the presbyteries by the Office of the General Assembly for vote and to consider bills and overtures received from other agencies and congregations. *Overtures should be forwarded to the committee at least 30 days prior to a Presbytery meeting* but in no instance will an overture be considered at a stated meeting unless published in the Presbytery Packet distributed prior to the meeting without approval by two-thirds vote of the commissioners present at the stated meeting.

**Composition:** The Bills and Overtures Committee consists of the Church Order Ministry Team Committee Chairs, General Presbyter, Associate General Presbyter, Stated Clerk, and moderators of the Committee on Ministry and Committee on Preparation for Ministry.

**Meeting frequency:** As required or determined by the chair.

b. Committee on Representation -

**Purpose:** The Committee on Representation advises the governing body with respect to their membership and to the committees, boards, agencies, and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the church.

**Composition:** The Committee on Representation membership is in accordance with the *Book of Order*, G-9.0105a.

**Meeting frequency:** Annually or as determined by the chair.

c. Nominations Committee -

**Purpose:** The Nominations Committee makes recommendations to the Presbytery for persons to serve as moderator and vice moderator of PEVA, as commissioners to General Assembly and Synod, and on various ministry teams, committees, agencies, and boards within the Presbytery and higher governing bodies.

**Composition:** The Nominating Committee membership is based on the *Book of Order*, G-9.0801a.

**Meeting frequency:** Normally meets in the month that Council meets or as determined by the chair.

d. Sessional Records Committee -

**Purpose:** The Sessional Records Committee receives the minutes of sessions and congregations for administrative review and makes recommendation for approval or disapproval to the Presbytery.

**Composition:** Eight elders and ministers knowledgeable in the *Book of Order* is desired.

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

## APPENDIX 9 - COMMITTEE ON MINISTRY (COM)

Purpose: The Committee on Ministry and its subcommittees are governed by the *Book of Order* (G-11.0500, G-14.0502) and reports directly to Presbytery. The Committee on Ministry acts on requests for transfers of ministers into and from the Presbytery, examines all ministers seeking PEVA membership, examines ministers of other presbyteries or denominations seeking to labor within the bounds of PEVA, acts and approves requests to dissolve pastoral relationships when both parties agree, provides for the care and support of church professionals, works with congregational pastor nominating committees to fill pastoral vacancies, oversees session visitations, oversees the work of non-parish ministers and the compensation for ministers and certified Christian educators, meets with pastors and sessions in conflict matters, and publishes annually the work of ministers and the terms of call. The Committee on Ministry is required by the *Book of Order*.

Composition: The Committee on Ministry is composed of the following Sub-committees:

- a. Care and Support of Church Professionals -  
Purpose: The Care and Support of Church Professionals Sub-Committee works autonomously of COM; provides representation to COM Executive Committee.
- b. Congregational Visitation -  
Purpose: The Congregational Visitation Sub-Committee oversees triennial visitations with sessions; non-parish work; compensation; and annual review of terms of call.
- c. Examinations -  
Purpose: The Examinations Sub-Committee examines all incoming Presbyterian ministers becoming members of the Presbytery and those ministers, to include ministers of other denominations, desiring to labor within the bounds.
- d. Mediation and Reconciliation -  
Purpose: The Mediation and Reconciliation Sub-Committee works with ministers and churches in conflict.
- e. Vacancies -  
Purpose: The Vacancies Sub-Committee works with churches without pastors; reviews calls and covenants; and recommends, when requested, that pastoral relationships be dissolved.
- f. Commissioned Lay Pastor (CLP) -  
Purpose: The Commissioned Lay Pastor Sub-Committee has oversight of the CLP program to include the mentoring program for CLP persons and candidates; design of the training program; recommends to COM those individuals who have satisfactorily completed the training for possible commissioned assignment; and designs periodic one-day retreats for those in the CLP program.

Meeting Frequency: The Committee on Ministry meets monthly or as determined by the Chair.

## APPENDIX 10 - COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

Purpose: Committee on Preparation for Ministry is governed by the *Book of Order* (G-14.0400). The Committee has oversight of all inquirers and candidates, receives inquirers, and makes recommendations to Presbytery on those to become candidates, holds annual consultations, and certifies candidates ready for ordination as Minister of the Word and Sacrament. The Committee on Preparation for Ministry is required by the *Book of Order*.

Composition: The Committee on Preparation for Ministry is composed of six persons (elders and ministers), and the General Presbyter.

Meeting Frequency: The Committee on Preparation for Ministry meets monthly (except in August) on the third Tuesday or as determined by the Chair.

## APPENDIX 11 - OTHER AGENCIES

**PRESBYTERIAN WOMEN**

**PRESBYTERIAN MEN**

**EASTERN VIRGINIA BLACK PRESBYTERIAN CAUCUS**

**NOTE: PRESBYTERIAN WOMEN, PRESBYTERIAN MEN, AND THE PEVA CHAPTER/NATIONAL BLACK PRESBYTERIAN CAUCUS** are governed by their individual bylaws except when participating in Council meetings and Presbytery Assemblies.

**PERMANENT JUDICIAL COMMISSION (PJC)** - Members of the Permanent Judicial Commission are elected by the Presbytery from the ministers and elders subject to its jurisdiction in as even numbers as possible. Members serve six-year terms in three classes of three each with no more than one elder member from the same church. The moderator and clerk are elected from the PJC members. The Commission is required by the *Book of Order* and meets as required.

## APPENDIX 12 - OTHER INCORPORATED ENTITIES

- 1. The Presbyterian League of the Presbytery of Eastern Virginia, Incorporated.** The Board of Directors of the Presbyterian League has the responsibility and authority (under the Restated Certificate of Incorporation, December 31, 1995) to buy, sell, or mortgage property for PEVA; to accept and execute deeds, to hold and defend titles to real property for the furtherance of the purposes of PEVA. The complete text of the Restated Certificate of Incorporation is filed in the office of PEVA.
- 2. Tidewater Westminster Homes, Incorporated.** The Board of Trustees of Tidewater Westminster Homes, Incorporated has the responsibility and authority (under the Certificate of Incorporation, October 17, 1967) to construct, own, operate, and maintain homes for the aged and for persons in need of nursing care; and to receive, hold, invest or reinvest property for this purpose. The Incorporation as trustee responsibility and oversight of John Knox Towers, Norfolk; Cromwell House, Norfolk; Holland House, Virginia Beach; and Tidewater Seniors Apartments, Hampton. The complete text of the Certificate of Incorporation is filed in the office of PEVA. The Incorporation reports to the Presbytery through the Church Order Ministry Team.
- 3. Westminster-Canterbury of Hampton Roads, Incorporated.** Westminster-Canterbury of Hampton Roads, Incorporated is a corporation organized by the Episcopal Diocese of Southern Virginia and the Presbytery of Eastern Virginia for the purpose of establishing, maintaining, operating, managing, controlling, and regulating a residential home or homes for aging persons and to provide related services as may be determined by the Board of Trustees of the Corporation under revised Articles of Incorporation of December 30, 1982. The complete text of Articles of Incorporation and By-laws are filed in the office of PEVA. One-half of the Board is made up of persons nominated by the Presbytery of Eastern Virginia. The Incorporation reports to the Presbytery through the Church Order Ministry Team. PEVA elects one or more persons to serve as its proxy for the Annual Meeting of Members of the Corporation.
- 4. The Ballentine Home, Incorporated** is related to Westminster-Canterbury but has its own Board of Trustees. The Incorporation reports to the Presbytery through the Church Order Ministry Team.