

Draft Revision

**Manual
of
the
Presbytery
of
Eastern Virginia**

Book of Order G-9.0405

Adopted _____

The Manual of the Presbytery of Eastern Virginia
TABLE OF CONTENTS

The Covenant 3

I. Policies and Procedures 4

II. Meetings 4

III. Membership 5

IV. Presbytery Staff 6

V. Commissioners to General Assembly and Synod 8

VI. Ministers 8

VII. Inquirers and Candidates 8

VIII. Church Sessions 9

IX. Vision Implementation Council (VIC) 9

X. Ministry Teams and Committees of PEVA 10

Appendix 1 - Authorities Granted by Presbytery to Act on Its Behalf . . . 12

Appendix 2 - Presbytery Meetings 13

Appendix 3 - Vision Implementation Council 15

Appendix 4 - Congregational Discipleship Team 16

Appendix 5 - Congregational Transformation Team 17

Appendix 6 - Congregational Mission Partnerships Team 18

Appendix 7 - Stewardship Ministry Team 19

Appendix 8 - Church Order Ministry Team 20

Appendix 9 - Committee on Ministry 21

Appendix 10 - Committee on Preparation for Ministry. 22

Appendix 11 - Other Agencies 23

Appendix 12 - Other Incorporated Entities 25

Appendix 13 - 2006-2009 Historical Vision 26

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.

MISSION AND VISION

Building on the historical surveys of the Presbytery of Eastern Virginia included as Appendix 13, the Presbytery Council authorized consultants to help us update our mission. Their full reports containing the background and rationales are in the PEVA Minutes of April 28, July 28 and October 27, 2009. A synopsis follows.

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 Vision Implementation Council to guide the development of the Presbytery as it seeks to grow in accordance to the vision, goal and priorities adopted on April 28, 2009.
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.

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 Vision Implementation Council (VIC) at least two months before a Presbytery Stated Meeting.

B. VIC 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 VIC 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 VIC.

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 all Stated Meetings of PEVA.

4. **Docket.** A docket for each meeting is prepared by VIC 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 the PEVA Moderator and Vice Moderator and submitted to VIC 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 in educational ministry service under the jurisdiction of the presbytery and elder VIC members are enrolled as members of the Presbytery with voice and vote in accordance with *Book of Order*, G-14.0730b and G-11.0101c respectively. Other members of Ministry Teams, VIC, 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 in educational ministry service under the jurisdiction of the presbytery, elder VIC members, elder stated clerk, elder journal 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. (See *Book of Order*, G-11.0101b.) Priority of such invitations shall be given to sessions of racial/ethnic congregations (G-9.0104a.)

IV. PRESBYTERY STAFF

1. **Officers.** The officers of PEVA are the Moderator, Vice Moderator, Stated Clerk, Business Manager, 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 Personnel Team and becomes Chair of VIC 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 VIC 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 VIC and approved by the Presbytery. The Stated Clerk records transactions of

the governing body in accordance with the *Book of Order*, G-9.0203a, 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 **Business Manager** serves for the period of Presbytery contractual engagement or employment. If so designated, the Business Manager also serves as the corporate Treasurer, Presbyterian League of the Presbytery of Eastern Virginia. The Business Manager 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.

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 VIC'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. When an elder, this person shall be enrolled as a voting member of PEVA.

2. Administrative Staff. PEVA shall employ and maintain an inclusive, pluralistic, and diverse staff. Executive Staff position is a 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 VIC 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 VIC.

B. Other employees of PEVA may include **Administrator, Administrative Assistant, Resource Center Director, Hunger Action Enabler, Campus Minister, Makemie Woods Director, Program Director, and Support Staff Secretary**. Currently, the Business Manager is a contracted position.

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

4. The VIC 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 (active 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. Factors considered for ministers include time since a commissioner, time since ordination, time member of PEVA, level of involvement in work of presbytery, synod, GA and representation issues. Elders are selected from nominations in church clusters on a rotational basis considering time since a commissioner, level of involvement in work of church and presbytery and representation issues.

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 commissioners 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 (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. Those 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 pastor positions are expected to attend presbytery meetings in order to continue service in that capacity. 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 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 ordination and installation (*Book of Order*, G-14.0482).

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, G-10.0000).

2. Each session will elect elders to attend all meetings of PEVA. Duly enrolled commissioners normally serve 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.

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-14.0534).

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.

IX. VISION IMPLEMENTATION COUNCIL

1. The **Vision Implementation Council of the Presbytery of Eastern Virginia** is comprised of:

1. Moderator, VIC (Past PEVA Moderator)
2. Two representatives, Congregational Discipleship Team
3. Two representatives, Congregational Mission Partnerships Team
4. One representative, Church Order Ministry Team
5. Two representatives, Congregational Transformation Team
6. One representative, Stewardship Ministry Team
7. One representative, Committee on Ministry
8. One representative, Committee on Preparation for Ministry
9. Moderator, PEVA Chapter/National Black Presbyterian Caucus
10. Moderator of PEVA
11. Vice Moderator of PEVA
12. General Presbyter, Stated Clerk, Makemie Woods Camp Director, and Campus Minister serve as Program Staff Members

2. Each person serves a yearly term subject to reelection. The representative need not be the moderator of the team.

3. The VIC meets at least quarterly or upon the call of the Moderator. The VIC 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 VIC functions are: Oversight, Coordination, Priority Planning, PEVA Meetings, Personnel, and Budget recommendation to PEVA. The VIC 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 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 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.

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, unless specified by the *Book of Order*, 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. Congregational Discipleship Team

- A. Campus Ministry Team
- B. Makemie Woods Committee
- C. Resource Center Committee
- D. Presbyterian Men
- E. Presbyterian Women

II. Congregational Transformation Team (including New Church Development, Long-range Planning, Session Resources, Mergers/Closings and the Healthy Growing Congregations Initiative)

III. Congregational Mission Partnerships Team

- A. Hunger Committee
- B. Local, national and worldwide missions (includes International Congo Partnership)
- C. Peacemaking Committee

IV. Church Order Ministry Team

- A. Bills and Overtures
- B. Representation (functions independently)
- C. Nominations
- D. Sessional Records

V. Committee on Ministry Team

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

VI. Committee on Preparation for Ministry

VII. Stewardship Ministry Team

VIII. 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 Moderator and Committee on Ministry Chair 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)
5. **To the Committee on Ministry** - To examine and receive ministers into Presbytery without further examination on the floor of Presbytery. (4/26/1994) If an examinee declares a scruple concerning a tenet, and if COM concludes that the examinee is otherwise ordainable, commissionable, or transferable, COM shall refer the issue of ordination, commissioning, or transfer to the next convened PEVA without recommendation. (7/24/07)
6. **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)
7. **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)
8. **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 if reports are not submitted quarterly. Reports submitted each quarter will suffice for an annual report.

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. Additionally, certain actions are to be included at specific meetings as indicated:

a. A. Winter (January).

- Church Order Ministry Team report on 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. Election of synod commissioners in accordance with Synod Diversity Guidelines when required.
- Budget adoption
- Report of outgoing Moderator
- Annual report of Stated Clerk and General Presbyter as required
 - Annual report of the Mission Partnership Ministry Team
 - Report of the Committee on Ministry regarding work and status of Ministers
 - Activities of the Presbyterian League as appropriate

B. Spring (April).

- Commissioning of General Assembly commissioners and young adult advisory delegates in years when assemblies meet.
- Church Order Ministry Team report on review of scheduled Session Minutes
- Annual report of Congregational Discipleship Team

C. Summer (July).

- Report of General Assembly Commissioners (if available)

- Church Order Ministry Team report on review of scheduled Session Minutes

D. Fall (October).

- Church Order Ministry Team report on Nomination of Commissioners to the General Assembly in odd years
- Annual report of Congregational Transformation Team, as required
- Church Order Ministry Team with nominations and report of review of scheduled Session Minutes
- Election of moderator and vice moderator

APPENDIX 3 - PRESBYTERY VISION IMPLEMENTATION COUNCIL

The Members of the VIC are:

- Moderator, VIC (Past PEVA Moderator)
- Two representatives, Congregational Discipleship Team
- Two representatives, Congregational Mission Partnerships Team
- One representative, Church Order Ministry Team
- Two representatives, Congregational Transformation Team
- One representative, Stewardship Ministry Team
- One representative, Committee on Ministry
- One representative, Committee on Preparation for Ministry
- Moderator, PEVA Chapter/National Black Presbyterian Caucus
- Moderator of PEVA
- Vice Moderator of PEVA

General Presbyter, Stated Clerk, Makemie Woods Camp Director, and Campus Minister serve as Program Staff Members

The VIC 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 representatives will attend each VIC meeting.

The primary functions of the VIC are:

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

The VIC provides advice to agencies of the VIC; 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 VIC agencies.

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

The personnel committee consists of the VIC 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*). The primary functions of the personnel committee is the annual evaluation of the General Presbyter, the maintenance of the *Personnel Policies and Practices Manual* and to deal with complaints, vacation and parental leave issues.

APPENDIX 4 - CONGREGATIONAL DISCIPLESHIP TEAM

Purpose: The Congregational Discipleship Team identifies and prioritizes ministry needs in the areas of Priority 2 - Youth and Priority 3 - Resources.

Composition: The Congregational Discipleship Team is composed of the Chairs of its Committees:

A. Campus Ministry Team

Purpose: To minister to college and international students. Visit www.upm-peva.org.

B. Makemie Woods Committee

Purpose: Makemie Woods Camp and Conference Center strives to grow disciples through education, hospitality and care of creation. See <http://makewoods.org>.

C. Resource Center Committee

C. Presbyterian Men

Purpose: See Appendix 11

E. Presbyterian Women

Purpose: See Appendix 11

Meeting Frequency: The Congregational Discipleship Team meets at least once each calendar year or as determined by the Team Moderator.

APPENDIX 5 - CONGREGATIONAL TRANSFORMATION TEAM

Purpose: The Congregational Transformation Team is responsible for our number one priority of long-range planning, church transformation and discipling. The 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.

Composition: The Congregational Transformation Team includes New Church Development, Long-range Planning, Session Resources, Mergers/Closings and the Healthy Growing Congregations Initiative.

Meeting Frequency: The Congregational Transformation Team meets at least once each calendar year or as determined by the Team Moderator.

APPENDIX 6 - CONGREGATIONAL MISSION PARTNERSHIPS TEAM

Purpose: The Congregational Mission Partnerships Team is responsible for Priority 5 and the Team identifies ministry needs within the scope of its activities, coordinates the support of specific mission projects, and emphasizes the Hunger, Local, National, and Worldwide Ministries (including International Congo Partnership) and Peacemaking to congregations within the Presbytery.

Composition: The Congregational Mission Partnerships Team is composed of the following:

- A. Hunger Committee
- B. Local, national and worldwide missions (including International Congo Partnership)
- C. Peacemaking Committee

Meeting Frequency: The Congregational Mission Partnerships Team meets at least once each calendar year or as determined by the Team Moderator.

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 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 VIC for review prior to recommending a final proposed operating budget to Presbytery for approval.

The 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: The Stewardship Ministry Team is blessed with gifted financial minds that are willing to serve in this critical area.

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

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 Team Moderator.

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, ~~and~~ 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 VIC 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* (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-14.0500) and report directly to the 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.

Composition: The Committee on Ministry is composed of the following Subcommittees:

- A. Care and Support of Church Professionals -
Purpose: The Care and Support of Church Professionals Subcommittee works autonomously of COM; provides representation to COM Executive Committee.
- B. Congregational Visitation -
Purpose: The Congregational Visitation Subcommittee oversees triennial visitations with sessions; non-parish work; compensation; and annual review of terms of call.
- C. Examinations -
Purpose: The Examinations Subcommittee 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 Subcommittee works with ministers and churches in conflict.
- E. Vacancies -
Purpose: The Vacancies Subcommittee 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 Subcommittee 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 on the first Tuesday of each month 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.

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

PW 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 list of officers and other information can be found at www.pcusa-peva.org by clicking on the "Presbyterian Women" box.

PRESBYTERIAN MEN

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

Further information can be found at www.pcusa-peva.org by clicking on the "Presbyterian Men" box.

PEVA CHAPTER OF THE NATIONAL BLACK PRESBYTERIAN CAUCUS

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

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

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.

COMMUNICATIONS WORK GROUP - The purpose of the Communications Work Group is to help us the presbytery achieve Priority 4. They will develop and share methods by which PEVA and its churches may communicate more effectively and accurately: from PEVA to its members and churches, between churches, to individual church membership, as well as PEVA and its churches to the local community and the world. Specifically, the committee will assist the presbytery in celebrating successes; effectively communicating expectations, goals and priorities; developing a resourceful website; the development of a cadre of human resources to assist churches in the training and development of electronic communication, teaching, web design, etc.; assistance with effective church marketing strategies; and to listen and respond to the communications needs and desires of PEVA members and churches.

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.

APPENDIX 13 - 2006-2009 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 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)

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)