

***THE MANUAL
OF
THE PRESBYTERY OF NEW HARMONY***

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Revised October 20, 2015



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Note 1: All references to the Book of Order are from the 2015-2017 edition.

THE PRESBYTERY OF NEW HARMONY

Manual of Operations

THE MISSION OF PRESBYTERY

The mission of the Presbytery of New Harmony is to strengthen, nurture, and sustain its congregations and ministers, and to participate in the wider mission of the church through its higher governing bodies.

OUR GUIDING PRINCIPLES

We will seek to be God's people as we commit to be guided by the following principles:

- A. By the Book of Order of the Presbyterian Church (U.S.A.), the Presbytery is given authority over its congregations and ministers. We will exercise our constitutional authority with each other as brothers and sisters in Christ. This authority will be exercised in a positive and edifying manner, seeking to work with each congregation and minister, rather than to dominate.
- B. In our relationships within the Presbytery, we will be caring, sensitive, trusting, supportive, and giving.
- C. We will assure that Presbytery will be open to all persons and to the variety of talents and gifts of all God's people: people of all racial-ethnic groups, different ages, both genders, varied abilities, diverse-geographical areas, and different theological positions consistent with the Reformed tradition. We will assure full participation and access to representation in the decision-making process.
- D. We will carry out our ministry in the spirit of partnership between the presbytery and its congregations.
- E. We will be active participants in the work of the larger church: in our region, in our nation, and in our world. Such participation emphasizes our particular Presbyterian values, and depends upon a generous exchange of communication among the governing bodies of our denomination.
- F. We will be sensitive to the moral and ethnic issues that directly affect our people, our congregations, and our communities, and we will engage these issues as the Holy Spirit leads us.
- G. We will work in partnership with our congregations to provide help for their growth in spiritual health, evangelism, and stewardship.

We praise God for our heritage of faith, for our diverse experience, and for our united partnership in the Spirit of our Lord, and we look to Him for grace and strength to fulfill our calling.

A VISION FOR THE PRESBYTERY OF NEW HARMONY

IT IS OUR VISION THAT BY THE YEAR 2020 WE WILL HAVE ACHIEVED THE FOLLOWING VISION FOR THE PRESBYTERY OF NEW HARMONY

The Presbytery of New Harmony, its constituent churches, and the members of these churches are good stewards of time, talents, and resources. The Presbytery supports a broad spectrum of mission activities, study opportunities, enrichment exercises, music programs, and spiritual growth challenges. Its churches offer vibrant and exciting worship services, as well as spiritually challenging programs incorporating the full range of practices encouraged in the Book of Order, including prayer services, services for healing and wholeness, and renewal services. Members of all ages participate willingly and regularly in these activities. Churches with small memberships display an outgoing attitude, focusing on ministry and mission rather than on the effects of shifting demographics. The Presbytery provides ample support and guidance for these churches, encouraging self-reliance and confidence rather than false pride or debilitating dependency. Stewardship of resources is reflected by the recognition that sacrificial giving begins only after a tithe has been offered, and the Presbytery, its churches, and their members are characterized by such sacrificial giving.

The Presbytery of New Harmony practices and encourages good leadership. It oversees and supports its candidates for ministry and exercises careful scrutiny of incoming ministers. Readily available counseling when needed assists all ministers. Ministers possess a deep sense of vocational joy and come together frequently in small groups for study and fellowship. Training for elected officers is provided to churches, both individually and in clusters, and the Presbytery plays an active role in officer training. In addition, the Presbytery plans training programs on specific issues for the benefit of the entire membership. Youth serve on committees and are helped by special programs developed for them by their respective churches, by clusters of churches, and by the Presbytery. These training efforts are supported by an expanded Camp Pee Dee Retreat Center, whose 568 acres have been transformed into a year-round camping/conference center with facilities to host many different types of camping for all ages, including motel-like accommodations for conference activities and a transportation system to ease travel to the grounds for participants from long distances.

The Presbytery of New Harmony is the fastest growing Presbytery in the General Assembly because of the commitment of clergy and laity alike. Issues of common concern are often addressed within geographic clusters. Pastors, other staff, elders, and church members are well informed about programs, events, and issues within the Presbytery. Deep friendships are formed across racial lines, and there is no evidence of racism. Worship services at Presbytery meetings are meaningful.

Trusting in God's grace, love, and providence,
you are cordially invited to participate, collaborate, and celebrate,
as we, the Presbytery of New Harmony, pursue

6 Great Ends for 6 Great Years
TOGETHER!

As members of the body of Christ,
we will be guided by the Holy Spirit to look to the Great Ends of the Church as our over-arching vision.

The Great Ends of the Church are:

- 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; and
- The exhibition of the Kingdom of Heaven to the world.

(Book of Order, F-1.0304)

The proclamation of the gospel for the salvation of humankind;

- We will recognize, inspire, and develop 18 candidates for church vocations.
- We will sponsor 3 workshops/events on evangelism.
- We will sponsor 3 workshops/events that will focus on the health and vitality of congregations.

The shelter, nurture, and spiritual fellowship of the children of God;

- We will encourage & assist every congregation in their year-round usage of Camp Pee Dee Retreat Center for church retreats, summer camps, and other activities and gatherings.
- We will build an adult-friendly, fully accessible facility at Camp Pee Dee Retreat Center, including over-night accommodations.
- We will further develop a cluster system for each geographic area of the presbytery for pastoral care, fellowship, and interest group gatherings.

The maintenance of divine worship;

- We will offer 6 new presbytery-wide worship opportunities. *(such as annual pulpit exchanges, introductions to various styles of worship, etc...)*
- We will offer an annual event focused on worship, and/or sponsor a presbytery delegation to the Montreat Worship & Music Conference.
- We will offer 6 opportunities for young disciples (children & youth) to learn about worship & the Reformed Tradition.

The preservation of the truth;

- We will hold an annual event on an aspect of Reformed Theology, and during one presbytery meeting each year there will be an educational element focusing on the Reformed Tradition.
- We will organize a presbytery-wide trip focusing on the ministry and mission of the denomination.
- We will center around the study /reading of the Bible at every gathering of the presbytery and its meetings.

The promotion of social righteousness;

- We will continue to demonstrate our commitment to racial/ethnic & gender diversity in all aspects of our mission & ministry.
- We will adopt a specific ministry of social righteousness annually, which bears witness to our identity as Presbyterians
- We will learn about how one or two congregations are involved in their communities and the world during every presbytery meeting.

The exhibition of the Kingdom of Heaven to the world.

- We will develop a presbytery-wide communication & marketing network team to assist the presbytery and its congregations.
- We will provide annual opportunities for discernment about what it means to be a Christian community in the 21st century.
- We will assist churches and members in participating in mission by offering an annual presbytery-wide mission opportunity.

OFFICERS OF THE PRESBYTERY OF NEW HARMONY

The officers of the Presbytery shall be the Moderator and the Stated Clerk.

THE MODERATOR

A Moderator shall be elected at the February Stated Meeting of the Presbytery and shall serve until his/her successor is elected at the February Stated Meeting the following year.

The Moderator shall be an ex officio member of all Presbytery Committees and/or entities, except the Judicial Commission.

The duties of the Moderator shall be those described in the Book of Order, G-3.0104.

THE STATED CLERK

The Stated Clerk shall be elected to serve a three-year term. He/she shall be eligible for re-election.

In addition to the duties described in the Book of Order, G-3.0305, the responsibilities of the Stated Clerk shall be:

1. To conduct all official correspondence not otherwise provided for.
2. To serve as Parliamentarian at meetings of the Presbytery.
3. To have available for reference at Presbytery the latest minutes of Presbytery, Synod and General Assembly.
4. To present an annual statistical report to the Presbytery.
5. To publish and distribute the minutes of the Presbytery. This is to be done following the Fall Stated Meeting.

A Recording Clerk shall be elected to serve a three-year term. He/she shall be eligible for reelection. His/her responsibilities shall be to record the proceedings of the Presbytery meetings and to assist the Stated Clerk in preparing the minutes for publication.

ORGANIZATION OF THE PRESBYTERY OF NEW HARMONY

COMMITTEE ON MINISTRY

The Committee on Ministry shall consist of sixteen members rotating in two classes of five and one class of six. The moderator of the Presbytery shall be an ex officio member. The committee shall consist of equal numbers of ministers and elders. A majority of the members shall constitute a quorum. The committee is granted authority to exercise the powers described in the Book of Order, G-2.0502

The committee shall serve the Presbytery as described in the Book of Order, G-2.0502. Its additional responsibilities shall be:

1. To examine ministers and candidates seeking to become members of the Presbytery (G-2.0502, G-3.0306, G-2.06).
2. To validate ministry, including specialized ministries (G-2.0503a, G-3.0306).

3. To review minutes and records of sessions.
4. To encourage and provide incentives for the continuing professional and personal spiritual development of all church professionals in ways that meet individual needs.
5. To monitor attendance at Presbytery meetings.
6. To recommend minimum terms of call for ministers and educators.
7. To provide information regarding annuities and pensions to all persons covered by the Board of Pension Plan.
8. To maintain an alert oversight of retired church professionals and spouses, and to represent their needs before the Presbytery and before the pension and hospitalization agencies of the denomination.
9. To prepare a retirement ceremony for all ministers who are being honorably retired, and a memorial when a minister of the Presbytery dies. The committee shall also prepare a memorial for all elders who have died during the calendar year.
10. To provide for orientation of new ministers as they are received into the Presbytery and for mentoring of newly ordained ministers.
11. To undertake a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

COMMITTEE ON PREPARATION FOR MINISTRY

The Committee on Preparation for Ministry shall consist of nine members rotating in classes of three. The moderator of the Presbytery shall be an ex officio member. The responsibilities of the committee shall be:

1. To maintain care, oversight and supervision of all candidates for the ministry under the jurisdiction of the Presbytery, taking care to observe all of the requirements of the Book of Order.
2. To receive and administer all scholarships the Presbytery may establish for candidates for the ministry and/or for other church vocations.
3. To be alert for the recruitment and enlistment of candidates with a special regard for the needs of racial/ethnic congregations.
4. To name persons to serve on the Presbyteries' Cooperative Committee on Examinations for Candidates.
5. To undertake a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

COMMITTEE ON REPRESENTATION

The Committee on Representation shall be consistent with the requirements of the Book of Order, G-3.0103. It shall consist of ten members rotating in two classes of three and one of four. The moderator of the Presbytery shall be an ex officio member. The responsibilities of the committee shall be:

1. To carefully analyze the make-up of the Presbytery and its organizations with regard to the proportionate numbers of persons of racial/ethnic groups, ages, genders, and disabled

persons serving on the committees/divisions, councils, and boards of the Presbytery.

2. To be an advocate for fair representation.
3. To be a resource for the Nominating Committee (G-3.0111).
4. To undertake a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

JUDICIAL COMMISSION

The Judicial Commission shall consist of nine members rotating in classes of three. It shall consist of ministers and elders in keeping with the Rules of Discipline, D-5.0000. It shall have the responsibilities and powers described in D-3.0000.

NOMINATING COMMITTEE

The Nominating Committee shall consist of nine members elected in conformity with the requirements of the Book of Order, G-3.0111. The moderator of the Presbytery shall be an ex officio member. The Administrative Council shall nominate all persons to fill vacancies on the Nominating Committee. The Administrative Council shall name the moderator of the Nominating Committee for a term of one year. The Committee shall report at the Fall Stated Meeting and may report at other meetings as necessary.

The Nominating Committee shall consult with the Committee on Representation prior to making nominations and shall work to broaden lay participation in the work of the Presbytery by seeking from congregations recommendations of persons qualified and willing to serve.

The responsibilities of the committee shall be:

1. To nominate persons to fill all vacancies and persons to serve as moderators on all continuing committees/divisions, councils, boards, and other governing bodies requiring election by the Presbytery, except for membership on the Nominating Committee. All nominations shall be made in keeping with the provisions of the Book of Order, G-3.0111, F-1.0403.
2. To nominate persons to serve on the boards of institutions.
3. To place in nomination, at the Fall Stated Meeting, the name of one person to be Moderator- nominee for the three Stated Meetings to be held the following year.

ADMINISTRATIVE COUNCIL OF THE PRESBYTERY OF NEW HARMONY

The Administrative Council of the Presbytery of New Harmony shall consist of ten members. The moderator of the Presbytery shall be an ex officio member. The moderators of the Evaluation and Long-Range Planning, Finance, Personnel, and Property Committees, along with the Executive Presbyter, Associate Executive, and the immediate past moderator of the Presbytery shall be members of the Administrative Council. Three additional members-at-large shall be nominated by the Nominating Committee and elected by the Presbytery for a three-year term. The immediate past moderator of the Presbytery shall serve as moderator of the Administrative Council.

The Administrative Council shall be the coordinating body of the Presbytery. All budgets, financial matters, personnel policies, administrative matters, and long-range planning shall be cleared through the Administrative Council. The Administrative Council shall have the authority to act on matters between Presbytery meetings unless prohibited by the Book of Order or the standing rules of Presbytery.

The responsibilities of the Administrative Council shall be:

1. To have oversight of the staff and office of the Presbytery, recommending to Presbytery policies affecting staff and office, job descriptions, and terms of call. Personnel administration shall originate with Council.
2. To propose an annual budget to the Presbytery, monitor income and expenses, and make recommendations regarding per capita assessment and mileage rates.
3. To coordinate the work of this Presbytery with other governing bodies, institutions, and agencies of the PC (U.S.A.).
4. To constitute the Board of Trustees of the Presbytery Corporation, in accordance with the Book of Order G-4.0101.
5. To prepare the docket for Stated Meetings of the Presbytery including:
 - a. Recommending action regarding communications received from other governing bodies.
 - b. Reporting information received from members of Presbytery serving on councils of Synod and/or General Assembly.
 - c. Recommending a method for considering and acting on proposed changes in the Book of Order.
 - d. Appointing, as needed, an Overtures Committee to receive proposed overtures and recommending action to the Presbytery.
6. To function as assigned by the Presbytery in accord with the provisions of the Book of Order, G-3.0101, G-3.0301.
7. To handle matters not assigned to other committees.
8. To undertake every three years a self-study of its work, making use of the resources of the Evaluation and Long-Range Planning Committee.

EVALUATION AND LONG-RANGE PLANNING COMMITTEE

The Evaluation and Long-Range Planning Committee shall consist of six members nominated by the Presbytery of New Harmony Nominating Committee and elected by the Presbytery. The

moderator of the Presbytery shall be an ex officio member. The committee shall be a sub-committee of the Administrative Council. It shall consist of three classes of two serving a three-year term. Members may be re-elected for a second three-year term, but may succeed themselves only once. Members who have served two consecutive terms may be nominated and elected again after a one-year absence.

The moderator of the Evaluation and Long-Range Planning Committee shall be an Elder or Minister of the Word and Sacrament, and be nominated by the Nominating Committee of the Presbytery. He/She shall be a member of the Administrative Council. The Committee shall report at the Fall Stated Meeting.

The responsibilities of the Committee shall be:

1. To evaluate progress being made on long-range plans and goals of the Presbytery.
2. To evaluate the administration and functioning of the Presbytery's organizational structure and to make recommendations to the Presbytery.
3. To conduct special studies as the Presbytery may direct.
4. To recommend goals, priorities and programs to the Presbytery.
5. To undertake a self-study of its work not less than every three years.

FINANCE COMMITTEE

The Finance Committee shall consist of six members nominated by the Presbytery of New Harmony Nominating Committee and elected by the Presbytery. The moderator of the Presbytery shall be an ex officio member. The Committee shall be a sub-committee of the Administrative Council. It shall consist of three classes of two serving a three-year term. Members may be re-elected for a second three-year term, but may succeed themselves only once. Members who have served two consecutive terms may be nominated and elected again after a one-year absence.

The moderator of the Finance Committee shall be an Elder or Minister of the Word and Sacrament, and be nominated by the Nominating Committee of the Presbytery. He/She shall be a member of the Administrative Council.

The responsibilities of the Committee shall be:

1. To provide adequate financial planning and fiscal control for Presbytery in coordination with the Administrative Council and Executive Presbyter/Stated Clerk.
2. To provide an annual budget to the Administrative Council for its approval and subsequently for approval by Presbytery.
3. To authorize expenditures within that budget and report regularly to Presbytery through the Administrative Council.
4. To provide to the Administrative Council recommendations regarding investment of funds.
5. To ensure that an independent audit is performed annually and reported to the Administrative Council and the Presbytery.

PERSONNEL COMMITTEE

The Personnel Committee shall consist of six members nominated by the Presbytery of New Harmony Nominating Committee and elected by the Presbytery. The moderator of the Presbytery shall be an ex officio member. The Committee shall be a sub-committee of the Administrative Council. It shall consist of three classes of two serving a three-year term. Members may be re-

elected for a second three-year term, but may succeed themselves only once. Members who have served two consecutive terms may be nominated and elected again after a one-year absence.

The moderator of the Personnel Committee shall be an Elder or Minister of the Word and Sacrament, and shall be nominated by the Nominating Committee of the Presbytery. He/She shall be a member of the Administrative Council.

The responsibilities of the Committee shall be:

1. To set policies for the staff in coordination with the Executive Presbyter (holidays, vacation, sick leave, etc.)
2. To review salaries and performance in accordance with the established evaluation policy.
3. To provide assistance to the Executive Presbyter in the development of job descriptions and a review every two years to ensure that staffing patterns are consistent with the mission, goals, and needs of the Presbytery.
4. To recommend annually to the Administrative Council the compensation and benefits for members of the Presbytery.
5. To work with the Executive Presbyter on any staff related issues.

Review and evaluation of the support staff shall be the responsibility of the appropriate Executive or Associate Executive.

PROPERTY COMMITTEE

The Property Committee shall consist of six members nominated by the Presbytery of New Harmony Nominating Committee and elected by the Presbytery. The moderator of the Presbytery shall be an ex officio member. The Committee shall be a sub-committee of the Administrative Council. It shall consist of three classes of two serving a three-year term. Members may be re-elected for a second three-year term, but may succeed themselves only once. Members who have served two consecutive terms may be nominated and elected again after a one-year absence.

The moderator of the Property Committee shall be an Elder or Minister of the Word and Sacrament, and be nominated by the Nominating Committee of the Presbytery. He/She shall be a member of the Administrative Council.

The responsibilities of the Committee shall be:

1. To manage the property holdings of the Presbytery.
2. To handle the buying and selling of property on behalf and as directed by the Presbytery.
3. To work with and advise the Congregational Development Ministry in matters pertaining to property for New Church Development.
4. To provide an annual review to determine if property insurance is adequate.
5. To provide an annual report to the Presbytery regarding all of the property holdings of the Presbytery.

PROGRAM COUNCIL OF THE PRESBYTERY OF NEW HARMONY

The Program Council shall be the coordinating body for all Program Ministries and shall consist of ten members. The moderator of the Presbytery shall be an ex officio member. The Program Council shall be made up of the moderators of its Program Ministries, the moderators of Presbyterian Men and Presbyterian Women, the moderator of the Administrative Council, the moderator of the Program Council, and the Associate Executive Presbyter.

The moderator of the Program Council shall be nominated by the Nominating Committee and elected by the Presbytery for a one-year term.

Presbyterian Men, Presbyterian Women, and the Program Ministries shall report directly to the Program Council. The Program Ministries include:

CAMPING
CONGREGATIONAL DEVELOPMENT
EDUCATION AND NURTURE
MISSION
WORSHIP AND SPIRITUAL FORMATION

The guide to the Program Ministries follows on pages 20 -27.

The Program Council members shall attend an annual overnight retreat following the fall Stated Presbytery Meeting or at another designated date and time. The retreat will serve two purposes:

1. To maintain a process of *prayer for discernment*, to the end that the council, the Presbytery, and congregations may be responsive to God's call.
2. To build *community* and understanding among the council members and Program Ministries.

THE STANDING RULES

1. The Presbytery will celebrate the Sacrament of the Lord's Supper at the first Stated Meeting of each year and at other appropriate times.
2. The Presbytery will hold Stated Meetings on the fourth Saturday of February, and the second Tuesdays of May and October.
3. At each Stated Meeting the Moderator shall appoint a special committee to prepare resolutions of thanks.
4. If the Presbytery does not designate a place of meeting, the Moderator and the Stated Clerk shall arrange for a place to meet.
5. An elder who is serving as an officer of the Presbytery, or an elder who is a moderator of a standing committee/ministry of the Presbytery, or an elder who is serving as a member of the Administrative or Program Council, shall be enrolled as a member of the Presbytery for the term of his/her office, whether or not commissioned by his/her session.
6. Members of all committees, councils, and ministries of the Presbytery shall be elected at the Fall Stated Meeting. A simple majority is needed for election. Those elected will begin their terms of service on the first day of November.
7. The term of service for members of all organizations of the Presbytery is three years unless designated otherwise by the Book of Order. A member is eligible for nomination to a second term, but shall not be eligible for another term until a full year has elapsed following completion of the second term. A member serving less than two-thirds of an unexpired term will not be considered to have served a term.
8. No person shall serve as a member of more than one committee, council, or ministry of the Presbytery at the same time. The one exception to this is those serving on the Judicial Commission. Those persons may be on another committee.
9. All committee/ministry moderators shall be elected to serve a one-year term subject to reelection.
10. Any member of a committee/ministry of the Presbytery who, for a period of a year, fails to attend meetings or to participate otherwise in the work of the committee, shall be removed and replaced. The moderator of each committee/ministry shall report to the Nominating Committee the names of those who do not participate.
11. All committee/ministry reports shall be submitted in writing. Committee/Ministry reports previously in the hands of commissioners are not to be read by presenters on the floor of Presbytery.
12. All main motions and substitutes for main motions must be submitted in writing before discussion on the floor.
13. All proposed overtures shall be given to the Stated Clerk of Presbytery, at least twenty days before a Stated Meeting of Presbytery, for consideration by the Administrative Council. If referred to Presbytery, the proposed overture shall be mailed to all members and sessions.

14. Proposed amendment(s) to the Manual and/or Standing Rules must be submitted in writing and presented to a Stated Meeting of the Presbytery. The proposed amendment will take effective, if it is adopted by a two-thirds vote at the next Stated Meeting. All proposed amendment(s) shall be mailed to the members of Presbytery at least ten days prior to the Stated Meeting of Presbytery.
15. The Recording Clerk is charged with the responsibility of compiling the minutes of Presbytery, and the Stated Clerk is charged with publishing the same annually and distributing them to members of Presbytery and Sessions. Ordinarily, the Administrative Council will approve Minutes of each stated meeting of the Presbytery and any special or adjourned meetings prior to the next stated meeting of the Presbytery.
16. The Stated Clerk, Moderator of Presbytery and Moderator of the Administrative Council are authorized to appoint an Investigating Committee in accordance with Book of Order D-10.0201b.
17. Any specified section of the Manual and/or any Standing Rule, except Rule 14, may be suspended for a specified period of time by a two-thirds vote at any Stated Meeting.
18. In the absence of a Moderator at a meeting of the Presbytery, the Stated Clerk shall convene the meeting and proceed immediately to the election of a Moderator pro tem. The Moderator pro tem shall serve until the conclusion of that particular session or the arrival of the Moderator, whichever comes first.

Presbytery of New Harmony Position Description EXECUTIVE PRESBYTER & STATED CLERK (EP/SC)

PURPOSE: To serve as head of staff, to lead the Presbytery in discerning and carrying out its mission and priorities for ministry, and to serve as Stated Clerk for the Presbytery assuring that the duties and responsibilities of that office are accomplished.

ACCOUNTABILITY: The EP/SC is accountable to the Presbytery through its Administrative Council. The Personnel Committee will supervise and provide for systematic review of his/her work while providing prayerful support, encouragement for his/her well-being and opportunity for continuing education. The review will include an annual written evaluation. The Presbytery, at the recommendation of the Council, shall elect the EP/SC for a three year term (eligible for re-election).

JOB FUNCTIONS AND TASKS OF THE POSITION:

I. Function: Life of the Presbytery

Tasks

- Encourage healthy presbytery life.
- Maintain strong relationships with the congregations of the Presbytery by working with and through the sessions.
- Provide care, support and encouragement to the teaching elders, commissioned ruling elders, and church educators of the Presbytery.
- Provide care, support, and encouragement to the lay leaders of the Presbytery serving in the Presbytery and in the larger church.
- Be sensitive to the needs of all people in the Presbytery and provide leadership in assuring the full participation and inclusiveness of teaching elders and laity in the ministry and mission of the presbytery as described in the Book of Order F-1.0403.

II. Function: Administrative Leadership

Tasks

- Administer the mission and ministry of the Presbytery of New Harmony in accordance with G-3.0106 (Administration of Mission).
- Oversee policies and programs of the Presbytery directly, through staff, or through committees.
- Serve in an advisory capacity as a member of the Administrative Council.
- Attend and participate in meetings of the presbytery and its committees, task forces, commissions as needed with direct responsibility for the resourcing of the constitutional committees.
- Supervise the work of the Associate Executive Presbyter/Associate Stated Clerk and the Financial Administrator. Provide for systematic review of each position while providing prayerful support, encouragement for his/her well-being, and opportunity for continuing education. These reviews include annual written evaluations.
- Work with the Personnel Committee to hire the staff of Presbytery.
- Attend and participate in meetings of other councils of the church and ecumenical organizations as needed.
- Participate in the South Carolina EP forum, the Synod of South Atlantic EP forum and church wide staff gatherings.

III. Function: Mission of the Presbytery

Tasks

- Work with the Presbytery Administrative Council to review and evaluate the mission, ministry and structures of the Presbytery.
- Work with the staff, presbytery and its entities to implement actions designed to lead the Presbytery in achieving its mission.
- Interpret and advocate the mission and ministry of the Presbytery, Synod and General Assembly to the Presbytery and its churches.

- Assist in providing resources, encouragement and support to congregations seeking transformation and development of their mission in making Christ known to their communities and beyond.
- Encourage, support, and, as needed, resource leadership development for the laity and clergy of the Presbytery.
- Provide primary staff resourcing for the Committee on Ministry as it works with the congregations, teaching elders, commissioned ruling elders, and certified Christian educators of the Presbytery.
- Report annually at the Presbytery's Winter Stated Meeting on the previous year's progress of the Presbytery, and on the joys, concerns and needs of the Presbytery.

IV. Function: Stated Clerk

Tasks

- Fulfill responsibilities per Book of Order G-3.0104.
- Supervise maintenance and distribution of appropriate documents including Presbytery minutes, membership rolls, and corporate papers.
- Process reports going to and all official correspondence with other councils of the church.
- Facilitate communication with other councils of the church.
- Facilitate presbytery meetings including preparation of the docket, arranging for meeting places, resourcing the presbytery moderator, and functioning as parliamentarian.
- Provide training, advice and support to the work of the Permanent Judicial Commission.
- Process the necessary paperwork required in the Rules of Discipline.

Presbytery of New Harmony Position Description
ASSOCIATE EXECUTIVE PRESBYTER & ASSOCIATE STATED CLERK (AEP/ASC)

PURPOSE: To serve as a support and resource to the presbytery in discerning, defining, and carrying out its mission and ministry especially through its committee and ministry organization, to support and partner with the Executive Presbyter and Stated Clerk (EP/SC), and to serve as Associate Stated Clerk on an as needed basis.

ACCOUNTABILITY: The AEP/ASC is accountable to the EP/SC and to the Presbytery through its Personnel Committee. The EP/SC will supervise his/her work and provide for systematic review of the work of the AEP/ASC while providing prayerful support, encouragement for his/her well-being, and opportunity for continuing education. The systematic review will include an annual written evaluation. The Presbytery, at the recommendation of the Committee, shall elect the AEP/ASC for a three year term (eligible for re-election).

JOB FUNCTIONS AND TASKS OF THE POSITION:

I. Function: Program Council and Ministries

Tasks

- Serve as primary staff.
- Provide resourcing for Program Council and Ministries.
- Encourage Program Council and Ministries.

II. Function: Committee on Preparation for Ministry

Tasks

- Serve as primary staff.
- Provide resourcing for committee.
- Encourage committee.

III. Function: Related Staff Resourcing

Tasks

- Serve as primary staff.
- Serve as secondary staff on Committee on Ministry, Committee on Representation, Nominating Committee, Personnel Committee, and Finance Committee.
- Serve as member of and secondary staff for Administrative Council.

IV. Function: Denominational Responsibilities

Tasks

- Attend and participate in meetings of other councils of the church and ecumenical organizations as needed.
- Participate in the South Carolina EP forum, the Synod of South Atlantic EP forum and church wide staff gatherings.

V. Function: Administrative Leadership

Tasks

- Supervise the work of the Office Administrator in the Presbytery Office and provide for systematic review of his/her work while providing prayerful support, encouragement for his/her well-being, and opportunity for continuing education. This review includes an annual written evaluation.

- Supervise the work of the Camp Pee Dee Retreat Center Facilities Director and Program Director. Provide for systematic review of each position while providing prayerful support, encouragement for his/her well-being, and opportunity for continuing education. These reviews include annual written evaluations.

VI. Function: Associate Stated Clerk

Tasks on an as needed or as assigned basis

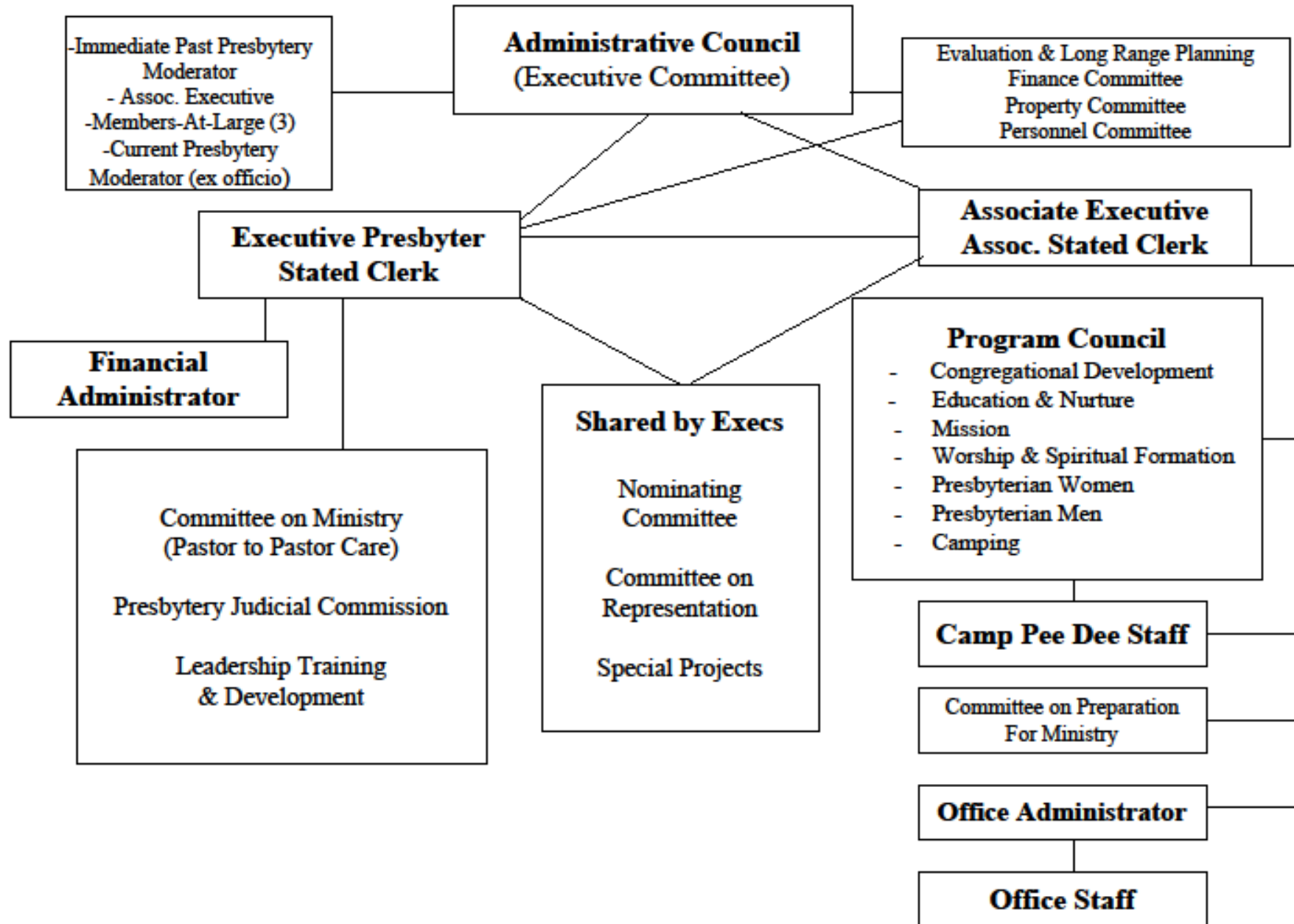
- Fulfill responsibilities per Book of Order G-3.0303.
- Supervise maintenance and distribution of appropriate documents including Presbytery minutes, membership rolls, and corporate papers.
- Process reports going to and all official correspondence with other councils of the church.
- Facilitate communication with other councils of the church.
- Facilitate meetings of Presbytery including preparation of the docket, arranging for meeting places, resourcing the presbytery moderator and functioning as parliamentarian.
- Provide training, advice and support to the work of the Permanent Judicial Commission.
- Process the necessary paperwork required in the Rules of Discipline.

VII. Function: Other

Tasks

- Perform other tasks as assigned by EP/SC.

Diagram of Structure



GUIDE FOR PROGRAM MINISTRIES OF THE PRESBYTERY OF NEW HARMONY

Along with Presbyterian Men and Presbyterian Women, the Program Ministries shall report directly to the Program Council. The moderator of the Program Council shall be nominated by the Nominating Committee and elected by the Presbytery. The Program Ministries are:

**CAMPING
CONGREGATIONAL DEVELOPMENT
EDUCATION AND NURTURE
MISSION
WORSHIP AND SPIRITUAL FORMATION**

Teams may be established within each Ministry (a team is a short-term group organized to accomplish a specific and well-defined task.) Any Program Ministry may form a team to accomplish a specific aspect of its work. Teams may not exist without a Program Ministry to provide funding, oversight, and evaluation. The Program Ministry shall establish a deadline by which the specific task will be accomplished. Upon completion of that task, the team shall be dissolved.

Individuals who serve on a team are generally selected for their interests and/or expertise in a particular subject. The Program Ministry shall be responsible for recruiting conveners and members of the team with sensitivity to the inclusiveness that best represents the diversity of the Presbytery.

CAMPING MINISTRY

The Camping Ministry shall consist of nine members rotating in classes of three. The moderator of the Presbytery shall be an ex officio member.

The Camping Ministry responsibilities may include, but are not limited to:

Remembering the spiritual needs of those persons for whom they make plans.

Caring for and managing the camping facilities of the Presbytery, including:

- a. Engagement and supervision of support staff,
 - b. Provision for the security of the property,
 - c. Provision for preventive and repair maintenance,
 - d. Provision for food service and general maintenance.
3. Planning and promoting the camping program, including:
- a. Summer camps for children and young people,
 - b. Family camps and adult travel programs,
 - c. Recruitment, training, and supervision of program staff leadership,
 - d. Provision for reservations and calendar for the congregations of the Presbytery and rental users,
 - e. Promotion of the use of the camping facilities by congregations of the Presbytery.
4. Developing and maintaining a site manual to include job descriptions for all employees.
5. Long-range planning and evaluating programs, policies, facilities, finances, fees and rentals, making use of the resources of the Evaluation and Long-Range Planning Committee.
6. Undertaking a self-study of its works not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

CONGREGATIONAL DEVELOPMENT MINISTRY

The Congregational Development Ministry shall consist of twelve members rotating in classes of four. The moderator of the Presbytery shall be an ex officio member.

The Congregational Development Ministry responsibilities may include, but are not limited to:

1. General Congregational Development
 - a. Remembering the spiritual needs of those persons for whom they make plans.
 - b. Helping congregations realize the importance of their involvement in the life of the Presbytery.
 - c. Providing demographic surveys in those areas of Presbytery where population changes may impact existing or new congregations.
 - d. Determining and recommending funding procedures/capital campaigns for funds for new church development and/or congregational assistance or redevelopment.
 - e. Establishing plans for congregations to become self-sustaining.
 - f. Serving as a voice to Presbytery on behalf of congregations with special needs and opportunities.
 - g. Inviting Presbytery to pray for existing congregations and new congregational development.
 - h. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.
 - i. Undertaking a self-study every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.
2. For Existing Congregations
 - a. Staying in close contact with each congregation to determine special needs conditions and assistance.
 - b. Working with local sessions in identifying specific areas of opportunities where yoking/merging of churches or pooling resources will enable them to have a more effective ministry and growth.
 - c. Providing training opportunities for congregations to explore and identify areas of mission and service in the local community.
 - d. Envisioning new ways for churches to be churches with new paradigms.
 - e. Studying models of "larger parish" concept and to evaluate how the concept can be applied in this Presbytery.
 - f. Recommending to Presbytery existing congregations for redevelopment or relocation geographically.
 - g. Studying congregational redevelopment models in other presbyteries.
 - h. Assisting congregations in planning for redevelopment or relocation.
3. For New Congregations:
 - a. Identifying those cities and areas in the Presbytery that are ready for development of

- new congregations.
 - b. Planning, preparing for, and initiating new church development.
 - c. Seeking pastors for new church development with particular gifts in this unique ministry.
 - d. Establishing guidelines for chartering new church development.
 - e. Encouraging existing churches to consider new church development as mission.
4. Evangelism
- a. Developing a program of education to strengthen the evangelism consciousness of ministers and congregations.
 - b. Offering training for ministers and congregations that they may know, use, and assess different methods of evangelism.
 - c. Presenting, at Presbytery meetings, information regarding effective evangelism.
 - d. Helping pastors and congregations in planning and carrying out specific programs of evangelism.
 - e. Providing for evangelism consultants within the Presbytery.
 - f. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.
 - g. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.
5. Stewardship
- a. Equipping congregations to promote year-round stewardship emphasis, including time and talents, as well as money.
 - b. Challenging the congregations of the Presbytery to a greater commitment of time, talent, and material gifts.
 - c. Providing leadership-training events for Every Member Canvass and/or other commitment programs in congregational, area, or Presbytery-wide settings.
 - d. Promoting the use of materials developed by Synod and/or General Assembly for stewardship education and promotion.
 - e. Recommending methods for the development of gifts.
 - f. Assisting individuals and/or congregations with information regarding wills and bequests.
 - g. Planning and providing for General Assembly Special Offerings such as: One Great Hour of Sharing, Pentecost, Peacemaking, Christmas Joy Gift, and other offerings as approved by the Presbytery, such as: Mother's Day (Presbyterian Communities of S. C.) and Thanksgiving (Thornwell).
 - h. Making recommendations to Presbytery concerning capital funds campaigns of the Presbytery, Synod, and General Assembly.
 - i. Providing workshop(s) in an annual training event sponsored by the Education and

Nurture Ministry.

- j. Developing and maintaining an audio/video presentation highlighting current activities and ministries of the Presbytery. This audio/video presentation would be composed of short segments, which could be used as television spots, which would promote the work of the church.
- k. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

EDUCATION AND NURTURE MINISTRY

The Education and Nurture Ministry shall consist of nine members rotating in classes of three. The moderator of the Presbytery shall be an ex officio member.

The Education and Nurture Ministry responsibilities may include, but are not limited to:

1. Christian Education:

- a. Remembering the spiritual needs of those persons for whom they make plans.
- b. Providing on-site training events and support for congregations.
- c. Providing area and presbytery-wide training events for leadership development and utilizing the most effective promotion and communication possible concerning these events.
- d. Advocating for denominational curriculum materials.
- e. Maintaining a resource center for the Presbytery, providing books, audio-visual materials and equipment, curriculum samples and aids, resource lists, etc.
- f. Providing one annual Presbytery-wide event, which involves all Presbytery program ministries offering workshops on their programs.
- g. Developing and maintaining a Presbytery website and encouraging and promoting the use of computer technology.
- h. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

2. Young Adults

- a. Remembering the spiritual needs of those persons for whom they make plans.
- b. Providing resources to congregations of the Presbytery for their ministries with, for, and by young adults, such as supplying information, suggestions, ideas, and materials.
- c. Publicizing and promoting events of interest to and/or for young adults, which are sponsored by higher governing bodies.
- d. Coordinating ministries with and for young adults.
- e. Planning and sponsoring workshops, conferences, educational opportunities, and fellowship activities of interest to young adults.
- f. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.
- g. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

3. Older Adults

- a. Remembering the spiritual needs of those persons for whom they make plans.
- b. Providing resources to congregations of the Presbytery for their ministries with, for and by older adults, such as supplying information, suggestions, ideas, and materials.
- c. Publicizing and promoting events of interest to and/or for older adults, which are sponsored by higher governing bodies.
- d. Coordinating ministries with and for older adults.
- e. Planning and sponsoring workshops, conferences, educational opportunities and fellowship activities of interest to older adults.
- f. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.
- g. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

4. Presbyterian Youth Connection

The Presbyterian Youth Connection includes youth and adults who serve New Harmony Presbytery in the area of youth ministry. Serving on Presbytery's Youth Connection is a unique way for high school youth and adults to serve Jesus Christ in an important and challenging way, to gain valuable leadership experience, to learn more about the Presbyterian Church (U.S.A.), and to make lasting friendships with others throughout the Presbytery.

THE MISSION STATEMENT FOR PRESBYTERIAN YOUTH CONNECTION

As New Harmony Presbytery's Youth Connection,
 We are called as partners in Christ
 to reach out to youth and youth leaders of the Presbytery to:
 meet the needs of youth;
 promote growth in our commitment to Christ
 and each other;
 and celebrate our diversity and unity.

THE RESPONSIBILITIES OF PRESBYTERIAN YOUTH CONNECTION

- a. Remembering the spiritual needs of those persons for whom they make plans.
- b. Securing leadership training for leaders of youth in the Presbytery and for the Presbyterian Youth Connection.
- c. Planning long range mission and service opportunities for Christian witness and spiritual growth.
- d. Securing leadership training for youth who are leaders in their particular churches.
- e. Developing a home page within the Presbytery website to provide information and resources pertinent to/for youth and youth ministry.
- f. Planning and promoting rallies, retreats, and events.
- g. Promoting intergenerational events for youth and adults.
- h. Encouraging the development of successful models of geographical gatherings for fellowship events.
- i. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.

- j. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

THE STRUCTURE OF PRESBYTERIAN YOUTH CONNECTION

The ideal structure for New Harmony's Presbyterian Youth Connection is twenty-four youth (two from each region) and twelve adults (one from each region). The regions are the counties in the Presbytery except that Dillon and Marion Counties are combined as one region, and Horry and Columbus Counties are combined. The moderator of the Presbytery shall be an ex officio member.

The Presbyterian Youth Connection is led by co-moderators, a youth and an adult, who partner leadership together with the support of the Presbytery PYC Staff Person.

The Presbyterian Youth Connection members and co-moderators are called by the Education and Nurture Ministry. Youth serve a one-year term from May to April but may continue to serve each year that they reapply. Adults serve a three-year term in rotating classes from May to April.

The entire Presbyterian Youth Connection will meet at least quarterly and may meet by regions as needed. To be excused, a Presbyterian Youth Connection member must call one of the co-moderators or the Presbytery Office before a meeting/event. Two unexcused absences will be considered as grounds for dismissal from Presbyterian Youth Connection. In such cases of dismissal, a letter will be sent to the Presbyterian Youth Connection member and to the Session of the church represented. A Presbyterian Youth Connection member may have an opportunity to appeal a dismissal.

PRESBYTERIAN YOUTH CONNECTION MINISTRY RESPONSIBILITIES

1. **Co-moderators' Responsibilities:**
 - a. Setting meeting dates for PYC Team.
 - b. Setting agenda for meetings.
 - c. Coordinating Team Meetings.
 - d. Communicating with each sub-group as to their planning and needs.
 - e. Delegating leadership for task groups and regional meetings.
 - f. Praying for the Presbyterian Youth Connection Team members and Presbytery Staff.
2. **Presbyterian Youth Connection Members' and PYC Presbytery Staff Person's Responsibilities:**
 - a. Attending all Presbyterian Youth Connection meetings and events.
 - b. Calling the Presbytery Office or co-moderators before a meeting if unable to attend.
 - c. Being responsible for programs in Presbyterian Youth Connection Ministry areas.
 - d. Evaluating the sponsored events and goals of ministry.
 - e. Praying for each member of Presbyterian Youth Connection.
3. **Presbyterian Youth Connection Presbytery Staff Person's Responsibilities:**
 - d. Communicating with the Presbyterian Youth Connection Team regarding meetings, programs, and events.

- e. Communicating with local churches about youth ministry events on Presbytery, Synod and General Assembly levels.
 - f. Resourcing the Team in development of goals, objectives, programs.
 - g. Working with the co-moderators in the oversight of Presbyterian Youth Connection ministry.
4. Qualifications of Presbyterian Youth Connection Members:
- a. Being an active participant in local church and youth activities.
 - b. Being an exemplary role model for youth and adults.
 - c. Being responsible in leadership roles.
 - d. Being willing to learn new skills.
 - e. Being willing to make Presbyterian Youth Connection a priority in their schedules for meetings and sponsored events.

MISSION MINISTRY

The Mission Ministry shall consist of nine members rotating in classes of three. The moderator of the Presbytery shall be an ex officio member.

The Mission Ministry responsibilities may include, but are not limited to:

1. Remembering the spiritual needs of those persons for whom they make plans.
2. Planning and providing for leadership education, workshops, resource materials, notices of regional and national events, and other assistance to pastors and congregations in promoting the following:
 - a. The witness of the church in its local and national mission. This area of witness includes, but is not limited to, community service ministries, church and society issues, institutions of higher learning, homes for children and for retired persons, work camps, and community leadership.
 - b. The witness of the church in global mission. This area of witness includes, but is not limited to, designated missionary support, itineration by missionaries on home assignment, short-term mission service in global mission fields, and peacemaking.
 - c. The service of the church to persons in need. These concerns include, but are not limited to, the Presbyterian Hunger Program, disaster relief, moral and ethical issues, social action concerns, local projects providing food, clothing and housing, unemployment concerns, persons with disabilities, and prison ministry.
3. Providing information and resource materials regarding ecumenical agencies and organizations, and to foster and promote interdenominational relations and cooperation in ecumenical programs and projects.
4. Emphasizing involvement in mission and ministry activities as a response to the Good News of Jesus Christ.
5. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.
6. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.

WORSHIP AND SPIRITUAL FORMATION MINISTRY

The Worship and Spiritual Formation Ministry shall be composed of six members rotating in classes of-two. The moderator of the Presbytery shall be an ex officio member.

The Worship and Spiritual Formation Ministry responsibilities may include, but are not limited to:

1. Remembering the spiritual needs of those persons for whom they make plans.
2. Providing resources for and promoting worship education within the Presbytery.
3. Providing information regarding denominational materials in the area of music and worship for the Presbytery and its congregations.
4. Encouraging a network of communication among church musicians within the Presbytery.
5. Encouraging pulpit and congregational exchanges.
6. Assisting with expressed needs of congregations and/or pastors in the area of music and worship.
7. Being an active link with other governing bodies with regard to music and worship training

events.

8. Responding to congregations desiring help in interpreting and using the Directory for Worship.
9. Designing ways the Presbytery can intentionally help congregations grow spiritually.
10. Developing models and identifying resources for personal and congregational spiritual growth.
11. Providing for the care and spiritual nurture of pastors and their families.
12. Providing workshop(s) in an annual training event sponsored by the Education and Nurture Ministry.
13. Assisting the Presbytery in planning worship for stated meetings of Presbytery and particular churches by following the guidelines in the Worship Design Protocol:
 - a. Worship and Spiritual Formation Ministry's Responsibilities:
 - Select Speaker – In consultation with the Moderator and the Administrative Council, the Worship and Spiritual Formation Ministry will select a speaker when there is neither an outgoing Moderator nor a Candidate for ordination. Attention will be given to fair representation in regard to ethnicity, gender, geography, and congregation size. Some effort will be made to invite prominent figures in the wider church to grace us as guest preachers.
 - Select Worship Leaders – In consultation with the Moderator and Administrative Council, the Worship and Spiritual Formation Ministry will select other persons to serve as worship leaders, if and as needed.
 - Design Liturgy – In consultation with the Moderator and the speaker, the Worship and Spiritual Formation Ministry will design the liturgy including the selection of secondary texts, prayers, affirmations of faith, rites of reconciliation, etc.
 - Choose Hymns – In consultation with the Moderator and the speaker, the Worship and Spiritual Formation Ministry will select hymns to be used in worship. These will be taken usually from the Presbyterian Hymnal, and selected with sensitivity to the diversity represented in our presbytery.
 - b. Host Church's Responsibility:
 - Provide Musical Leadership – The host church is encouraged to share its musical resources with presbytery providing organists, soloists, choir, or other musical leadership from within the host church. The Worship and Spiritual Formation Ministry is glad to assist in finding these resources, if they are not present within the host church. The host church will select special music, postludes, and preludes with due attention to texts and themes selected by the speaker.
 - c. Speaker's Responsibility:
 - Provide Text and Theme – The speaker will provide text and theme 45 days or as soon as possible before the presbytery meeting for dissemination to the various bodies involved with worship design. The speaker is, of course, afforded autonomy regarding theme and content of the sermon or proclamation.
14. Undertaking a self-study of its work not less than every three years, making use of the resources of the Evaluation and Long-Range Planning Committee.