

# GUIDING COUNCIL

(Presbytery of New Harmony last revised 6-1-21)

**Purpose:** The purpose of the **Guiding Council** is to oversee the mission and ministry of the Presbytery of New Harmony (NHP) in order to focus, align and coordinate its resources toward NHP's vision, mission and ministry goals.

**Accountability:** The Council shall be accountable to the NHP.

**Authority:** The Guiding Council may act on behalf of and with the full authority of NHP between meetings of NHP (G-3.0101, G-3.0301), in any and all matters, except those responsibilities given to the Constitutional committees (Committee on Ministry, Committee of Preparation for Ministry, Committee on Representation and Nominations, and Permanent Judicial Commission) and any other special NHP commissions. The Guiding Council shall oversee the work of the Cultivation and Empowerment Committee and the Personnel and Finance Committee.

**Membership:** The Guiding Council shall consist of twelve (11) members:

- NHP's current Moderator, Moderator-Elect, and immediate past Moderator (3).
- Three (3) at-large members, each serving three (3) year staggered terms nominated by the Committee on Representation and Nominations and elected by NHP.
- Chairpersons of Cultivation and Empowerment and the Personnel and Finance committees (2) or the chairperson's year-long designee.
- Black Caucus and Presbyterian Women (PW) president (or equivalent) or designee, confirmed by a vote of NHP, will be the commissioner, with possibility of renewal for subsequent one-year term for a maximum of 6 years; they shall be a Ruling or Teaching Elder (2).
- Executive Presbyter/Stated Clerk (1).

The Executive Presbyter/Stated Clerk shall moderate the Guiding Council and a clerk will be appointed who shall record and distribute the minutes.

Overall composition shall strive to conform to principles of inclusiveness, representation and participation for race and gender, as well as the following principles:

- Voting members shall serve no more than two (2) successive terms or a maximum of six (6) years without at least a one (1) year interval of non-service.
- No at-large member shall serve concurrently on either the Cultivation and Empowerment Committee or the Personnel and Finance Committee.
- No more than one member shall be members of or serving a particular congregation.
- No two people shall be in the same family.

**Quorum:** A quorum of the Council shall consist of majority of its membership and shall be required for business to be conducted.

## **Meetings, Reports and Agenda:**

- *Regular Meetings.* Council will ordinarily meet within a month of a Stated Meeting of NHP.
- *Special Meetings.* Council shall meet upon the call of its Moderator or any three (3) members with vote. Notice of a special meeting shall be sent to each member not less than three (3) days in advance of such meeting.

- *Reports.* The Cultivation and Empowerment Committee, Personnel and Finance Committee and any teams or task forces of the Guiding Council, including the Black Caucus and Presbyterian Women, will make regular written reports, possibly a draft of their minutes.
- *Agenda.* The proposed Guiding Council agenda will be developed by the Executive Presbyter/Stated Clerk, in consultation with the Associate Executive Presbyter/Associate Stated Clerk and NHP moderator. It may include, in addition to the proposed items, any other business necessary for the work of the presbytery between Stated Meetings of NHP.

### **Responsibilities:**

1. Coordinate and evaluate the ministry and mission of NHP by overseeing the following: ongoing visioning and strategic planning that identifies ministry goals, with an intentional process every three to five years; communication strategies both within and beyond the presbytery; and a long range calendar.
2. Support the Cultivation and Empowerment Committee by: ensuring that grants and scholarships disbursements are aligned with the overall vision, mission, and ministry goals of NHP.
3. Support the Personnel and Finance Committee by: providing guidance for development of the annual operating budget to ensure that financial resources are available for the work of NHP and are aligned with its overall vision, mission, and ministry goals; acting on its operating budget recommendation, including the amount of Per Capita and the percentage of Mission Giving for NHP, Synod and General Assembly; recommending to presbytery the election of the Treasurer; approving the overall staff design of NHP as well as any position descriptions; acting on any recommendations for hiring staff; and recommending to presbytery the election of the Stated Clerk.
4. Oversee the meetings of NHP, approving the place, time, date, and the general docket of all meetings of Presbytery and the coordination of worship including the authorization and celebrations of the sacraments. (Note: the docket will ordinarily be developed by the Executive Presbyter/Stated Clerk in consultation with the NHP Moderator and Moderator-elect.)
5. Support, encourage and relate to the clusters of NHP.
6. Nominate for election by NHP the members and moderator of the Committee on Representation and Nominations.
7. Constitute the Board of Trustees of the NHP Corporation, in accordance with the Book of Order G-4.0101, fulfilling any and all the corporate and legal requirements specified in the Articles of Incorporation, the Bylaws/Standing Rules and the laws of the state. (When so constituted, the NHP Moderator will serve as President and the Stated Clerk will serve as Secretary of the Corporation.)
8. Recommend to NHP any needed revisions/amendments to NHP's Bylaws, Standing Rules and Manual of Operations (G-3.0106).
9. Work with the NHP entities and staff, when necessary, to develop and maintain a positive and supportive connection with NHP's congregations and members.
10. Coordinate NHP's relationship with the General Assembly, Synod, other Presbyteries, and our ecumenical partnerships.
11. Provide any needed support and counsel to the Executive Presbyter/Stated Clerk.
12. Oversee, monitor and evaluate any task forces and teams created by the Guiding Council.