

**GUIDELINES  
OF  
THE PRESBYTERY OF TRANSYLVANIA**

September 19, 1996  
revised 6-99, 6-02, 6-03

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**MISSION STATEMENT**  
(Adopted December 5, 1996)

**NOTE:** added wording is in bold print; material proposed for deletion is in small italacs

The mission of Transylvania Presbytery is to be a family of churches wherein all congregations are helping each congregation to be the best Presbyterian Church it can be by calling people to faith and service in the name of Jesus Christ. To that end we commit ourselves

- to proclaim the Good News
- to renew our congregations
- to strengthen outreach and social concern
- to prepare children, youth and adults to live Christian lives
- to enhance communication within the family of churches
- to affirm, support, encourage and nurture all men and women who are called to ministries, and their families
- to renew our vision continually.

**MISSION STATEMENT DEFINED**

1. To proclaim the Good News by:
  - a. strengthening our ability to share our faith
  - b. celebrating our faith in the Triune God through Worship, Word and Sacrament
  - c. providing area events that strengthen us as witnesses
  
2. To renew our congregations by
  - a. ensuring pastoral care and leadership for every congregation
  - b. developing Lay Leadership through training events, sharing of ideas, providing resources
  - c. celebrating and teaching the Presbyterian tradition of faith and discipleship

- 1 d. evaluating, recommending and implementing marketing  
2 strategies
- 3 e. emphasizing stewardship of time, talent, and treasure
- 4 f. rekindling the faith and commitment of inactive members.
- 5
- 6 3. To strengthen outreach and social concern by
- 7
- 8 a. enhancing expertise in outreach and social justice through  
9 training events, sharing of ideas and providing resources
- 10 b. encouraging Presbytery and ecumenical joint projects
- 11 c. promoting global mission
- 12 d. affirming the work of Christian Service Ministry
- 13
- 14 4. To prepare children, youth and adults to live Christian lives by
- 15
- 16 a. stimulating spiritual and personal growth through prayer and  
17 Bible study
- 18 b. developing educational leaders through training events,  
19 sharing of ideas and providing resources
- 20 c. expanding and encouraging camps, conferences, retreats  
21 and youth events
- 22
- 23 5. To enhance communication within the family of churches by
- 24
- 25 a. improving quality and timeliness of communications from  
26 Presbytery
- 27 b. improving communication from the churches to the Presbytery
- 28 c. improving communication among the churches, especially  
29 the sharing of successful ideas
- 30 d. encouraging participation at Presbytery/Synod/National levels
- 31 e. offering opportunities for continued, regular visitations by the  
32 Staff and representatives of the Presbytery
- 33
- 34 6. To affirm, support, encourage and nurture all men and women who are  
35 called to ministries, and their families, by
- 36
- 37 a. recognizing the validity of all ministries:  
38 educators, chaplains, pastoral counselors, campus  
39 ministers, missionaries, partners in mission, evangelists,

- 1 administrators, social workers, consultants, musicians,
- 2 commissioned lay preachers, candidates and inquirers,
- 3 and those who are honorably retired
- 4 b. coordinating supportive fellowship opportunities
- 5 c. offering opportunities for continuing education
- 6 d. providing opportunities for continued, regular visitation by the
- 7 Staff and representatives of Presbytery
- 8 e. assisting congregations and Presbytery in being sensitive to the
- 9 needs of church professionals (including Presbytery Staff) and
- 10 their families

11

12 7. To renew our vision continually by

- 13
- 14 a. regularly evaluating our mission and performance
- 15 b. opening ourselves to new challenges and opportunities
- 16 c. praying unceasingly to be led by God's Spirit
- 17

### 18 **MISSION PRIORITIES**

19 (as adopted March 12, 1996)

- 20
- 21 1. Congregational Support
- 22 2. Commissioned Lay Preachers
- 23 3. Communication
- 24 4. Stewardship
- 25 5. Professional Support
- 26 6. Youth
- 27 7. New Church Development
- 28

### 29 **ARTICLE I - TERRITORIAL EXTENT**

### 30 **AND ECCLESIASTICAL RELATIONS**

31

32 Section 1 The name of this Presbytery is the Presbytery of Transylvania,

33 hereinafter called "The Presbytery".

34

35 Section 2 The Presbytery of Transylvania is a governing body which is a part of

36 the Presbyterian Church (U.S.A.) It came into being as a result of a

37 series of mergers through the years of former Presbyteries becoming

38 the legal successor to the Presbyteries of Transylvania (several),

39 Ebenezer, West Lexington, Lexington-Ebenezer, Buckhorn, Guerrant,

1 Guerrant-Transylvania, Ebenezer-Transylvania, and Transylvania  
2 (Union).

3  
4 Section 3 The Presbytery of Transylvania includes the following fifty-six (56)  
5 counties of the Commonwealth of Kentucky: Anderson, Bath, Bell,  
6 Bourbon, Boyd, Boyle, Bracken, Breathitt, Carter, Casey, Clark, Clay,  
7 Elliott, Estill, Fayette, Fleming, Floyd, Garrard, Greenup, Harlan,  
8 Harrison, Jackson, Jessamine, Johnson, Knott, Knox, Laurel, Lawrence,  
9 Lee, Leslie, Letcher, Lewis, Lincoln, McCreary, Madison, Magoffin,  
10 Martin, Mason, Menifee, Mercer, Montgomery, Morgan, Nicholas,  
11 Owsley, Perry, Pike, Powell, Pulaski, Robertson, Rockcastle, Rowan,  
12 Scott, Wayne, Whitley, Wolfe, and Woodford. It also includes the  
13 town of Jellico, Campbell County, Tennessee.

## 14 **ARTICLE II - MEETINGS**

15  
16  
17 Section 1 Stated Meetings of the Presbytery shall be regularly held in order that  
18 the mission and government of the church throughout its  
19 geographical district may be more adequately fulfilled.

20  
21 Section 2 The Presbytery shall hold four (4) stated meetings, annually, as follows,  
22 with the dates being set by the Coordinating Council:

- 23  
24 1. March  
25 2. June  
26 3. September  
27 4. December. This meeting shall be known as the Annual  
28 Meeting, and it shall be the annual meeting of the Presbytery  
29 as both an ecclesiastical and a corporate body. Election of  
30 officers of the Presbytery; of trustees of the Corporation; of  
31 members of committees, boards and the Coordinating  
32 Council (except as otherwise provided), and, when requisite,  
33 of those to chair them, shall take place at this meeting.

34  
35 Section 3 Preparation of the docket of business for the meeting of the  
36 Presbytery shall be the function of the Coordinating Council of the  
37 Presbytery.  
38

1     Section 4     Every stated meeting of the Presbytery shall include a devotional  
2                     service arranged by the Coordinating Council or by persons  
3                     delegated by the Coordinating Council to do so. All meetings of the  
4                     Presbytery and each particular session of each meeting (A session is  
5                     a sitting of a governing body for a portion of a day) shall be opened  
6                     and closed with prayer. The Presbytery shall be adjourned with the  
7                     Apostolic Benediction (II Corinthians 13:14). Any proposal to  
8                     introduce new business later in the meeting must be announced  
9                     during the Presentation of the Docket.

10  
11    Section 5     The Sacrament of the Lord's Supper shall be observed at the Stated  
12                     March Meeting of the Presbytery.

13  
14    Section 6     Attendance upon stated meetings is obligatory. Ministers failing to  
15                     be present and churches failing to be represented shall give reason  
16                     for such failure. Ministers who are honorably retired, military  
17                     chaplains, ministers engaged in an approved calling outside the  
18                     continental United States, and ministers employed by the Boards and  
19                     Agencies of the General Assembly, shall not be required to request  
20                     excuse, but instead to provide annual report of their location and  
21                     ministerial activities.

22  
23    Section 7     The churches of the Presbytery shall be represented in accordance  
24                     with the provisions for representation set forth in G-11.0000.

25  
26    Section 8     The quorum for meetings of the Presbytery shall be any three minister  
27                     members and the elder members present, provided that at least  
28                     three churches be represented by elders (G11.0202)

29  
30    Section 9     Each elder who is an officer, a general presbyter, an associate  
31                     general presbyter, a person in an elected staff position, a member of  
32                     the Coordinating Council, or a chair of a committee of Presbytery  
33                     shall be enrolled as a member of the Presbytery for the term of office,  
34                     whether or not serving as a commissioner. Non-commissioners who  
35                     chair committees of the Presbytery shall be seated as corresponding  
36                     members, with voice but without vote. Non-elder members of the  
37                     Coordinating Council shall have the privilege of the floor, but not  
38                     vote, at each meeting of the Presbytery.

39

1 Section 10 The roll shall be taken before the final adjournment of each stated  
2 meeting of the Presbytery through the report of the Committee on  
3 Leave of Absence. Any member (minister or elder) who must leave  
4 prior to adjournment should report to that Committee before leaving.  
5

6 Section 11 Special meetings of the Presbytery may be called as needed, in  
7 accordance with the provisions of G-11.0200.  
8

9 Section 12 Resolutions or overtures submitted to the Presbytery by Sessions or  
10 commissioners shall ordinarily be presented to the Judicial  
11 Business Committee at its meeting prior to the next Stated Meeting  
12 of Presbytery for review and recommendation. Urgent and timely  
13 resolutions or overtures may be presented at the beginning of the  
14 Presbytery meeting when the docket for the day is being  
15 considered and may be placed on the docket by a 2/3 vote of  
16 the presbytery.  
17

### 18 **ARTICLE III - ORGANIZATIONAL STRUCTURE**

#### 19 **A. Officers**

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21  
22 Section 1 The officers of the Presbytery shall be the following: Moderator,  
23 Moderator-elect, immediate Past Moderator, Stated Clerk, Recording  
24 Clerk, and Treasurer. These shall be elected by and be accountable  
25 to the Presbytery.  
26

27 a. The Moderator shall be formally elected at the Stated December  
28 Meeting for a term of one (1) year. The Moderator shall take office at  
29 the close of that meeting and shall perform the duties of the Office  
30 as defined in the Book of Order.  
31

32 b. The Moderator-elect shall be elected at the Stated December  
33 Meeting for a term on one (1) year, following which time formal  
34 election as Moderator shall take place. The position shall not carry  
35 with it any right to succession to the moderatorship upon vacancy of  
36 that office prior to the following December.  
37

38 c. The Immediate Past Moderator, having completed a one-year term  
39 as Moderator, shall serve a one-year term as chair of the

1 Coordinating Council. Should that person not be able to serve, the  
2 vacancy shall be filled by the most recent available past moderator.

3  
4 d. The Stated Clerk shall be elected at the Stated December Meeting  
5 for a term of three (3) years. The duties of the Stated Clerk are those  
6 prescribed by the Book of Order in G.9.0203 et al, and the Stated  
7 Clerk position description approved by the presbytery.

8  
9 e. The Recording Clerk shall be elected at the Stated December  
10 Meeting for a term of three (3) years. This officer shall keep an  
11 accurate record of the proceedings of the Presbytery, filing it with the  
12 Stated Clerk. For these services the Recording Clerk shall receive  
13 annually such remuneration as the Presbytery shall budget for that  
14 purpose.

15  
16 f. The Treasurer shall be elected at the Stated December Meeting for a  
17 term of three (3) years.

18  
19 Section 2 The Moderator shall take office at the close of the Stated December  
20 Meeting. All others, unless otherwise stipulated, shall take office on  
21 January 1.

## 22 23 24 **B. Temporary Committees**

25  
26 Section 1 Temporary Committees, except the Committee on Leave of  
27 Absence, whose membership is defined elsewhere in these  
28 Guidelines, are appointed by the Moderator as needed or as  
29 required herein. They report directly to the Presbytery as specified.

30  
31 Section 2 The Presbytery Minutes Committee is a committee appointed by the  
32 Moderator of each meeting of the Presbytery to examine and to  
33 approve in behalf of the Presbytery the minutes of that meeting. This  
34 Committee shall consist of the Stated Clerk, the Recording Clerk  
35 (when there is one), and two persons present at the meeting and  
36 named by the Moderator thereof. A quorum of the Committee shall  
37 be any two members of it. This Committee shall review the minutes of  
38 the meeting immediately following adjournment. Prior to the next  
39 stated meeting of the Presbytery, the Committee shall examine the

1 minutes as prepared by the Stated Clerk. It shall report through the  
2 Stated Clerk to the next stated meeting of the whole Presbytery  
3 (plenary meeting) what action it took on the minutes, making that  
4 report at the time the minutes are presented by the Stated Clerk.  
5 That presentation shall take place near the opening of each stated  
6 meeting of the whole Presbytery. Copies of the minutes of the  
7 immediately-preceding stated and subsequent adjourned or called  
8 meeting shall be available at each stated meeting for those who  
9 wish them.

10  
11 Section 3 The Stated Clerk and the Recording Clerk shall serve as the  
12 Committee on Leave of Absence at plenary meetings. This  
13 committee shall be responsible for receiving from commissioners  
14 request to leave early as a part of the orderly process for handling  
15 matters of enrollment, attendance, and quorum. It is authorized to  
16 act in behalf of the Presbytery in granting or denying requests.

17  
18 Section 4 The Resolutions Committee shall be appointed at plenary meetings  
19 for the purpose of giving expression of thanks and appreciation.

20  
21 Section 5 The Stated Clerk, the Moderator and the Chairperson of the  
22 Nominating Committee are authorized to appoint a special  
23 disciplinary committee in keeping with D-7.0200b, between  
24 meetings of the Presbytery and to report the action to the next  
25 stated meeting of the Presbytery.

26  
27 **C. Districts**

28  
29 Section 1 The Presbytery of Transylvania shall be divided into nine (9) districts.  
30 The purposes of this division shall be to promote fellowship  
31 opportunities, to make information sharing easier, and to conduct  
32 workshops.

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Section 2 The districts are as follows:

DISTRICT ONE

Ashland, First  
Community, Bellefonte  
Normal  
Catlettsburg  
Bayless, Grayson  
Greenup  
Faith, Morehead  
Trinity, Vanceburg

DISTRICT TWO

Augusta  
Augusta, Sharon  
Carlisle  
Elizaville  
Flemingsburg  
Mays Lick  
Maysville  
Cynthiana  
Millersburg  
Paris, First United  
Paris, Hopewell  
Washington

DISTRICT THREE

Beattyville  
Booneville, First  
Cow Creek  
Ezel  
Frenchburg  
Indian Creek  
Morris Fork  
Mt. Sterling  
Owingsville  
Pine Grove, Salem  
St. Helens

DISTRICT FOUR

Canada, Highland  
Drift  
McVeigh  
Phelps, Peter Creek  
Pikeville  
Prestonsburg  
Stopover, Shepherd Memorial

1 Sharpsburg  
2 Stanton  
3 Winchester

4  
5

DISTRICT SIX

Camp Nelson  
Davis, Beards  
Georgetown, First  
Lawrenceburg, First  
Midway  
Muddy Ford, Bethesda  
Nicholasville  
Pisgah (Versailles)  
Troy  
Versailles  
Wilmore

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7  
8  
9 DISTRICT FIVE  
10  
11 Blackey, Doerman Memorial  
12 Buckhorn

13  
14 Darfork, Hull Memorial  
15 Dryhill, Brush Memorial  
16 Hazard, First  
17 Hyden, Central  
18 Isom  
19 Jackson, Guerrant  
20 Lothair, Community  
21 Vicco  
22 Whitesburg, Graham  
23 Wooten, Community

24  
25  
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28  
29 DISTRICT SEVEN

30  
31 Lexington, First  
32 Lexington, Second  
33 Lexington, Beaumont  
34 Lexington, Bethel  
35 Lexington, Chapel Hill  
36 Lexington, Eastminister  
37 Lexington, Hunter  
38 Lexington, Korean  
39 Lexington, Maxwell St.

DISTRICT NINE

Cawood  
Crank  
Corbin  
Harlan, First  
Jellico  
London, First  
Garrard, Westminster  
Manchester, Greenbriar  
Manchester

1 Lexington, Meadowthorpe Middlesboro, First  
2 Lexington, Mt. Horeb Pineville, First  
3 Lexington, Walnut Hill  
4  
5

6 DISTRICT EIGHT  
7

8 Berea, White's Memorial  
9 Danville, First  
10 Harrodsburg, Mt. Pleasant  
11 Harrodsburg, United  
12 Lancaster, First  
13 McAfee, New Providence  
14 Paint Lick  
15 Perryville  
16 Richmond, First  
17 Somerset  
18 Somerset, Pisgah  
19 Stanford  
20

21 Section 3 A district convenor shall be elected annually by each district.  
22

23 Section 4 Each District shall meet at least twice yearly.  
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29

30 **D. Coordinating Council**  
31

32 Section 1  
33

34 a. The Coordinating Council shall be responsible for coordinating the  
35 mission and program of the Presbytery. Voting members of the Council  
36 shall be the chairperson of each of the standing committees named  
37 below (with the exception of the Permanent Judicial Commission) which  
38 have been established by the Presbytery, the Moderator of the  
39 Presbytery, the Moderator-elect, the immediate Past Moderator, and

1 the Moderator of Presbyterian Women. The General Presbyter(s), Stated  
2 Clerk, and the Treasurer shall be ex-officio members, without vote. The  
3 Stated Clerk shall serve as secretary of the Coordinating Council  
4

- 5 b. The following standing committees shall serve the Presbytery, some  
6 mandated by the Book of Order, others established by the Presbytery:  
7

8  
9 (1) The Judicial Business Committee (i) shall review the proposed  
10 amendments which have been sent down by the General Assembly  
11 or the Synod and shall recommend action on them by the  
12 Presbytery; (ii) may recommend overtures to be sent by the  
13 Presbytery to the General Assembly or to the Synod; (iii) shall be  
14 responsible for briefing commissioners to the Synod and to the  
15 General Assembly; (iv) shall review all requests for exemption from the  
16 provisions of G-14.0202, and shall recommend thereon to the  
17 Presbytery; (v) shall review the minutes of the Coordinating Council;  
18 and, (vi) shall review and recommend to the Coordinating Council or  
19 to the Presbytery on matters which either shall refer to it; (vii) shall be  
20 responsible for reviewing Presbytery covenants with institutions and  
21 recommending to Presbytery any alterations in those covenant  
22 agreements; (viii) shall review resolutions and overtures which  
23 properly come to the Presbytery from Sessions or commissioners and  
24 make recommendation to the Presbytery regarding appropriate  
25 action.  
26

27 The Judicial Business Committee shall have responsibility for reviewing  
28 the Sessional Records and Church Registers of the churches of the  
29 Presbytery. Sessional Records shall be presented every year. Church  
30 Registers shall be presented every two years, in odd-numbered years.  
31 This committee shall make a full report of the review to the Presbytery  
32 at its Stated December Meeting. However, an exception to the  
33 minutes which the committee believes serious enough to require  
34 immediate attention by the Presbytery may be reported to the  
35 Presbytery earlier than the Stated December Meeting. If, in its  
36 judgment such is required, the Presbytery may require a Session to  
37 take remedial action in relation to exceptions which it takes in the  
38 minutes.  
39

1 The Judicial Business Committee shall consist of nine (9) members, in  
2 three classes, each serving for a three-year term, with eligibility for  
3 two (2) terms.  
4

5 (2) The Commissioned Lay Pastor Committee shall be  
6

7 responsible for administration of the commissioned lay pastor  
8 program, carrying out its responsibilities in keeping with  
9 the provisions of G-14.0801 for commissioned lay pastors  
10 and in accordance with the policies approved of by  
11 the Presbytery.  
12

13 The Commissioned Lay Pastors Committee shall consist of  
14 nine (9) members, in three classes, each serving for a three-year  
15 term, with eligibility for two (2) terms.  
16

17 (3) Committee on Ministry shall be responsible for facilitating the  
18 relations between congregations, ministers, and Christian educators  
19 and the Presbytery. It shall guide search committees in their needs  
20 assessment to consider the calling of a pastor, associate pastor, or  
21 Christian educator. It shall communicate to all Presbytery-ordained  
22 ministers and Christian educators that they have open access to the  
23 Committee. It shall be responsible for settling difficulties on behalf of  
24 the Presbytery when possible and expedient. It shall be responsible  
25 for fulfilling the provisions of G-11.0502b,c,d,e,f,g,i,j; and G-  
26 14.0705a(1),(3); b(2),(3). It shall develop and provide emotional and  
27 professional support for ministers, commissioned lay pastors,  
28 educators, musicians and administrative personnel, and their families.  
29 It shall review rolls and compensation annually, consult with churches  
30 and others as deemed necessary in these matters, and make  
31 recommendations the Presbytery concerning the terms of call.  
32

33 The Committee on Ministry shall be given the authority to fulfill the  
34 provisions of G-11.0502h and G-14.0705c.  
35

36 The Committee on Ministry shall consist of eighteen (18) members, in  
37 three classes, each serving for a three-year term, with eligibility for  
38 two (2) terms.  
39

1 (4) The Nominating Committee shall nominate persons to fill all  
2 vacancies on continuing committees, councils, boards and other  
3 bodies that require election by the Presbytery, excluding nominations  
4 of persons to the Nominating Committee, but including nominations  
5 of persons as commissioners to Synod and General Assembly.  
6

7 The Nominating Committee shall be broadly representative of the  
8 member churches of the Presbytery and in accordance with G-  
9 9.0801. To this end, the Nominating Committee shall consist of  
10 twelve (12) members in three classes, each serving for a three-  
11 year term, with eligibility for two terms. ▫  
12

13 (5) The Permanent Judicial Commission is empowered to act for the  
14 Presbytery in all matters of judicial process, either remedial or  
15 disciplinary, according to the nature of the case. Its election,  
16 membership, and function shall be in accordance with D-4.0000 - D.  
17 4.0500. The Commission shall consist of seven (7) members.  
18

19 (6) The Committee on Preparation for Ministry shall be responsible  
20 for providing care and oversight for the Presbytery's Candidates  
21 for the Ministry of Word and Sacrament and persons preparing for  
22 educational ministry. It shall give guidance in regard to a course  
23 of study and shall receive annual reports on the candidates'  
24 progress in preparation for the ordination of certification exams. It  
25 shall be responsible for fulfilling all the provisions related to in G-  
26 14.0300 and G-14.0700.  
27

28 The Committee on Preparation for Ministry shall consist of twelve  
29 (12) members, in three classes, each serving for a three-year term,  
30 with eligibility for two (2) terms.  
31

32 (7) The Staff Services Committee shall be responsible for the  
33 supervision of the administrative staff of the Presbytery in  
34 accordance with G-11.0303. When there are vacancies, it shall  
35 recommend to Presbytery the process by which administrative staff  
36 are recruited, called and hired. It shall conduct annual performance  
37 evaluations and five-year comprehensive reviews. It shall make  
38 recommendations concerning matters related to the administrative

1 staff to the Coordinating Council or to the Presbytery, as  
2 circumstances determine.

3  
4 The Staff Services Committee shall provide and maintain for the  
5 Presbytery the approved Personnel Policies, including position  
6 descriptions for all Presbytery employees.  
7

8 The Staff Services Committee shall consist of six (6) members, in  
9 three classes, each serving for a three-year term, with eligibility for  
10 two (2) terms.  
11

12 (8) The Committee on Representation shall advise the Presbytery  
13 with respect to its membership and to that of its committees, boards,  
14 agencies, and other units in implementing the principles of  
15 participation and inclusiveness to ensure fair and effective  
16 representation in the decision-making of the Church.  
17

18 The Committee on Representation shall consist of six (6) members, in  
19 three classes, each serving for a three-year term, with eligibility for  
20 two (2) terms. Election, membership, and function shall be in  
21 accordance with G-9.0105.  
22

23  
24 (9) The Board of Trustees act on behalf of the Presbytery of  
25 Transylvania, Inc., a religious corporation. The Corporation shall elect  
26 the Process Agent, who is responsible for performance of the duties  
27 prescribed by the laws of the Commonwealth of Kentucky with  
28 reference to corporations. The Stated Clerk fills this office. The Stated  
29 Clerk shall also serve as Process Agent for the Trustees. The Trustees  
30 are empowered to receive, to hold, to encumber, to manage, and  
31 to transfer property, real or personal, for the Presbytery; to accept  
32 and to execute deeds of title to such property; to hold and to  
33 defend title to such property; to manage any permanent special  
34 funds for the furtherance of the purposes of the church, when  
35 authorized to do so by the Presbytery. It is the duty of the Trustees to  
36 facilitate the management of the civil affairs of the Presbytery in  
37 keeping with the laws of the Commonwealth of Kentucky. The  
38 Trustees shall report to the Presbytery as necessary or as requested  
39 and shall function in accordance with the Book of Order. The

1 Trustees shall be responsible for making recommendations to the  
2 Presbytery regarding requests from Session, in fulfillment of the  
3 provisions of G-8.0501 and G-8.0502.  
4

5 The Trustees shall consist of six (6) members, three (3) ministers and  
6 three (3) elders, elected by the Presbytery in three (3) classes,  
7 each serving for a three-year term. The Trustees shall annually  
8 elect their own officers.  
9

10  
11 (10) The Administration and Finance Committee shall develop,  
12 propose, and monitor, in consultation with the Treasurer, the  
13 Presbytery Budget. It shall also provide for the Presbytery office  
14 operation.  
15

16 The Administration and Finance Committee shall consist of six (6)  
17 members, in three classes, each serving for a three-year term, with  
18 eligibility for two (2) terms. *The Chairperson shall be elected by the*  
19 *Presbytery.* The Treasurer shall be an ex-officio member, without vote.  
20

21 (11) The Burnamwood Camp and Conference Center Board shall  
22 oversee the operation of Camp Burnamwood and shall plan and  
23 implement a year-round program.  
24

25 The Burnamwood Camp and Conference Center Committee shall  
26 consist of twelve (12) members, in three classes, each serving for a  
27 three-year term, with eligibility for two (2) terms.  
28

29 (12) The Campus Ministry Committee shall develop and promote  
30 ministry awareness and programs within the Presbytery.  
31

32 The Campus Ministry Committee shall consist of six (6) members in  
33 three (3) classes, each serving for a three-year term with eligibility  
34 for two terms.  
35

36 (13) The Christian Formation and Discipleship Committee shall  
37 provide opportunities and encouragement for congregations to  
38 grow in faithful discipleship through biblical and theological  
39 knowledge, spiritual formation, stewardship of time, talents, financial

1 resources and care for God's creation. The committee shall  
2 encourage the use of the presbytery resource center, review current  
3 curricula and assist congregations in selecting appropriate Reformed  
4 materials, and work with the congregations of Presbytery to provide  
5 appropriate events for instruction and growth in discipleship.  
6

7 The Christian Formation and Discipleship Committee shall consist of  
8 nine (9) members, in three classes, each serving for a three-year term,  
9 with eligibility for two (2) terms.  
10

11 (14) The Social Witness and Mission Committee shall promote local  
12 and global mission and social justice.  
13

14 The Mission Committee shall consist of twelve (12) members, in three  
15 classes, each serving for a three-year term, with eligibility for two (2)  
16 terms.  
17

18 (15) The Church Development and Evangelism Committee shall be  
19 responsible for creating, planning, and implementing Presbytery's  
20 program of church development and evangelism in conjunction with  
21 other governing bodies. The responsibility shall include generating  
22 interest in and support for projects in reaching the unchurched; new  
23 church development; church redevelopment; site acquisition and  
24 loans; and building loans.  
25

26 The Church Development and Evangelism Committee shall review  
27 grant and loan requests and make recommendations to the  
28 Coordinating Council.  
29

30 The Church Development and Evangelism Committee shall consist of  
31 nine (9) members, in three classes, each serving for a three-year term,  
32 with eligibility for two (2) terms.  
33

34 (16) The Youth Committee shall develop and implement  
35 challenging programs for youth and their leaders, and shall assist  
36 local churches in developing youth leadership and youth  
37 programming.  
38

1 The Youth Committee shall consist of twelve (12) members, six adults  
2 and six youths, in three classes, each serving for a three-year term,  
3 with eligibility for two (2) terms.  
4

5 (17) The Presbyterian Women's Council shall coordinate the activities  
6 of the Presbytery known as "Presbyterian Women". This Council works  
7 with women in local churches to encourage support of the mission of  
8 the Presbyterian Church (U.S.A.) through education, second-mile  
9 giving, personal growth in Christian faith and understanding, and  
10 action on Christian concerns in company with God's people  
11 everywhere.  
12

13 Membership of and election to the Presbyterian Women's Council  
14 are determined by its own by-laws. It reports annually to the  
15 Presbytery through its President, who is an elected member of the  
16 Coordinating Council of the Presbytery.  
17

- 18 c. The membership of the above committees, along with their  
19 chairpersons, shall be elected by the Presbytery. The Coordinating  
20 Council shall fill vacancies, as needed, in any office until the next  
21 stated Presbytery meeting. Election or appointment to all units of  
22 Presbytery shall be in accordance with G-9.0800, unless otherwise  
23 specified.  
24

25 Section 2 The Immediate Past Moderator of Presbytery shall be the Moderator  
26 of the Coordinating Council. The current Moderator of Presbytery  
27 shall be the first vice-moderator and the Moderator-elect shall serve  
28 as the second vice-moderator of the Council. The Coordinating  
29 Council shall meet prior to each stated meeting of the Presbytery  
30 and also on the call of either Moderator. Recommendations  
31 requiring Presbytery action(s) on funds, on policy, and on  
32 constitutional or legal matters shall be presented to the Coordinating  
33 Council before being presented to the Presbytery.  
34

35 Section 3  
36 The docket for each meeting of presbytery shall be developed by  
37 the Moderator of Presbytery in consultation with the General  
38 Presbyter, Stated Clerk, and the Coordinating Council. All items of  
39 business for the presbytery shall first be reviewed by the Coordinating

1 Council and then docketed appropriately. Business judged by the  
2 Council as routine shall be placed on the consent agenda.

3  
4 Section 4

5 From time to time special needs or tasks may arise which do not  
6 seem to fit the assigned duties of on-going committees. The  
7 Coordinating Council may appoint special task forces to carry out  
8 special and time-limited assignments. These task forces shall be  
9 administratively responsible to the Coordinating Council. These  
10 assignments shall be clearly specified by the Coordinating Council.  
11 Requests and suggestions for such task forces may originate from any  
12 part of the organizational structure. Should these tasks or needs  
13 prove to be more than temporary in nature, they may be assigned to  
14 on-going committees of the structure, or new committees may be  
15 established to perform the assignments.

16 Section 5

17 Duties delegated to the Coordinating Council are:

- 18 a. To set the date, approve the docket, including provision for worship,  
19 for meetings of the Presbytery.
- 20
- 21 b. To coordinate, oversee, and evaluate the work of the Presbytery in  
22 light of its own Mission Priorities and those of other governing bodies;
- 23
- 24 c. To lead the presbytery in visioning and strategic planning;
- 25
- 26 d. To periodically review the effectiveness of these guidelines in light of  
27 Presbytery's mission and to recommend to Presbytery such changes  
28 and/or additions which seem appropriate;
- 29
- 30 e. To make recommendations concerning administrative and  
31 programmatic business to the Presbytery;
- 32
- 33 f. To nominate to the Presbytery at each December Stated Meeting  
34 persons to serve on the Nominating Committee of Presbytery.
- 35

36 Section 6

37 When action or decision is required by a higher governing body or  
38 one of its agencies, departments, divisions, or committees, in relation  
39 to appointments, authorizations, or approvals not involving  
commitment of funds or major policy, the Coordinating Council is

1 empowered to act in these matters. When such action must be  
2 taken or such decision made before the Coordinating Council of the  
3 Presbytery is scheduled to meet, the Moderator, the Stated Clerk,  
4 and the General Presbyter are empowered jointly to act; and they  
5 shall report such action(s) or decision(s) at the next meeting of the  
6 Coordinating Council.

7  
8 Section 7 The Coordinating Council shall report at each stated meeting of the  
9 Presbytery every item of business transacted by it. Its decisions shall  
10 be immediately operative, wherever power has been conferred,  
11 subject to review by the Presbytery.

12  
13 Section 8 The Coordinating Council shall seek means of empowering  
14 congregations and encouraging such partnerships which will lead  
15 toward the fulfillment of the mission priorities of the Presbytery.

16  
17  
18  
19 **F. Representatives to Other Governing Bodies and Agencies**

20  
21 Section 1 Unless otherwise specified, representatives of the Presbytery to  
22 councils, boards, departments, committees, and task forces of other  
23 governing bodies shall be periodically invited by the Coordinating  
24 Council to report matters pertaining to their service which have  
25 special relevance to the work of the Presbytery. By the same token,  
26 they shall act as channels through which concerns of the Presbytery  
27 are related to their respective bodies. Their term of service is  
28 ordinarily determined by the governing body other than the  
29 Presbytery.

30  
31 Section 2 Annually, upon nomination from the Nominating Committee, the  
32 Presbytery shall elect readers of examinations for candidates for  
33 ordination at the request of the Presbyteries' Cooperative Committee  
34 on Examinations for Candidates (G-11.0103m).

35  
36 Section 3 The Presbytery, through its Judicial Business Committee, and in  
37 consultation with representatives from the two other Presbyteries in  
38 Kentucky and representatives from the Boards of Bellewood and

1                   Presbyterian Homes and Services, shall review the covenant relations  
2                   with these institutions and make recommendations to Presbytery.

3  
4  
5                   **H. Quorum**

6  
7                   Ordinarily, unless specified herein or elsewhere in these Guidelines or unless  
8                   required by the Constitution of the Presbyterian Church (U.S.A.), a quorum of a  
9                   committee shall be at least one-half of its members.

10  
11                   **I. Limitation on Terms of Service**

12  
13                   The phrase in these Guidelines "eligibility for two (2) terms" is understood to mean  
14                   that no member of any committee may serve on that committee for consecutive  
15                   terms, either full or partial, aggregating more than six years. Any person having  
16                   served a total of six years shall be ineligible for reelection to the same committee  
17                   for a period of at least one year.

18  
19                   **ARTICLE IV - PROPERTY AND FUNDS**

20  
21                   All property and funds which have been donated or contributed to the  
22                   congregations (local churches), institutions, and agencies of the Presbytery shall  
23                   continue to be held by such congregations, institutions, and agencies for the  
24                   specific purposes and uses as intended by the terms of the original gift or contract  
25                   and in keeping with G-8.0000.

26  
27                   **ARTICLE V - FINANCIAL PROCEDURES**

28  
29                   Section 1     A budgeting process with a single treasury shall be established which  
30                   shall incorporate the total financial functions of the Presbytery under  
31                   one single administration. Its principal duties shall be the  
32                   coordinating of budgeting of the councils, the boards, the  
33                   committees, the offices, and the agencies of the Presbytery. It shall  
34                   provide a unified accounting system subject to an annual outside  
35                   audit and a simple, all-inclusive financial statement whereby a  
36                   comprehensive picture of the whole mission of the Presbytery can be  
37                   seen.

1  
2 **ARTICLE VI - PRESBYTERY ADMINISTRATIVE STAFF**  
3

4 Section 1 The Presbytery shall elect staff in harmony with the needs of the  
5 Presbytery and the procedures set forth in G-11.0303..  
6

7 Section 2 The Presbytery may employ other administrative staff to meet the  
8 needs of the Presbytery in accordance with the procedures set forth  
9 in G-11.0303.  
10

11  
12 **ARTICLE VII - COMMISSIONERS TO HIGHER GOVERNING BODIES**  
13

14 Section 1 Commissioners to the higher governing bodies and alternates for  
15 each shall be elected at the Stated December Meeting and shall be  
16 notified by the Stated Clerk of their election.  
17

18 Section 2 The nomination and the election of commissioners to the General  
19 Assembly shall be subject to the following provisions:  
20

21 a. Ministers.  
22

23 i. No later than sixty (60) days prior to the meeting of the Presbytery at  
24 which commissioners are to be elected, any individual, session, or  
25 committee, of the Presbytery may suggest in writing to the  
26 Nominating Committee a minister nominee for commissioner to the  
27 General Assembly, having previously obtained that minister's consent  
28 for the suggestion to be made. The suggestion shall contain such  
29 information as will help the Nominating Committee to know why this  
30 particular person should be considered for the particular General  
31 Assembly which is in view.  
32

33 ii. For the guidance of the Nominating Committee, the Stated Clerk  
34 shall keep two chronological lists of the ministers of the Presbytery: (1)  
35 All ministers, by year of ordination who have never attended a  
36 General Assembly as commissioner; (2) All ministers who have  
37 represented any presbytery as a commissioner to any Presbyterian  
38 General Assembly.  
39

- 1           iii.    The following factors shall be taken into consideration in the  
2                   nomination of ministerial commissioners:  
3  
4                   (a)    Whether the minister has been a member of the Presbytery for  
5                           at least twenty-four (24) months prior to the date set for the  
6                           elections;  
7  
8                   (b)    Whether the minister has attended a majority of the stated  
9                           meetings of the Presbytery during the eighteen (18) months  
10                           prior to the date of elections.  
11  
12           iv.    Anyone who makes a nomination from the floor must have obtained  
13                   the consent of the minister who is being nominated before the  
14                   nomination is made; and, in receiving the nomination, the Moderator  
15                   of the meeting shall ascertain whether this has been done. The  
16                   minimal requirements set forth above must also have been met; and  
17                   the person who makes the nomination shall, before doing so,  
18                   ascertain and report on the floor whether they have been met.  
19  
20           v.    Alternate commissioners one year (unless advanced to principal that  
21                   year) must be considered the next year by the Nominating  
22                   Committee for principal commissioner, but the Nominating  
23                   Committee is not bound to nominate them simply because they  
24                   were alternates.  
25  
26           vi.   Each alternate who is considered in a year following election as  
27                   alternate shall be considered in light of current, rather than previous,  
28                   relationship to the factors set forth in (iii) above.  
29  
30           b.    Elders  
31  
32                   i.    No later than sixty (60) days prior to the meeting of the Presbytery at  
33                           which commissioners are to be elected, any district, session,  
34                           committee or individual of the Presbytery may suggest in writing to  
35                           the Nominating Committee an elder nominee for commissioner to  
36                           the General Assembly, having previously obtained that elder's  
37                           consent for the suggestion to be made. The suggestion shall contain  
38                           (1) the name, the mailing address, and the telephone number of the  
39                           elder; (2) A statement that the person has consented to the

1 suggestion to the Nominating Committee, and has also agreed to  
2 serve if elected by the Presbytery; (3) such information as will help the  
3 Nominating Committee to know why that particular person should be  
4 considered for the particular General Assembly which is in view.  
5

6 ii. For the guidance of the Nominating Committee, the Stated Clerk  
7 shall keep a list of those churches of the Presbytery which have  
8 provided a commissioner to a General Assembly since 1966.  
9

10 iii. The following minimal requirements must be observed in any  
11 suggestion or nomination of an elder to be a commissioner: (1) The  
12 elder must have served on a committee, a sub-committee, a  
13 commission, or a unit, of the Presbytery, or have attended at least  
14 two (2) meetings of the Presbytery, during the three (3) years prior to  
15 their nomination. (2) The church, ordinarily, must not have provided  
16 a commissioner to the General Assembly within the past seven (7)  
17 years.  
18

19 iv. The provisions of sub-sections (b.iv), (b.v) and (b.vi) relating to the  
20 nomination and election of ministers as commissioners shall apply  
21 also to the nomination and election of elders as commissioners.  
22  
23

24 Section 3 Commissioners to the Synod shall be elected for three (3) year terms  
25 according to the guidelines set forth by the Synod.  
26

27 Section 4 Nominations from the floor shall always be in order, subject to such  
28 provisions as are specified elsewhere in this article.  
29  
30

31 **ARTICLE VIII - REQUIREMENTS OF SESSIONS**  
32

33 Section 1 The Session of each church of the Presbytery shall send its minutes  
34 and Church Register for examination as required by the Presbytery or  
35 by its Coordinating Council.  
36

37 Section 2 Sessions shall prepare and send to the Stated Clerk such reports and  
38 records as are required by the Presbytery.  
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**ARTICLE IX - RULES OF PROCEDURE**

Section 1 The meetings of the Presbytery and of its committees and commissions shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.

Section 2 It is the consensus of the Presbytery that these Guidelines constitute the Presbytery's manual of administrative operations, required by G-9.0405.

Section 3 These Guidelines may be amended at any meeting of the Presbytery by a vote of the majority of those present and voting.

Section 4 Any section or provision of these Guidelines may be temporarily suspended for a specific purpose by a vote of the majority at any meeting of the Presbytery, provided such suspensions do not result in an action or condition contrary to the Constitution of the Presbyterian Church (U.S.A.).