

2. OFFICERS AND EXECUTIVE STAFF OF THE PRESBYTERY

2.1 The Moderator of the Presbytery

- a. **Nomination and Election** A nominee for Moderator of the Presbytery shall be presented by the Committee on Nominations at the September meeting of the Presbytery and elected at the November meeting for a term of one year, to take office following her or his installation at the January meeting. Any additional nominations from the floor shall also be made at the September meeting.
- b. **Duties** The Moderator shall preside at all meetings of the Presbytery and shall have the full authority set forth in the *Book of Order*, in the latest Edition of Robert's Rules where they do not conflict with either the Book of Order or by these Bylaws and in the and in these Bylaws. (*Approved November 30, 2010*)

- 2.2 **The Vice Moderator** The Presbytery shall elect at its November stated meeting a Vice Moderator who shall be known as the moderator-in-training, with the understanding that under ordinary circumstances such Vice Moderator will be the nominee for moderator the succeeding year. Should the Moderator be unable to fulfill the duties of the office, the Vice Moderator shall assume office for the remainder of the term, or until such time as the moderator is able to resume the obligation. The Vice Moderator shall act as stand-by moderator of Presbytery meetings as invited by the Moderator. The Vice Moderator shall be a member ex officio without vote with the right to speak and to advise the committee on Mission Oversight as well as Meetings & Worship. (*Approved November 30, 2010*)

2.3 The Stated Clerk

- a. **Nomination and Election** The Stated Clerk shall be nominated by a representative Search Committee of the Presbytery and elected by secret ballot for a definite term specified in the position description. The Committee on Representation shall appoint one of its members to attend all meetings of the Search Committee, with voice but without vote.
- b. **Position Description; Review of Performance** The incumbent shall be subject to an annual review and a comprehensive review every five years by the Committee on Mission Oversight through its Personnel Committee. The review shall be based on the position description that was developed by the Personnel Committee, with the counsel of the Executive Presbyter, and recommended by the

Committee to the Presbytery, prior to the election of the Stated Clerk.

- c. **Duties** The Stated Clerk shall be a member of the Executive Staff of the Presbytery as well as its chief permanent ecclesiastical officer. The salary of the Stated Clerk, including appropriate expense allowances, shall be fixed by the Presbytery upon recommendation of the Committee on Mission Oversight and shall be paid from the Presbytery's Ecclesiastical Expense Budget. The duties of the Stated Clerk shall include:

1. preparing and making available an annual Statistical Report of the Presbytery;
2. keeping an accurate and complete record of the proceedings of the Presbytery at all its meetings;
3. providing at meetings the records of the Presbytery, the Constitution of the Presbyterian Church (U.S.A.), and the docket as prepared by the Committee on Presbytery Meetings and Worship;
4. keeping a roll of the churches, ministers, candidates, elders and clerks of session;
5. sending to each member of the Presbytery and each clerk of session due notice (which may be given by e-mail to members and clerks requesting notice by e-mail) of all meetings of the Presbytery no later than one week before each stated meeting of the Presbytery, including:
 - a) a copy of the docket for the next meeting;
 - b) reports (if available at the time of mailing) of the Committee on Mission Oversight, the Committee on Ministry, the Committee on Preparation for Ministry, the Bills and Overtures Committee, and the Committee on Nominations;
 - c) any other reports of committees that are then available; and
 - d) notice of any proposed change in the Bylaws;
6. supplying each church at the proper time with forms for its annual report;
7. preparing and forwarding the reports of the Presbytery required by the Synod and the General Assembly;
8. officially corresponding for the Presbytery with other governing bodies of the church;
9. approving expenditures from the Ecclesiastical Expense Budget when so directed by the Presbytery or when expenditures are within the Ecclesiastical Expense Budget;

10. monitoring expenditures from the Ecclesiastical Expense Budget;
11. receiving and transmitting to the Bills and Overtures Committee all documents that require their attention and to the Committee on Mission Oversight all other papers and communications not of a judicial character and not otherwise assigned by the Bylaws;
12. serving as custodian of all Presbytery documents not otherwise cared for;
13. notifying those appointed or elected to office or committees, and calling committee meetings when requested;
14. serving as secretary and ex officio without vote with the right to speak and to advise the following committees: Committee on Mission Oversight and Bills and Overtures; and as advisory member of the following committees: Representation, Session Records, and Presbytery Meetings and Worship (*Approved November 30, 2010*);
15. serving as staff to such other committees as may be designated by the Executive Presbyter;
16. arranging for all memorials, and cooperating with the General Assembly's Department of History;
17. keeping a roll of commissioners to the General Assembly, and assisting in their nomination and election by keeping a list of continuing members' attendance at stated meetings, and of churches represented by an elder at stated meetings;
18. assisting the moderator as Parliamentarian of the Presbytery;
19. that the Stated Clerk, in consultation with the Presbytery Moderator and/or Executive Presbyter, shall appoint the members of an investigating committee or a committee of counsel and report those appointed to the next regular meeting of the Presbytery (*approved January 26, 2010*);
20. transmitting all papers in judicial cases to the Permanent Judicial Commission (or to Investigating Committees when they may be appointed by the Presbytery) and receiving from the Permanent Judicial Commission or an Investigating Committee a certified report of its findings and decisions for transmission to the Presbytery; and
21. performing such other duties as may be assigned to the Stated Clerk by the Committee on Mission Oversight or the Presbytery, and executing all orders of the Presbytery not otherwise assigned.

2.4 Other Clerks of the Presbytery

- a. The Presbytery shall elect a Journal Clerk for a term of three years, with a salary fixed by the Presbytery upon recommendation of the Committee on Mission Oversight. The Journal Clerk shall serve as assistant to the Stated Clerk at the meetings of the Presbytery, especially in the recording of the minutes of the Presbytery. In the absence of the Stated Clerk, the Journal Clerk may, upon authorization by the Committee on Mission Oversight, perform the duties of the Stated Clerk.
- b. Two Temporary Clerks shall be elected annually with a salary fixed by the Presbytery upon recommendation of the Committee on Mission Oversight. They shall serve as assistants to the Stated Clerk and the Journal Clerk at the meetings of the Presbytery and shall be responsible for such matters as the roll and leave of absence at meetings, the distribution of literature, the distribution, collection, and counting of ballots, and other tasks assigned by the Stated Clerk. At the close of each stated meeting they shall report on attendance.

2.5 **The Executive Presbyter** The Executive Presbyter shall be the chief administrative officer of the Presbytery and the head of staff (both professional and non-professional) of the Presbytery, and responsible to the Presbytery through the Committee on Mission Oversight for those matters assigned by the Presbytery and for coordinating the work of the associate executives. The Executive Presbyter shall promote the whole work of the church within the Presbytery and provide supervision of the executive office and personnel.

- a. **Duties** The duties of the office include:
 - 1. promoting the general Mission Budget of the General Assembly and assisting in the interpretation of the benevolence needs of the church to this and to other governing bodies;
 - 2. acting as head of the Presbytery's Executive Staff; and
 - 3. serving as ex officio without vote with the right to speak and to advise the Committee on Mission Oversight, certain committees of the Presbytery as set forth in these Bylaws, the Committee on Ministry, and, upon invitation, any other standing committee; and as the Ecumenical Officer of the Presbytery.

(Approved November 30, 2010)
- b. **Term** The Executive Presbyter shall be nominated and elected by the Presbytery for an indefinite term. The compensation and terms of the office shall be negotiated in consultation with the Synod of

the Trinity and shall be subject to the approval of the Committee on Mission Oversight and the Presbytery.

- c. **Nomination and Election** The Executive Presbyter shall be nominated by a representative Search Committee of the Presbytery and elected by secret ballot. The Committee on Representation shall appoint one of its members to attend all meetings of the Search Committee, with voice but without vote.

2.6 **The Executive Staff** The Executive Staff of the Presbytery shall be designated as follows: in addition to the Executive Presbyter and the Stated Clerk there shall be Associate Executive Presbyters and a Business Administrator as proposed by the Committee on Mission Oversight, nominated by a proper search committee, and elected by the Presbytery. *(Approved November 30, 2010)*

- a. The Executive Staff shall be nominated and elected according to the applicable provisions of the *Book of Order*.
- b. The Executive Staff shall be elected for indefinite terms (except for the Stated Clerk, whose term shall be fixed in accordance with Section 2.3(a), and the Executive Presbyter and the Personnel Committee shall review their work annually. They shall have a comprehensive review by the Committee on Mission Oversight at least once every five years.
- c. The Executive Staff shall be directly responsible to the Executive Presbyter in carrying out the duties assigned to them.
- d. Compensation of Executive Staff shall be recommended to the Committee on Mission Oversight by the Staff Personnel Committee and be approved by the Presbytery.
- e. Each member of the Executive Staff shall be an ex officio without vote with the right to speak and to advise Presbytery committees related to the work he or she is assigned. *(Approved November 30, 2010)*
- f. The Executive Presbyter and the Business Administrator shall be ex officio members without vote with the right to speak and to advise the Committee on Mission Oversight. *(Approved November 30, 2010)*

2.7 **Ex Officio Members of the Executive Staff** The Director of Kirkwood Camp and Conference Center, and the President of Philadelphia Presbytery Homes and Services for the Aging, Inc. shall be *ex officio* members of the Executive Staff, but their employment shall not be subject to the provisions of Sections 2.6(a)-(e).