

4. COMMITTEES OF PRESBYTERY

4.1 Committee on Bills and Overtures

- a. **Membership:** The committee shall have 9 members.
- b. **Responsibilities:** The committee shall:
 - 1. Be responsive to the mission of the Presbytery.
 - 2. Review and make recommendations to the Presbytery with respect to all suggested changes in the Constitution, all proposed overtures originated within the Presbytery, and all overtures adopted by the General Assembly and sent to the presbyteries for approval.

4.2 Kirkwood Camp and Conference Center, Inc.

- a. **Membership:** The Corporation's board of directors shall have 21 members, each of full age.
- b. **Responsibilities:** The board shall be responsible for planning, oversight, and development of the Presbytery's camping and conference program and facilities. It shall be responsive to the mission of the Presbytery.
- c. **Mission:** The Corporation operates a Christian camp and conference center near Stroudsburg in the foothills of the Pocono Mountains. The Corporation's programs are intended to assist participants of all ages to:
 - 1. grow in their knowledge of Jesus Christ;
 - 2. relate and apply the Scripture to their own life situations;
 - 3. resolve problems and differences with others through patience and forgiveness;
 - 4. affirm their individual uniqueness and personal worth;
 - 5. practice wise stewardship of the creation;
 - 6. return to their own communities renewed and equipped with self-discipline and courage to face life's challenges.

4.3 Committee on Ministry (These provisions are *supplemental* to the requirements of the *Book of Order* in G-11.0500 *et seq.*)

- a. **Membership:** The committee shall have 36 members consisting of equal numbers of elders and ministers (G-11.0501b). The members of this committee should, as far as possible, free themselves from other obligations and in a sacrificial spirit put themselves at the disposal of their brothers and sisters in the ministry.
- b. **Responsibilities:** The committee shall: Be responsive to the mission of the Presbytery, and shall according to the *Book of Order*:
 - 1. Fulfill the responsibilities delineated in the *Book of Order* (G-11.0500).

- 2. Be responsible for the training and oversight of the Commissioned Lay Pastors.
- c. **Policies and Procedures:** See the Appendix to the *Bylaws*.
- d. **Subcommittees:** the areas of responsibility of subcommittees are set forth in the Appendix to the *Bylaws*.

4.4 **Committee on Nominations**

- a. **Membership:** The committee shall have 9 members, one third ministers of Word and Sacrament, one third laywomen, and one third laymen (G-9.0801). The Presbytery Moderator shall be an ex officio member by virtue of her or his office.
- b. **Responsibilities:** The committee shall:
 - 1. Be responsive to the mission of the Presbytery.
 - 2. Make nominations for all officers of the Presbytery, for committee moderators and committee members, for commissioners to the General Assembly and the Synod, and for all vacancies, except as otherwise provided by the *Bylaws*.
 - 3. Consider representation from all geographical areas, all racial/ethnic groups, both sexes, diverse ages, various disabilities, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced).
 - 4. **Selection Criteria for Commissioners to the General Assembly and Synod:** See Appendix D.

4.5 **Permanent Judicial Commission** The Permanent Judicial Commission shall have the functions assigned to it by the *Book of Order* and shall be composed of nine members. There shall be three classes consisting of three members each who are elected for six-year terms. No person having served a full term of six years, or having served three or more years of a vacant term, shall be eligible for re-election to the Permanent Judicial Commission until at least four years shall have elapsed.

4.6 **Committee on Preparation for Ministry**

- a. **Membership:** The committee shall have 21 members, which number shall be reviewed annually with the intent of maintaining a ratio of about one member for every three Inquirers and Candidates.
- b. **Responsibilities:** The committee shall:
 - 1. Be responsive to the mission of the Presbytery.
 - 2. Encourage, counsel, support, and prepare inquirers and candidates for the Ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.).

3. Oversee all matters pertaining to inquirers and candidates.
- c. **Procedures and Policies:** The procedures and policies for preparation for the office of Minister of the Word and Sacrament are found in the *Book of Order* in G-14.0300 and G-14.0400. Those listed in the *Bylaws* are specific to the Presbytery.

4.7 **Committee on Representation**

- a. **Membership:** The committee shall have 9 members. The *Book of Order*, G-9.0105a requires that:
- “Each governing body above the session shall elect a committee on representation, whose membership shall consist of equal numbers of men and women. A majority of the members shall be selected from the racial ethnic groups (such as Presbyterians of African, Hispanic, and Asian descent and Native Americans) within the governing body, and the total membership shall include persons from each of the following categories:
- i. majority male membership
 - ii. majority female membership
 - iii. racial ethnic male membership
 - iv. racial ethnic female membership
 - v. youth male and female membership
 - vi. persons with disabilities.”

Accordingly, in the Presbytery of Philadelphia, the committee shall have 9 members, fulfilling the above requirements and shall include two racial/ ethnic females, two racial/ethnic males. Designated representatives of the committee shall be invited to sit with various committees, including the Committees on Nominations, Ministry, and Mission Oversight. They shall have voice and vote on matters of representation.

- b. **Responsibilities:** The committee shall:
1. Be responsive to the mission of the Presbytery.
 2. Monitor the representation on all Presbytery committees, councils, task forces, and work groups to assure that the Presbytery of Philadelphia incarnates the Christian and constitutional goals for proper representation of racial and ethnic groups and those with physical disability, and assuring theological diversity and diversity with respect to age, sex, and geographical distribution.
 3. Hold the Presbytery to its adopted goals of appropriate representation in election and in employment.

4. Designate one of its members to serve with and advise without vote on Search Committees.

4.8 **Self-Development of People Committee**

- a. **Membership:** The committee shall have 12 members. Twenty-five percent of the membership shall be non-Presbyterian, and at least 51 percent of the membership shall be of racial/ethnic origin.
- b. **Responsibilities:** The Committee shall:
 1. Be responsive to the mission of the Presbytery.
 2. Enable communities of people who have been oppressed by poverty and injustice to have some control over their own lives and communities through partnership with the Presbyterian Church (U.S.A.) and a sharing of its resources.
 3. Receive and review all proposals relating specifically to self-development.
 4. Determine which proposals are classified as self-development. The committee shall set the amount that each approved proposal will receive.
 5. Report annually to the Presbytery on its work.

4.9 **Committee on Session Records**

- a. **Membership:** The committee shall have 9 members.
- b. **Responsibilities:** The committee shall:
 1. Be responsive to the mission of the Presbytery.
 2. Review annually the records of the sessions of the congregations of the Presbytery.
 3. Report to the Presbytery on whether the records are all accounted for and whether each is in order, noting improper actions taken by sessions, and reporting said actions to the proper committees for corrective action. It shall be at liberty to call upon the other members of the Presbytery to assist in the examination of session records.
 4. The standard of requirements for session records will be found in the *Book of Order* G-10.0300 and the Rules for Sessions in the Appendix to the *Bylaws*.
- c. **Policies and Procedures:** Are listed in the Appendix to the *Bylaws*.

4.10 **Trustees of the Presbytery (The Financial Management Committee)**

- a. **Membership:** The committee shall have 15 members. The moderator of the committee shall also serve as the President of the Board of Trustees, elected by the committee annually.
- b. **Responsibilities:** The committee shall:

1. Be responsive to the mission of the Presbytery.
2. Exercise oversight over the assets of the Presbytery and to assist the congregations of the Presbytery in their financial responsibilities, as appropriate.
3. Develop policies and guidelines for the Presbytery's financial, legal, and property activities.
4. Act as Trustees of the Presbytery, fulfilling all the usual and legal requirements of trustees.
5. Assist congregations by:
 - a) Recommending action on applications to the Presbytery from churches desiring to sell, lease, or mortgage church property, or to acquire encumbered or otherwise impaired property;
 - b) Recommending action on applications from churches for loans from presbytery capital and other designated funds or other sources and, as appropriate, on grants from the Presbytery's capital funds;
 - c) Recommending action on all lease arrangements; approving leases between congregations and external groups for terms which do not exceed one year and which do not contain unusual provisions, and reporting all such approvals to the Presbytery;
 - d) Requiring any church receiving or expecting to receive aid from the Presbytery or desiring to raise funds outside its own congregation for the purpose of purchasing additional property, erecting a new church edifice or other building, or making improvements to its property, to submit a written statement to the committee, together with the plans and specifications of such building or improvements and secure its approval before proceeding with such plan; and
 - e) Monitoring insurance requirements of the Presbytery regarding local churches.
- c. **Policies and Procedures Relating to Property of a Particular Church:** See the Appendix to the *Bylaws*.
- d. **Guidelines for the Dissolution of a Particular Church:** See the Appendix to the *Bylaws*.

4.11 **Committee on Peacemaking**

- a. **Membership:** The committee shall have 12 members.
- b. **Responsibilities:** The committee shall:

1. Be responsive to the mission of the Presbytery.
2. Work with congregations for the effective receipt of the annual Peacemaking Offering, including how best to interpret and use it.
3. Educate congregations regarding the PC (U.S.A.)'s "Commitment to Peacemaking."
4. Interpret the peacemaking programs and resources of the Synod of the Trinity and General Assembly agencies and documents.
5. Advocate for international justice, the integrity of the creation, and regional/global understanding.

4.12 **Committee on Mission Oversight**

- a. **Membership:** This committee shall have 12 members, plus a moderator for a total of 13.
- b. **Responsibilities:** The committee shall:
 1. Be responsive to the mission of the Presbytery.
 2. Oversee the Presbytery's mission and vision with specific responsibilities in the areas of budget, personnel, and planning.
 - a) Regarding the budget:
 - 1) Recommend to the Presbytery actions that assist the Presbytery to fulfill its adopted priorities for mission, through the proper allocation of the benevolence gifts of the people and the resources available to the Presbytery.
 - 2) Develop guidelines for approving projects and proposals.
 - 3) Review and approve projects for presbytery partnership.
 - 4) Monitor expenditures in light of the Presbytery's Mission priorities.
 - 5) Oversee mission funding and stewardship for the Presbytery.
 - b) Regarding personnel:
 - 1) Assist the Executive Presbyter as head of staff and make recommendations to the Presbytery regarding personnel matters.
 - 2) Give advice and counsel to the Executive Presbyter in the task of oversight of the presbytery staff.

- 3) Conduct the annual performance review of the Executive Presbyter.
- 4) Participate with the Executive Presbyter in the review of the presbytery Executive Staff, including the Stated Clerk.
- 5) Propose to the Presbytery, upon recommendation of and discussion with the Executive Presbyter, the annual compensation of the Executive Staff.
- 6) Maintain the Personnel Manual of the Presbytery.

NOTE: Searches for executive staff shall be by elected committee formed with due regard for the full representation of the makeup of the Presbytery.

- c) Regarding planning:
 - 1) Develop and recommend the strategic mission/vision of the Presbytery.
 - 2) Monitor and coordinate implementation of the mission plan of the Presbytery.
 - 3) Monitor progress through review and evaluation of the objectives of the committees of the Presbytery.
 - 4) Direct the individual committees of the Presbytery to develop and implement their respective mission plans in support of, and in concert with, the overall mission plan of the Presbytery.
 - 5) Periodically lead the Presbytery in a planning process to establish priority areas for the Presbytery's work.
 - 6) Review the overall work of the Presbytery, particularly to be on the lookout for holes.

3. Establish outcomes and how to measure them.
4. Certify Mission Action Networks
5. Establish guidelines to keep all parts of the Presbytery on track with direction given by the Presbytery.
6. Review the functional relationship between the Presbytery's structure and its mission as required by the *Book of Order* G-11.0103v.
7. Act as council when necessary (G-11.0103v).

4.13 **Committee on Communications**

- a. **Membership:** This committee shall have 9 members.
- b. **Responsibilities:** The committee shall:
 - 1. Be responsive to the mission of the Presbytery.
 - 2. Develop a communications strategy that supports the mission plan of the Presbytery.
 - 3. Assist in development of communications linkages and flow among the churches of the Presbytery, within the presbytery office, and across governing bodies.
 - 4. Relate to Synod and General Assembly committees on communications, as appropriate.

4.14 **Committee on Presbytery Meetings and Worship**

- a. **Membership:** The committee shall have 9 members.
- b. **Responsibilities:** The committee shall:
 - 1. Be responsive to the mission of the Presbytery.
 - 2. Be responsible for planning the worship services of the Presbytery, presenting them as models in which the richness of the Reformed faith can be demonstrated in a creative manner.
 - 3. Recommend to Presbytery the docket of each presbytery meeting.

4.15 **Committee on Stewardship**

- a. **Membership:** The committee shall have 9 members.
- b. **Responsibilities:** In order to lift awareness of stewardship within the Presbytery and to encourage benevolences that support the mission and ministries of Presbytery, Synod, and General Assembly, the committee shall:
 - 1. Design and implement programs to encourage benevolence giving to the Presbytery, Synod, and General Assembly by churches and others. Programs include reflection and enlightenment on the theological basis for stewardship, interpretation of missions and ministries of the Presbytery and other denominational bodies, and guidance on financial needs.
 - 2. Manage an annual stewardship program to coincide with the Presbytery's budgeting and planning process; communicate with churches to assure understanding of the program, encourage timely decisions, and express appreciation for pledges and offerings received.
 - 3. Respond to church needs for information and church inquiries about the Presbytery, its ministries, and its

financial needs through personal visits and other direct communications with churches and their pastors and members.

4. Seek new ways to encourage benevolence giving by churches and members, mindful of the wide range of needs in our Presbytery and the wider church; as needs and opportunities arise, recommend special campaigns, such as capital campaigns or programs to encourage planned giving to the Presbytery endowment.

4.16 **Congregational Nurture Team**

- a. **Membership:** The team shall have 9 members.
- b. **Responsibilities:** The team shall:
 1. Be responsive to the mission of the Presbytery.
 2. Recruit and arrange training for coaches in various areas of congregational life, such as stewardship, Christian education, evangelism, youth ministry, worship, grant writing, older adult ministry, etc.
 3. Provide specific training for the coaches in their area of expertise as it relates to the urban setting
 4. Provide on-going support for coaches, including continuing education in their area of coaching.
 5. Make known to congregations the availability of coaches and to encourage their use.
 6. Connect coaches with congregations

4.17 **Congregational Outreach and Mission Partnerships Team**

- a. **Membership:** The team shall have 9 members.
- b. **Responsibilities:** The team shall:
 1. Be responsive to the mission of the Presbytery.
 2. Recruit and arrange training for coaches in various areas of expertise, such as grant writing, community mission and outreach, mission partnerships among congregations, national mission partnerships, and international mission partnerships.
 3. Provide specific training for the coaches in their area of expertise as it relates to the urban setting.
 4. Provide on-going support for coaches, including continuing education in their area of coaching.
 5. Make known to congregations the availability of coaches and to encourage their use.
 6. Connect coaches with congregations/projects/partnerships.

7. Provide the connection point to the Presbytery for outreach ministries (currently including Chester Eastside Ministries, Head Start Learning Tree, John Gloucester House).

4.18 Congregational Strategy Team

- a. **Membership:** The team shall have 9 members.
- b. **Responsibilities:** The team shall:
 1. Be responsive to the mission of the Presbytery.
 2. Work with congregations to develop strategies for mission and ministry in their area.
 3. Recruit and arrange training for coaches in various areas of expertise, such as new church development, congregational transformation, immigrant fellowships, transitions, long-range strategy, etc.
 4. Provide specific training for the coaches in their area of expertise as it relates to the urban setting.
 5. Provide on-going support for coaches, including continuing education in their area of coaching.
 6. Make known to congregations the availability of coaches and to encourage their use.
 7. Connect coaches with congregations/projects/partnerships.

4.19 Coordinating Team

- a. **Membership:** The team shall consist of 8 persons: the moderators of those committees who need from time to time to pool their knowledge in order best to serve the congregations of the Presbytery. They are:
 - the Committee on Ministry,
 - the Committee on Preparation for Ministry,
 - the Congregational Outreach and Mission Partnerships Team,
 - the Congregational Nurture Team,
 - the Congregational Strategy Team,
 - the Financial Management Committee, and
 - the Committee on Mission Oversight.

The moderator shall be the immediate Past Moderator of the Presbytery.

- b. **Responsibilities:** The team shall:
 1. Be responsive to the mission of the Presbytery.
 2. Coordinate the activities of presbytery committees and teams as they work with particular churches.
 3. Assure that appropriate opportunities are taken advantage of.

4. Share information that will help each other be more effective in their work with congregations and projects.
5. Facilitate communication among various parts of the Presbytery.
6. Avoid unnecessary redundancy.
7. Prevent people, congregations, and situations from falling through the cracks.