

Vision Accountability Board (VAB) Manual of Operations

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Foundational Documents

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- Sexual Misconduct Policy
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- Collegiality Covenant

Committee Manuals

- Vision Accountability Board (VAB)
- Ministry Leadership Team (MLT)
- Capital Assets Committee (CAC)
- Nominating Committee
- Committee on Representation

Vision Accountability Board (VAB)

Manual of Operations

Adopted: 05/02/18

Purpose

As stated by the **Standing Rules**, the Newark Presbytery delegates all authority to manage its work and resources to the Vision Accountability Board (VAB). The VAB is an authoritative body representative of the congregations and presbyters that make up the Presbytery of Newark and is accountable to the presbytery. The full description of the powers, duties, members and limitations of the VAB are found in **Section 5.00 THE VISION ACCOUNTABILITY BOARD (VAB)** of the **Standing Rules**.

Membership

- Comprised of (9) members as outlined in **Section 5.01 VAB Members** of the **Standing Rules**.
- The VAB Moderator and Secretary serve (1) year terms that end in May of each year, per the rotation of the Presbytery Moderator in to the VAB Moderator role.
- Treasurer is elected in May per terms outlined in the Standing Rules.
- At-Large members rotate out at the end of their (3) year terms at the December meeting.
- New members are elected by the Presbytery through recommendations by the Nominating Committee.
- Faithful attendance is expected. Three or more unexcused absences may result in removal from the Board.

New Members

1. VAB will provide an orientation session for new members.
2. Are required to read and sign the Covenant for our Work Together to serve on the Board.
3. Provide contact information to the Presbytery Administrative Assistant to update the Contact List and obtain a copy for reference. Obtain location information for all the online documents for reference from secretary.
4. Read, at minimum, the last [6] meeting minutes to become familiar with recent business conducted by the board.
5. Read the Standing Rules in concurrence with this Operations Manual to understand the full responsibilities of the Board.

Communication

- Electronic communication is the preferred media for exchange of information which includes email and Google Docs. Contact list of all members is stored electronically in a secured area for board members to access.

- Communication among board members is done through an email distribution list to all members except in the case of Agenda requests. Requests to add an item to the meeting agenda will be directed only to the VAB Moderator for approval, normally (7) days before the upcoming meeting.
- Topic and background materials required for the meeting, should be provided electronically (7) days before the upcoming meeting. If paper copies are required for the meeting, member must notify Office Administrative Assistant within (3) days of the meeting to provide.

Meetings

- The Board meets, at a minimum, on the 2nd Tuesday of each month at the Presbytery Office. Normally, a light dinner is served at 6:30 pm, meeting convenes at 7:00 pm and ends at 9:00 pm. VAB Moderator confers with Office staff to provide dinner.
- Traditionally, the Board does not meet in July for summer break. The decision to meet during the summer will be determined, by vote, during the May meeting.
- The Secretary of the VAB records the minutes of the meeting. The Secretary of the VAB description is found in **Section 5.02 VAB Officers**.
- The minutes are distributed electronically by the Secretary to the Board within (5) days of the upcoming meeting.
- The agenda is distributed by the VAB Moderator within (5) days of the upcoming meeting. Agenda is normally comprised of Opening Prayer, Stated Clerk report, DPM report, Financial report, HR Report, Agenda Items and Closing Prayer.
- Stated Clerk report will include reports of standing committees of the VAB, when applicable.
- DPM report will include report of the MLT and Ministry Teams.
- Minutes are stored electronically in a secured area for board members to access.
- The VAB will conduct at least (1) discernment session, outside of a regular meeting, to formulate goals for the following year. This should be held outside of the Presbytery Office in a comfortable setting.
- The VAB will meet with the Ministry Leadership Team (MLT), at minimum, once a year. The meeting will be held in October. Meeting scope is outlined in the Responsibilities Timeline section.
- The VAB is responsible for planning the Quarterly Presbytery meetings. The Presbytery Moderator is the board member in charge of coordinating this effort. This includes calling the meeting of the planning committee which includes, at minimum, the VAB Moderator, Stated Clerk and Director of Presbytery Ministries. Other resources may be recruited to participate in this effort. The Presbytery Moderator will conduct a high-level discussion at the VAB meeting, in the month prior to the Presbytery meeting, for VAB input and review. Details and final planning will be completed by the planning committee. The docket for stated meetings shall be prepared by the Moderator and Stated Clerk in consultation with the VAB and mailed, electronically sent and/or posted on the website (7) days before each meeting.

Presbytery Meeting Tasks Timeline

- a. 1st Quarter Presbytery Meeting (normally the 2nd Saturday of February)
 - 1) Vote on Proposed GA Amendments
 - 2) Presentation of current year goals.
 - 3) Committee on Representation Report
 - 4) Necrology Report
 - 5) Financial report of last year's budget

- b. 2nd Quarter (normally the 2nd Saturday of May)
 - 1) Report of commission actions
 - 2) Report on goals progress
 - 3) Commission delegates to Presbyterian Women, Synod, General Assembly, and Youth Triennium
 - 4) Receive report of MRT Compensation Policy and Terms of Call.
 - 5) Installation of Moderator and Vice Moderator
 - 6) Election of VAB Treasurer (if necessary)
 - 7) Presentation of new Nominating Committee members

- c. 3rd Quarter (normally the 2nd Saturday of September)
 - 1) Report of commission actions
 - 2) Small group input for next calendar year goals
 - 3) Report on GA actions
 - 4) Report on Youth Triennium
 - 5) Elect General Assembly Commissioners
 - 6) Approve recommendation of Ministry Relationships Team regarding change in Terms of call.

- d. 4th Quarter (normally the 2nd Saturday of November)
 - 1) Report of commission actions
 - 2) Budget approval
 - 3) Election of Presbytery officers and committees (not ministry teams)
 - 4) Final progress report of current year goals
 - 5) First reading of proposed GA Amendments

VAB Meeting Task Timelines

Below are guidelines for what tasks need to be conducted, by Calendar month, to fulfill the responsibilities of the board.

<p>January</p> <ol style="list-style-type: none"> 1. Finalization of current year Goals 2. Orientation and welcome for new members 3. Preparation for February Presbytery Meeting 	<p>February</p> <p>Conduct Presbytery Meeting</p>	<p>March</p> <p>[need input]</p>	<p>April</p> <ol style="list-style-type: none"> 1. Elect members to Nominating Committee. 2. Preparation for May Presbytery Meeting 3. Election of Treasurer (if necessary)
<p>May</p> <ol style="list-style-type: none"> 1. Progress report on goals. 2. Conduct Presbytery Meeting 	<p>June</p> <ol style="list-style-type: none"> 1. Transition meeting for new officers. 	<p>July</p> <p>[if Necessary]</p>	<p>August</p> <ol style="list-style-type: none"> 1. Preparation for September Presbytery Meeting 2. Prepare goals progress report 3. Contact Nominating committee to recruit VAB members for next class
<p>September</p> <ol style="list-style-type: none"> 1. Joint MLT/VAB meeting **Note: this can be a portion of the regular meeting or separate meeting 2. Discernment session for next year's goals including goals supplied by MLT 3. Conduct Presbytery Meeting 4. HR Reviews finalized 	<p>October</p> <ol style="list-style-type: none"> 1. Preparation for November Presbytery Meeting 2. Recommend new VAB members 3. 1st review of final goal progress report. 4. 1st review of next year's Budget 	<p>November</p> <ol style="list-style-type: none"> 1. Finalize report of current year goals to present at Presbytery meeting 2. Finalize Budget for next year to present at Presbytery meeting 3. Conduct Presbytery Meeting 	<p>December</p> <ol style="list-style-type: none"> 1. Year end review of current year's budget. 2. Finalize next year's goals. 3. Holiday gathering in a comfortable setting.