

PRESBYTERY OF NEWARK

STANDING RULES

Adopted on December 13th, 2017

INTRODUCTION

These Standing Rules of the Presbytery of Newark were adopted on December 13, 2017, as part of the restructuring of the presbytery initiated in 2015. The Standing Rules reflect the Vision, Mission and Core Values of the Presbytery and are based on the following Governance Philosophy Statement:

GOVERNANCE PHILOSOPHY STATEMENT

The Newark Presbytery, as a covenant people called together by the Holy Spirit as the body of Jesus Christ, seeks to create and maintain a streamlined and responsive structure that supports and celebrates its member congregations and the mission of Jesus Christ through the larger church through faithful stewardship of all of its resources. These policies are motivated by the following principles:

That the presbytery fulfills its responsibilities as a council of the Presbyterian Church (U.S.A.) under the Book of Order.

While the full presbytery council is the ultimate holder of authority within the presbytery, it can exercise its authority as the Church of Jesus Christ most effectively by delegating that authority, and reserving for its own deliberations only the most critical and far-reaching matters.

For this purpose,

(a) **Governance** is defined as the work of discerning God's will for the future of the presbytery, making major strategic choices about how the presbytery's ministry will be carried out, setting major annual goals, delegating authority, providing nurture and guidance, and holding itself and others accountable for the use of the authority entrusted to them

(b) **Ministry** is defined as the work of program leadership, management of staff and volunteers, and management of property, funds, and other resources necessary to the achievement of presbytery goals

PRESBYTERY VISION:

Building a community of churches working passionately together to serve the greater Newark area and beyond.

PRESBYTERY MISSION:

We are the body of Christ in a broken world. Newark Presbytery empowers congregations and equips leaders to bring healing and hope to our communities and the world.

PRESBYTERY CORE VALUES:

Accountability – We seek to hold each other accountable to our vision, mission, core values, polity and goals.

Diversity – Celebrating our unique cultures and identities, we are better together than apart.

Engaged – We are dedicated to ministries of love, peace and justice beyond the walls of our churches.

Gospel Community – By the grace of God, we are a community of hope, collaboration and servant leadership.

Healthy Congregations – We are committed to ministry, worship, relationships and practices that empower and develop faithful disciples.

Transparency – We seek to be trustworthy through transparent decision-making and work.

1.00 THE PRESBYTERY OF NEWARK HISTORY, PURPOSE AND BOUNDARIES

1.01 History & Purpose

The Presbytery of Newark is the successor of the Presbytery of East Jersey, which was organized in 1733 by the Synod of Philadelphia. In 1738 the Presbyteries of East Jersey and Long Island were combined to form the Presbytery of Long Island. In 1808 the Presbytery of New York was divided with the churches in New Jersey becoming the Presbytery of Jersey. In 1824 the Synod of New Jersey divided the Presbytery of Jersey into the Presbytery of Newark and the Presbytery of Elizabeth Town. The organization of the Presbytery of Newark took place on November 2, 1824.

At the time of the reunion of the Old School and the New School, the first General Assembly of the reunited Presbyterian Church in the U.S.A. meeting in Philadelphia in May 1870 constituted the new Synod of New Jersey. On June 22, 1870 the synod established the Presbytery of Newark to comprise the city of Newark with the townships of Woodside, Belleville, Bloomfield, Montclair, Clinton and Caldwell. The new Presbytery of Newark held its first meeting in Old First Presbyterian Church of Newark on June 30, 1870.

The Synod of New Jersey also on June 22, 1870 established the Presbytery of Morris and Orange to comprise the County of Morris with the townships of Millburn, Livingston, South Orange, East Orange, and West Orange in the County of Essex and to be the legal successor to the Presbyteries of Rockaway and Passaic. The Presbytery of Morris and Orange held its first meeting in the First Presbyterian Church of Orange on July 6, 1870.

The Presbytery of Morris and Orange was dissolved on June 1, 1964 with the eighteen churches within Essex County becoming a part of the Presbytery of Newark and the remaining churches uniting with the Presbyteries of Newton and Elizabeth. The expanded Presbytery of Newark held its first meeting at the Old First Presbyterian Church in Newark on June 7, 1964.

1.02 Geographical Boundaries

The geographical boundaries of the Presbytery of Newark are made up of the entire area of Essex County and parts of Bergen and Hudson Counties that contain the municipalities of Belleville, Bloomfield, Caldwell, Cedar Grove, East Orange, Essex Falls, Fairfield, Glen Ridge, Irvington, Kearny, Livingston, Maplewood, Millburn, Montclair, Newark, North Arlington, North Caldwell, Nutley, Orange, Roseland, South Orange, Verona, West Caldwell, West Orange.

1.03 Rationale for Presbytery Restructuring in 2015

When the presbytery voted on a new structure in March, 2015, establishing and delegating authority in governance and ministry to a Vision Accountability Board (VAB) as an authoritative and responsive leadership body, representative of and in covenanted relationship with the whole presbytery, the following rationale was provided:

***Whereas** recent changes to the constitution of the Presbyterian Church (U.S.A.) and the unique challenges faced by our presbytery present the presbyters and congregations of Newark Presbytery with the opportunity to improve our effectiveness in ministry, the supportive quality of our life together, and our shared witness to the love of Jesus Christ; and*

***Whereas**, our presbytery's vision for our shared ministry is founded on our core values as a Gospel community of trust, collaboration, and servant-leadership; and*

***Whereas**, with the Holy Spirit's inspiration, Newark Presbytery seeks to focus its work on defined goals and strategic objectives, provide for accountability in mutual ministry and in staff oversight, foster healthy communication, and better nurture our shared spiritual life together; and*

***Whereas**, in response to years of difficulty reaching clear and authoritative decisions through a "flat" structure that seems to fragment the presbytery's work, with the floor of presbytery itself the only forum for mutual discernment and authoritative decision-making, Newark Presbytery has often found itself unable to align the work of its staff, commissions, and committees; and*

***Whereas** the Newark Presbytery senses a call from God to a new way of doing ministry and a new structure to support that ministry; and*

***Whereas**, aside from matters of paramount principle (Biblical authority and the Lordship of Christ, the unity and interdependence of the church, majority rule, participation and representation, and particular concern about sexual misconduct), our new Form of Government in the 2013/2015 Presbyterian Church (U.S.A.) Book of Order leaves it to each council to order its affairs in response to God's call to faithful ministry in their particular setting; and*

***Whereas** presbyteries in our Book of Order are required to "develop a manual of administrative operations that will specify the form and guide the work of mission*

in that council” [G-30106, emphasis added] and, furthermore, presbyteries are now granted considerable freedom to create subordinate structures: “A council may delegate aspects of its tasks to such entities as it deems appropriate, provided that those entities remain accountable to the council” [G-3.0106]...

2.00 GENERAL RULES

2.01 PCUSA Constitution

The Constitution of the Presbyterian Church (U.S.A.) and the requirements of these Standing Rules shall govern the work of the Presbytery of Newark.

2.02 Parliamentary Procedure

The latest edition of Robert's Rules of Order shall be observed as the rules governing the parliamentary procedures of the Presbytery of Newark.

2.03 Judicial Matters

The rules of evidence promulgated by the Supreme Court of the State of New Jersey, insofar as they are not inconsistent with the rules of evidence contained in the Rules of Discipline, shall be observed in taking testimony in judicial cases.

3.00 MEMBERSHIP AND MEETINGS

3.01 Membership

All Ministers of Word and Sacrament on the Roll of Presbytery, Elder Commissioners elected by the sessions, Commissioned Ruling Elders, and Certified Christian Educators who meet the provisions of G-2.1103(b) and all past moderators of the Presbytery of Newark shall be members of Presbytery of Newark. Other ministers meeting the requirements of G-2.0505 shall be enrolled temporarily as members of Presbytery upon recommendation of the Credentialing Committee.

Each elder elected moderator or stated clerk shall be enrolled as a member of the Presbytery for his/her term of office. Elders elected to the Presbytery Vision

Accountability Board and appointed to the Ministry Leadership Team shall be enrolled as members of Presbytery for their term of office. All members shall be counted in determining the number of elders needed to redress the imbalance.

3.02 Stated Meetings

There shall be four stated meetings held each year at an hour and place to be set by the Vision Accountability Board in the months of February (annual meeting), May, September and November. All presbytery meetings will include a time of worship, nurture and governance. Voice and vote shall be given as specified above and in G-3.0301 to all members of the presbytery.

3.03 Notification

The date and hour of the stated meetings may be changed by Presbytery or by the Vision Accountability Board provided two weeks' notice is given to all members. Insofar as is practical, notice of all stated, adjourned and special meetings shall be communicated by electronic mail and/or website posts to ministers, clerks of session, annual delegates and other members of Presbytery ten days before each meeting.

3.04 Quorum

A quorum shall consist of at least seven (7) ministers and seven (7) elder members who are members of at least seven (7) different churches.

3.05 Docket

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 to all ministers, clerks of session, other delegates (e.g. Synod Commissioners, GA Commissioners, Youth Advisory Delegates, Theological Seminary Delegates) and other members of the presbytery seven days before each meeting.

3.06 Attendance

Request for excused absences shall be communicated to the Stated Clerk no later than 24 hours after a meeting.

Session Commissioners: The Stated Clerk will make note of each congregation not represented by an elder at three consecutive stated meetings of Presbytery without satisfactory reason and forward this information to the appropriate ministry team for review and action.

Ministers of Word and Sacrament: The Stated Clerk will make note of each minister of Word and Sacrament, in active service and laboring within the bounds of Presbytery, not attending three consecutive stated meetings of Presbytery without excuse and forward this information to the Credentialing Committee for review and appropriate action.

3.07 Minutes

The minutes of each meeting shall be distributed to the Presbytery for review and subsequent approval at the following stated meeting of the Presbytery and made available in a secured area on the Presbytery of Newark website.

3.08 Meeting Places

Invitations to host the presbytery meeting are welcomed from all congregations and must be communicated to the Stated Clerk.

3.09 Inclement Weather Procedures

All presbytery-wide events scheduled during months when weather could be a factor (November through March) should have alternate snow/inclement weather dates scheduled and publicized along with the original event dates.

The decision to move to an alternate date or to cancel a presbytery-wide event will be made by the Moderator of Presbytery, in consultation with the Stated Clerk, at the earliest time possible in order to give advance notice. A decision to move or cancel a presbytery-wide event will be communicated by electronic mail and posted on the presbytery's website.

4.00 PRESBYTERY OFFICERS

4.01 The Officers

The officers of the Presbytery shall be the Moderator, Vice-Moderator, Past Moderator, Stated Clerk, and Treasurer. The specific responsibilities of these officers are detailed in the Constitution of the Presbyterian Church (U.S.A.), Robert's Rules of Order, Newly Revised, the newest edition, and/or the Manual of Operations of the Presbytery.

4.02 Moderator

The Moderator's primary responsibility is to preside and moderate at presbytery meetings, ensuring that its meetings are productive, spiritually enriching and appropriately focused on top-level missional and strategic matters. The Moderator is elected by the full presbytery for a term of one year with voice and vote on the VAB, and shall work closely with the VAB to plan and facilitate presbytery meetings. She/he is installed at the second meeting of the Presbytery.

4.03 Vice-Moderator

The Vice-Moderator is elected by the full presbytery for a term of one year with voice and vote on the VAB and shall work closely with the Moderator to plan and facilitate presbytery meetings. She/he is installed at the second meeting of the Presbytery. In the case of a vacancy in the office of Moderator, the Vice Moderator shall become Moderator and serve out the remainder of the term and shall be eligible to be elected for a full term as moderator, and the presbytery shall elect a new Vice Moderator for the remainder of the unexpired term. An outgoing Vice Moderator, if willing, shall have priority consideration to be nominated for the role of Moderator.

4.04 Past Moderator

The Past Moderator's primary responsibility is to serve as moderator of the Vision Accountability Board for a one-year term, ensuring that its meetings are productive, spiritually enriching, and appropriately focused on top-level missional and strategic matters.

4.05 Stated Clerk

The Stated Clerk's primary responsibilities are to ensure that Presbytery records are kept in order, to maintain its roles, and to communicate officially regarding actions of the Presbytery (G-3.0104) and its Permanent Judicial Commission (D-5.0200). The Stated Clerk must be an elder or minister member of the Presbytery. He/she is elected for a three-year term and is eligible for reelection. The Stated Clerk expedites the flow of business, performs such administrative acts as will enable the actions of the Presbytery to be carried out and is the Presbytery's parliamentarian. The Stated Clerk serves as an *ex officio* member of the VAB with voice but no vote. The Stated Clerk is the Secretary of the Corporation and is accountable to the Presbytery through the VAB.

4.06 Treasurer

The Treasurer's primary responsibility is to carry out the VAB's duty to ensure that the financial operations of the presbytery are directed according to its mission, vision, and goals and that presbytery resources are appropriately safeguarded and appropriately reported. The Treasurer is a volunteer position that must be an elder or minister member of the Presbytery. The Treasurer is nominated by the VAB and approved by the Presbytery for a term of up to three years and is eligible for reelection. S/he reviews and approves payable invoices prepared by Administrative Assistant for Finance, signs associated disbursement checks and reviews payroll taxes and withholding deposits. The Treasurer of the Presbytery serves as the Treasurer of the Corporation and is accountable to the Presbytery through the VAB.

5.00 THE VISION ACCOUNTABILITY BOARD (VAB)

Except as specifically limited by these terms, 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 as a whole.

5.01 VAB Members

The members of the VAB shall be the following: Moderator, Vice-Moderator and Past Moderator of Presbytery, and six at-large members of the Presbytery, with voice and vote, representative of the congregations of Newark Presbytery. The presbytery shall receive nominations from the Nominating Committee to elect

these “at large” members, each of whom shall serve a 3-year term. In addition, the Stated Clerk and Director of Presbytery Ministries shall serve with voice but no vote.

5.02 VAB Officers

The Moderator of the VAB shall serve for a one-year term by virtue of his/her service as Immediate Past Moderator of the Presbytery. In the case of an absence, the Vision Accountability Board shall elect a chairperson pro tem.

The **Secretary of the VAB** is elected annually and does NOT serve as the secretary of the corporation.

5.03 Power/Duties/Roles of the VAB

The Vision Accountability Board will focus on discerning God’s will for the presbytery, long term strategic planning and discernment rather than on administrative oversight of every aspect of presbytery life. To the extent possible, the VAB shall delegate management decision making to others, balancing authority, guidance and accountability. On behalf of the presbytery, the VAB shall:

- a) Annually review the Vision of ministry for the presbytery, identify goals specify top level strategic objectives to be accomplished through the efforts of the Ministry Teams and paid staff;
- b) Discern and articulate the presbytery’s mission, vision, and strategy, subject to guidance and oversight by the full presbytery;
- c) Lead the deliberative work of the full presbytery body, ensuring that their primary attention is given to discernment of God’s will for the churches and people under their care, with particular attention to ensuring full participation and access to representation in decision making and employment practices;
- d) Nurture, equip and train the gathered presbytery in its life of worship, mutual care and leadership in Christ’s name;

- e) Engage the full presbytery in discernment of God's will, i.e. through reflection, prayer, meditation and conversation about the presbytery's mission, vision, and strategy;
- f) Direct, align and evaluate the work of staff, leaders and constituent entities in support of the presbytery's mission, vision and strategy;
- g) Hold all constituent entities, staff and leaders accountable to the presbytery's mission, vision and strategy;
- h) Serve as the Human Resources Team of the Presbytery, establishing goals on behalf of the presbytery and evaluating performance of all paid staff with respect to the achievement of presbytery goals and requirements of particular staff positions;
 - a. Monitor, evaluate, support and guide the work of the Director of Presbytery Ministries, holding him or her accountable for the performance of paid staff and Ministry Teams in their work of ministry;
 - b. Monitor, evaluate and guide the work of the Stated Clerk holding him or her accountable to the constitutional mandate to record transactions of the council, keep its rolls of membership and attendance, maintain required registers, preserve its records and furnish extracts of records when required by another council of the church (G-3.0104)
- i) Function as the Board of Trustees for the Presbytery of Newark, a New Jersey corporation, complying with all relevant New Jersey state laws (see 5.09 below);
- j) Develop and adopt specific presbytery policies and guidelines for the carrying out of both governance and ministry including, but not limited to, policies concerning personnel evaluation and support, committee and Ministry Team responsibilities, investment policy, mission priorities, etc.
- k) Approve the presbytery's annual budget and recommend the budget for adoption by the presbytery;
- l) Advise the Nominating Committee of the presbytery's current strategy, goals and vision so that leaders' gifts and skills can be recruited and aligned most effectively.

5.04 Guidance and Limitations for the VAB

The Presbytery of Newark reserves to itself the power to take the following actions normally after receiving a recommendation from the VAB:

- 1) Adopt the presbytery's Vision of Ministry
- 2) Adopt the presbytery's Mission Statement
- 3) Adopt the presbytery's Standing Rules and By-Laws
- 4) Ordain, admit and dismiss members of presbytery
- 5) Establish, merge, and dissolve congregations and other worshipping communities and approve merger and consolidations among them
- 6) Adopt the annual budget, upon recommendation from the VAB
- 7) Buy, sell or encumber real estate
- 8) Elect, dismiss and set terms of office for the presbytery Moderator, Vice Moderator, Treasurer, and VAB members.
- 9) Elect, dismiss and establish terms of employment for the Stated Clerk. (See 10.00 below.)

5.05 Presbytery Oversight of the VAB

The VAB shall submit regular written reports on its work to the full presbytery. These reports will include adequate detail for members of the presbytery to determine whether the presbytery's mission and goals are being fulfilled, its funds and property managed responsibly, and its congregations, ministers and staff supported, cared for and ministered to in accord with Presbytery core values.

5.06 Evaluation

The VAB shall convene an annual evaluation of its own work, inquiring into how well the VAB and its members have fulfilled their roles as set forth in the Book of Order and in these policies, and to what degree the presbytery's mission, vision, and goals have been achieved through the work of the VAB. The results of this evaluation shall be presented and discussed at a meeting of the full presbytery council.

5.07 General

Additional permissive powers added by the General Assembly shall become effective only upon specific action of the Presbytery. The Stated Clerk shall present these changes for Presbytery action no later than the next Annual Meeting.

5.08 Trustees

The VAB shall be the Trustees of the presbytery and shall and have ultimate fiduciary responsibility for the management and use of all funds and properties of the Presbytery. The Board of Trustees shall oversee the work of the Capital Assets committee which shall function as the operating committee for the Board of Trustees. The Trustees are authorized and empowered to take and receive on behalf of the Presbytery, and in its name, for religious, educational, benevolent or charitable purposes, such gifts, devises, bequests, grants and conveyances of real and personal estate, as in their judgment shall be proper, and to make such applications and provisions as in their discretion they shall deem advisable, for the purpose of carrying out the performing the trusts upon which such gifts, devises, bequests, grants or conveyances may be received. The Trustees are hereby authorized and empowered, from time to time, to invest any and all funds, which are now in their possession or which may hereafter come into their possession, and which funds are not restricted by contract. The Trustees shall not suffer liability of any nature, whatsoever, either jointly or severally, by reason of the above investments.

5.09 Officers of the Corporation

In its capacity as the Board of Trustees of the presbytery (see above), the VAB elects a **President of the Corporation** from among its members.

The Treasurer of the presbytery shall be the **Treasurer of the Corporation**.

The Stated Clerk of the presbytery shall be the **Secretary of the Corporation**.

5.10 Meetings/Minutes

The Vision Accountability Board shall meet monthly and at other times as it deems necessary. Special meetings may be called under provisions similar to those governing the calling of a special meeting of the Presbytery.

Minutes of the Vision Accountability Board meetings may be approved at the close of each meeting or at a subsequent meeting. Minutes of the meetings shall be circulated to all members of the Vision Accountability Board, and where appropriate, included in the packet for presbytery and made available in a secured area on the Presbytery of Newark website.

5.11 Standing Committee of the Vision Accountability Board

The **Capital Assets Committee (CAC)** shall be a standing committee of the VAB. It shall advise the VAB regarding the stewardship and deployment of the Presbytery's capital assets, including invested funds and real property owned directly by the Presbytery (but not including real property under the care of congregations), and is operationally responsible for assets under care of the Presbytery, including but not limited to

- a) physical and monetary assets of churches and other real properties no longer under the care of sessions;
- b) all bank and brokerage accounts of the presbytery, including income from these assets and other more restricted endowments; and
- c) Other assets as assigned by the Presbytery to the Board of Trustees or Capital Assets committee.

Investments: The CAC in consultation with the Presbytery Accountant/Bookkeeper monitors, reports on and makes recommendations to the VAB regarding the stewardship and deployment of the presbytery's invested funds and spending policy and provides annual reports to the Finance Team, VAB and the presbytery. The CAC shall provide to the VAB, quarterly financial reports to show the overall financial position of the presbytery, including fund performance, real property valuations etc.

Real Property: The CAC advises the VAB regarding the stewardship, care and maintenance, use, insurance, security, sale of real property owned directly by the

Presbytery (including Presbytery Center, but not including real property under the care of congregations) and provides all necessary care of real property.

Duties include:

- a) recommend to the Board of Trustees any change to bank or brokerage accounts, including appropriate asset mix;
- b) report any firm offers for property under care to the Board of Trustees along with its' recommendations;
- c) By August of each year, recommend to the VAB the anticipated funds available to the budget from the investments and restricted accounts;
- d) report to the VAB as the Board of Trustees all emergency repairs to property under care;
- e) recommend to the Board of Trustees any other repairs it feels advisable.

6.00 COMMITTEES OF THE PRESBYTERY

6.01 Nominating Committee

The Presbytery shall elect a Nominating Committee to nominate persons to serve in all positions requiring election by the Presbytery (G-3.0111), including the six at-large members of the VAB and the following officers of the Presbytery who also serve on the VAB: Vice Moderator of Presbytery, Presbytery Moderator, and Past Moderator (moderates VAB). The Nominating committee shall also nominate person to serve on the following committees: The Credentialing Committee, the Capital Assets Committee, the Committee on Representation and the Permanent Judicial Commission. The Nominating Committee shall also recommend names for nomination to Synod entities (see 9.00 below) and any other positions specified in the Presbytery Manual of Operations.

The Nominating Committee shall be composed of three members, who shall be elected by the presbytery for a three-year term each, one third to be elected each year. The Committee shall as far as possible be representative of the churches of the Presbytery. The VAB shall name the Chairperson annually. The Stated Clerk and the Director of Presbytery Ministries shall resource the committee.

6.02 Committee on Representation

The Committee on Representation shall advise the presbytery regarding its expression of the Reformed and Presbyterian principles of unity and diversity. It shall consist of three elected members and, as far as possible, shall meet the requirements of G 3.0103. The Committee on Representation shall be responsible for:

a) The annual review of the way the committees of the Presbytery are representative of racial ethnic members, women, different age groups, and persons with disabilities.

b) Providing names of possible candidates for office and committee membership to the Presbytery Committee on Nominations from any of the above designated groups.

c) Reporting annually to the Synod regarding the Presbytery's compliance with the principles of participation and representation.

6.03 Credentialing Committee

The responsibilities of the Credentialing Committee include:

- a) Review, evaluate and affirm the credentials of ministers of Word and Sacrament, Commissioned Ruling Elders, Certified Christian Educators who meet the provisions of G-2.1103(b), and others in certified church service (G-2.1102) within the bounds of Newark Presbytery; and
- b) Provide the covenant relationship, oversight and evaluation of Inquirers and Candidates preparing to become ministers of Word and Sacrament, and with their Sessions and congregations (G-2.0605).

6.04 Other Standing Committees

The presbytery or the VAB may create other standing committees by adding them to these policies. It may also create temporary committees by majority vote.

7.00 COMMISSIONS OF THE PRESBYTERY

7.01 Permanent Judicial Commission

There shall be a Permanent Judicial Commission of nine members (three classes of three members) which shall be elected by the Presbytery in accordance with and for the purposes defined in the Book of Order D-5.0000. The Permanent Judicial Commission shall be convened by the Stated Clerk subsequent to the election of a new class for instruction in procedure and the election of a Moderator and Clerk.

7.02 Other Presbytery Commissions

The presbytery or the VAB may create other standing commissions as defined in the Book of Order G-3.0109 by adding them to these policies. It may also create temporary commissions by majority vote.

8.00 DELEGATION OF MINISTRY AUTHORITY TO THE DIRECTOR OF PRESBYTERY MINISTRIES (DPM) AND THE MINISTRY LEADERSHIP TEAM (MLT)

8.01 Ministry

Except as expressly limited by this proposal and policies that it may adopt, the VAB delegates its authority to *manage* the work of ministry and resources for ministry of the presbytery to the Director of Presbytery Ministries (DPM) and the Ministry Leadership Team (MLT), which shall be comprised of the acting chairpersons of all Ministry Teams (see 9.00 below). In partnership with the MLT, the DPM's main responsibilities shall be to fulfill the presbytery's mission by achieving the annual goals of ministry established each year by the Vision Accountability Board and approved by the presbytery—and to be held accountable to that vision.

8.02 The Role of the Director of Presbytery Ministries (DPM)

The DPM shall encourage, equip and support the lay and professional leadership of the presbytery, its constituent entities and its churches in all aspects of the ministry of the presbytery, particularly as that ministry relates to the pursuit and realization of the presbytery's goals and annual Vision for Ministry.

The DPM shall be accountable to the VAB for the performance of the Ministry Teams as that performance relates to the pursuit and realization of presbytery vision and goals. In consultation with the VAB and advised, where appropriate, by the Committee on Representation, the DPM shall recruit and nominate Ministry Team leaders for appointment by the Vision Accountability Board. In order to maintain accountability and the pursuit and achievement of presbytery goals and vision, the DPM may recommend to the VAB at any time that a Ministry Team leader be removed. Such removal shall require the concurrence of the VAB.

In carrying out the ministry of the presbytery, the DPM shall consult with the MLT on all major decisions, and from time to time shall recommend to the VAB any needed changes in the makeup and structure of the MLT.

Through his or her work with the MLT, the DPM shall encourage and support the lay and professional leadership of the presbytery and its churches, equipping and enlisting them in support of the presbytery's mission and vision

The DPM, in her/his directing of the MLT and support of the Ministry Teams, shall be accountable to the VAB for adhering to all relevant policies and guidance regarding conduct of ministry in the presbytery.

See DPM position description for more details.

9.00 MINISTRY LEADERSHIP TEAM (MLT)

9.01 MLT Composition and Moderator

The Ministry Leadership Team (MLT) shall be moderated by the DPM. It shall be comprised of the moderators of the ministry teams under its care and shall be appointed by the VAB.

9.02 Responsibilities

The responsibilities of the MLT shall be to

a) Coordinate the work of the ministry teams to ensure the accomplishment of the vision, mission and goals of Newark Presbytery as approved each year;

- b) Consult with the DPM regarding the regular report to the VAB;
- c) Recommend new directions or goals for consideration by the VAB;
- d) Recommend a budget to accomplish the goals;
- e) Resolve conflicts over resource allocation;
- f) Coordinate ministry with particular congregations when needs arise;
- g) Determine nurturing opportunities to be developed by ministry teams for the Presbytery meetings;
- h) Recommend dissolution or formation of ministry teams;
- i) Report an evaluation of progress toward goals regularly with a more comprehensive report by the end of September including suggestions for the next year.

9.03 Ministry Teams

Members of the Ministry Teams shall be recruited by the DPM and relevant Ministry Team Leaders, with guidance by VAB and the Committee on Representation, along with the presbytery goals and criteria of effectiveness established by the VAB

Individual Ministry Teams shall establish their own regular schedule of meetings. Adequate notice shall be given to all members of all meetings, regular and special. Unexcused absence from three consecutive meetings shall constitute an automatic resignation. Minutes of team meetings shall be circulated to all members of the teams.

See current Manual of Operations for a list of current Ministry Teams and their functions.

9.04 Creation or Dissolution of Ministry Teams

- a) Normally ministry teams will be created or dissolved after the fourth quarter Presbytery meeting and prior to the first quarter Presbytery Meeting.

b) The DPM, in consultation with the MLT, will recommend creation or dissolution of ministry teams. Such recommendations shall be based on the goals and priorities for the next calendar year, and are made to the VAB, who makes the final decision.

10.00 EMPLOYEES

10.01 Director of Presbytery Ministries (DPM)

The VAB shall hire a Director of Presbytery Ministries (DPM). The DPM shall have the duties and responsibilities outlined in the position description.

10.02 Stated Clerk

The Presbytery, following VAB processes, shall elect a Stated Clerk, according to 4.05 above. The Stated Clerk shall have the duties and responsibilities outlined in the position description.

10.03 Administrative Assistant

The VAB shall hire an Administrative Assistant. The Administrative Assistant shall have the duties and responsibilities outlined in the position description.

10.04 Other Staff

The VAB may hire other staff who shall have the responsibilities assigned by the VAB, DPM and/or the Stated Clerk.

11.00 NOMINATIONS FOR SYNOD COMMITTEES AND COMMISSIONS

The Presbytery shall nominate persons to serve on Synod Committees and commissions according to the By-Laws of the Synod of the Northeast. Election shall be by the Synod. The presentation of a name for nomination shall be the responsibility of the Nominating Committee of Presbytery.

12.00 TASK GROUPS

The Presbytery, VAB, or committees/teams of the Presbytery may create Task Groups to accomplish a purpose of the constituting unit. Funding for the Task

Groups' work shall come from the Presbytery budget of the entity to which it is responsible.

Unless otherwise provided, Task Groups are administratively responsible to the VAB through the MLT.

Task Groups shall be created for a specific period of time, not to exceed three years. At the end of the specific life of the Task Group it may be extended following review and evaluation for a specific period of time. Any Task Group in existence for six years shall be either made a ministry team or presbytery committee or commission, or be terminated.

There shall be an annual report and review of each Task Group to and by the Presbytery. In addition, each Task Group shall report regularly to the Vision Accountability Board.

13.00 OVERTURES

The VAB shall receive, review or initiate overtures to the Synod of General Assembly. With the guidance of the Stated Clerk, it may make referrals of Overtures to appropriate ministry teams, committees or commissions for review and recommendation to the presbytery based on the propriety of its form and its constitutional implications.

14.00 SUSPENSION

The Standing Rules, with the exception of those that are included in this Article 14.00, may be suspended at any meeting of the Presbytery by a two-thirds vote of those present and voting.

15.00 AMENDMENT

The Standing Rules may be amended in this manner:

A. Proposed amendments shall be presented to the VAB for study and recommendations.

B. The VAB shall report the proposed amendment to the Presbytery with recommendations at the next Stated Meeting.

C. The Presbytery may adopt the amendment at the next Stated Meeting by a two-thirds vote of those present and voting.

16.00 OTHER POLICIES AND MANUALS

For additional policies and procedures for the Newark Presbytery, please consult the following:

By-Laws

Employee Handbook

HR Manager's Manual

Sexual Misconduct Policy

Child Protection Policy

Financial Policies Manual

Financial Management Manual

Manual of Operations