

**TRANSYLVANIA PRESBYTERY**  
**Manual of Operations**  
**A Manual of Administrative Operations for the Presbytery of Transylvania**

**1 . Commissions of the Presbytery**

**1.1 General Provisions for Commissions of the Presbytery**

A. Members of the Commissions of the Presbytery shall consist of both teaching elders and ruling elders, with the Presbytery seeking to uphold as closely as possible an equal balance with particular attention to diversity in representation.

B. Members shall be elected at the final Presbytery meeting of the year and shall assume office in the next calendar year.

C. Terms of office shall be three years. Members shall be eligible for re-election for a second three-year term but thereafter shall not be eligible for re-election until one year has elapsed. In cases where the member is appointed to fill an unexpired term, if the term to be filled be for one year or less, the person filling the unexpired term shall be eligible for two full terms on his/her own, with total eligibility not to exceed seven (7) years. If the unexpired term be for more than one year, the appointee shall be eligible for but one full term of his/her own.

D. The Chair of each Commission shall be nominated by the Commission on Representation (COR) and elected by the Presbytery at the annual meeting, to take the office in the next calendar year.

E. In addition to the Coordinating Commission, the following are the standing Commissions of the Presbytery:

**Administrative**

**Closing Commission**

**Congregational Issues Commission**

**Pastoral Transitions Commission**

**Permanent Judicial (PJC)**

**Preparation for Ministry (CPM)**

**Representation (COR)**

**Congregational Transformation and Innovation (CTI)**

**1.2 Administrative Commission**

The Administrative Commission shall be composed of six members. Its duties shall include serving as the Trustees of the Presbytery and having responsibility for Accounting, Budgeting, and Staff Services. The Treasurer of the Presbytery shall serve as an advisory member with voice and without vote.

The Administrative Commission shall serve as Trustees for and on behalf of the Presbytery of Transylvania, Inc., a religious corporation. The Corporation shall elect the Process Agent, who is responsible for performance of the duties prescribed by the laws of the Commonwealth of Kentucky with reference to corporations. The Stated Clerk fills this office and shall also serve as Process Agent for the Trustees. The Trustees are empowered to receive, to hold, to encumber, to manage, and to transfer property, real or personal, for the Presbytery; to accept and to execute deeds of title to such property; to hold and to defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the church, when authorized to do so by the Presbytery. It is the duty of the Trustees to facilitate the management of the civil affairs of the Presbytery in keeping with the laws of the Commonwealth of Kentucky. The Trustees shall report to the Presbytery as necessary or as requested and shall function in accord with the *Book of Order*, G-4.02.

The Commission shall be responsible for supervision of the staff of the Presbytery in accordance with G-3.0110. When there are staff vacancies, it shall recommend to Presbytery the process by which the General Presbyter is recruited, called and hired, and to the Coordinating Commission the process by which all other staff are recruited, called and hired. It shall conduct annual performance reviews and evaluations and five-year comprehensive reviews. It shall make recommendations concerning matters related to the Presbytery staff to the CC or to the Presbytery as circumstances determine. The Commission shall provide and maintain for the Presbytery approved Personnel Policies, including a position description for all Presbytery employees.

The Commission shall obtain budget recommendations from the appropriate Commissions and Ministries of the Presbytery and develop, propose, and monitor, in consultation with the Treasurer, the Presbytery Budget, incorporate the total financial functions of the Presbytery under one single administration; maintain and supervise a single and unified accounting system subject to an annual outside audit and a simple, all-inclusive financial statement whereby a comprehensive picture of the whole mission of the Presbytery can be seen.

The Commission shall manage Burnamwood camp property, rentals, finances, and staffing during the period of sabbatical and until the Presbytery directs otherwise.

### **1.3 Closing Commission**

The Closing Commission shall be composed of five members. The Closing Commission shall counsel with congregations that have indicated their desire to end their relationship with the Presbyterian Church (U.S.A.) or those that have reached the completion of their effective ministry. This commission shall receive referrals from the Presbytery, the Commission on Congregational Issues or the Coordinating Commission. This commission shall determine a course of action, either division, dismissal, or dissolution, negotiate the terms of such action, and recommend it to the

Presbytery for final approval. Such negotiations include consultation with the Administrative (Trustees) Commission.

#### **1.4 Congregational Issues Commission**

- The Congregational Issues Commission shall be composed of five members, divided into three classes.
- The Congregational Issues Commission will work with congregations that need assistance in dealing with concerns related to congregational life that are not conflict situations, but for which outside consultation might be helpful. This commission will work closely with the Leadership Development Ministry to help focus resources on congregational health and vitality.
- The commission will work closely with the Pastoral Transitions Commission if issues arise in congregations with temporary pastors or congregations that are in transition.
- This commission will assist congregations with any difficult issues that arise, including conflictual situations and complaints involving the actions of teaching and ruling elders. Installed teaching elders may initiate a request for assistance from the commission; ruling elders and congregation members also may contact the commission for assistance.
- Formal complaints that rise to the level of a disciplinary case will not be handled by this commission, but will be referred to the Presbytery's Permanent Judicial Commission.
- The commission will also undertake other responsibilities as assigned by the Presbytery or Coordinating Commission. This commission may recruit, seek additional help and build teams with people not on the commission for short-term projects when necessary.

#### **1.5 Pastoral Transitions Commission**

The Pastoral Transitions Commission shall be comprised of nine members divided into three classes. The Pastoral Transitions Commission will shepherd a congregation from the moment a Pastoral leader decides to leave, is removed from office or retires until a new leader is formally installed. This commission is responsible for working with the Session to determine the best course of action for a congregation searching for new, *permanent* leadership, including all the various steps of the PNC process including examining and receiving the new teaching elder/CRE, approving any Interim contracts and new terms of call. The design of this commission is to create a “turn-key” process to ease the burden, eliminate the confusion and lower the anxiety for congregations in transition. The Commission recommends Presbytery minimum terms of call each year after a thorough evaluation of national and local salary trends. This commission shall appoint moderators to Sessions of churches with leadership vacancies due to the search process and other duties assigned by the Presbytery or Coordinating Commission. This commission may recruit, seek additional help, and build teams with people not on the commission for short-term projects when necessary. This Commission has the authority to receive and dismiss teaching elders and receive

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candidates who have been certified to receive a call (pending their successful examination on the floor of the presbytery); the authority to approve calls, or changes in calls, when they are found to be in order, and to appoint commissions to ordain and/or install; the authority to dissolve pastoral relationships in cases where the teaching elder and congregation concur; the authority to grant the status of Honorably Retired; the authority to approve validated ministries and confer upon teaching elders the status of member-at-large; the authority to counsel with a local church session and approve the election of a Pastor Nominating Committee; the authority to grant permission to a local congregation to circulate a Ministry Information Form; the authority to approve CRE/CLP contracts and to commission each CRE/CLP to their ministry.

### **1.6 Permanent Judicial Commission (PJC)**

In accordance with D-5, the Presbytery shall elect, by nomination from the COR, a Permanent Judicial Commission, as outlined in the *Book of Order*, D-5.0000.

### **1.7 Commission on Preparation for Ministry (CPM)**

In accordance with G-3.0307, the Presbytery designates a Commission on Preparation for Ministry (CPM) that shall be composed of nine members. The Commission shall fulfill the functions related to the process of preparation for ordination as teaching elder as set forth in G-2.06 and shall provide for the training and nurture of ruling elders who apply to become Commissioned Ruling Elders (CREs). To this end, the work of CPM includes:

In its work with Inquirers and Candidates, the Commission shall be directed by the resources and guidance of General Assembly agencies in consultation with the Office of the General Assembly. The Commission may recommend to the Presbytery for its approval particular standards and processes that facilitate the discernment of call and the preparation of persons for ordained or commissioned ministry.

The Commission shall have authority to enroll or remove Inquirers and dismiss Candidates to other presbyteries, with all such actions being reported to the next stated meeting of the Presbytery.

The Commission shall be responsible for the recruitment and training components of the CRE Program, in keeping with the provisions of G-2.10 and in accordance with the policies approved by the Presbytery.

The CPM shall nurture Inquirers and Candidates for Ordination as teaching elders and/or commissioning as Commissioned Ruling Elders, including assistance in vocational discernment and guidance in the policies and procedures of the PC(USA) and the Presbytery.

The CPM shall elect teaching and ruling elders to serve as readers for ordination

examinations.

### **1.8 Commission on Representation (COR)**

The Commission on Representation shall be composed of six members who shall be nominated by the CC and elected by the Presbytery. It is tasked with an intentional purpose: to ensure the church's commitment to inclusiveness and the principles of unity and diversity (per G-3.0103). To this end, the work of COR includes:

COR is charged with the responsibility of Nominating. COR shall nominate to the Presbytery a Moderator, a Vice-Moderator and a Treasurer, members of the standing Commissions, the Chairs and Vice-Chairs of all the Commissions and Ministries, members of the CC, Commissioners to other councils of the church, and representatives to boards and agencies. Ordinarily, the list of nominees shall be presented for election at the annual meeting of the Presbytery.

COR shall advise the CC with respect to its membership and the membership of all Presbytery Commissions and Ministries, groups, and entities, including boards and agencies, to ensure fair and effective representation in the decision making bodies of the Presbytery.

The Chair of a Commission or Ministry shall report to the Stated Clerk, who shall report to the Chair of COR, concerning mid-term vacancies. This may be due to a resignation, or vacancy due to lack of participation. Should any commission or ministry member miss three consecutive meetings, and after personal contact from the ministry or commission chair, the absences shall constitute a resignation and the commission or ministry chair shall submit the resignation to the Stated Clerk. COR is charged with recommending to the CC the appointment of a temporary replacement until elections to fill vacancies can be held at the next meeting of the Presbytery.

### **1.9 Commission for Transformation and Innovation (CTI)**

The Commission for Congregational Transformation and Innovation will be composed of six members divided into three classes. The purpose of the commission will be to help transform current church congregations; to identify, develop, and establish new worshipping communities; and to provide resources and support for new worshipping communities.

The commission has these responsibilities:

- 1) Congregational Transformation:
  - a) Work with congregations to understand and develop their dreams and assist them in transforming their congregation based on those dreams.
  - b) Provide recommendations and resources for transformation.
  - c) Provide on-going support.

- d) Be proactive in identifying congregations that need help before it becomes a crisis.
- 2) New Worshipping Communities:
- a) Working with the presbytery, individual congregations, and/or community organizations, identify, develop, and establish new worshipping communities.
  - b) Provide support for the start-up of new worshipping communities to include:
    - i) Creating financial policies and procedures and establishing bank accounts
    - ii) Setting-up on-line and other electronic ways of giving
    - iii) Offering guidance on establishing payroll systems for employees
    - iv) Offering assistance in reviewing and obtaining adequate insurance coverage
    - v) If necessary, registering a new worshipping community as a corporation and obtaining tax-exempt status.
  - c) Providing leadership and oversight of new worshipping communities, and in consultation with the presbytery's Administration Commission, hire and manage personnel.
  - d) Provide guidance and necessary approvals for worship and celebration of sacraments.
  - e) Recommend to the presbytery the chartering of a new worshipping community as a congregation of the Presbyterian Church (USA).
- 3) Help establish and promote connections (networks) of churches working together and sharing resources in the areas of transformation and development of new worshipping communities.

## 2. Ministries of the Presbytery

### 2.1 General Provisions for Ministries of the Presbytery

A. Each Ministry of the Presbytery shall have control over its budget as approved by the Presbytery.

B. A Chair and Vice-Chair (Ordinarily, one being a teaching elder, the other being a ruling elder) shall be elected by the Presbytery to a 3-year term. The Chair and Vice-Chair may appoint additional members as needed for the mission of the particular Ministry, seeking to uphold parity between teaching elders and members of congregations and honoring the full diversity of the Presbytery in representation.

C. Ministries of the Presbytery currently include:

**Christian Formation**  
**Leadership Development**  
**Mission**

## **2.2 Christian Formation Ministry**

This Ministry shall be responsible for coordinating the Presbytery's work in strengthening and supporting congregations in their faithful discipleship through Biblical and theological knowledge, a commitment to stewardship, and spiritual formation. To this end:

The Ministry will focus on areas of mission including youth, young adults and campus ministry, continuing education, stewardship, and discipleship and spiritual formation within congregations.

The Ministry will celebrate and support the established events and programs of the Presbytery that inform Christian formation among and within the Presbytery's congregations, as well as build on these offerings.

The Ministry will encourage the use and sharing of resources within the Presbytery. The Ministry will inform congregations of denominational and other resources that are available that may prove useful in endeavors to strengthen and deepen the discipleship and *caritas* of members in the congregations of the Presbytery.

The Ministry shall receive, discern, and respond to needs for the training of leaders, including teachers, officers, youth, etc. The Ministry will work with congregations and the whole Presbytery to provide appropriate events for instruction and growth in the fullness of spiritual development and Christian living for members of all ages. The Ministry will seek to develop events and programs specifically designed for youth, as well as promote wider denominational youth events, and it will work with local congregations to develop youth leadership and more programming.

The Ministry shall work with the Administrative Commission in interpreting to the congregations the work of the Presbytery and encouraging congregations in their connection to the Presbytery, Synod, and General Assembly through prayer, service, and the sharing of resources (per capita apportionment, Unified Mission Giving, Special Offerings, and other avenues) to build up the ministry of Jesus Christ as witnessed in and through the larger church.

## **2.3 Leadership Development Ministry**

The Leadership Development Ministry oversees the content and schedule of Leadership Development for the Presbytery. While there is overlap with the area of Christian Formation, this group would look at issues of conflict management, leadership, organizational change, and the need for adaptive change process. This group would be tasked with the training, oversight and continued education of Commissioned Ruling Elders. This group would also work with newly ordained clergy, Pastors new to the Presbytery and consider developing a coaching program for clergy.

This group would provide Sexual Misconduct Prevention Training at regular intervals Approved by Presbytery of Transylvania on November 12, 2016 to be effective March 30, 2017, Updated by Presbytery August 12, 2017, March 13, 2018, December 7, 2019, August 22, 2024.

to ensure that all teaching elders, Presbytery employees, commissioned ruling elders, and chairs/co-chairs of commissions and ministries may be trained at least every five years. These trainings, whether in person or on-line shall be offered and available to any volunteers under the supervision of the Presbytery.

#### **2.4 Mission Ministry**

The Mission Ministry shall seek to strengthen and support congregations in their mission to their communities and to the world, and to assist in coordinating mission opportunities within the Presbytery. To that end, the ministry:

Shall endeavor to ascertain what mission is happening in and through the congregations of the Presbytery and help to communicate that information and opportunities for service throughout the Presbytery.

Shall respond to resources and training for congregations to educate and inform them about mission opportunities within the local community and worldwide.

Shall strive to connect congregations within the Presbytery who may have common mission interests and goals.

Shall promote and inform congregations of denominational special offerings and programs for mission.

May coordinate mission initiatives within or beyond the Presbytery, in particular in times of disaster and difficulty, so that the particular contributions of the Presbytery's congregations can more efficiently be distributed and then reported and shared throughout the Presbytery.

Shall support the congregations of the Presbytery and their mission work by offering a wide variety of resources and channeling resources of the Synod and the General Assembly to local congregations.

Shall be responsible for supporting the work of congregations and the Presbytery as they witness to the love of Jesus Christ by feeding the hungry, sheltering the poor and homeless, welcoming the stranger, encouraging the care and protection of God's creation, and promoting social justice.