

MANUAL OF ADMINISTRATIVE OPERATIONS
CHAPTER III
STRUCTURE AND ORGANIZATION

1. INTRODUCTION

- 1.1 Heartland Presbytery is under the jurisdiction of the Presbyterian Church (U.S.A.) and is governed by its Constitution. The role of the Presbytery is defined by Chapter 11 of the Form of Government in the Book of Order. In parliamentary matters, Heartland Presbytery will be governed by the latest edition of Robert's Rules of Order, except as otherwise provided in the special rules of order for Presbytery meetings contained in this manual.
- 1.2 As an effective instrument of mission, the Presbytery must be able to delegate to its various committees, where appropriate, the power to act in the name of the Presbytery in carrying out well defined and clearly stated policies and positions that have been made by the Presbytery. Therefore, the structure and organization of this Presbytery reflect an effort to coordinate the work of the Presbytery through its council, divisions, and committees so that the work of these groups serves the unified mission of the Presbyterian Church (USA).

2. NAME OF GOVERNING BODY

- 2.1. The name of this organization shall be HEARTLAND PRESBYTERY, a presbytery of the Synod of Mid-America and the Presbyterian Church (U.S.A.).

3. GEOGRAPHICAL DEFINITION

- 3.1. Heartland Presbytery shall include within its bounds (with the exception hereinafter noted) all Presbyterian (U.S.A.) churches located in the following counties:

KANSAS

- | | |
|-------------|----------------|
| 1. Anderson | 6. Leavenworth |
| 2. Atchison | 7. Linn |
| 3. Coffey | 8. Miami |
| 4. Franklin | 9. Wyandotte |
| 5. Johnson | |

MISSOURI

- | | |
|-------------------------------------|---------------|
| 1. Andrew | 13. Gentry |
| 2. Atchison | 14. Harrison |
| 3. Bates | 15. Henry |
| 4. Benton | 16. Holt |
| 5. Buchanan | 17. Jackson |
| 6. Caldwell | 18. Johnson |
| 7. Carroll | 19. Lafayette |
| 8. Cass | 20. Nodaway |
| 9. Clay | 21. Platte |
| 10. Clinton | 22. Ray |
| 11. Daviess(excluding Lock Springs) | 23. Worth |
| 12. DeKalb | |

- 3.2 Any Presbyterian (U.S.A.) Church located within any of the foregoing counties which is, by proper constitutional action, a member of a non-geographic presbytery, is not included within the bounds of Heartland Presbytery.

4. OFFICERS, STAFF AND OTHER POSITIONS

4.1 **OFFICERS:**

The officers of the Presbytery shall be elected by the Presbytery at the last stated meeting of the Presbytery in the calendar year and shall be installed at the first called meeting of the year in which their term begins. The officers of the Presbytery shall be as follows, with the duties set forth herein and in the Book of Order:

4.2 **MODERATOR:**

The Moderator shall be the Moderator-Elect of the immediate past calendar year and shall serve a one-year term beginning January 1. The Moderator shall preside at all meetings of the Presbytery for that calendar year. In the case of the Moderator's absence, the last former Moderator who is present and who is a commissioner shall preside. If it is necessary or expedient for the Moderator to vacate the chair temporarily, any commissioner may be asked to preside.

- 4.2.1. Should the Moderator of Presbytery be unable to complete his or her term, the most recently available, previously installed Moderator of Presbytery shall be nominated by the Committee on Nominations and shall begin serving immediately until confirmation by the presbytery. That Moderator shall complete the unexpired term as Moderator of Presbytery and may become the Moderator of Council following that term if the previously elected Moderator of Presbytery is unable to serve as Moderator of Council.

4.3 **MODERATOR OF COUNCIL/IMMEDIATE PAST MODERATOR:**

The Immediate Past Moderator shall serve as Moderator of Council for a one-year term beginning January 1.

4.4 **MODERATOR-ELECT:**

The Moderator-Elect shall be nominated by the Nominating Committee and elected by the Presbytery and shall serve a one-year term beginning January 1.

4.5 **STATED CLERK:**

The Stated Clerk shall be nominated initially by a search committee established by the Presbytery for that purpose, shall be elected by the Presbytery, and shall serve a three-year term beginning on January 1. The Stated Clerk may upon nomination by the Nominating Committee and election by the Presbytery subsequently serve one or more additional three-year terms.

4.6 **TREASURER:**

The Treasurer shall be nominated by the Nominating Committee and elected by the Presbytery and shall serve a three-year term beginning January 1. The Treasurer shall serve no more than two consecutive terms.

OTHER POSITIONS

4.7. HISTORIAN:

4.7.1 The Historian shall be nominated by the Committee on Nominations and elected by the Presbytery for a three-year term beginning January 1 in the same cycle as the Stated Clerk, and shall report to Council through the Stated Clerk to fulfill the following functions:

- 4.7.2 1. Work with historians at all levels of the church.
- 4.7.3 2. Encourage the collection of historical information and the writing of Presbyterian history.
- 4.7.4 3. Encourage the celebration of anniversaries and special historic occasions.
- 4.7.5 4. Encourage the presentation of programs, exhibits, and displays about the Presbyterian/Reformed tradition in the Presbytery.
- 4.7.6 5. Be a member and encourage membership in the historical organization of the Presbyterian Church (U.S.A.).

The Historian may be re-elected for any number of additional terms.

4.8 PARLIAMENTARIAN:

The Parliamentarian shall be nominated by the Committee on Nominations and elected by the Presbytery for a three-year term beginning January 1 in the same cycle as the Stated Clerk. The Stated Clerk is eligible to serve as Parliamentarian and may be reelected for any number of additional terms. It is the duty of the parliamentarian to advise, consult and confer with the Moderator and members concerning matters of procedure.

4.8.1 During a meeting of the Presbytery, the parliamentarian is limited to advising the Moderator, advising any other member when requested, and calling the attention of the Moderator to any error in proceedings that may affect the substantive right of any member or may otherwise be harmful or improper. The Moderator alone has the authority to rule on Points of Order or to answer parliamentary questions. After consultation with the parliamentarian the Moderator has the duty to make the final ruling. The advice of the parliamentarian may be followed or disregarded.

4.8.2 During a meeting, the parliamentarian shall not respond to questions from the floor or otherwise address the Presbytery unless requested to do so by the Moderator.

5. STAFF

5.1 The Presbytery shall employ such staff as necessary to carry out its ministry. All executive and administrative staff positions shall be filled in accordance with the principles of participation and representation and following procedures set out in the Heartland Presbytery Employee Handbook. Staff positions shall include, but not be limited to, the following:

EXECUTIVE PRESBYTER (EP)

ASSOCIATE EXECUTIVE PRESBYTER FOR CONGREGATIONAL NURTURE (AEP)

EXECUTIVE ADMINISTRATIVE ASSISTANT AND OFFICE MANAGER

ADMINISTRATIVE ASSISTANT FOR CONGREGATIONAL NURTURE

FINANCIAL ADMINISTRATOR

RESOURCE DIRECTOR FOR CHRISTIAN EDUCATION

ASSISTANT TO THE OFFICE MANAGER

EXECUTIVE DIRECTOR OF COMMUNITY OUTREACH FOR THE HAROLD THOMAS CENTER

- 5.2 The staff shall support and resource the committees, task forces, Commissions, and divisions of presbytery through the Executive Presbyter's delegation.
- 5.3 The Executive Presbyter, Associate Executive Presbyter and Stated Clerk are ex-officio members of every committee, commission, task force or division to which they are delegated.

6. EXPECTATIONS OF SERVICE

- 6.1 In keeping with Book of Order, ministers are expected to serve the larger church through presbytery, synod or General Assembly. When elected to serve in Heartland Presbytery, ministers and lay persons are expected to regularly attend meetings of the council, committee, commission task force or division to which they are elected or appointed.
- 6.2 When any member or moderator misses three (3) consecutive meetings, the Committee on Nominations may request that members voluntarily resign from service. If the member does not resign the Committee on Nominations may recommend to presbytery that member's removal from service and then nominate an individual to fill the vacancy.

7. CONFLICT OF INTEREST POLICY

- 7.1 In clarifying the Presbytery's adoption in 1998 of the General Assembly's "Life Together in the Community of Faith: Ethical Behavior for Church Officers", the following conflict of interest policy has been adopted by the presbytery.
- 7.2 All members of council, committees or divisions shall make every effort to avoid conflict of interest or the appearance of conflict of interest.
- 7.3 A council, committee or division member shall not disclose or use information relating to the business of Heartland Presbytery for purposes of personal advantage or profit or intimidation in such a manner that a conflict arises between the interest of Heartland Presbytery and his/her interest.
- 7.4 There shall be no self-dealing or conduct of private or personal services between council, committee or division members and Heartland Presbytery, except as procedurally controlled to assure openness, competitive opportunity and equal access to otherwise "inside" information.
- 7.5 Council, committee or division members shall not use their positions or "inside information" to obtain for themselves, their family members or close associates employment, grants, loan approvals or contractual agreements with or within Heartland Presbytery.
- 7.6 Certain conflicts of interest will always exist, for example: discussions concerning a church or entity of the presbytery where a council, committee or division member is either a member of that church or entity's board, staff (ordained or lay; volunteer or paid) or has family members (either by blood or marriage) in that congregation or on that entity's board.
- 7.7 In the event that it is not entirely clear that a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the Stated Clerk who shall determine whether a conflict of interest exists.
- 7.8 A council, committee or division member who has a conflict of interest shall declare the conflict when the meeting agenda is being approved if possible, or at the first opportunity thereafter.
- 7.9 If it is believed a council, committee or division member does have a conflict of interest but has not declared it, the body shall determine with a simple majority vote if a conflict of interest exists. The member shall abide by the body's ruling.
- 7.10 Those who declare a conflict of interest shall be excluded from the meeting room during the discussion and vote and may not speak to or vote on motions or amendments concerning the matter in the future on the matter on which they have made the declaration. Members who declare a conflict of interest shall not attempt to exert personal influence with respect to the matter either at or outside the meeting.
- 7.11 Those abstaining from participation or leave the meeting because of their declared conflict of interest are still included as present in determining whether there is a quorum. The minutes must record all declarations of conflict of interest.

- 7.12 The Conflict of Interest/Related Party Questionnaire shall be distributed by the Stated Clerk for completion by all persons serving on a presbytery division, commission, committee, sub-committee or task force at the beginning of each calendar year.

**CONFLICT OF INTEREST/RELATED PARTY
 QUESTIONNAIRE**

A conflict of interest may relate to you, your spouse, family members, business interests, and/or associates. Conflicts of interest may arise when one party has the ability to significantly influence the policies and practices of the other, to the extent that one of the transacting parties might be prevented from fully pursuing the interests of Heartland Presbytery rather than his/her own personal, ministerial, separate or related-party interests.

Considering the period from _____ to date _____:

	Yes*	No
1. I (or a party related to me) hold, directly or indirectly, a position of financial interest in an outside concern from which Heartland Presbytery secures goods or services.	_____	_____
2. I (or a related party to me) render directive, managerial, or consultative services to, or am an employee of, any outside concern that does business with Heartland Presbytery.	_____	_____
3. I have accepted gifts or other benefits from any outside concern that does, or is seeking to do, business with Heartland Presbytery.	_____	_____
4. I have participated in decisions of Heartland Presbytery that affect mission, ministry or management decisions concerning transactions that affect or benefit me, my family, my personal financial interests or my church of membership or service.	_____	_____
5. I (or a related party to me or my church) have been indebted to Heartland Presbytery at some time during the above stated period. If so, please note the nature, date, terms, and amount.	_____	_____
6. Heartland Presbytery has guaranteed a loan that benefited me, a related party of mine or my church of membership or service. If so, please note the nature, date, terms, and amount.	_____	_____

*If you answered "Yes" to any of these statements, please provide further explanation and information on any related-party transactions.

I have read and understand the Conflict of Interest Policy and agree to abide by it.

 (Signature)

 (Date)

8. MEETINGS

- 8.1 Meetings of Presbytery Council, committees, commissions and divisions should be face to face to allow for the working of the Holy Spirit and the deliberative process.
- 8.2 Telephone conference calls and electronic communications are viable options for Council, committee, commission and division meetings including voting on matters therein unless a simple majority of the body requests a face to face meeting of the Council, committees, commissions and division.
- 8.3 Meetings held by conference call or electronically abide by the same policies and procedures as a face to face meeting. Minutes should be recorded and approved by the body at its next meeting.

9. PERMANENT JUDICIAL COMMISSION (PJC)

- 9.1 The Permanent Judicial Commission of Heartland Presbytery is the Presbytery's court for deciding judicial matters brought to it in accordance with the Rules of Discipline. The Commission shall consist of seven members, both elders and ministers, elected by Presbytery for a term of six (6) years. The members shall be representative of the churches in the Presbytery with no two members from any one church.
- 9.2 Members of the Permanent Judicial Commission may also serve on a program division of Presbytery.

10. ADMINISTRATIVE COMMISSION (AC)

- 10.1 A commission is empowered to consider and conclude matters referred to it by Presbytery. A commission shall have a specific scope of power, keep a full record of its proceedings, which shall be submitted to presbytery to be incorporated into its minutes and its actions shall be regarded as the actions of the presbytery itself. (G-9.0503-0.0505)

11. PRESBYTERY COUNCIL AND ITS COMMITTEES AND DIVISIONS

- 11.1 **COUNCIL**
The presbytery's mission and ministry is coordinated through committees, divisions and commissions.
- 11.2 The ecclesiastical committees required by the Book of Order in every presbytery are:
 - Committee on Ministry
 - Committee on Preparation for Ministry
 - Committee on Representation
 - Committee on Nominations

11.3 MEMBERSHIP

The Presbytery Council shall consist of thirty-one (31) members:

- 11.3.1 The Moderators of the Council Committees – Business Affairs, Personnel and Trustees (who are included in the members-at-large);
- 11.3.2 The Moderators of the Council Divisions – Church Order and Listening, Congregational Development and Redevelopment, Congregational Ministries, Lay Ministries Committee Social Justice Ministries, Stewardship and Mission, and Worship and Fellowship;
- 11.3.4 The Moderators of the ecclesiastical committees – Committee on Ministry, Committee on Preparation for Ministry, Committee on Nominations and the Committee on Representation;
- 11.3.5 The Moderators of Related Entities – Heartland Presbyterian Center, Presbyterian Women, Linwood Properties, Inc. (LAMP), Presbyterian Urban Ministry Network and the Sexual Misconduct Response Panel;
- 11.3.6 Six elders and six ministers as members at large;
The Presbytery Moderator;
The Presbytery Moderator-Elect; and the
Immediate Past Presbytery Moderator who shall be the Moderator of Council.

11.4 VICE-MODERATOR OF COUNCIL

- 11.4.1 The Council will elect a Vice-Moderator of Council from among its members. In the absence of the Moderator of Council, the Vice-Moderator of Council shall chair the meetings of the Council. If the Vice-Moderator of Council is unavailable, the Moderator of Presbytery shall chair such meetings.

11.5 EX-OFFICIO MEMBERS:

- 11.5.1 The Executive Presbyter, the Associate Executive for Congregational Nurture, the Stated Clerk, the Treasurer, and the Coordinator of Community Outreach for the Harold Thomas Center shall be advisory members, ex-officio, without vote, The Stated Clerk will serve as the Council's secretary.
- 11.5.2 Elder members of Presbytery Council have full rights and privileges as members of the Presbytery during its meetings. Lay members of council shall have privilege of voice but not vote at Presbytery meetings.

11.6 QUORUM:

A quorum shall consist of the majority of Council provided that at least three elders and three ministers are present.

11.7 MEETINGS:

- 11.7.1 Presbytery Council will ordinarily meet the month preceding each stated meeting of presbytery. Any meeting of Council may be canceled by five (5) days' advance notice, if cancellation is approved by the Moderator of Council and Moderator Elect of Presbytery, jointly with the Stated Clerk, in the absence of any of them, the third approval may be given by the Executive Presbyter.
- 11.7.2 A special meeting of the Council may be called by (5) five days' advance notice, if the special meeting is approved by the Moderator of Council and Moderator Elect of Presbytery, jointly with the Stated Clerk in the absence of any of them, the third approval may be given by the Executive Presbyter.

11.8 ANNUAL REPORTS:

- 11.8.1 Annual Reports shall be made to Heartland Presbytery through Council by the following: Linwood Area Ministry Place, Heartland Presbyterian Center, the Urban Ministry Network, and the Presbyterian Women.

11.8.2 FUNCTIONS - The Presbytery Council shall:

- a. Provide leadership to Presbytery in developing mission priorities.
- b. Consult with Presbytery ecclesiastical committees when appropriate.
- c. Set the dates, times and locations of stated meetings of presbytery annually.
- d. Serve as the Board of Directors of the Heartland Presbytery with final authority and oversight over all financial and property matters, except for those matters reserved to the Presbytery by the Constitution of the Church.
- e. Propose the Presbytery docket as prepared in advance by the Stated Clerk and Moderator of Council.
- f. Have the responsibility and the right to review and comment to Presbytery on all of the actions of the program divisions, ecclesiastical committees and related entities; and to recommend to Presbytery that such actions be given further consideration by the appropriate parties.
- g. Hold an annual planning session for the Council to develop its plans for the year, taking into account the goals of the programmatic divisions and the objectives of Heartland Presbytery.
- h. Correspond with Synod and the General Assembly through the Stated Clerk and present to the churches the budget of the missionary and benevolent causes and agencies as adopted by the Synod and the General Assembly.
- i. Fill, on a temporary basis between meetings of the Presbytery, vacancies that occur in the divisions and committees of the Presbytery.
- j. Appoint task forces which may cross divisional lines to carry out specific goals and objectives. Such task forces report to Council and will exist for a specified term.
- k. Refer actions and announcements of other governing bodies to the proper entity for action, consideration, and interpretation.
- l. Report at least annually to Presbytery about progress made, mission coordinated, and goals and objectives achieved.

- m. Report at each regular meeting of the Presbytery every item of business transacted by it. Its decisions shall be immediately operative within the scope of its authority but may be reviewed and reversed by the Presbytery.
- n. Approve the membership and powers of administrative commissions for appointment by presbytery.

11.9 COMMITTEES OF COUNCIL

11.9.1

In order to carry out more effectively its functions of planning, review, administration, budgeting, and personnel oversight, the Presbytery Council shall establish three permanent committees (Business Affairs, Personnel and Trustees) at the first meeting of each newly elected Council. At large members shall be divided between Business Affairs, Personnel and the Board of Trustees. Five at large members shall serve on Business Affairs. Five at large members shall serve on Personnel. Two at large members shall serve on the Board of Trustees. In consultation with the Presbytery Moderator, the Stated Clerk and Executive Presbyter, the Moderator of Council shall recommend appointments of each at large member of council to one of the three council committees. The council shall ratify all appointments and changes in appointments for their committees.

11.9.2 QUORUMS FOR DIVISIONS, COMMITTEES, SUB-COMMITTEES AND TASK FORCES

Unless otherwise specified, the quorum for each division, committee, sub-committee or task force is a majority of its membership.

11.10.1 Membership (of Business Affairs)

The committee shall be composed of five at-large members of Council and the Presbytery Moderator-Elect. Up to four (4) additional ad hoc members may be added and shall be approved by council for a one year term, renewable up to 3 years and shall have voice and vote in the committee. The Treasurer and Executive Presbyter will staff the committee.

11.10 BUSINESS AFFAIRS

11.10.1 MEMBERSHIP

This committee shall be composed of five at-large members of Council and the Presbytery Moderator-Elect. Up to four (4) additional ad hoc members may be ratified by council for a one-year term, renewable for up to 3 years and shall have voice and vote in the committee. The Treasurer and the Executive Presbyter will staff the committee.

11.10.2 FUNCTIONS - The committee shall:

- a. Prepare and oversee the annual budget, consistent with the mission goals and objectives set by Presbytery, for adoption by Presbytery Council and the Presbytery.
- b. Ensure an audit of all accounts annually and make recommendations as to the employment of outside auditors, if any.
- c. Advise the Council on all matters relating to the financial operation of the Presbytery and provide for adequate financial reports on a regular basis.

- d. Prepare annually a recommended per-capita assessment to be approved by the Council and the Presbytery.
- e. Review and authorize any expenditures by divisions and committees not included in budgeted amounts.
- f. Have responsibility through the Office Manager for overseeing the administration of the buildings, equipment, property and offices of the Presbytery and the Harold Thomas Center (excluding the property and building being held by churches and the Heartland Presbyterian Center) of the Presbytery office.

11.11 **PERSONNEL COMMITTEE**

11.11.1 **MEMBERSHIP**

This committee shall be composed of five at-large members of Council and will include the Presbytery Moderator. Up to four (4) additional ad hoc members may be ratified by council for a one-year term, renewable for up to 3 years and shall have voice and vote in the committee. The Executive Presbyter will be staff resource to the committee.

11.11.2 **FUNCTIONS** - The committee shall:

- a. Consult with the Executive Presbyter in matters relating to Heartland Presbytery staff with respect to employing, supervising and dismissing support staff employees of the Presbytery.
- b. Coordinate with the Executive Presbyter in conducting an annual performance review with all employees.
- c. Conduct an annual performance review of the Executive Presbyter and Stated Clerk.
- d. Review the salaries of staff annually and make appropriate recommendations to Council.
- e. Help implement the Affirmative Action/Equal Opportunity Employment Program.
- f. Implement the Personnel policies of the Heartland Presbytery. Regularly review and recommend changes in the Presbytery's personnel policies.
- g. Respond to staff concerns and issues, negotiating and mediating as needed.
- h. Recognize, organize and celebrate milestones in staff service including anniversaries of service, departures, retirements and special achievements.

11.12 **TRUSTEES**

11.12.1 **MEMBERSHIP**

This committee of council shall be composed of two members of Council and up to four additional members elected by presbytery through the nominations process, at least half of who shall be lay persons knowledgeable or with expertise in legal, financial or real property matters, elected for three-year terms (in three classes) in addition the Executive Presbyter who shall serve ex officio, with voice but not vote.

11.12.2 **QUORUM**

A quorum of the Board of Trustees shall consist of the majority of members.

11.12.3 **FUNCTIONS**

11.12.3.1 The Board of Trustees shall be custodians of and consider all matters concerning the sale, lease, exchange, mortgage, pledge or other disposition of all property held in trust by the presbytery and shall make recommendations to the Council on all such matters.

11.12.3.2 The Council may, with the consent of the Presbytery membership, authorize the Board to approve and execute all necessary documents to sell, lease, exchange, mortgage, pledge or otherwise dispose of any property held in trust wherein the value of such transaction does not exceed an amount set by Council. (Bylaws 2.8)

12. ECCLESIASTICAL COMMITTEES

12.1 The ecclesiastical committees are those required by the Book of Order. These committees will report directly to Presbytery. They will consult and co-ordinate with Council on matters requiring joint consideration. The Executive Presbyter will serve as resource staff to the committees and may delegate to either the Stated Clerk or the Associate Executive Presbyter to serve on his/her behalf.

13. COMMITTEE ON NOMINATIONS (NOM)

13.1 MEMBERSHIP

13.1.1 The Presbytery shall elect a Committee on Nominations consisting of twelve persons broadly representative of the member churches of the Presbytery, with a membership of one-third ministers, one-third lay women and one-third lay men. The names of candidates for the Committee on Nominations will be submitted to the Presbytery by the Presbytery Moderator after consultation with Moderator of Council, Moderator-Elect and Stated Clerk for election at the last stated Presbytery meeting in a calendar year. Should a vacancy occur, the Moderator of Presbytery shall propose the requisite number of nominees to the next stated Presbytery meeting. Nominations may also be received from the floor.

13.1.2 The members shall serve for a three-year term, except where initial classes of one and two year terms are necessary to establish regular rotation; and, except where a member is elected to fill a vacancy. Members are eligible to serve no more than two consecutive terms or portions thereof.

13.2 QUORUM

13.2.1 The quorum for the Nominating Committee shall consist of the majority of members of said committee provided that there are at least twice as many elders present as ministers.

13.2.2 Sessions and pastors shall be responsible for helping members of their congregations understand their connection to the greater church through other governing bodies and shall encourage members to volunteer and serve according to their gifts. Sessions and pastors shall suggest names of capable and committed persons to the Committee on Nominations for positions and responsibilities within Presbytery and in other governing bodies. Elders bear particular responsibility to respond positively to requests for service beyond the congregation in response to their ordination vows.

13.2.3 If the Committee on Nominations cannot identify a sufficient number of capable and committed persons willing to serve in a particular responsibility, division, or committee, the Committee will make this known to Council and Presbytery.

13.3 FUNCTIONS

13.1 This committee shall carry out all functions as mandated in the Book of Order and shall, unless otherwise provided in the Book of Order, nominate persons in a timely manner to fill all vacancies in Presbytery offices and on continuing committees, divisions, councils, boards and other bodies that require election by the Presbytery. Except where otherwise mandated, care shall be taken to nominate an equal number of ministers and lay men and women.

13.2 The committee shall at all times observe all provisions of the Book of Order with respect to diversity of persons nominated and shall in all events give careful consideration to diversity in terms of geographical representation, size of church, various age groups and representatives of all racial ethnic groups in the Presbytery. The committee will consult with the Committee on Representation.

13.3 The Committee on Nominations will nominate a moderator for each committee, board or division for a one-year term. These moderators may be eligible for re-election for not more than one additional consecutive term.

14. COMMITTEE ON REPRESENTATION (COR)

14.1 MEMBERSHIP

This committee will be composed of eight (8) members elected for a three year term in three classes. Members are eligible to be re-elected for an additional consecutive term or portion thereof. The committee shall have an equal number of men and women, and a majority of the membership shall be selected from those of racial/ethnic backgrounds (i.e., African, Hispanic, Asian, Native American.) Members shall include those representing each of the following categories:

- a. Majority male membership
- b. Majority female membership
- c. Racial/ethnic male membership
- d. Racial/ethnic female membership
- e. Youth (under 22 years of age) male and female membership
- f. Persons with disabilities

14.2 QUORUM

The Committee on Representation shall be set by the committee provided that it is not less than one third of the committee's membership.

14.3 FUNCTIONS

This committee will oversee the implementation of the principles of participation and inclusiveness consistent with Book of Order G-4.0403, G-9.0105, and G-11.302.

15. COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

15.1 MEMBERSHIP

This committee shall consist of eighteen (18) members, nine (9) elders and nine (9) ministers elected for three year terms in three classes of six members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

15.2 QUORUM

A quorum of Committee on Preparation for Ministry shall consist of the majority of the members of each committee, provided that at least three elders and three ministers are present.

15.3 FUNCTIONS

This committee shall:

- a. Seek to instruct sessions on their role in the inquiry and candidacy process. Particular direction shall be given a session which has endorsed an inquirer or candidate.
- b. Be responsible for the examination and reception of inquirers and candidates to be taken under care of the Presbytery.
- c. Supervise all inquirers and candidates under care of the Presbytery, dismissed to the care of another Presbytery, or ordained.
- d. Be responsible for providing the annual consultation for each person on the roll of candidates and inquirers, as required by the Book of Order, G-14.0309. The Presbytery shall bear the necessary expenses of the consultation as required by the Book of Order G-14.0309, subject to the approval of the Committee on an individual basis.
- e. Consider requests for scholarship aid to inquirers and candidates.
- f. Conduct all examinations of candidates for ordination according to the provisions of the Book of Order.
- g. Recommend for election by presbytery representative(s) to the Regional Cooperative Reading Group of Presbyteries for the Cooperative Committee on Examination for Candidates.
- h. All inquirers applying for candidacy will be examined by presbytery.
- i. The CPM shall have the authority to enroll Inquirers on behalf of Presbytery.
- j. Unique to Heartland Presbytery, the Committee on Preparation will also require of all persons under their care:
 1. Two field education experiences;
 2. Criminal, financial, etc., background checks;
 3. Attendance at a Presbytery hosted sexual misconduct prevention workshop either in Heartland Presbytery or attendance documented by the presbytery which the student is attending;
 4. Attendance at a "Fiscal Fitness" seminar conducted by the Board of Pensions.

16. COMMITTEE ON MINISTRY (COM)

16.1 MEMBERSHIP

The committee shall consist of twenty-four (24) members (twelve (12) ministers and twelve (12) elders) elected for three year terms in three classes of eight members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

16.2 QUORUM

A quorum of the Committee on Ministry shall consist of the majority of the members of the committee, provided that at least three elders and three ministers are present.

16.3 FUNCTIONS

The Book of Order 2005-7 Chapter 14 is the adopted policy of the presbytery on “Ordination, Certification and Commissioning” as of September 18, 2007. The full text and all amendments made by action of Presbytery is Administrative Policy 13.

The Committee on Ministry shall:

- a. Provide pastoral care for ministers and congregations, overseeing the pastor/congregation relationship.
- b. Assist ministers seeking calls.
- c. Examine the call, character, education, ecclesiastical status, and professional training of persons seeking admission into the Presbytery.
- d. Recommend to Presbytery the ordination, reception, installation, discipline and removal of ministers.
- e. Appoint a sub-committee or a single member to serve as a liaison between the Presbytery and the Board of Pensions.
- f. Carry out any other duties assigned to it by the Book of Order or Presbytery or delegated to the Committee on Ministry by Book of Order G-11.0502h.
- g. On behalf of Presbytery, “Authorize specific elders for periods not exceeding one year at a time, to administer or preside at the Lord’s Supper in specific circumstances and with proper instructions by Presbytery in the doctrine and administration of the Lord’s Supper, when it deems it necessary to meet the needs for the administration of the Sacrament of the Lord’s Supper that cannot otherwise be met” (G11.0103z)
- h. Ensure that all candidates for installation or for membership in Heartland Presbytery shall:
 - i. Whenever possible, be examined by the full presbytery at a stated meeting.
 - ii. When necessary, be examined by the full Committee on Ministry at one of its stated meetings, with approval requiring a two-thirds majority.
 - iii. When absolutely necessary, be examined by a delegation (or sub-committee) of the Committee on Ministry, but only with three-quarters approval of the Committee on Ministry, and such examination not to be considered sustained until approved by the full Committee at its next stated meeting.
- i. Have the authority to recommend powers and membership on administrative commissions to be elected by Presbytery.
- j. Have the authority to structure itself to accomplish certain COM delegated actions or decisions between COM meetings.
- k. Carry out all other duties relating to ordination, certification, commissioning, and relationships between pastors and congregations in accordance with presbytery policy, as found in Administrative Policy 13.

16.4 POWERS GIVEN TO C.O.M. BY HEARTLAND PRESBYTERY

- To receive and dismiss minister members
- To establish calls
- To dissolve calls in all cases where there is concurrence
- To approve Administrative Commissions to ordain and install

- To appoint moderators of sessions
- To grant the status of honorably retired
- To grant permission to labor within and outside the bounds of Presbytery
- To designate persons as Parish Associates
- To take appropriate actions related to the commissioning and placement of Commissioned Lay Pastors
- To grant relief of vacancy dues, where appropriate
- To act on routine issues related to Board of Pensions
- To authorize elders to administer the Lord's Supper in accordance with G-11.0103z

16.5

Direct access to this committee shall be had at all times by ministers in the Presbytery, by all elders in the Presbytery in active service, by all certified Christian Educators in the Presbytery in active service and by sessions of the Presbytery in all matters relating to the spiritual welfare of the churches in which they hold office.

-- End of Ecclesiastical Committees --

17. SEXUAL MISCONDUCT PANEL

17.1 MEMBERSHIP

The Panel shall consist of fifteen (15) members elected for three-year terms in three classes of five (5) members each. The Panel should consist as nearly as possible of equal numbers of ministers and lay people.

17.2 FUNCTIONS

The Panel's primary functions are found in the current Sexual Misconduct Policy.

18. PROGRAM DIVISIONS

While the Presbytery shall be the policy-making body and the Council shall be responsible for overseeing the implementation of these policies, various divisions have been established by the Presbytery to carry out its policies and programs. Program divisions will have the responsibilities and authority as set out below and such other responsibilities and authority as may be assigned by the Presbytery or Council.

19. SUB-COMMITTEES AND TASK FORCES

- 19.1 All divisions have the power to establish, instruct and discontinue sub-committees or task forces as may be deemed appropriate by the division for the purpose of carrying out its assigned functions, subject to the supervision of the Presbytery. These sub-committees and task forces are responsible to their divisions and their divisions are likewise responsible for their sub-committees and task forces.
- 19.2 Task forces shall be given specified goals and a length of time in which to accomplish the goals. Membership shall consist of lay persons, elders and ministers and shall comply with the letter and spirit of G-4.0403 and G-9.0104 of the Book of Order. The moderator of the sub-committee

or task force must be a member of the division, but other members of the sub-committee or task force need not be.

20. CHURCH ORDER AND LISTENING DIVISION (COAL)

20.1 MEMBERSHIP

This division shall consist of twelve (12) members, six (6) ministers and (6) elders elected for three-year terms in three classes of four members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

20.2 FUNCTIONS - The committee shall:

- a. Examine carefully overtures coming to the Presbytery from the Synod or General Assembly and make recommendations to the Presbytery through Council.
- b. Receive from the churches and divisions of the Presbytery, or initiate overtures to the Synod and to the General Assembly and make recommendation(s) to the Presbytery for action.
- c. Give assistance to churches and divisions seeking the proper form by which an overture may be presented correctly to the appropriate governing body.
- d. Conduct annual training events for clerks of session during the church officer leadership workshops utilizing the Presbytery's Stated Clerk.
- e. Examine the session records of each church (minutes book and church register) in the Presbytery annually (G.11.0103x). The committee shall report to the Presbytery the names of those churches whose minutes are approved without exception, those whose minutes are approved with exception and the names of those churches whose minutes were not presented.
- f. Give assistance to the churches in writing by-laws and articles of incorporation.
- g. Assist churches in assessing insurance coverage to determine adequacy.

21. CONGREGATIONAL MINISTRIES DIVISION (CMD)

21.1 MEMBERSHIP

This division shall be composed of twelve (12) members, six (6) ministers and six (6) laypersons, elected for three-year terms in three classes of four each. Members are eligible to serve no more than two consecutive terms or portions thereof.

21.2 FUNCTIONS

- a. Working closely with the churches of the Presbytery and the ecumenical Resource Center providing the necessary resources needed in order for congregations to carry out their educational ministry for all age levels.
- b. Promote youth ministry, coordinating Presbytery-wide events and providing resources to local congregations to improve their ministries with youth.
- c. Oversee the work of:
 1. Youth Council (See 22.3)
 2. Communicator's Network (See Appendix)
 3. Older Adult Ministry (See Appendix)
 4. PLACE (See Appendix)

- d. Develop and implement plans encouraging evangelistic outreach in congregations and promote PC(USA) programs to develop effective evangelistic effort for spiritual growth and membership growth.
- e. Plan and design training for educational leadership, church officer training, etc., which cannot be done at the local level, paying particular attention to promoting networking among congregations with particular needs, i.e., rural and urban congregations.
- f. Educate congregations in the use of various media as tools for mission and ministry.
- g. Encourage the development of small groups within the Presbytery.

21.3 **YOUTH COUNCIL**

The Youth Council reports to the presbytery through the Congregational Ministries Division. Their emphasis is strengthening the presbytery's children and youth ministry initiatives through additional resources and presbytery-wide events.

21.3.1 **MEMBERSHIP**

The Youth Council is 18 members composed of 6 adult members (lay and ministers) and 12 youth from constituent churches. Adult members serve three year terms on a rotational basis and may serve two consecutive terms, if nominated. Youth members serve 1 or 2 year terms on a rotational basis and may serve two consecutive terms, if nominated.

21.3.2 **QUORUM**

Quorum is 1/3 of the Youth Council's membership.

22. **LAY MINISTRIES COMMITTEE (LMC)**

22.1 **PURPOSE**

The basis of the LMC is to "prepare all God's people, specifically elders, for the work of Christian service in order to build up the body of Christ." (EPH. 4:12). The primary purpose of the LMC is to enhance the congregational vitality of small churches by providing them with a trained person(s) to lead them in their ministries. A secondary purpose is to offer additional education to lay people in order to equip them for additional ministry at the local, Presbytery, Synod, and General Assembly levels of the PC (USA).

The LMC reports to the Council, and its moderator is a member of Council.*

22.2 **MEMBERSHIP:**

The LMC consists of nine members. There will be at least one from and appointed by the Committee on Preparation for Ministry (CPM) and at least one from and appointed by the Committee on Ministry (COM). The presbytery's nominating committee shall nominate the remaining members, giving consideration to persons who have previously served on COM or CPM. It is recommended that Ministers of Word and Sacrament and Elders be as evenly divided as possible on the committee. The term shall be for three-year terms aligned such that three members would complete their term each year. Members shall not serve more than 6 consecutive years.

22.3 FUNCTIONS:

1. Determine the need for CLPs, promote the program, and schedule training
2. Manage the CLP Program, including approval of instructors, materials, courses, and mentoring for CLP candidates while in training. The curriculum shall include, but not be limited to the subject areas specified by the Book of Order.
3. Provide for an ongoing process of discernment for potential CLP candidates.
4. Determine admission requirements and screen/accept candidates to become CLPs.
5. Meet with and oversee the training of those admitted to the CLP program.
6. To prepare CLP candidates for examination and approval by COM as ready to be commissioned.
7. Provide training to lay people interested in serving the church.

23. CONGREGATIONAL DEVELOPMENT AND REDEVELOPMENT (CD&R)

23.1 MEMBERSHIP

The division shall consist of twelve (12) members, six (6) ministers and six (6) laypersons, elected for three-year terms in three classes of four members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

23.2 FUNCTIONS - The committee shall:

- a. Develop and implement a comprehensive mission strategy for congregational redevelopment within the Presbytery, with particular concern for rural and urban congregations.
- b. Develop and implement a strategic plan for funding for new church development and redevelopment projects.
- c. Support the formation of larger parishes or yoked fields wherever that would tend to promote the common interest.
- d. Study and determine areas where new and creative forms of ministry may take place and interpreting these opportunities to the entire Presbytery. The committee will recommend appropriate locations and the purchase of necessary properties where new ministries need to be developed or established.
- e. Consider all requests from churches seeking the approval of Presbytery to merge, relocate, or be dissolved and make appropriate recommendations to the Presbytery, including recommendations for the use or disposition of the property of such churches and the appointment of administrative commissions to merge, relocate or dissolve congregations to the presbytery.

24. MISSION AND SOCIAL JUSTICE DIVISION (MSJ)

24.1 MEMBERSHIP

This division shall consist of twenty-four (24) members, twelve (12) ministers and twelve (12) laypersons, elected for three-year terms in classes of eight members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

24.2 FUNCTIONS - This division shall:

- a. Provide education and motivational leadership for congregations to address social justice concerns.
- b. Serve as liaison in carrying out resolutions and recommendations concerning church and society issues enacted by the Presbytery, except as otherwise provided.
- c. Have responsibility for recommending funding to the Presbytery Council through its sub-committee on Business Affairs for all social agencies and other mission entities seeking funding from the Presbytery.
- d. Develop and implement a comprehensive educational and motivational plan for church-wide mission.
- e. Arrange international and national mission trips annually for mission education and interpretation.
- f. Identify and co-ordinate annual hands-on mission project(s) within the bounds of Presbytery.
- g. Develop Presbytery-wide tools for mission and news dissemination.

24.3

Currently organized task forces reporting through and accountable to Mission and Social Justice Division include but are not limited to the following: Earthkeepers, Health Issues, and Peacemaking.

24.4

The Maya Quiche Guatemalan Partnership is a task force of Mission and Social Justice Division.

25. STEWARDSHIP DIVISION (SD)

25.1 MEMBERSHIP

The division shall consist of twelve (12) members, six (6) ministers and six (6) laypersons, elected for three year terms of four members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

25.2 FUNCTIONS

- a. Promote stewardship commitment and develop training tools for congregational personal growth in stewardship.
- b. Recommend annually to Council, approval of related mission entities and organizations for display space and access to promotion through the presbytery packet.
- c. Provide opportunities for congregations to share their mission stories.

26. WORSHIP AND FELLOWSHIP DIVISION (W & F)

26.1 MEMBERSHIP

This division will consist of twelve (12) members, six (6) ministers and six (6) laypersons, elected for three-year terms in three classes of four members. Members are eligible to serve no more than two consecutive terms or portions thereof.

26.2 FUNCTIONS

- a. Plan worship and fellowship in Presbytery meetings in co-operation with the Stated Clerk.
- b. Co-ordinate other worship and fellowship events for Presbytery
- c. Encourage the development of worship and fellowship among congregations, support groups, and covenant groups.

27. RELATED ENTITIES

Related entities are mission and ministry resources of, or related to, the Presbytery. Articles and bylaws are on file in the Presbytery office. Changes in Articles of Incorporation or bylaws must be approved by Council.

28. PRESBYTERIAN URBAN MINISTRY NETWORK

The Presbyterian Urban Ministry Network of Kansas City is an urban outreach ministry of Presbytery. Its mission statement and its

- 28.1 The Presbyterian Urban Ministry Network of Kansas City is an urban outreach ministry of Presbytery. The Network and its affiliate congregations as determined by its bylaws:
- a. Work in partnership with one another and with Heartland Presbytery, sharing vision, needs and resources.
 - b. Strengthen the ministries of congregations by developing strong and committed leadership among ministers and laity.
 - c. Focus prayers, programs, and resources on issues that affect the larger community and work in concert with others beyond our congregations and denomination to address these issues.

28.2 STRUCTURE

The Network has been incorporated as a not-for-profit corporation under the laws of the State of Missouri and has been qualified as a 501(c) (3) tax-exempt organization under the Internal Revenue Code. Membership includes the minister and one active member of the affiliated congregation.

29. HEARTLAND PRESBYTERIAN CENTER

- 29.1 The Heartland Presbyterian Center (HPC) is a camp and conference center owned by Presbytery in Parkville, MO. It provides year-round opportunities for spiritual growth for people of all ages, as well as a summer camping program for youth.

- 29.2 When the facilities are not in use for scheduled programs, they may be reserved for congregational retreats and other special programs. Non-profit and for profit organizations are also invited to make use of HPC.

29.3 STRUCTURE

HPC is a 501(c) tax exempt corporation, managed by an incorporated board made up of 18 representatives duly elected by Presbytery and three elected from the Presbytery of Northern Kansas. An Executive Director is called by Presbytery through the Center to provide leadership and oversight and to promote increased use and development of the Center. The Center Board

recommends nominees to the presbytery's Committee on Nominations and are elected by the presbytery.

30. PRESBYTERIAN WOMEN (PW)

30.1 Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom

30.2 STRUCTURE

PW is governed by a board which elects its own moderator and members to the board are elected at their annual meeting. PW is organized into clusters for regional gatherings for study and fellowship. Heartland Presbytery PW is active in the Synod of Mid- America PW activities and regularly sends representatives to the national PW gathering.

31. LINWOOD PROPERTIES, INC. (L.A.M.P.)

31.1 Linwood Properties represents Heartland Presbytery in revitalizing the Linwood Area Ministry Place and providing the neighborhood meeting spaces in order to build community.

31.2 STRUCTURE

Linwood Properties, Inc. is a 501(c) (3) tax exempt corporation, managed by a board of twenty-five directors of which no less than fourteen shall be members of the presbytery or its constituent churches. The L.A.M.P. Board recommends nominees to the presbytery's Committee on Nominations for election by the presbytery. It is accountable to the presbytery through the council.

32. CHURCH RESOURCE CENTER

32.1 The Church Resource Center is an ecumenical organization represented by the Evangelical Lutheran Church in America, the Presbyterian Church (U.S.A.) and the Christian Church (Disciples of Christ) and supported by denominational budgets and user fees while providing shared educational materials.

32.2 The resources provided by the Church Resource Center may be borrowed for use in congregations or at denominational events, and include such categories as education, evangelism, mission, social justice, stewardship and worship.

32.3 STRUCTURE

The Church Resource Center Advisory Board is a nine member ecumenical board with equal numbers of representatives elected through their respective denomination's nomination process.

33. HAROLD THOMAS CENTER FOR RECONCILIATION (HTC):

- 33.1 HTC provides office spaces and meeting spaces as a reconciling witness to Jesus Christ in the city. Currently, the presbytery, Central States Synod of the ELCA, the Church Resource Center and other community outreach groups in mission partnership with Heartland Presbytery also office here. The Harold Thomas Center also hosts Alcoholics Anonymous and other community board meetings on a regular basis and special events for the neighborhood from time to time.
- 33.2 The Building Manager and Executive Presbyter control the use of the building on a daily basis. The Board of Trustees has oversight of the HTC.

34. PROCESS TO AMEND MANUAL OF OPERATIONS

Church Order and Listening Division shall receive all requests and recommendations for amending the Manual. COAL will research and recommend, if necessary, any amendments for the Manual to Presbytery Council. If Council has concerns or suggestions, Council shall refer changes back to COAL for reconsideration. Following Council's approval, the amendments will be presented to the Presbytery for approval after their second reading. (Added 9/19/2009)

SPECIAL RULES OF ORDER and ADMINISTRATIVE POLICIES

Except as otherwise provided in the Constitution of the Presbyterian Church (USA), the parliamentary authority and the rules of order for the conduct of all meetings of the Presbytery shall be the most recent edition of *Robert's Rules of Order*.

The Administrative Polices shall be considered "Special Rules of Order," adopted by the Presbytery as authorized and provided for in the Rules and shall supersede any provisions of the Manual of Administrative Operations with which these policies may conflict.

Administrative Policies in the Manual of Administrative Operations are added to the Manual upon the recommendation of Council and a 2/3 affirmative vote of presbytery. Administrative Policies are amended or rescinded in the same manner. (Added 9/19/2009)

ADMINISTRATIVE POLICIES

- AP 1 Definitions (2008)
- AP 2 AA/EEO Policy (1987, 1992)
- AP3 Ethical Behavior for Church Officers (GA 1998)
- AP4 Sexual Misconduct Policy (2005)
- AP5 Financial Policies (2001) - currently under review by Business Affairs
- AP6 Mission Funding Guidelines (11/2005) – currently under review by Social Justice Ministries
- AP 7 Nomination Procedures for GA and Synod Commissioners (2006)
- AP8 Church Resource Center Advisory Board Guidelines (11/2006; 11/2009)
- AP9 Disaster Response Policies (1994)
- AP10 Church Property (3/1997) – currently under review by Trustees
- AP11 Seminary Guidance Statement (2009)
- AP12 COM Handbook: 2005-7 Book of Order Chapter 14 (2007) – currently under review by COM
- AP13 Guidelines for Health, Maternity and Paternity Leave for Pastors (2005) – currently under review
by COM
- AP14 Sabbatical Program (1987) – currently under review by COM
- AP15 Overture Advocates Policy (4/2006)
- AP16 Certified Christian Educators and Presbytery Membership (09/2009)
- AP17 Seminary Debt Policy (6/2007)
- AP18 Small Loans Policy (11/1996) – rescinded by presbytery 09/19/2009
- AP19 Guarantee of Pension Dues - rescinded by presbytery 09/19/2009

Policies be added at a later date