

REORGANIZATION PLAN

FOR

THE PRESBYTERY

OF

NEW HOPE

Section 201 Revised April 21, 1998
Section 302 Revised September 22, 1998

Approved – November 30, 1995

VISION STATEMENT

God's Call:

We are called into being by God,
bound together in servanthood to our Lord Jesus Christ, and sustained by
the power and presence of the Holy Spirit. The Triune God calls us into
obedience through Scripture and guides us by the confessions of our
Reformed faith.

Further, God calls us to celebrate our rich diversity, to strive through our oneness
in Christ to accept the challenges arising from our differences, and to be
inclusive and ecumenical.

Our Response:

In response to God's call in Jesus Christ, our mission is to enable local
congregations and presbytery as a whole to function as the body of Christ.

We will explore, establish, and equip ministries within the covenant community
of our presbytery and beyond.

Through the vision we share,
the structures we employ,
and the priorities we advocate,
the Presbytery of New Hope will call forth, nurture,
and discipline faithful lay and ordained leaders
in the Presbytery and in local churches.

Moreover, the presbytery will promote community
among its members and churches,
facilitate dialogue,
and connect local churches to each other
and to the larger denomination

I. COMMITTEES OF THE PRESBYTERY:

- A. Nominations Committee (Book of Order: G-9.O800, 11.0103w)
- B. Committee on Representation (G-9.0105, 11.302)
- C. Permanent Judicial Commission (D-4.0000)
- D. Presbytery of New Hope Foundation
- E. Evaluation & Long-Range Planning Committee

Although they are lodged within a division, the Committee on Ministry (Examinations) and the Committee on Preparation for Ministry report directly to the presbytery.)

II. PRESBYTERY'S COUNCIL:

Functions of the Council: (G-11.0103v) Council plans recommends, and coordinates the work and program of the presbytery ; provides for discussion and action upon the work and program of presbytery through careful preparation of the docket of presbytery meetings; and communicates and interprets the total ministry of the presbytery to its sessions.

Responsibilities of the Council:

1. Leads presbytery in setting broad, overall goals and priorities in conversation with the Evaluation and Long Planning Committee of the presbytery;
2. Demonstrates effective leadership through proposals and/or recommendations to the presbytery; divisions and committees regarding important issues/concerns study and/or considerations.
3. Serves as trustees and legal officers of the presbytery;
4. Handles matters directed to it by presbytery;
5. Approves proposed plans for presbytery meetings (including worship) and prepares/distributes the docket prior to each meeting of the presbytery.
6. Coordinates the program and mission of the presbytery.

7. Oversees personnel functions of presbytery through the Personnel Committee;
8. Coordinates the communications systems/functions of the presbytery;
9. Collaborates with the Evaluation and Long-Range Planning Committee for periodic reviews presbytery, its programs and mission;
10. Recommends annual mission budget and necessary revisions, monitors budget revenues and expenditures, takes corrective actions where appropriate and/or makes recommendations to presbytery upon advice of the Finance and Property Committee;
11. Promotes and assists with clustering as needed/directed.
12. Makes recommendations to presbytery regarding changes in the Standing Rules and Manual of Operations of the presbytery.

C. Composition of the Council:

Representatives from each division	3
Current Moderator of Presbytery	1
Current Vice-Moderator (Moderator Elect)	1
Immediate Past Moderator	1
Representatives from Presbytery Committees:	
Nominations Committee	1
Committee on Representation	1
Presbytery of New Hope Foundation	1
Evaluation & Long-Range Planning Committee	1
At Large Members:	
3 Classes of 3 Members Each	9
Representatives from Presbyterian Women	<u>1</u>
Total	20

(The Council may, at its discretion, appoint representatives of the Council to serve as its executive committee.)

- D. Committees of the Council:
 (Membership of the Council committees shall consist of Council members, plus other members co-opted as deemed necessary.)

1. Communications Committee:
 - a. Proposes and oversees communications systems of the presbytery;
 - b. Promotes interpretation of the mission and actions of the Presbyterian church (USA) within local congregations, presbytery, and worldwide.

2. Finance and Property Committee
 - a. Conducts an annual budget development process;
 - b. Submits an annual budget proposal for Council consideration which corresponds to presbytery priorities and planning.
 - c. Recommends budget revisions for Council consideration;
 - d. Recommends financial property and procedures;
 - e. Oversees management of presbytery funds, investments, retirements, debt retirement, and expenditures;
 - f. Considers and makes recommendations to Council regarding proposals from presbytery divisions, clusters/committees requiring financing from reserves, regular budget, or financial institutions;
 - g. Obtains an annual audit of presbytery funds, investments, and expenditures.
 - h. Reviews and advises on matters of encumbrance, purchase, or sale of congregational properties, camps, other presbytery properties/related matters;
 - I. Oversees the management of properties under direct control of the presbytery, including camps;
 - J. Reviews and recommends requests for program support of congregations;
 - k. Membership of this committee shall include one liaison member from each of the three divisions of the presbytery (for a total of three liaison members.)

3. Personnel Committee:
 - a. Proposes personnel policy for presbytery and assures compliance with the same;
 - b. Proposes performance review procedures for presbytery and camp staff (including exempt, support, and hourly personnel); assures that reviews are conducted according to established procedure; and conducts reviews for specified exempt positions;
 - c. Proposes salary schedules for all presbytery employees (upon recommendations of the appropriate supervisor) recommends standards of compensation and appropriate changes in same;
 - d. Consults with and advises appropriate entities and staff regarding personnel functions, standards, and dealing with sensitive matters.

4. Presbytery Meeting Planning Committee:
 - a. Receives all information, reports, communications, and recommendations relating to upcoming presbytery meetings;
 - b. Plans/Schedules the docket for called and stated meetings;
 - c. Plans and coordinates special orders for considerations at presbytery meetings;
 - d. Produces the docket for each meeting of presbytery in a timely fashion for mailing to all churches, members, and correspondents of the presbytery.
 - e. Plans the worship for each presbytery meeting, in conjunction with the local minister(s), session(s), and congregation(s).

DIVISIONS OF THE PRESBYTERY:

A. Division Operations:

1. Divisions should meet regularly, prior to the Council meeting which sets the docket for the next presbytery meeting. Divisions might consider meeting together in plenary for a meal, opening worship, and common information and discussion to be followed by breaking up into working subgroups, according to prescribed work plans and responsibilities. Each division should adopt its own working plan, procedures, and schedules appropriate for its particular tasks.
2. Divisions are encouraged to arrange their meetings at various locations around their meetings at various locations around the presbytery as possible, utilizing smaller churches where and when appropriate. coordination. Council may exercise the rights of advice and comment, but shall not have power of (dis) approval. All reports and recommendations from divisions shall be reported to presbytery for consideration and/or action, accompanied by any commentary from Council.
3. Reports and recommendations are reported to the Council for communication, commentary and coordination. Council may exercise the rights of advice and comment, but shall not have power of (dis)approval. All reports and recommendations from divisions shall be reported to presbytery for consideration and/or action, accompanied by any commentary from Council.
4. Divisions shall consult with the Finance and Property Committee of Council regarding any proposals which include funding and/or property concerns.

B. Divisions of the Presbytery:

(Except for areas in which the Book of Order requires an established committee, the following listings indicate areas of responsibility, and do not necessarily call for the existence of separate committees. Divisions shall be encouraged to work creatively with

task-oriented, cooperative, and cluster groups, establishing permanent committees only in those areas where tasks and continuing responsibilities warrant such permanence.)

1. Outreach Division:

The Outreach Division calls the presbytery to look beyond itself, and outwards to meet the varying needs of people in all kinds of settings and life situations.

a. Evangelism & Church Development:

These functions re-affirm presbytery's commitment to the basic Biblical tasks of Evangelism and spiritual growth; Through education, advocacy, and facilitation of events and programs, local churches and their members are called to reclaim and further develop themselves and their mission as the Body of Christ which calls others to shared faith. These basic elements of faith-formation undergird the "seeding" of new churches and the re-development of existing congregations.

b. Urban Ministries:

These functions provide support coordination, advocacy, and publicity of programs and ministries in urban areas of the presbytery.

PUCR (Presbyterian Urban Council of Raleigh)

DUC (Durham Urban Council)

Other:

c. World Witness:

Incorporating both Global Missions and Hunger programs, presbytery here affirms that people world hunger for food in various forms, physical spiritual, and other wise.

Global Missions

Hunger Programs

Self-Development of People

Partnership Relations

d. Social Concerns:

Local, national, and international issues such as peacemaking, social justice, and criminal justice call our presbytery to affirm that the Kingdom of God reaches out in both love and justice to all God's people, in many different settings and dilemmas.

e. Ministries in Higher Education:

Presbytery here assists in facilitating area campus ministries in advocacy and publicity for campus ministry, in coordination and publicity for the Theological Education Fund, and in maintaining relations with educational institutions.

2. Congregational Resourcing:

The Congregational Resourcing Divisions attempt to] ways and means for local congregations to do their mission. Presbytery acts through this division to provide

educational training and resourcing for a variety of needs to provide programming, support and advocacy, and c assistance as needed and possible.

a. Christian Education:

Christian Education covers a long list of helps, include functions as training events for lay leaders in many subjects, worship education and resources for local churches, T and coordinating resource centers, plus professional guidance and insights on educational matters. Presbytery here attempts to help Christians grow in their faith, understand it better, and articulate it to others.

b. Outdoor Ministry:

Through Outdoor Ministry, the presbytery attempts t stimulate and further faith development in people of all ages, taking special advantage of good fellowship, inspiring natural surroundings, and “change of pace” experiences. Calling upon the unselfish work of many devoted people, presbytery operates three campsites in the presbytery (in cooperation with Salem Presbytery).

c. Racial Ethnic Concerns:

Presbytery is made up of varieties of cultures, histories, and life perspectives. Being sensitive to differing and unique communities of people, insuring their inclusion in our common life, and meeting special needs and concerns that many arise are all ways in which presbytery exhibits the Body of Christ.

d. Presbyterian Women:

Long known to be an important factor in any congregation, the Presbyterian Women operate programs and missions that are significant to presbytery’s overall mission. Presbytery acts here to help in coordination of events, training, special projects, and on-going support.

e. Stewardship Education:

Presbyterians strongly believe that stewardship is not simply a matter of raising money, but it is the total picture of how we respond to the goodness of God in our individual and corporate lives. Presbytery must here address the question of how we as God’s people respond to and share the Good News in various forms, and furthermore, what the larger church and denomination are doing with God’s good gifts.

f. Special Interests and Constituent Groups:

Life takes many twists and turns as we live and grow in God’s love from year to year, and from generation to generation. Presbytery here attempts to unite people who may feel isolated due to life experiences and stages; to provide community, education, advocacy, resourcing, and programming for special needs. This

includes ministry with and for single persons, young people, older adults, women and men, and even small churches. This list is open-ended by design, and signifies presbytery's commitment to the needs of its people and groups who can too easily be overlooked.

3. Leadership Development:

Presbyterians place a high value on leaders and their place in church. Presbytery finds that its own health and well being is closely tied to that of its various leaders. The whole person must be cared for, and special attention must be paid to varying persons and situations. The presbytery here is called to be the pastor of its own leadership. (This division includes certain committees mandated by the Book of Order.)

- a. Committee on Ministry:
(See BOO: G-1 1.0500 for full text) New call system 1 implementation;
Triennial visits with Sessions;
Visits and consultations with Sessions and churches experiences difficulties;
Annual review of work if resident and non-resident clergy and educators of the Presbytery;
Oversight of supply and interim pastoral relationships;
Oversight of Certified Lay Preachers program
Provide pastoral care to all clergy, educators, Sessions, and congregations in the presbytery;
Review of sessional records
Other Book of Order Requirements.
- b. Examinations: (See BOC: G-14.0402) Presbytery is charged with advising candidates and conducting examinations as required by the Book of Order for ordination and reception as minister members of the presbytery.
- c. Committee on Preparation for Ministry:
(See BOO: G-14.0300)
Provide care, guidance, and oversight for all inquirers and candidates for the ordained ministry; Provide care, guidance, and oversight for all persons seeking certification as church educators or business administrators.
Other Book of Order Requirements.
- d. Care and development of Leaders: Provide professional development and continuing education for all ordained, certified, and lay leadership of the presbytery.
Provide for pastoral care of all leadership of the presbytery; Provide for the spiritual development of all leadership of the presbytery;
Provide orientation for all new church professionals; Provide retirement planning for those working towards that goal, and continuing care and involvement for those already

retired;
Assist and facilitate support and cluster groups among church professionals and lay
leaders;
Recruitment, training, evaluation, and oversight of all aspects of the Certified Lay
Preacher Program;
Provide continuing training and assistance for Clerks of Sessions, Treasurers,
Elders, Deacons, and other church officers as needed.
Other needs of various leaders as they arise and can be met by the presbytery.

**MANUAL OF OPERATION
THE PRESBYTERY OF NEW HOPE**

CHAPTER TWO: MEETINGS OF PRESBYTERY

201 TIME AND PLACE

- 201-1. Time
Stated Meetings shall be held four times each year, on Saturday in February and October and on Tuesday in April and July. The exact time and place will be set by presbytery. Called meetings may be held according to the Book of Order G-11.0201.
- 201-2. Place
All meetings of presbytery are held on a self-entertaining basis. Invitations for meetings are received by the Stated Clerk for referral to the appropriate committees. Geographical factors shall be considered in determining the places of meeting.

202 PRESBYTERY'S CALENDAR

- 202-1. The February Meeting
a. Vote on Amendments to *Book of Order*
b. Hold Annual Meeting of the Corporation
- 202-2. The April Meeting
a. Present the Program Audit
b. Share the Lord's Supper
- 202-3. The July Meeting
a. Present the Challenge Budget
b. Adopt the budget
c. Present the Financial Audit
- 202-4. The October Meeting
a. Hold Elections (Including Moderator and Vice-Moderator)
b. Share the Lord's Supper

203 MODERATOR

- 203-1. The Moderator presides at all meetings of presbytery for one year.
- 203-2. In case of the Moderator's absence, the Vice-Moderator presides.
- 203-3. The Moderator authenticates the records of the governing body and other documents within the sphere of that office, and serves as an ex-officio member of the council and the council's executive committee and publish a directory of information about these agencies.
- 203-4. The Moderator of each Division shall be selected from at-large members of that unit.
- Internal Committees of Divisions which are not listed (Sub-Committees, Commissions, and Task Forces, etc.) may be filled by a request to the Nominations Committee, by the Division, or at the discretion of Council, whichever is most appropriate and effective within the parameters of the Operational Procedures of the Presbytery in accordance with the *Book of Order*.

- 203-5. The Moderator and Vice-Moderator of Presbytery are elected at the October meeting. (The Vice-Moderator of the previous year may be elected as Moderator.)

Those elected Moderator of Presbytery shall not serve on any committee or commission of Presbytery except the Council.

204 STATED CLERK

- 204-1. Duties of the Stated Clerk
- a. Print and distribute minutes of presbytery
 - b. Print and distribute a digest of each presbytery meeting
 - c. Provide a handbook for each meeting of presbytery
 - d. Maintain a current membership of all presbytery agencies
 - e. Mail the docket to each Minister and Clerk of Session in sufficient number for distribution two weeks prior to the meeting

- 204-2. Minutes
- a. Minutes shall be distributed to each church
 - b. Minutes shall be approved during referral of communications
 - c. Minutes of commissions are to be included in the next stated meeting minutes after they are received by the Stated Clerk.

205 TREASURER

- 205-1. Duties of the Treasurer
- a. The Treasurer is responsible for providing all financial reports and for insuring that the financial policies and procedures of presbytery are followed.

206 SPECIAL COMMITTEES

Special committees shall be appointed by the Moderator only as needed and shall be understood as described in Roberts Rules of Order (latest edition.)

- 206-1. Overtures and Resolutions
A special committee may be appointed at a particular meeting by the Moderator to receive, review, and make recommendations concerning overtures and resolutions.

- 206-2. Attendance
A special committee may be appointed at a particular meeting by the Moderator to receive and report excuses for absences and shall report those without excuses.

207 NEW BUSINESS AND OVERTURES

- 207-1. New business shall be docketed at the time communications are acted upon. If new business is received after communications are acted upon, it shall be postponed until the next stated meeting.
- 207-2. To be acted upon, overtures must be in the hands of the Stated Clerk in time to be mailed with the docket.

208 COMMUNICATIONS AND VOTING

- 208-1. No written report distributed prior to the meeting of presbytery shall be read at the meeting of the governing body.

- 208-2. The shortest form of voting shall be used to expedite routine business.
- 208-3. Communications shall be referred by the Stated Clerk to the appropriate agency of presbytery. When the referral is questioned, the Stated Clerk shall summarize the content of the communication and ask presbytery to ratify or amend the decision.
- 208-4. Representatives to ecumenical groups shall report in writing.

209 COMMISSIONERS AND NON-COMMISSIONERS

- 209-1. Attendance is required of ministers and the elder commissioners elected by member churches according to the rules of the *Book of Order*.
- 209-2. Non-Commissioners who are present at the meeting of the governing body on official business shall automatically be given the privilege of the floor.
- 209-3. Excuses for absence shall be referred to the Committee on Attendance, which shall report to each presbytery meeting with appropriate recommendations.
- 209-4. The voting membership of the presbytery is composed of the ministers on the roll of presbytery and the elder commissioner elected by member churches according to the rules of the *Book of Order*. Corresponding membership may be extended to non-ordained staff of local churches and others at the discretion of the presbytery.
- 209-5. Visitors from member churches elsewhere are welcome to attend all meetings of presbytery, unless the presbytery declares an executive session.

210 WORSHIP OF THE GOVERNING BODY

- 210-1. The Docket Planning Committee shall coordinate worship along with the pastor of the host church and those preparing the agenda for each stated meeting of presbytery.
- 210-2. Ordinarily, the Lord's Supper shall be observed at the April and October meetings of presbytery.

211 SPEAKERS, SPECIAL ORDERS, AND PROGRAM ANNOUNCEMENTS

- 211-1. All requests for speakers or special orders at a presbytery meeting should be sent to the Stated Clerk no later than thirty days prior to the meeting and must be cleared through the council.
- 211-2. There shall be a maximum of two speakers or special orders per presbytery meeting.
- 211-3. All program announcements shall be written and distributed to the members of presbytery.

212 SPECIAL RULES

- 212-1. Each session shall send its annual statistical report to the Stated Clerk no later than January 15 each year.
- 212-2. Upon the event of the death of a minister member, the Moderator shall appoint a person to prepare a suitable memorial to be presented at the next stated meeting of presbytery.

- 212-3. Constituent churches shall notify the Stated Clerk of the death of any elder noting the name and the date of the death. These shall be placed on a memorial page to be published at the October meeting of the presbytery.(see Council minutes for 6-28-90.)

**MANUAL OF OPERATIONS
THE PRESBYTERY OF NEW HOPE**

CHAPTER THREE: PROCEDURES AND GUIDELINES

301 GUIDELINES FOR CHURCH HOSTING STATED MEETING OF PRESBYTERY

- 301-1. Churches and/or institutions hosting a Stated Meeting of presbytery shall consider the following as guidelines:
- a. Seating for at least 250 persons in one place
 - b. Ability to feed 250 persons at the church or within walking distance of the church.
 - c. Fellowship area for refreshments
 - d. Adequate restroom facilities
 - e. Meeting rooms for committees and small groups
 - f. Access to one or more telephones
 - g. An adequate public address system
 - h. Tables and space for registration; table for the Stated Clerk
 - i. Tables and space for materials which are to be distributed and for displays
 - j. A person to welcome presbytery and give any helpful information
 - k. Duplicating facilities to handle reports or other information generated by the meeting.
 - l. Childcare shall be arranged by the host church, with presbytery assuming expense of personnel.
 - m. That the presbytery of New Hope, at the office and at all meetings, make the effort to use only paper disposal products unless styrofoam and plastics recycling is available.

OPERATIONAL PROCEDURES OF THE NOMINATING COMMITTEE

- 302-1 The Nominating Committee, which is to be nominated by Presbytery's Council, shall be responsible for nominating persons to Presbytery for the following positions: (BO G- 9.0801)
- a. Moderator and Moderator-Elect
 - b. At-large members of the Council (BO G-9.0902a)
 - c. At-large members of the Divisions, including the Division Moderator (BO G-9.0801)
 - d. Members of all Committees of Council (BO G-9.0801)
 - e. Members of all Presbytery Committees except Nominations Committee (Ministry, Representation, etc.) (BO G-9.0902a, G-11.0302, G-11.0500)
 - f. Members of the Permanent Judicial Commission (BO G-9.0902a, D-5.0000)
 - g. Commissioners and Youth Advisory Delegates to the General Assembly (BO G-13.0102, G-11.0103d, G-11.0103t, D-4.000)
 - h. Commissioners and Youth Advisory Delegate to Synod (BO G-12.0101, G-11.0103t, B-11.0103.0)
 - i. Presbytery representatives to ecumenical boards and agencies (BO G-9.0801)
 - j. Others

- 302-2 The Moderators of each Ministry Division shall be selected from At-Large members of that Division.

Internal Committees of Division which are not listed (Sub-Committees, Commissions, and Task Forces, etc.) may be filled by a request to the Nomination Committee by the Division, or at the discretion of Council, whichever is most appropriate and effective within the parameters of the Operational Procedures of the Presbytery and in accordance with the *Book of Order*.

- 302-3 The Moderator and Moderator-Elect of Presbytery are elected at the Fall meeting. The Moderator-Elect of the previous year may be elected as Moderator. Those elected Moderator of Presbytery shall not serve on any committee or commission of Presbytery except Council.

302-4 The nominations process should ordinarily take place at the regular constituted meeting which includes meetings other than in person (teleconference, email, etc.) of the nominating Committee. This principle shall only be waived upon extraordinary circumstances and a vote of two-thirds of the Committee. This is to prevent perceived manipulation of nominations or an inadequate selection process which could undermine the integrity of the process.

- 302-5 The following principles shall guide the committee in the selection process:

- a. Except in unusual circumstances, no person shall serve in more than one elected position in Presbytery at the same time.
- b. Persons nominated should have experience, interest, or a particular expertise congruent with the position for which he/she is nominated.
- c. No person shall be chosen to serve on any entity of Presbytery in which he/she has vested interest.
- d. No member of the support or professional staff of Presbytery shall serve on any of Presbytery's entities, except in an advisory capacity.
- e. Care shall be taken to ensure as broad a representation as possible of the total constituency of Presbytery on its entities (BO G-4.0403).
- f. Persons shall be consulted as to their willingness to serve before being nominated.

- g. The Committee shall keep a current list of ministers and laypersons who have expressed an interest in serving in the Presbytery structure as a resource for their work. The Nominating Committee shall have a description of the responsibilities of each entity or position which it must fill.
- h. In nominating persons to particular responsibilities, the Nominating Committee shall observe with diligence the relevant provisions of the Form of Government.

303 SCHEDULE OF RESPONSIBILITIES

Committee Meeting

Aug/Sept

- A. Choose nominees for term vacancies. Fill unexpected vacancies.
- B. Review & select nominees for Principle and Alternate Commissioners to General Assembly.
- C. Review resource pool of persons and their willingness to serve on Presbytery committees.
- D. Nominate persons for Moderator and Moderator-Elect for Presbytery.
- E. Nominate persons for Moderator of Divisions.

Committee Meeting

Dec/January

- A. Select Moderator of Nominating Committee.
- B. Train new committee members.

Work Schedule

After Aug/Sept Committee Meeting

- A. Confirm willingness of those nominated to serve. Confirm all those nominated to serve regarding all vacancies.
- B. Contact & confirm Principle and Alternate Commissioners to General Assembly for the coming year. Gather biographical information on General Assembly Commissioners and Alternates.
Submit biographical information to Presbytery Office for all General Assembly Commissioners and Alternates. Prepare report of "Process of Electing Commissioners to General Assembly". (This includes a history of representation to General Assembly and a gender, racial ethnic profile of Presbytery to be distributed prior to General Assembly Commissioners election.)
- C. Contact churches for names of persons and their interests.
- D. Report information to the Moderator of the nominating committee. Immediately contact Moderator and give report on vacancies.
- E. Confirm willingness of those nominated to serve.
- F. Submit Committee report to Presbytery office.

At October Presbytery Meeting

- A. Nominate replacements for all unexpected vacancies.
- B. Nominate Commissioners, Alternates, and YAD to General Assembly.
- C. Nominate Moderator and Moderator-elect for Presbytery.

Work Schedule

After October Presbytery Meeting

- A. Notify all nominees of results of elections.
- B. G.A. Commissioners nominees will be informed of the remaining preparation for attending GA

- C. Establish meeting dates for next year.
- D. Compile list of Commissioners and alternates to Synod.
- E. Fill all unexpected vacancies.

March

- A. Conduct general review of Operations Manual
- B. Initiate process for increasing resource pool of names to fill term vacancies (call church and send cards).
- C. Fill unexpected vacancies.

May-June Meeting

- A. Continue to gather possible names to be placed in nomination for future vacancies.
- B. Fill unexpected vacancies.

After Dec/Jan Committee Meeting

- D. Contact and confirm Commissioners and alternates to Synod.
- E. Contact and confirm all nominees to fill vacancies
- F. Compile and submit report to Presbytery Office for docket.

At February Presbytery Meeting

- A. Nominate Commissioners and Alternates for Synod
- B. Nominate persons for all unexpected vacancies.

After March Committee Meeting

- B. Contact churches and pastors (including non-parish ministers) regarding term vacancies and General Assembly Commissioners (See 304.3)
- C. Contact persons nominated

At April Presbytery Meeting

- A. Nominate persons for all unexpected vacancies.

- B. Contact and confirm persons nominated.

At July Presbytery Meeting

- A. Explain process for filling term vacancies and for all nominees to General Assembly (304.2)
- B. Provide list of term vacancies and refer the Presbytery to the descriptions of the various Divisions, Committees, and Commissions listed in the Operations Manual of the Presbytery

SYSTEM FOR THE NOMINATION AND ELECTION OF COMMISSIONERS AND ALTERNATE COMMISSIONERS TO THE GENERAL ASSEMBLY

304-1 The Nominations committee, in considering persons suggested to the committee as well as those identified by the Committee itself, will use the following criteria in choosing ministers and elders to be placed in nomination: (BO G-13.0102, G-11.0103T)

- a. Elders have active commitment and involvement in the work of governing bodies.
- b. Knowledge of governing body issues and skills in procedures as shown in their functioning in church governing bodies.
- c. Willingness to accept the responsibilities involved i.e. attendance at presbytery meetings, attendance and participation at the Assembly, effective reporting to the Presbytery.

304.2 Considerations that will be used to further narrow the selection after the criteria are met:

- a. A sequence list for ministers and churches showing years of most recent participation in the General Assembly.
- b. As far as possible, the Commissioners should represent the diversity of Presbytery with regard to age, sex, race, geographical area, and size of congregation.
- c. Ordinarily, the committee will not place in nomination two Commissioners or alternate Commissioners from the same church the same year.
- d. The committee may nominate as commissioners those who have served as Alternate Commissioners the prior year.

304.3 The process of nominating and election:

- a. Beginning with the April meeting of the Presbytery of New Hope, the nominating committee will actively solicit from Sessions and Ministers, including non-parish, suggestions for commissioners and Alternate Commissioners to the General Assembly.

A sequence list of the churches showing the years a member of that church was a Commissioner to the General Assembly will be provided. A sequence list of ministers showing the previous service year each was a commissioner to the General Assembly will be provided as a part of this solicitation.

- b. September 1st will be the deadline for suggesting ministers and elders to the Nominating Committee. These suggestions must be accompanied by written biographical data and service information on each person suggested.
- c. At the Fall meeting of Presbytery, the Nominating Committee will place in nomination three minister and three elder principals and three minister alternates and three elder alternates. Further nominations will be accepted from the floor provided the nominees have consented.
 1. Nominees who are present will be introduced to the Presbytery.
 2. Distribute a history of representation to General Assembly and a gender, racial ethnic profile of Presbytery to be distributed prior to General Assembly Commissioners election.
 3. When the need arises to replace a commissioner to General Assembly, an alternate will be selected observing the principles of representation as nearly as possible.

BOOK OF ORDER REFERENCES

G-9.0801 a) Each Presbytery and synod shall elect a nominating committee broadly representative of the member churches of the presbytery or presbyteries, Committee with a membership of one third ministers of the Word and Sacrament, one third laywomen, and one third laymen. The nominating committee shall consist of three classes, each serving for a three-year term except where initial classes of one- and two-year terms are necessary to establish regular rotation.

Responsibility b) The nominating committee shall nominate persons to fill all vacancies on continuing committees (except the nominating committee), councils, boards, and other bodies that require election by the presbytery or synod. Consideration shall be given to the nomination of equal numbers of ministers of the Word and Sacrament, laymen, and laywomen (i.e. one third each), except that women elders and men elders shall be nominated to the committee on ministry to which presbytery functions may be delegated.(G-11.0501, G-12.0102d , G-13.0111, G-13.0202.

Relevantc) In nominating persons to particular responsibilities the nominating provisionscommittee shall observe the relevant provisions of G-6.0106, G9.0104, G-11.0103d, G-11.0302, G-12.0102d, G-13.0108, and G-13.0202.

G-9.0902a a. In the Presbytery
A council for the coordination of mission and program (G-11.0103v)
Committee on Representation (G-9.0105, G-11.0302)
Committee on Ministry (G-11.0500, g-14.0502)
Committee on Preparation for Ministry (G-14.03000)
Nominating Committee (G-9.0800, G-11.0103w)
Permanent Judicial Commission (D-5.0000)

G-11.0302 The Presbytery's committee on representation shall advise presbytery's nominating committee of any need for nominations in particular categories needing increased representation and shall regularly inform the presbytery of its progress toward fair representation of the categories of persons listed in G-4.0403.

G-11.0500 a) The Presbytery shall elect a committee on ministry to serve as pastor and counselor to the ministers of the presbytery, to facilitate the relations between congregations, ministers, and the presbytery, and to settle difficulties on behalf of presbytery when possible.
b) This committee shall consist of equal numbers of elders and ministers with a membership of at least six. Its quorum shall be set by the presbytery and shall be at least a majority of the membership of the committee. Membership shall be for a term of three years and replacement of a member whose term has not expired shall be for the remainder of that term. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.

D-5.0000 The General Assembly, each synod, and each presbytery shall elect a permanent judicial commission from the ministers and elders subject to its jurisdiction. Each commission shall be composed of ministers and elders in numbers as nearly equal as possible. When the commission consists of an odd number of members, the additional member may be either a minister or an elder. The presbytery commission shall be composed of no fewer than seven members, with no more than one of its members form any one of its constituent churches.

The terms of each member of a permanent judicial commission shall be six years.

In synods and presbyteries, commissioners shall be elected in three classes, with no more than one half of the members to be in one class.

No person who has served on a permanent judicial commission for a full term of six years shall be eligible for reelection until four years have elapsed after the expired six-year term. No person shall serve on more than one permanent judicial commission at the same time.

G-13.0102 The General Assembly shall consist of equal numbers of elders and ministers from each presbytery in the following proportion. Each presbytery consisting of more than 10,000 members shall elect one elder and one minister for each 10,000 or for each additional fraction of members not less than 5,000, and these persons, so elected, shall be called commissioners to the General Assembly.

G-11.0103d To implement, consistent with G-90104, the principles of participation, inclusiveness, and affirmative action in employing its personnel and in establishing the membership of its committees, councils, boards, and other policy-making and policy-recommending bodies, in order to assure fair representation in its decision making and in the election of commissioners to synod and the General assembly. Its committee on Representation shall report directly to the presbytery, and shall be empowered to make recommendations to correct situations of unbalanced representation, including the recommendation that the nominating committee reconsider its nominations.

G-11.0103t To maintain regular and continuing relationship to the higher governing bodies of the church, including:

- 1) Electing commissioners to the synod and to the General Assembly and receiving their reports.
- 2) seeing that the orders of higher governing bodies are observed and carried out.
- 3) proposing to the synod or the General Assembly such measures as may be of common concern to the mission of the whole church

G-12.0101 Synod is the unit of the church's life and mission which consists of not fewer than three presbyteries within a specific geographic region. When a synod meets it shall be composed of commissioners elected by the presbyteries. The synod shall determine, with the consent of a majority of its presbyteries, the basis of election and the ratio of commissioners to members represented in the presbyteries, as well as its method to fulfill the principles of participation and representation found in G-9.01104 and G.9.0105. The commissioners from each presbytery shall be divided equally between elders and ministers of the Word and Sacrament. Each person elected moderator shall be enrolled as a member of the synod until a successor is elected and installed, and then shall be enrolled as a corresponding member of the synod.

G-11.0103.0 To establish a relationship and to dissolve it at the request of one or both of the parties, or when it finds that the church's mission under the Word imperatively demands it.

G-4.0403 The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (Married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church (G-9.0104f).

**COMMITTEES OF THE PRESBYTERY
OF
NEW HOPE**

Council:

- Meets: 4th Thursday in the Following months: January, March, May, June, August, September, November, December
- Time: 2:00 - 5 PM
- Duties:
 1. coordinates the work of the Presbytery and implements actions of the Presbytery
 2. planning of governing body meetings
 3. oversight of office and staff
 4. serves as Board of Trustees for Presbytery Corporation

COUNCIL COMMITTEES:

Finance and Property:

- Meets: Quarterly
- Time: Weekday/evening
- Duties:
 1. develop and implement Presbytery budget process
 2. monitor Presbytery budget
 3. develop church benevolence askings

Personnel:

- Meets: As needed
- Time: Morning
- Duties:
 1. develop personnel policies
 2. provide for the performance of Presbytery Staff

Communication:

- Meets: Quarterly
- Time: Saturday mornings
- Duties:
 1. develop communication links between churches and Presbytery through newsletters, inserts, etc.

Organizational Review:

- Meets: Quarterly
- Time: Weekday/evening
- Duties:
 1. responsible for developing and implementing a process for an ongoing evaluation of the Presbytery structure.

LEADERSHIP DIVISION

Committee on Ministry:

- Meets: Monthly on the 2nd Wednesday
- Time: Begins at 9:30 AM through 12 Noon.
- Duties:
 1. duties given to the Committee by the Book of Order G-6.0100
 2. tri-annual visits to churches, and visits when needed to congregations experiencing difficulties, and to non-resident ministers on roll.
 3. annual review of ministers, etc.

Examinations Committee:

- Meets: Monthly on the 2nd Tuesday
- Time: Depends on the number of people being examined
- Duties:
 1. Conducts examinations for all ministers and candidates desiring to become members of the presbytery.

Preparation for Ministry Committee:

- Meets: First Thursday of each month
- Time: 9:30 a.m. to 4 p.m.
- Duties:
 1. carry out responsibilities identified in Book of Order
 2. provide care, guidance and oversight of inquirers & candidates who are preparing to enter the ordained ministry/Christian educators

COMMITTEE ON MINISTRY - SUB-COMMITTEE:

Commissioned Lay Pastors:

- Meets: Second Wednesday
- Time: 9:30 a.m.
- Duties:
 1. manage the CLP program
 2. train CLP's
 3. conduct certification and evaluations of CLP's

CONGREGATIONAL MINISTRIES:

Growing Together:

- Meets: monthly on a weekday morning
- Time: meetings last approximately 2 hours
- Duties:
 1. Plans and carries out Growing Together

Resource Center:

- Meets: when needed
- Time: week day morning
- Duties: sets policy

Youth Ministries:

- Meets:
 1. All day/one day in March and one Saturday in June.
 2. two weekend planning retreats in January & August
 3. 4 weekend youth retreats/rallies a year in October, November, April and May
- Duties:
 1. Plans and facilitates 4 youth retreats/rallies a year.
 2. selects and trains a 30-40 person youth council.

S.T.A.R.T.:

- Meets: Twice a year
- Time: Week days in the Fall
- Duties: Plans and Carries out S.T.A.R.T.

Racial Ethnic Committee:

- Meets: Monthly in RTP
- Time: 11:30 am - 1:30 pm
- Duties:
 1. Plans the celebration of Diversity

Duties: Stewardship Education Committee:

- Meets: Once a month
- Time: Weekday/afternoon
- Duties:
 1. develop stewardship education opportunities for churches in the Presbytery
 2. interpret Presbytery, General Assembly, and Synod programs

Older Adults::

- Meets: Once a month
- Time: Week day afternoon
- Duties: To promote older adult programs in the Presbytery

OUTREACH MINISTRIES:

Church Development & Evangelism:

- Meets: Quarterly on a Tuesday
- Time: 2:00 p.m.
- Duties:
 1. identifies a variety of approaches to evangelism
 2. develops strategies and communicates ways churches may train for and promote ongoing education.
 3. establish new congregations and the redevelopment of existing churches
 4. provides training in membership growth, and in redevelopment goals and strategies

Ministries of Mission:

- Meets: Monthly
- Time: 10:00 a.m. - 12:00 noon
- Duties:
 1. keeps on forefront of issues relating to global missions in the church
 2. facilitates initiation of missionaries and internationals among our church
 3. promotes materials that are available for study during the Witness Season as well as the purchasing of curriculum materials and Witness Offerings in February each year.

Campus Ministry

- Meets: Bi-monthly on the second Wednesday
- Time: 10:00 a.m. - 12 Noon
- Duties:
 1. coordinates support of five (5) campus ministries (ECU, NCCU, UNC, Duke, and Ecumenical Ministry NCCU)
 2. provides policy and program leadership and support for individual campus chaplains

Self-Development of People:

- Meets:
- Time:
- Duties:

OTHER COMMITTEES:

Nominating Committee:

- Meets: September, November, January, March, May or June
- Time: Meeting starts at 10:00 a.m. and is approximately 6 hours
- Duties:
 1. nominate all committee members, unit members and moderators
 2. nominate commissioners to General Assembly and Synod meetings

Committee on Representation:

- Meets: quarterly on Saturday
- Time: meeting starts at 10 a.m. and ends at Noon
- Duties:
 1. carries out duties described in the Book of Order
 2. Reviews work of Presbytery and its committees to see that the principle of inclusiveness is followed
 3. assists in recruitment of leadership representatives of the Presbytery

New Hope Foundation:

- Meets:
- Time:
- Duties:

Permanent Judicial Committee:

- Meets:
- Time:
- Duties: