

THE STANDING RULES
FOR
THE PRESBYTERY OF
WESTERN NORTH CAROLINA



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TABLE OF CONTENTS

I.	Presbytery	1
II.	Officers of Presbytery	1-2
III.	Meeting of Presbytery	2-3
	Stated and Special	2
	Meeting and Invitations	2
	Docket	2
	Rules of Procedure	3
	Attendance and Voting	3
	Quorum	3
	Corresponding Members and Visitors	3
IV.	Presbytery Coordinating Council	4-5
	Purpose	4
	Membership	4
	Voting Members	
	Non-Voting Members	
	Functions	4-5
V.	Committees and Sub-Committees	5-7
VI.	Descriptions of Committees and Sub-Committees	7-18
	Representation Division	7-8
	Committee on Representation	7-8
	Ministry Division	8-10
	Committee on Ministry	8
	Examinations Sub-Committee	8
	Validated Ministries Sub-Committee	8
	Non-Installed Pastors Sub-Committee	9
	Commissioned Lay Pastors Sub-Committee	9-10
	Care of Church Professionals Sub-Committee	10
	Committee on Preparation for Ministry	10
	Outreach Division	10-12
	Peace and Justice Committee	10
	Hunger Committee	11
	Missions Committee	11
	Campus Mission Committee	11-12
	Self-Development of People	12
	Evangelism Division	12-13
	Evangelism Committee	12
	New Church Development Sub-Committee	12
	Church Transformation Committee	13
	Support Division	13-14

Smaller Membership Churches Committee	13
Stewardship Committee	13-14
Discipleship Division	14-15
Youth Ministries Committee	14
Christian Education Committee	14
School for the Laity Committee	14-15
Administration Division	15-16
Budget & Finance Committee	15
Property & Equipment Sub-Committee	15
Personnel Committee	16
Strategic Goals Committee	16
Communications Committee	16
Special Division	16-18
Permanent Judicial Commission	16
Nominating Committee	16-17
Joint Outdoor Ministries	17-18
VI. Presbytery Staff	18
VII. Amendment	18

STANDING RULES OF THE PRESBYTERY OF WESTERN NORTH CAROLINA

I. PRESBYTERY

- A. Name. The Presbytery shall be known as the Presbytery of Western North Carolina.
- B. Constitution. The Presbytery shall always operate in compliance with the provisions of the Constitution (*Book of Confessions* and *Book of Order*) of the Presbyterian Church (USA). It shall have the right to adopt Standing Rules (bylaws) that are in harmony with that Constitution.
- C. Relationship to Higher Governing Bodies. The Presbytery is subject to the Synod of the Mid-Atlantic and the General Assembly of the Presbyterian Church (USA), as provided in the Constitution of the Presbyterian Church (USA).
- D. Geographical Area. The geographical jurisdiction of the Presbytery includes the 23 counties of: Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, and Yancey. The Presbytery shall be divided into clusters, which may serve as units for pastoral care, training, worship, and other useful purposes.
- E. Incorporation. The Presbytery of Western North Carolina is incorporated as a not-for-profit corporation according to the laws of the State of North Carolina. The Presbytery of Western North Carolina and the Presbytery of Western North Carolina Corporation shall meet at the same time and place, and in the announcement of the meeting, “Presbytery of Western North Carolina” shall designate both its functions.
- F. Members. All enrolled Ministers of Word and Sacrament, as certified by the Stated Clerk, shall be members of the Presbytery.

II. OFFICERS OF PRESBYTERY

- A. The Officers of the Presbytery shall be the Moderator, Vice-Moderator (Moderator-elect), Stated Clerk, and Treasurer.
- B. Moderator’s Election and Term. Each year at the third stated meeting of Presbytery, the Coordinating Council of Presbytery shall present a nomination for Vice-Moderator (Moderator-elect). The name of the nominee will be announced in the docket packet mailed prior to the meeting and will be placed in nomination at the meeting. The Vice-Moderator (Moderator-elect) shall take office on January 1 following his or her election. On the next January 1 the Vice-Moderator shall become the Moderator, being formally recognized at the next stated meeting of the Presbytery. The Moderator shall serve in that office for one year, or until his/her successor takes office.
- C. Moderator’s Duties. The Moderator shall preside at all meetings of Presbytery and perform all the duties prescribed in the *Book of Order*.

- D. Vice-Moderator's Duties. The Vice-Moderator (Moderator-elect) shall carry out the Moderator's duties when so requested by the Moderator, or when deemed necessary by the Coordinating Council.
- E. Stated Clerk's Duties. The Stated Clerk shall be elected by the Presbytery and serve the Presbytery as its constitutional officer. The Stated Clerk shall perform those duties and functions prescribed in the *Book of Order* and those agreed upon by the Coordinating Council. He or she shall annually arrange for the records of all Sessions to be reviewed. Subject to the approval of the Coordinating Council, the Stated Clerk may appoint an Assistant Stated Clerk, whose term of service shall be the same as the Stated Clerk's. Should an investigating committee be necessary, the Stated Clerk and the chairs of the Coordinating Council and the Committee on Ministry shall together appoint one, following the "Rules of Discipline" in the *Book of Order*. The Stated Clerk shall be elected for a term set by Presbytery, and is eligible to be re-elected.
- F. Treasurer's Duties. The Treasurer shall be elected by Presbytery and have oversight of the finances of Presbytery and is responsible for ensuring that the financial policies and procedures of Presbytery are followed. The Treasurer shall receive and disburse the funds of Presbytery as authorized, keep detailed account of all receipts and disbursements and report them to Coordinating Council at each of its meetings and to Presbytery annually, and work with any financial campaign approved by Presbytery. The Treasurer shall be elected for a term set by Presbytery, and is eligible to be re-elected.

III. MEETINGS OF PRESBYTERY

- A. Stated and Special Meetings. The Presbytery of Western North Carolina shall hold four stated meetings each year, some of which may be a part of celebrative events. Time and place shall be set by the Coordinating Council. In the scheduling of meetings, consideration shall be given to varied geographical locations throughout Presbytery and to work patterns of participants in the meetings. When necessary, special meetings shall be called by the Moderator as provided by the *Book of Order* (G-11.0201).
- B. Meetings and Invitations. Invitations to host meetings shall be received and acted on by the Coordinating Council.
- C. Docket. The Moderator and the Stated Clerk shall together prepare the proposed docket for each meeting of Presbytery, which shall be approved by the Coordinating Council. Copies of the proposed docket shall be sent electronically or be mailed to all ministers, clerks of sessions, and others as requested at least ten days before each meeting. There shall be a worship service during each meeting that shall include the celebration of the Sacrament of the Lord's Supper. If circumstances permit, the pastor and session of the host church shall participate in this worship service. Memorials to church professionals and elders who have died in the preceding twelve months shall be included in the worship service of one stated meeting each year.
- D. In order to ensure fairness and access to all necessary information, any new business to be dealt with at a Presbytery meeting, not arising from a Presbytery committee, shall be submitted to the Stated Clerk for inclusion in the packet no later than thirty days before the scheduled meeting of Presbytery. By a two-thirds affirmative vote, however, Presbytery may decide to consider other new urgent business, if brought to the Stated Clerk before 10:00 a.m. on the day of the Presbytery meeting,

which new business shall be referred to the Bills and Overtures Committee for report later in that meeting.

- E. There shall be no distribution of materials at Presbytery meetings without prior approval from the Coordinating Council.
- F. Rules of Procedure. The rules that shall govern all the transactions of business in all meetings of Presbytery shall be in accordance with the Constitution of the Presbyterian Church (USA), these Standing Rules (bylaws), and the most recent edition of Roberts Rules of Order, Newly Revised.
- G. Attendance and Voting. Each minister shall attend each stated meeting of Presbytery, and each congregation shall, in accord with the *Book of Order* (G-11.0101), be represented by one or more elders at each stated meeting. Honorably retired ministers shall be welcome at all meetings, but their necessary non-attendance shall be excused. To ensure approximate parity in numbers between elder and minister commissioners:
1. All members of the Coordinating Council shall have voice and vote (if elders).
 2. All committee and sub-committee moderators shall have voice and vote (if elders).
 3. All Commissioned Lay Pastors shall have voice and vote.
 4. All Certified Christian Educators, Certified Associate Christian Educators, and, in addition, other Christian Educators who have
 - earned at least a bachelor's degree (or its equivalent),
 - is serving in one or more educational ministries under the jurisdiction of a Presbytery (or one of its Sessions) for a minimum of two (2) years, and
 - been examined and recommended to Presbytery by the Christian Education Committee.shall have voice and (if elders) vote, provided that these privileges shall end, pursuant to BO: G-14.730.b., when such persons are no longer serving in an educational ministry under the jurisdiction of the Presbytery (or one of its Sessions).
 5. All elder commissioners to the Synod Assembly and to the General Assembly shall have voice and vote as long as their terms last.
 6. All exempt staff of Presbytery shall have voice.
 7. All racial/ethnic congregations and other congregations designated by the Coordinating Council shall elect an additional elder commissioner.
- Only ministers who are active members and members-at-large of Presbytery, as defined by the *Book of Order*, shall have voice and vote.
- H. The quorum for stated meetings of Presbytery shall be at least fifty commissioners, including twenty ministers and elders commissioned by at least twenty sessions. The quorum for special meetings shall be as provided in the *Book of Order* (G-11.0202).
- I. Corresponding Members and Visitors. The Presbytery may give voice but not vote to any of the following:
- Official representatives from the Synod or the General Assembly.
 - Ministers or elders from another Presbytery, a Reformed Church in communion with the Presbyterian Church (USA), or any other Christian church.
- Other visitors are welcome to attend as observers, unless the Presbytery, for good reason, votes to go into executive session.

IV. PRESBYTERY COORDINATING COUNCIL

A. Purpose. The Coordinating Council shall ensure that the priorities of Presbytery are carried out by the committees, and other units, as well as the staff of Presbytery, and that these priorities are reflected in the Presbytery budget. It shall coordinate the many parts of Presbytery to contribute to the life and witness for Christ of the whole Church. It shall foster positive attitudes within the Presbytery and encourage its members to engage in regular prayer regarding the mission of the Presbytery of Western North Carolina, the Synod of Mid-Atlantic, the General Assembly and the whole Presbyterian Church (USA). The Coordinating Council is the servant of Presbytery and has only those powers provided by these Standing Rules or authorized by Presbytery.

B. Membership. The Coordinating Council shall be composed as follows:

Voting Members

1. Immediate Past Moderator*
2. Moderator
- 3-9. Representatives/Communicators from the Divisions of Representation, Ministry, Outreach, Evangelism, Support, Discipleship, and Administration.**
10. Moderator, Presbyterian Women
- 11-16. At-Large Members.***

*This experienced presbyter shall serve as chair whenever possible. The Council shall also elect a vice-chair to preside in the chair's absence.

**These representatives shall be from one of the committees or sub-committees (or, if appropriate, be a designated coordinator not from one of the committees or sub-committees) in the division (but not necessarily be the moderator). They shall be selected by the Nominating Committee, and confirmed by Presbytery, for three year terms (staggered). Persons can be nominated for an additional three-year term, but must then lay out for one year before being eligible again. Prior to each Council meeting, the representatives shall confer with the moderator of each committee and sub-committee in that division to learn what matters need to be brought up at Council.

***Selected by Nominating Committee and elected by Presbytery for three year terms (staggered) to ensure racial-ethnic representation, as well as both experience and geographical distribution.

Non-Voting Members

1. Vice-Moderator (Moderator-elect)
2. General Presbyter
3. Other Presbytery Staff chosen by the General Presbyter
4. Stated Clerk
5. Treasurer*
6. One Commissioner to the Synod Assembly
7. One Representative from the Joint Outdoor Ministries Committee
(*At its discretion, the Council may annually grant voting privileges to the Treasurer.)

C. Functions. The Coordinating Council shall have the following responsibilities:

1. To coordinate the mission and the programs of Presbytery.
2. To approve the proposed annual budget prepared by the Budget and Finance Committee, ensuring that Presbytery's priorities are reflected therein, for submission to Presbytery; and to make adjustments to the budget approved by Presbytery, provided that such are reported to the next meeting of Presbytery.

3. To refer work to, and to hear recommendations from, the committees and other units of Presbytery.
4. To approve the proposed docket for the Presbytery meetings prepared by the Moderator and the Stated Clerk.
5. To serve as the Board of Trustees of the Presbytery Corporation, with the right to designate some of their members to exercise that responsibility on behalf of the Council.
6. To consider requests from congregations regarding the exercise of their property rights under G-8.0500 in the *Book of Order*, and recommend appropriate actions to Presbytery.
7. To recommend persons for the Nominating Committee of Presbytery, and for the offices of Vice-Moderator (Moderator-elect) and Moderator, if necessary.
8. To approve the appointment of persons by the Nominating Committee to fill vacancies on committees in cases of emergency (subject to ratification by Presbytery).
9. To act as a hearing board in matters which may be appealed from the Personnel Committee.
10. To refer actions of the General Assembly and Synod to committees for study and interpretation.
11. To keep Presbytery informed of its work through reports at each meeting.
12. To review Presbytery's fulfillment of its responsibilities listed in the *Book of Order* (G-11.0103).
13. Between meetings of Presbytery, to act on behalf of Presbytery in urgent matters by a two-thirds majority vote, provided that a full report of such action is given to Presbytery at its next meeting.

V. GENERAL REGULATIONS FOR COMMITTEES & SUB-COMMITTEES

- A. The Presbytery shall have the following committees and sub-committees (grouped for reference purposes in divisions):

REPRESENTATION DIVISION

Committee on Representation
Racial/Ethnic Sub-Committee

MINISTRY DIVISION

Committee on Ministry
Examinations Sub-Committee
Validated Ministries Sub-Committee
Non-Installed Pastors Sub-Committee
Commissioned Lay Pastors Sub-Committee
Care of Church Professionals Sub-Committee
Committee on Preparation for Ministry

OUTREACH DIVISION

Peace and Justice Committee
Hunger Committee
Missions Committee
Campus Mission Committee
Self-Development of People Committee

EVANGELISM DIVISION

Evangelism Committee
New Church Development
Sub-Committee
Church Transformation
Committee

SUPPORT DIVISION

Smaller Membership Churches
Committee
Stewardship Committee

DISCIPLESHIP DIVISION

Youth Ministries Committee
Christian Education Committee
School for the Laity Committee

ADMINISTRATION DIVISION

Budget & Finance Committee
Property and Equipment Sub-Committee
Personnel Committee

Strategic Goals Committee
Communications Committee

Nominating Committee
Joint Outdoor Ministries Committee

SPECIAL DIVISION

Permanent Judicial Commission

- B. All committees and sub-committees shall, unless required otherwise by the *Book of Order*, have:
a number of members divisible by three (e.g. 3, 6, 9, & 12),
members elected for three-year terms,
three classes of members of approximately equal size
Such members may be re-elected for a full or partial term, but cannot serve on the same committee or sub-committee more than six consecutive years - - and must lay out for at least one year before serving again on the same committee or sub-committee.
- C. Committees shall make regular reports through their representatives to the Coordinating Council of their activities and accomplishments. Committee recommendations for action shall be placed on the docket for Presbytery meetings. The Council shall have the right to offer advice to Presbytery concerning committee recommendations.
- D. Committees shall develop and implement plans and programs that carry out their goals as adopted by Presbytery and evaluate and report to Presbytery their activities annually. Many committees may need to meet as a whole only a few times a year, with sub-committees working on specific tasks during the rest of the time. Committees may also meet by telephone conference, emails, or other suitable methods.
- E. Committees shall be encouraged to be creative and to explore new avenues of ministry within the context of accountability to the Coordinating Council
- F. Committees shall annually submit their budget requests to the Budget and Finance Committee. They shall carry out their responsibilities within the approved budgets, unless an overrun is approved in advance by the Coordinating Council.
- G. Committee members shall be nominated by the Nominating Committee and elected by the Presbytery. Normally, at least half of the membership of a committee or sub-committee shall be laypersons.
- H. Ordinarily, a person may serve on only one Presbytery committee at the same time. More than one representative of any one church shall not be on the same Presbytery committee at the same time (except that congregations having more than two hundred members may have more than one representative on the same committee). Committee moderators will contact any committee member after three meetings in a year have been missed (without a reasonable excuse approved by the committee) and inquire as to their ability and willingness to serve at this time, and will advise the committee member that a further unexcused absence will result in removal from the committee. It will be the responsibility of the committee moderator to inform the Nominating Committee when members have missed half of the committee meetings; and the Nominating Committee shall replace such members as soon as possible.

- I. Terms of office for committee moderators shall be one year, with no moderator serving more than two consecutive terms. Each committee moderator shall be nominated specifically for that position by the Nominating Committee, but still be one of the total membership of the committee.
- J. Each committee may co-opt additional members as desired, who shall have voice but no vote in the committee deliberations.
- K. Committees are encouraged to suggest to the Nominating Committee suitable persons for new members and new moderators.
- L. Each committee may, on its own initiative, create one or more on-going working groups for long-term projects or temporary task forces for specific short-term projects. Both working groups and task forces will report to the creating committee. When a task force has completed its assignment, it shall cease to exist. The membership and a statement of purpose of all working groups or task forces shall be reported to the Coordinating Council within a month after their formation.
- M. Each committee shall keep accurate minutes and copies of all committee minutes should be submitted to the Stated Clerk.
- N. The quorum for each committee shall be a majority of its members.
- O. Sub-committees shall comply, as far as possible or desirable, with all the above regulations (A-N), and shall report to the Council through their committees.

VI. DESCRIPTIONS OF COMMITTEES & SUB-COMMITTEES

A. REPRESENTATION DIVISION

Committee on Representation

As described in the *Book of Order* (G-9.0105.b), the principal function of the Committee on Representation shall be to advise Presbytery with respect to its membership and that of its committees and other units in implementing the principles of participation and inclusiveness, ensuring fair and effective representation in their decision making. In carrying out this charge, the Committee on Representation shall serve as a resource for the Nominating Committee. Specifically, the committee shall have the following duties:

1. To advocate representation of racial/ethnic members, women, varied age groups including youth, persons with disabilities, as well as persons from small membership churches and all geographical areas for Presbytery.
2. To review the performance of Presbytery in these matters, and report to Presbytery annually on results of the previous year and make recommendations for any needed corrective action.
3. To determine achievable representation and discover potential racial/ethnic nominees for committees and other units in consultation with racial/ethnic constituencies, sessions and the Nominating Committee.
4. To advise the Presbytery on the employment of personnel in accordance with the principles of participation and representation in conformity with a church-wide plan for equal employment opportunity (G-13.0201.b and G-4.0403).
5. To assist and monitor the related working groups (or task forces), e.g. Presbytery-level Women of Color and the African-American Advisory Group.

6. To encourage racial/ethnic congregations in their mission, heritage preservation and ministry.
7. To promote appreciation and understanding of the uniqueness of individuals and groups with different gifts and cultural backgrounds.

The membership of this committee is specified in the *Book of Order* (G-9.0105.a). Exceptions to these requirements shall be allowed by the Presbytery only if it is unable to secure the participation or representation of the necessary persons. This fact shall be made a part of the official record of the Presbytery. The committee's membership shall, whenever possible, consist of twelve persons, including African-Americans, Native Americans, Hispanic Americans, Asian Americans and European Americans, as well as those with disabilities.

The committee shall consist of: Equal numbers of men and women. A majority of the members shall be selected from the racial ethnic groups (such as Presbyterians of African, Hispanic, and Asian descent and Native Americans within the governing body, and the total membership shall include persons from each of the following categories: majority male membership; majority female membership; racial ethnic male membership; racial ethnic female membership; youth male and female membership; persons with disabilities. Total number of members on committee shall be 12.

B. MINISTRY DIVISION

Committee on Ministry

The Committee on Ministry (COM) shall serve as pastor and counselor to the ministers of Presbytery; facilitate relations between Presbytery and its congregations, ministers, Certified Christian Educators, and Commissioned Lay Pastors; and settle difficulties on behalf of Presbytery when possible and expedient. It shall perform its duties as described in the *Book of Order* (G-11.0500) and elsewhere, and any other responsibilities assigned by Presbytery. In addition, the COM shall give care and oversight to all persons exercising validated ministries, and recommend to Presbytery minimum terms of calls for ministers and educators.

The COM shall coordinate the work of the Examinations Sub-Committee, the Validated Ministries Sub-Committee, the Non-Installed Pastors Sub-Committee, the Commissioned Lay Pastors Sub-Committee, and the Care of Church Professionals Sub-Committee. The moderators of all five sub-committees and the moderator of the Committee on Preparation for Ministry (CPM) shall have the right to meet with and advise the COM, but have no vote. The COM shall consist of twenty-four members, meeting all requirements of the *Book of Order*.

Examinations Sub-Committee

The Examinations Sub-Committee shall examine each minister or candidate who seeks membership in Presbytery as prescribed by *Book of Order* G-11.0402, and make recommendations to the COM. The sub-committee shall have nine members, at least one of whom is currently on the COM.

Validated Ministries Sub-Committee

The Validated Ministries Sub-Committee makes recommendations to the COM whether or not to validate ministries serving beyond the jurisdiction of the PCUSA (G-11.0407, G-11.0411), or that of retired ministers engaged in a ministry not connected with a governing body. The sub-committee shall have six members including at least one currently on COM, one in a non-congregational validated ministry, and one serving a congregation.

Non-Installed Pastors Sub-Committee

The Non-Installed Pastors Sub-Committee shall have the following responsibilities:

1. Develop and recommend to COM the policies, processes and guidelines for non-installed pastors and ensure implementation. Non-installed pastors include stated supplies, temporary supplies, interim pastors, parish associates, and designated pastors (who even though installed have a term relationship with congregations), as well as others specified by COM.
2. Manage the annual review process, referencing prior reviews. Be proactive in working with churches and pastors in resolving differences or potential problems. Advise the COM about work in this area.
3. Meet with any pastor/Session wishing an exception to any guidelines or policies and make appropriate recommendations to COM or other committee.
4. Track compensation for fairness and for information to churches.
5. Gather together non-installed pastors by category for education, support, and accountability.
6. Provide oversight to interim pastor relationships, establish guidelines for contracts, review requested renewal of contracts, establish a regular report process for interims, with regular reports to COM.
7. Conduct exit interviews for all non-installed pastors when a relationship is ended.
8. Work with stated supplies to provide for a worship service at the beginning of service and a future expectations process in regard to renewal of contracts.
9. Report annually to the COM on the status of all non-installed pastors and churches noting dates of annual reviews and any other relevant information.
10. Coordinate with the CLP subcommittee, so there is consistency between CLPs and other non-installed pastors.

The Non-Installed Pastors Sub-Committee shall consist of six members. One member appointed by the COM; one member serving as an interim pastor; one member serving as stated supply; one elder from a church with an interim/stated supply; and two members at large. The moderator of the Commissioned Lay Pastor Sub-Committee and a member from the Smaller Membership Church Committee shall serve as advisors.

Commissioned Lay Pastors Sub-Committee

The responsibilities of the Commissioned Lay Pastors Sub-Committee shall be as follows:

1. Develop and recommend updates for the policies, processes and guidelines for the Commissioned Lay Pastor Program.
2. Work with the School for the Laity Committee to ensure that the CLP classes meet the policies and guidelines and are providing quality training.
3. Manage the review process including the initial annual reviews, bringing any potential problems to the COM.
4. Meet with any student who wishes an exception to any guidelines or policies and make appropriate recommendations to COM.
5. Manage the renewal of the commissioning process and send recommendations to COM.
6. Establish and annually review continuing Education Criteria, communicating with any CLP not complying.
7. Report annually to the COM on the status of the program, the annual reviews, continuing education and any other relevant information.

The sub-committee shall consist of six members: one from COM; one from Smaller Membership Churches Committee; one appointed by the School for the Laity Committee; and three at-large members. The Dean of the School for the Laity shall be an advisory member.

Care of Church Professionals Sub-Committee

This sub-committee is responsible for promoting the professional and spiritual development of ministers, educators, and other church professionals and for the care of retired church professionals. The sub-committee's responsibilities shall include, but not be limited to, providing:

1. Orientation for new church professionals.
2. Retreats, workshops, seminars, etc.
3. The spiritual development of church professionals.
4. Support and spiritual growth groups for all church professionals and their spouses, and families as feasible.
5. Retirement planning for church professionals.
6. Assistance to retired professionals with retirement issues.

The sub-committee shall have nine members.

Committee on Preparation for Ministry (CPM)

The minimum responsibilities of the CPM shall be those outlined in *Book of Order* (G-14.0300). It shall fulfill other duties as assigned by Presbytery. The committee shall have twelve members with equal numbers of ministers and elders.

C. OUTREACH DIVISION

The committees in this division shall help the Presbytery encourage, mobilize, support, and resource its members as they, in accordance with *Book of Order* (G-3.0300), participate in God's activity in the world by: "healing and reconciling and binding up wounds, ministering to the needs of the poor, the sick, the lonely, and the powerless, engaging in the struggle to free people from sin, fear, oppression, hunger, and injustice, giving themselves and their substance to the service of those who suffer, sharing with Christ in the establishing of his just, peaceable, and loving rule in the world."

Peace and Justice Committee

The Peace and Justice Committee shall encourage Presbytery and its churches to pray and develop ways to establish God's just, peaceable, and loving rule in the world in all levels of human relationships by:

1. Planning ways to inform, guide and support actions by Presbytery and congregations which participate in God's activity to free people from sin, fear and oppression. Areas of particular concern include, but are not limited to: criminal, social, economic and environmental justice and personal, family, community and global peace.
2. Promoting Peacemaking and Pentecost Offerings and General Assembly programs and papers related to the responsibilities of the committee.
3. Oversee General Assembly special offerings and programs.
4. Evaluate and recommend funding by Presbytery for its service ministries, excluding those receiving funds from Hunger or Self-Development of People programs.
5. Inform Presbytery of individuals, churches and others experiencing brokenness, pain and injustice.

The Peace and Justice Committee shall consist of twelve members.

Hunger Committee

The Hunger Committee shall:

1. Promote within Presbytery and its churches prayer, study, experience, and action in the five areas of the Presbyterian Hunger Program: education, direct aid, development assistance, lifestyle integrity, and advocacy.
2. Interpret, promote and administer the Nickel a Meal Program.
3. Interpret and promote the One Great Hour of Sharing Offering.
4. Interpret, promote and administer the “Reclaiming Christmas” emphasis.
5. Identify, train and resource congregational contacts on hunger issues.
6. Evaluate and make recommendations to the Coordinating Council on projects requesting funds from the Presbyterian Hunger Program.

The Hunger Committee shall consist of nine members.

Missions Committee

The Missions Committee shall:

1. Interpret and promote support for national and global missions which includes such activities as:
 - a. Organizing mission work teams;
 - b. Developing and nurturing a missions advocate program in local congregations;
 - c. Organizing the itineration of missionaries, and
 - d. Encouraging participation in other mission activities.
2. Oversee Presbytery’s ongoing partnership with Suchitepequez and Sur Occidente Presbyteries in Guatemala.
3. Oversee the Malawi Partnership and any other international partnerships.
4. Provide congregations with resources to support participation in the denomination’s mission programs.
5. Interpret Presbytery’s relationship with ecumenical partners at all levels.
6. Create and supervise various working groups and task forces.

The Missions Committee shall consist of twelve members.

Campus Mission Committee

The Campus Mission Committee shall support ministry on the campuses within the bounds of Presbytery: University of North Carolina–Asheville, Western Carolina University, Warren Wilson, Montreat, and Lees-McRae. The responsibilities of the Campus Mission Committee shall be:

1. To represent the Presbytery by initiating ministry in partnership with PC(USA) congregations in the campus communities and by developing, with the colleges, appropriate covenants and mutually beneficial relationships.
2. To establish the means by which each ministry or covenant is reviewed and renewed each five years.
3. To be an advocate for the Church’s mission in higher education within the Presbytery and with the other presbyteries in North Carolina, working through the North Carolina Presbyterian Higher Education Ministries Board.
4. To review annually the support of the ministries and college chaplaincies and to propose appropriate designation of the funds budgeted by Presbytery for each institution and congregational partnership.
5. To be a network for sharing ideas, resources, and professional development

opportunities among the students, faculty and staff serving at these institutions.

6. To connect the campuses and congregations within Presbytery so that they may support one another in nurture and mission.
7. To be a catalyst for the establishment of new campus ministries.

The Campus Mission Committee shall consist of nine members. Campus ministers and chaplains shall be advisory members.

Self-Development of People Committee

The Self-Development of People Committee shall interpret and promote support for the Self-Development of People Program within Presbytery. It is also authorized by Presbytery to deal directly with the National Self-Development of People Program, and to review projects being considered for funding by the national program, and to validate and fund projects within the bounds of Presbytery, abiding by the General Assembly Mandate. Funds available to this committee to support validated projects include a portion of One Great Hour of Sharing offerings raised within Presbytery.

The Committee shall consist of nine members, a majority of whom shall be representatives of racial/ethnic minority groups, as required. At least seventy-five percent, including the moderator, shall be members of the Presbyterian Church (USA). Members should have skills/experience, understanding of and sensitivity to people in need, and /or previous experience with efforts of self-development.

D. EVANGELISM DIVISION

Evangelism Committee

The Evangelism Committee shall:

1. Work with congregations to help them implement effective strategies and methods of evangelism.
2. Keep Presbytery aware of its two-fold commission: to be disciples and to make disciples.
3. Make available to congregations resources for evangelism and trained persons to assist congregations to carry out effective evangelism in their communities.

The Evangelism Committee shall consist of nine members.

New Church Development Sub-Committee

The New Church Development Sub-Committee shall:

1. Work with NCDs to provide support and assistance for success, and provide support and guidance for pastors of NCDs.
2. Recommend to the Presbytery when a new congregation is to be chartered.
3. As needed, develop for Presbytery approval a long range plan for new church development, including a list of new congregations to be started, sites, grants, and financial plans, and ensure that this plan is followed.
4. Maintain a short and long range financial plan for new church development.

The New Church Development Sub-Committee shall have six members.

Church Transformation Committee

The Church Transformation Committee shall:

1. Actively promote church development and transformation to nourish faithful and vital congregations.
2. Make available resources on church renewal and revitalization so each congregation may have a clearer sense of God's calling and thus develop an effective ministry.
3. Identify those congregations in need of renewal and transformation and work with their sessions to plan and implement that.
4. Recommend to Presbytery, in conjunction with the congregation and the Committee on Ministry, the relocation of congregations, or their need for renewal or transformation so that congregations do not languish for lack of decisive action.
5. Work closely with the Smaller Membership Churches and the Evangelism Committees.
6. Provide opportunities for spiritual growth for pastors and other leaders.
7. Encourage sessions to nurture their members in spiritual growth.
8. Provide support for projects such as Companions in Christ, and opportunities for the spiritual growth of small groups.

The Church Transformation Committee shall have nine members.

E. SUPPORT DIVISION

Smaller Membership Churches Committee

The Smaller Membership Churches Committee shall energetically pursue Presbytery's priority of increasing the light of Christ within and through our smaller membership churches (under 150). The goal of such churches is that each will have consistent pastoral leadership, including the ministry of Word and Sacrament, Bible Study, and Pastoral Care and Visitation. It shall likewise communicate Presbytery concerns to these churches.

The Smaller Membership Churches Committee shall:

1. Help smaller membership churches to network, share concerns, and develop common ministries.
2. Help Presbytery, clusters, or other combinations of churches build up the ministry of our smaller membership churches.
3. Develop and implement plans to train leaders in our smaller membership churches, especially those without a pastor.
4. Develop and implement a process to help smaller membership churches determine their mission and financial needs, particularly those that receive financial aid from Presbytery.
5. Enlist the expertise and services of other committees for smaller membership churches.
6. Assist the pastors of smaller membership churches in their ministry with small town, rural, retirement and mountain communities.

The Smaller Membership Churches Committee shall consist of fifteen members.

Stewardship Committee

The Stewardship Committee shall:

1. Provide consulting to churches and individuals working on stewardship.

2. Provide leadership training on stewardship and encourage the good practice of stewardship.
3. Help interpret programs, mission and ministry of the Presbytery, Synod and General Assembly.
4. Look at the Presbytery's need for an endowment to fund special areas of ministry.
5. Be a liaison with the Presbyterian Foundation, letting churches know about the services they provide.

The Stewardship Committee shall consist of nine members. The moderator of Budget and Finance Committee, Treasurer and Foundation Representatives will be advisory members.

F. DISCIPLESHIP DIVISION

Youth Ministries Committee

The Youth Committee shall:

1. Provide training for youth leaders.
2. Provide training, special events and fellowship for middle school and high school youth.
3. Work with the Youth Council.

The Youth Ministries Committee shall consist of nine members.

Christian Education Committee

The Christian Education Committee shall be responsible for strengthening faith development in local churches. This shall include:

1. Providing for teaching, training, and development for children, youth, adults, officers, and those in special ministries.
2. Provide resources for Christian Education, faith development, and for the Presbytery committees through overseeing the Presbytery Resource Center.
3. Encouraging and assisting churches to minister to special needs people, e.g.: older adults, single parents, working mothers, divorced persons, etc.
4. To provide resources and training on the Reformed tradition in music and worship, as well as newer forms of worship and music.

The Christian Education Committee shall consist of twelve members.

School for the Laity Committee

The School for the Laity goal is to equip church leaders for their work in strengthening churches in faith and vitality. This is primarily accomplished through the two-year program. This program can be supplemented through mini-courses located throughout the Presbytery. Responsibilities shall include:

1. Provide classes and learning opportunities that equip, encourage, support and challenge the growth of leaders in order that they can help develop the faithfulness and vitality of their congregations.
2. Secure quality, trained faculty who are committed to the education of church leaders.
3. Offer and publicize specific courses that will equip church leaders in theology, Bible, ministry, etc. and in any requisite skills and knowledge.
4. Monitor courses, teachers and students to ensure quality training in faith, knowledge, and leadership skills.

5. Secure locations for training, develop schedules and manage the details needed for a successful school.
6. Recruit a group of lay persons (at least 15) with ministry and/or leadership potential who are open to using their gifts and this training in developing their congregations.
7. Assist students as they identify their call in a congregation - lay leader, teacher, Commissioned Lay Pastor.
8. Manage the two year School for the Laity program so that it provides the training needed as a prerequisite to becoming Commissioned Lay Pastors.
9. Provide recognition for those completing the two year program.
10. Offer mini courses throughout the Presbytery to help church leaders grow in faith and knowledge

The School for the Laity Committee shall consist of nine members. Composition shall include members who have been through the two year School for the Laity program; current or former faculty members; members from the Smaller Membership Churches Committee; and members of the Commissioned Lay Pastor Sub-Committee. The Dean of the School for the Laity will serve as the moderator, with the Assistant/Associate Dean serving as vice-moderator.

G. ADMINISTRATION DIVISION

Budget & Finance Committee

The responsibilities of the Budget & Finance Committee shall be:

1. To organize the annual process by which Presbytery committees submit their yearly budget requests.
2. To submit an annual budget to the Coordinating Council, using income forecasts and budget requests, for recommendation to Presbytery.
3. To recommend and monitor investments.
4. To oversee Presbytery's finances, in cooperation with the Treasurer.
5. To obtain an annual audit on behalf of Presbytery.
6. To provide guidelines to local churches for procedures for bookkeeping and forwarding contributions to Presbytery.
8. To investigate Presbytery's need for an endowment to fund special areas of ministry.
9. To help the Presbytery identify other sources of funds, particularly related to projects and mission.

The Budget & Finance Committee shall consist of nine members.

Property and Equipment Sub-Committee

The responsibilities of the Property and Equipment Sub-Committee shall be:

1. To approve plans for maintenance and improvements.
2. To give attention to safety and liability factors, and environmental concerns.
3. To prepare a capital budget, including plant and equipment improvement and new equipment costs, for consideration by the Budget & Finance Committee.

The Property and Equipment Sub-Committee shall consist of six members, with consideration being given to their location to facilities.

Personnel Committee

The responsibilities of the Personnel Committee shall be:

1. To recommend to the Coordinating Council and/or to the Presbytery policies affecting staff, job descriptions, terms of employment, and personnel administration.
2. To evaluate the performance of staff annually.
3. To recommend changes in the terms of employment.
4. To engage in the care and support of Presbytery staff.
5. To inform the Coordinating Council whether staff salaries are competitive.

The Personnel Committee shall consist of six members.

Strategic Goals Committee

The purpose of the Strategic Goals Committee is to guide and support Presbytery in the intentional and regular assessment of how its programs and structures are achieving its mission. The responsibilities of the Strategic Goals Committee shall be:

1. To assist congregations to fulfill the Mission and Vision Statement of the Presbytery.
2. To develop long-range plans and priorities for Presbytery's consideration.
3. To assess annually the effectiveness of Presbytery's administrative organization and, if needed, recommend corrective measures to Presbytery.

The Strategic Goals Committee shall consist of twelve members.

Communications Committee

Working with the Presbytery staff, as well as any volunteers, the Communications Committee shall:

1. Support the staff in maintaining the web-site for Presbytery and working with communication.
2. Publish a brief report after each Presbytery meeting.
3. Serve as historian of significant events in Presbytery, collecting material for communications.
4. Work with the key communicator in each congregation in providing occasional training and support for communications, including media, publicity, getting things in newspaper, electronic, web-site, etc.

H. SPECIAL DIVISION

Permanent Judicial Commission

The Permanent Judicial Commission, as set forth in the *Book of Order* (D-5.000), shall serve in judicial matters with the powers prescribed by, and shall conduct proceedings according to, the Constitution of the Presbyterian Church (USA). It shall elect from its members a moderator and a clerk.

The Permanent Judicial Commission shall consist of nine members, five ministers and four elders with not more than one of its members from any one church. The term of members shall be for six years.

Nominating Committee

The Nominating Committee shall function in accordance with the *Book of Order* (G-9.0800) and nominate persons for Presbytery election to fill vacancies on the Coordinating Council, all

committees and the Racial/Ethnic and Examinations Sub-committees (but not vacancies in the other sub-committees, working groups or task forces, which shall be filled by their committees, though assistance may be requested from the Nominating Committee). It shall nominate commissioners to the meetings of the Synod of Mid-Atlantic and to the General Assembly, as well as to all other bodies requiring action by Presbytery. In addition, the committee shall nominate to Presbytery all moderators of committees, except the moderator of the Permanent Judicial Commission. In fulfilling its duties, the Nominating Committee shall be responsible:

1. To ensure that committees reflect the diversity (including racial/ethnic groups) of the membership of Presbytery and its geographical areas, recognizing that special needs must be met for certain committees and sub-committees.
2. To devise ways to involve sessions in identifying capable leaders for the work of Presbytery.
3. To nominate, for Presbytery's election, ministers and elders to serve on search committees for General Presbyter, Associate Presbyters and Stated Clerk. Search committees shall include one member of the Coordinating Council, and are responsible only to Presbytery.

The Nominating Committee shall consist of twelve members. It shall be broadly representative of the member churches of the Presbytery. One-third of its members shall be ministers, one-third laywomen, and one-third laymen (youth to be included among the laity). There shall be racial/ethnic representation of up to twenty-five percent, whenever possible. The moderator of the Committee on Representation shall meet with and advise this committee but have no vote. Nominees for vacancies on the Nominating Committee and its moderator shall be made to Presbytery by the Coordinating Council.

Joint Outdoor Ministries

The Presbytery of Western North Carolina shares ownership and program responsibilities of Camp Grier with the Charlotte and Salem Presbyteries. Shared ownership of facilities, coupled with the need for a comprehensive, cohesive approach to outdoor ministries, requires that this committee must function in cooperation with similar committees of the other two Presbyteries. The responsibilities of the Joint Outdoor Ministries Committee shall be:

1. To hire and oversee an individual to serve as the Director of Camp Grier.
2. To set the fees (and inform the owning Presbyteries) for the camping and retreat programs, as well as for use of facilities, grounds, and food service.
3. To develop the Camp Grier budget and recommend it to the Presbyteries for approval.
4. To assess subsidies from the Presbyteries based on percentage of use derived from a rolling three-year average of participants in the Camp Grier program from each Presbytery.
5. To oversee Camp Grier facilities use, care, and regular maintenance schedule, including a five-year maintenance plan.
6. To maintain and evaluate proper insurance for Camp Grier.
7. To develop a program for both rental and summer use of Camp Grier.
8. To hire, in consultation with the Director, support staff persons and provide salaries through the Camp Grier budget.
9. To fill summer program positions with oversight responsibilities under the Director, and provide salaries through the Camp Grier budget.
10. To administer the Camp Grier budget with regular reporting to the three Presbyteries.
11. To promote the Camp Grier program through a variety of means in all the churches of the owner Presbyteries.

The Joint Outdoor Ministries Committee shall carry out its responsibilities and duties through its sub-committees: Building and Grounds, Program, Personnel, and Budget.

Membership Composition: Each of the three Presbyteries shall have six members on the Joint Committee.

*One of the persons from the Presbytery of WNC contingent shall be elected by the Nominating Committee to serve as its moderator, and be a member of the Coordinating Council.

VI. PRESBYTERY STAFF

Presbytery shall hire staff as required to fulfill its mission and responsibilities. Staff shall be responsible to Presbytery as a whole, reporting through the Coordinating Council, and not be responsible to a single committee or sub-committee. All committees and sub-committees shall have staff support and resourcing. The “Personnel Manual of the Presbytery of Western North Carolina” provides guidelines and policies for hiring, supervising and terminating staff, and for the provision of salary and benefits.

VII. AMENDMENT

These Standing Rules for the Presbytery of Western North Carolina shall be periodically reviewed by the Coordinating Council, with any changes recommended to Presbytery. Such proposed amendments may be adopted by a majority vote at any stated or special meeting of the Presbytery.