

1 **BYLAWS**

2 Presbytery of Tampa Bay  
3 Revised August 23<sup>rd</sup>, 2018

4  
5 *The Presbytery identifies and strengthens Presbyterian leaders so that every congregation makes new*  
6 *and mature disciples of Jesus Christ.*

7 Presbytery of Tampa Bay Mission Statement

8  
9 **Summary**

10  
11 The Presbytery of Tampa Bay (“Presbytery”) is a unit of the Presbyterian Church (U.S.A) that is  
12 responsible for the government of, and shall have the power to enable the mission of, the Church  
13 throughout and through the congregations of this district as provided in the Constitution of the  
14 Presbyterian Church (U.S.A.) (*Book of Order* 2013/2015 G-3.0301).

15  
16 This document provides details that govern the life of this Presbytery as it seeks to be faithful to God  
17 and to the mission statement of the Presbytery of Tampa Bay, and to be in alignment with the  
18 Constitution of the Church.

19  
20 Sections describing the Presbytery and Presbytery Leadership include information about the  
21 Coordinating Team of the Presbytery and the Executive Staff.

22  
23 The Permanent Judicial Commission, the Board of Trustees, and the Committee on Nominations and  
24 Representation are described, and reference is made to entities presently related to the Presbytery.

25  
26 Provision is made for amending this document.  
27

28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**PRESBYTERY OF TAMPA BAY BYLAWS**

**TABLE OF CONTENTS**

1.	The Presbytery	Page 3
2.	Presbytery Leadership	Page 6
3.	Commissions of the Presbytery	
3.1	Commission on Ministry	Page 10
3.2	Commission on Preparation for Ministry	Page 11
3.3	Commission on Church Vitality	Page 12
3.4	Board of Trustees	Page 13
3.5	Permanent Judicial Commission	Page 14
4.	Committees of the Presbytery	
4.1	Committee on Nominations and Representation	Page 15
4.2	Committee on Bills and Overtures	Page 15
5.	Entities Related to the Presbytery	Page 15
6.	Amendments	Page 15
7.	Other Information	Page 16

47 **1. THE PRESBYTERY**

48

49 **1.1 Defined**

50

51 The Presbytery of Tampa Bay (the “Presbytery”) is a unit of the Presbyterian Church (U.S.A.) (the  
52 “Church”) that is responsible for the government of, and shall have the power to enable the mission of,  
53 the Church throughout and through the congregations of this district as provided in the Constitution of  
54 Presbyterian Church (U.S.A.) Book of Order 2013/2015 G-3.0301. (Hereafter, all references to the Book  
55 of Order shall be cited only by the applicable section.)

56

57 a. The Presbytery is a council of the Church composed of and governing all the congregations and  
58 teaching elders (“TEs”) within the Florida counties of Citrus, Hernando, Pinellas, Pasco, Hillsborough,  
59 Polk, and the town of Yankeetown in Levy County.

60 b. In accordance with G-4.0101 and as permitted by the Law of the State of Florida, the Presbytery  
61 has also been incorporated as a nonprofit corporation under the name “Presbytery of Tampa Bay,  
62 Inc.”

63 c. The Presbytery is organized and operated as a charitable religious corporation and is qualified as  
64 an exempt organization under Section 501(c)(3) of the Internal Revenue Code: Section 196, as  
65 amended.

66 d. The registered office of the Presbytery shall be at the same location as the registered office of  
67 Presbytery of Tampa Bay, Inc.

68

69 **1.2 Members of the Presbytery who have the privilege of voice and vote**

70

71 The Presbytery shall adopt policies for full participation and access to decision-making pursuant to G-  
72 3.0103. As nearly as is reasonably possible, such policies shall provide for parity among TEs and ruling  
73 elders (“REs”). Members with voice and vote include:

74

75 a. TEs engaged in a validated ministry, a member-at-large as determined by the Presbytery, and  
76 TEs who are Honorably Retired (G-2.0503, G-3.0306).

77 i. For the purposes of determining parity between TEs and REs, Honorably Retired TEs shall be  
78 counted based on the average of total Honorably Retired TE attendance over the past 2 years.

79 b. REs elected by sessions of congregations of the Presbytery whose numbers shall be determined  
80 annually by action of the Presbytery (G-2.0301, G-3.0301). The exact distribution of REs by  
81 congregation shall be recorded in the Presbytery minutes and posted on the Presbytery website.

82 c. REs serving as officers or as executive staff of the Presbytery or as chairs of the various  
83 commissions or committees of the Presbytery shall be enrolled during their term of office  
84 (G-3.0301).

85 d. REs serving as members of the Permanent Judicial Commission shall be enrolled during their  
86 term of service (G-3.0301).

87 e. An RE who has served as Moderator of the Presbytery shall continue to be enrolled as a member  
88 of the Presbytery upon expiration of his or her term of office.

89 f. An RE commissioner to the General Assembly of the Church (“General Assembly”) shall be  
90 enrolled as a member of the Presbytery from the convening of the General Assembly of his or her  
91 election until the convening of the next General Assembly.

92 g. Certified Christian Educators who are REs (G-2.1103b).

93 h. Commissioned Pastors who are serving a church.

94

95 **1.3 Members of the Presbytery with the privilege of voice but without vote**

- 96
- 97 a. Certified Christian Educators who are not REs during their terms of service in an educational
- 98 ministry (G-2.1103b).
- 99 b. Corresponding members:
- 100 i. Members of other presbyteries of the Church and TEs of congregations with which the
- 101 Church is in full communion or in correspondence shall register as corresponding members
- 102 if attending a meeting of the Presbytery and shall be seated by majority vote.
- 103 ii. Inquirers and candidates shall be corresponding members of the Presbytery.
- 104

105 **1.4 Meetings**

- 106
- 107 **a. Place:** Meetings of the Presbytery may be held at such places as the Coordinating Team may
- 108 designate in the notices of meetings.
- 109 **b. Stated Meetings:** The Presbytery shall hold a minimum of two stated meetings annually with the
- 110 dates to be determined by the Coordinating Team and approved by the Presbytery (G-3.0304).
- 111 **c. Special Meetings:** A special meeting of the Presbytery may be called by the Coordinating Team
- 112 with no less than ten days' notice given to each TE and RE member of the Presbytery and each Clerk
- 113 of Session setting forth the date, time, place of the meeting, and the specific business for which the
- 114 meeting is called.
- 115 **d. Manner of Notice**
- 116 i. Whenever notice is required to be given to any person under these Bylaws, it shall be
- 117 given in writing. It may be given to the person or sent by first class or express mail (postage
- 118 prepaid) or by facsimile transmission or electronic mail to his or her address (or facsimile
- 119 number or electronic mail address) appearing on the rolls of the Presbytery as maintained
- 120 by the Stated Clerk.
- 121 ii. Unless the Coordinating Team fixes a new date for the adjourned meeting, when a
- 122 meeting of the Presbytery is adjourned, no notice of adjourned meeting or of the business
- 123 to be transacted at an adjourned meeting need be given, other than by announcement at
- 124 the meeting at which the adjournment is taken.
- 125 **e. Quorum:** A quorum shall be no fewer than twenty TEs who are members of the Presbytery and
- 126 twenty RE commissioners who represent fifteen different congregations. The Stated Clerk shall
- 127 determine whether a quorum is present (G-3.0304).
- 128 **f. Responsibilities:** The Presbytery has responsibilities and powers as indicated in the *Book of*
- 129 *Order* to provide for the Word of God to be truly preached and heard; for the Sacraments to be
- 130 rightly administered and received; and for the nurture of the covenant community of disciples of
- 131 Christ (G-3.0301 a, b, c).
- 132 **g. Voting**
- 133 i. Each member of the Presbytery in attendance at a meeting of the Presbytery shall be
- 134 entitled to one vote.
- 135 ii. Voting by proxy shall not be permitted.
- 136 iii. Except as otherwise provided in these Bylaws, decisions shall be reached by majority
- 137 vote, following opportunity for discussion and discernment.
- 138 **h. Docket:** The Coordinating Team, in consultation with the Stated Clerk, shall be responsible for
- 139 drafting the docket, subject to approval of the Presbytery.
- 140 **i. Rules of Order:** The Presbytery shall be governed and guided by the Constitution of the
- 141 Presbyterian Church (U.S.A.), these Bylaws, and the Presbytery Manual of Operations. (G-3.0106).
- 142 The latest edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for

143 the transaction of the business of the Presbytery, its commissions, and committees (G-3.0105). In  
144 the event of a conflict, the order of precedence shall be the Constitution of the PC(USA), then  
145 Roberts Rules of Order, then these Bylaws and lastly the Manual of Operations.

146 **j. Executive Session:** When the Presbytery votes to sit in executive session, the following rules  
147 shall apply:

148 i. Only members of the Presbytery who have the privilege of voice and vote (section 1.2)  
149 may remain in the meeting to participate in the business and to vote.

150 ii. Corresponding members may be seated for all or part of the executive session without  
151 the privilege of vote. Each corresponding member must be considered separately and  
152 approved for admission by a two-thirds vote.

153 iii. Persons having information pertinent to the business may be invited to present such  
154 information and to answer questions and shall then be dismissed from the meeting.

155 iv. Members of the Presbytery (section 1.2) may not leave an executive session of the  
156 Presbytery before it is concluded, unless excused by the Moderator; nor may any member  
157 be admitted to an executive session after the business has been introduced. Temporary  
158 clerks or other commissioners appointed by the Moderator shall enforce this rule.

159 **k. Attendance**

160 i. TEs and sessions are expected to communicate to the Stated Clerk their reasons for  
161 absence from any stated or special meeting. When a TE or session has been absent for a  
162 year without excuse, that TE or session shall be liable to the censure of the Presbytery.

163 ii. Honorably Retired TEs and TEs working outside the bounds of the Presbytery are  
164 deemed excused unless they register for a particular meeting.

165 **l. Electronic Meetings:** Except where specifically prohibited, meetings of commissions,  
166 committees, and task forces may be conducted, in whole or in part, without the participants being  
167 physically present in the same place so long as all participants have the opportunity for  
168 simultaneous aural communication. Meetings occurring by email are not permitted.

169 **m. Actions Between Meetings:** Commissions, committees and boards of the Presbytery of Tampa  
170 Bay may take action required or permitted to be taken at a meeting with like effect between  
171 meetings of the entity, provided that every member is contacted either in person or via email and  
172 no member objects. If contacted via email, verification must consist of an email reply stating “no  
173 objection,” or words to that effect. If any member objects or wishes to have discussion on the  
174 motion, then a special meeting is required to take the action. Discussion via email in lieu of a  
175 meeting is not sufficient. Such action, if taken, shall be recorded in the minutes of the next meeting  
176 of the entity as an action taken by unanimous consent between meetings in accordance with the  
177 rules.

## 178 179 **1.5 Records**

180  
181 a. The Stated Clerk shall prepare minutes of each Presbytery meeting.

182 b. The Stated Clerk shall post a summary of each Presbytery meeting promptly on the Presbytery’s  
183 website.

184 c. The Coordinating Team shall examine and approve the minutes of the Presbytery meeting. The  
185 report of the Team shall be presented for adoption as part of the consent agenda at the next stated  
186 meeting.

191 **1.6 Administrative Commissions**

192

193 a. The Moderator shall appoint Administrative Commissions under G-3.0109b (5). The Stated Clerk  
194 shall post the names of the members of the commission to the Presbytery's website within 30 days  
195 of appointment. A quorum for such Administrative Commissions shall be a majority of total  
196 members.

197 **2. PRESBYTERY LEADERSHIP**

198

199 **2.1 Moderator**

200 **a. Nomination and Election:** The Committee on Nominations and Representation shall nominate a  
201 TE or RE as Moderator at the year’s final stated meeting. The Moderator shall be installed at this  
202 stated meeting, at which time the term of the current Moderator ends. A new Moderator shall be  
203 elected annually.

204 **b. Duties:** The Moderator shall preside at all meetings of the Presbytery and shall have the full  
205 authority set forth in G-3.0104, the latest edition of *Robert’s Rules of Order Newly Revised*, and  
206 these Bylaws.

207

208 **2.2 Vice Moderator**

209

210 **a. Nomination and Election:** The Committee on Nominations and Representation shall nominate a  
211 TE or RE as Vice Moderator at the year’s final stated meeting. The Vice Moderator shall be installed  
212 at this stated meeting and serves until the new Vice Moderator is installed. The Vice Moderator will  
213 normally be the nominee for Moderator in the coming year.

214 **b. Duties:** The Vice Moderator shall act as moderator by invitation of the Moderator.

215 **c. Assumption of the Duties of the Moderator:** Should the Moderator be unable to fulfill the  
216 duties of the office, the Vice Moderator shall assume the office for the remainder of the term or  
217 until such time as the Moderator is able to resume the obligation. When the Vice Moderator serves  
218 out the remainder of a Moderator’s term, that person may remain eligible to serve a subsequent full  
219 term as Moderator. If the position of Vice Moderator becomes vacant, the most recent past  
220 Moderator will complete the term.

221

222 **2.3 Presbytery Coach and Coordinator**

223

224 **a. Nomination and Election:** A TE or RE shall be nominated as Presbytery Coach and Coordinator  
225 by a broadly representative search committee (G-3.0111) of at least five members. The Presbytery  
226 Coach and Coordinator shall be elected by the Presbytery at a stated or special meeting by written  
227 ballot for a five year term. The Presbytery Coach and Coordinator is eligible for re-election.

228 **b. Duties:** The Presbytery Coach and Coordinator shall be head of staff. The Presbytery Coach and  
229 Coordinator shall have authority for the management of the Presbytery and the supervision of the  
230 staff. The Presbytery Coach and Coordinator is accountable to the Presbytery through the  
231 Coordinating Team.

232

233 **2.4 Stated Clerk**

234

235 **a. Nomination and Election:** A TE or RE shall be nominated as Stated Clerk by a broadly  
236 representative search committee (G-3.0111) of at least five members of the Presbytery. The Stated  
237 Clerk shall be elected by written ballot for a three year term. The Stated Clerk is eligible for re-  
238 election.

239 **b. Duties:** The Stated Clerk shall be the ecclesiastical officer and a member of the Presbytery staff.  
240 In addition to the responsibilities enumerated in G-3.0104, other duties of the Stated Clerk are  
241 specified in the Presbytery Manual of Operations.

242 **c. Temporary Clerks:** The Stated Clerk may appoint a Temporary Clerk. This person shall serve as  
243 assistant to the Stated Clerk and shall be responsible for tasks assigned by the Stated Clerk.

244

245 **2.5 Treasurer**

246

247 **a. Nomination and Election:** A TE or RE shall be nominated as Treasurer by a broadly  
248 representative search committee (G-3.0111) of at least five members of the Presbytery. The  
249 Treasurer shall be elected by written ballot for a three year term. The Treasurer is eligible for re-  
250 election.

251 **b. Duties:** The Treasurer shall be an officer of the Presbytery and a member of the Presbytery staff.  
252 The responsibilities of the Treasurer shall include counsel regarding financial management and  
253 stewardship of the Presbytery and ex-officio membership on the Board of Trustees. The duties of  
254 the Treasurer are specified in the Presbytery Manual of Operations.

255

256 **2.6 The Coordinating Team of the Presbytery**

257

258 **a. Defined:** The Coordinating Team (“the Team”) is a commission of the Presbytery that shall have  
259 the authority to coordinate, oversee, and facilitate the mandated responsibilities of the Presbytery  
260 as delegated by the Presbytery below.

261 **b. Membership:** The Team shall be composed of the Moderator, Vice Moderator, the Chair of the  
262 Coordinating Team, the elected chairs of the Commission on Ministry, the Commission on  
263 Preparation for Ministry and the Commission on Church Vitality, Board of Trustees, Committee on  
264 Nominations and Representation. The Presbytery Coach and Coordinator, the Stated Clerk, and the  
265 Treasurer are members of the Team with voice and no vote.

266 i. Ordinarily, the Chair of the Team shall be the immediate past Moderator of the  
267 Presbytery, and

268 ii. Ordinarily, the Stated Clerk shall be the recording clerk for the Team.

269 **c. Meetings:** The Team may adopt its own schedule of meetings.

270 **d. Quorum:** A quorum shall be a majority of the members (G-3.0109b).

271 **e. Responsibilities:** The Team shall:

272 i. Model in its gatherings the sacred community with intentional prayer and continuous  
273 learning among the TEs and REs who are members of the Team,

274 ii. Review the mission and ministry of the Presbytery,

275 iii. Provide advice and counsel to commissions, committees, Presbytery and its related  
276 entities,

277 iv. Recommend an annual budget to the Presbytery,

278 v. Make decisions regarding budget line item allocations and the disposition of unallocated  
279 surplus funds, not to exceed the budget approved by the Presbytery,

280 vi. Conduct annual reviews of Presbytery staff,

281 vii. Provide counsel regarding each Presbytery meeting and coordinate with the host  
282 congregation in partnership with the Stated Clerk,

283 viii. Nominate persons to serve on the Committee on Nominations and Representation.

284 **f. Powers:** To accomplish these responsibilities, the Team is empowered to act for the Presbytery  
285 solely as specified in these Bylaws, consistent with the Book of Order. These powers are delegated  
286 and not original.

287 **g. Records:** The Team shall make a full record of its proceedings and shall submit a draft of that  
288 record within two weeks of approval to the Stated Clerk. The final record shall be approved at the  
289 Team’s next meeting. A summary of these records shall be included in the materials made available  
290 to the TE and RE commissioners prior to the next Presbytery meeting.

291

292



293 **2.7 Presbytery Manual of Operations**

294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317

- a. The Coordinating Team shall make recommendations to the Presbytery for the creation of and changes to the Presbytery Manual of Operations.
- b. The Presbytery Manual of Operations includes policies regarding:
  - i. Personnel and responsibilities of staff
  - ii. Gracious Communion and Dismissal
  - iii. Selection of General Assembly Commissioners
  - iv. Presbytery meeting policies, such as rules governing presentation of General Assembly Overtures and motions to Presbytery
  - v. Committee and Commission structure, policies and responsibilities not already covered in these Bylaws
  - vi. A Membership Chart of Churches in the Presbytery by Region
  - vii. References to all official handbooks and manuals maintained by Presbytery Committees and Commissions.
  - viii. Other policies as set by action of the Presbytery.
- c. The Coordinating Team shall review the Presbytery Manual of Operations at least once every 2 years, and shall be made available to members of Presbytery on the Presbytery website. This review shall include arbitration of any conflicts found between the official handbooks and manuals maintained by Presbytery Committees and Commissions.
- d. Changes to the Presbytery Manual of Operations shall become effective on approval by the Presbytery.

318 **3. COMMISSIONS OF THE PRESBYTERY**

319

320 **3.1 Commission on Ministry**

321

322 **a. Defined:** The Commission on Ministry shall be a standing administrative commission (G-  
323 3.0109b). This commission shall function as a pastor and counselor to TEs, REs commissioned to  
324 particular pastoral service, and Certified Christian Educators. This commission shall provide guidance  
325 and resources to sessions and congregations. The Commission on Ministry will be split into regions  
326 as determined by the COM as a whole.

327 **b. Membership:** The Commission on Ministry shall be composed of twenty-four members elected  
328 by the Presbytery for three year terms with eight elected each year. As nearly as possible, the  
329 Commission shall have parity among TEs and REs. The commission shall have a chair, whom the  
330 Presbytery elects, and a recording clerk, whom this commission selects. Each regional commission  
331 of the Commission on Ministry shall have a chair, elected by the Commission on Ministry as a whole.  
332 Members shall be elected at the last Presbytery meeting of the year and assume duties at the  
333 beginning of the next year. They are eligible for reelection to one additional term, or two additional  
334 terms if their first term was a partial term of less than one and a half years. No person having  
335 served two full terms shall be eligible for reelection until at least one year has elapsed.

336 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of  
337 Operations.

338 **d. Meetings:** Meeting policies shall be included in the Presbytery Manual of Operations.

339 **e. Quorum:** A quorum shall be a majority of the members (G-3.0109b).

340 **f. Responsibilities:** The Commission on Ministry shall:

- 341 i. Develop and implement equal opportunity policies and procedures,
- 342 ii. Set minimum annual compensation for TEs, Commissioned Pastors and those in  
343 Certified Church Service,
- 344 iii. Maintain appropriate policies and procedures, reviewing them at least every 2 years,
- 345 iv. Train members of the Commission on Ministry,
- 346 v. Develop and disseminate practices and standards for pastoral transitions,

347 Among the responsibilities of each of Regional Commission on Ministry are the following:

- 348 i. Create or dissolve a pastoral relationship or position in a church,
- 349 ii. Approve calls and terms of call for TEs,
- 350 iii. Validate ministries for TEs,
- 351 iv. Approve persons for Certified Church Service such as Certified Christian Educator,
- 352 v. Appoint persons to temporary pastoral relationships,
- 353 vi. Appoint REs to particular pastoral service as Commissioned Pastors,
- 354 vii. Receive transfers of TEs from other Presbyteries and reformed denominations,
- 355 viii. Appoint administrative commissions to ordain and to install TEs,
- 356 ix. Maintain a list of pulpit supply,
- 357 x. Give permission for TEs not serving a congregation to officiate the sacraments,
- 358 xi. Assist in resolving conflicts within local congregations,
- 359 xii. Appoint session moderators, especially when there is a vacancy,
- 360 xiii. Review and approve a Ministry Information Form for particular congregations,
- 361 xiv. Dismiss a TE in good standing from the Presbytery,
- 362 xv. Approve sabbatical leave requests,
- 363 xvi. Approve TEs to the status of "Honorably Retired,"
- 364 xvii. Recommend relief from vacancy dues to the Board of Pensions,
- 365 xviii. Approve Communion for non-congregational entities meeting within its bounds,

- 366 xix. Approve requests from sessions to allow REs to serve longer than 6 years.  
367 xx. Examine Commissioned Pastors (CPs) for commissioning to a particular service, approve  
368 contracts between CPs and churches, and arrange for CP commissioning services according  
369 to G-2.1003,  
370 xxi. Authorize CPs to moderate the session of the congregation to which he or she is  
371 commissioned, to administer the Sacraments, and to officiate at marriages where permitted  
372 by state law.  
373 xxii. Approve requests from congregations to create or abolish pastoral positions.  
374 **g. Powers:** To accomplish these responsibilities, this commission is empowered to act for the  
375 Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are  
376 delegated and not original. In cases of disagreement appeals may be made to the next meeting of  
377 the Presbytery.  
378 **h. Records:** The Commission on Ministry shall make a full record of its proceedings and shall  
379 submit those minutes within two weeks of approval to the Stated Clerk. Summaries of these records  
380 shall be included in the materials made available to the TE and RE commissioners prior to the next  
381 Presbytery meeting.  
382

### 383 3.2 Commission on Preparation for Ministry

384

- 385 **a. Defined:** The Commission on Preparation for Ministry shall be a standing administrative  
386 commission (G-3.0109b). It shall fulfill the responsibilities stated below.  
387 **b. Membership:** The Commission on Preparation for Ministry shall be composed of eighteen  
388 members elected by the presbytery for three year terms with six elected each year. As nearly as  
389 possible, the Commission shall have parity among TEs and REs. The commission shall have a chair,  
390 whom the Presbytery elects, and a recording clerk, whom the Commission selects. Members shall be  
391 elected at the last presbytery meeting of the year and assume their duties at the beginning of the  
392 next year. They are eligible for reelection to one additional term, or two additional terms if their first  
393 term was a partial term of less than one and a half years. No person having served two full terms  
394 shall be eligible for reelection until at least one year has elapsed.  
395 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of  
396 Operations.  
397 **d. Meetings:** Meeting policies of the Commission shall be included in the Presbytery Manual of  
398 Operations.  
399 **e. Quorum:** A quorum shall be a majority of the members (G-3.0109b).  
400 **f. Responsibilities:** The Commission on Preparation for Ministry shall:  
401 i. Guide sessions in the support of persons seeking to become TEs (G-2.0600) [This  
402 responsibility may be delegated to each Regional Commission on Preparation for Ministry],  
403 ii. Approve applicants to become inquirers and candidates and guide them in the process  
404 toward ordination as fully described in the Commission on Preparation for Ministry  
405 Handbook, and  
406 iii. Nominate TEs and REs to serve as readers of the PC (U.S.A.) standard ordination  
407 examinations.  
408 iv. Examine Commissioned Pastors seeking approval to find a first commission as to their  
409 personal faith, motives for seeking the commission, and the areas of instruction determined  
410 by presbytery.  
411 v. Approve candidates and inquirers for transfer of care between Presbyteries.  
412 **g. Powers:** To accomplish these responsibilities, this Commission on Preparation for Ministry is  
413 empowered to act for the Presbytery solely as specified in these Bylaws, consistent with the Book of

414 Order. These powers are delegated and not original. In cases of disagreement, appeals may be made  
415 to the next meeting of the Presbytery.

416 **h. Records:** The Commission on Preparation for Ministry shall make a full record of its proceedings  
417 and shall submit those minutes within two weeks of approval to the Stated Clerk. A summary of  
418 these records shall be included in the materials made available to TE and RE commissioners prior to  
419 the next Presbytery meeting.

420

### 421 **3.3 Commission on Church Vitality (CCV)**

422

423 **a. Defined:** The Commission on Church Vitality shall be a standing commission (G-3.0109b)  
424 charged with creating opportunities and serving as a resource for evangelism, mission, and  
425 education within the Presbytery.

426 **b. Membership:** The Commission on Church Vitality shall be composed of eighteen members  
427 elected by the Presbytery for three year terms with six elected each year. As nearly as possible the  
428 Commission shall have parity among TEs and REs. The Chair of the Commission on Church Vitality is  
429 elected by the Presbytery. The recording clerk is selected by the Commission on Church Vitality.  
430 Members shall be elected at the last Presbytery meeting of the year and assume duties at the  
431 beginning of the next year. They are eligible for reelection to one additional term, or two additional  
432 terms if their first term was a partial term of less than one and a half years. No person having  
433 served two full terms shall be eligible for reelection until at least one year has elapsed.

434 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of  
435 Operations.

436 **d. Meetings:** Meeting policies shall be included in the Presbytery Manual of Operations.

437 **e. Quorum:** A quorum shall be a majority of the members (G-3.0109b).

438 **f. Responsibilities:** The Commission on Church Vitality shall:

- 439 i. Create opportunities and networks to enhance relationships for mission, ministry, and  
440 education,
- 441 ii. Create and support continuous learning communities and encourage each TE and RE to  
442 participate, and
- 443 iii. Develop a coaching network of skilled Presbytery leaders to practice a coach approach  
444 to ministry.

445 Among the responsibilities of each of Regional Commission on Church Vitality are the following:

- 446 i. Create opportunities and networks to enhance relationships for mission, ministry, and  
447 education,
- 448 ii. Create and support continuous learning communities and encourage each TE and RE to  
449 participate, and
- 450 iii. Assist churches revitalization efforts,
- 451 iv. Fulfill the responsibility for planting new churches and new worshipping communities,
- 452 v. Propose strategy for establishing and sustaining new worshipping communities within  
453 the regions of the Presbytery,
- 454 vi. Help churches to develop and implement effective programs of evangelism, church  
455 growth and new member integration, and
- 456 vii. Solicit and share best practices for evangelism, mission and education within the regions  
457 and Presbytery.

458 **g. Powers:** To accomplish these responsibilities, the Commission on Church Vitality is empowered  
459 to act for the Presbytery solely as specified in these Bylaws, consistent with the Book of Order.  
460 These powers are delegated and not original. In cases of disagreement, appeals may be made to the  
461 next meeting of the Presbytery.

462 **h. Records:** The Commission on Church Vitality shall make a full record of its proceedings and shall  
463 submit those minutes within two weeks of approval to the Stated Clerk. A summary of these records  
464 shall be included in the materials made available to the TE and RE commissioners prior to the next  
465 Presbytery meeting.

### 467 **3.4 Board of Trustees**

468  
469 **a. Defined:** The Board of Trustees shall be a standing commission (G-3.0109b) charged with the  
470 management of its financial resources and property assets acting as the corporate Board of Trustees  
471 of the Presbytery and conducting the business affairs of the presbytery in accordance with its stated  
472 Corporate Bylaws, which are incorporated by reference herein. Whenever there is a conflict  
473 between those Corporate Bylaws and the Book of Order, the Book of Order shall prevail.

474 **b. Membership:** The Board of Trustees shall be composed of nine members elected by the  
475 Presbytery for three year terms with three elected every year. This commission shall have a chair to  
476 serve as the President of the Board of Trustees, whom the Presbytery elects, and a recording clerk,  
477 whom this commission selects. Members shall ordinarily be elected at the last Presbytery meeting  
478 of the year and assume duties at the beginning of the next year. They are eligible for reelection to  
479 one additional term, or two additional terms if their first term was a partial term of less than one  
480 and a half years. No person having served two full terms shall be eligible for reelection until at least  
481 one year has elapsed.

482 **c. Meetings:** Meeting policies shall be included in the Presbytery Manual of Operations.

483 **d. Quorum:** A quorum shall be as required in the Corporate Bylaws.

484 **e. Responsibilities:** The Board of Trustees shall:

- 485 i. Act as the Board of Trustees of the Presbytery fulfilling the fiduciary duties of a Trustee  
486 considering the best interests of the Presbytery as provided and permitted under State of  
487 Florida Law,
- 488 ii. Develop policies and guidelines for the Presbytery's financial, legal, and property  
489 activities,
- 490 iii. Develop and prepare an annual budget for consideration by the Coordinating Team,
- 491 iv. Exercise oversight over the assets of the Presbytery and assist, as appropriate,  
492 congregations in fulfilling their financial responsibilities,
- 493 v. Decide on behalf of Presbytery matters arising from the congregations, including:
  - 494 (a) Applications to acquire, encumber, or sell real property,
  - 495 (b) Applications for loans or grants, except as delegated, from the presbytery's  
496 capital and other designated funds,
  - 497 (c) Requests to raise funds outside of the congregation to purchase or improve  
498 property,
  - 499 (d) Lease arrangements between congregations and external groups for terms that  
500 exceed five years, involve worship space, or contain unusual provisions, and
  - 501 (e) Reuses or disposal of property formerly held by a congregation that has been  
502 dissolved, and
- 503 vi. Facilitate the management of the Presbytery's civil affairs in such manner as may be  
504 directed by the Presbytery and according to the Constitution of the Presbyterian Church  
505 (U.S.A.) and the laws of the State of Florida.
- 506 vii. Provide financial and legal review and recommendations to Presbytery Coordinating  
507 Team on the annual budget prior to its adoption.
- 508 viii. Approve and review bookkeeping, auditing, and financial procedures.

- 509 ix. Provide bonding for the Treasurer and other persons handling finances for the  
510 Presbytery and the Presbytery Corporation.  
511 x. Request, review, and report on audits.  
512 xi. Manage all Corporation investments.
- 513 **f. Powers:** To accomplish these responsibilities, this commission is empowered to act for the  
514 Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are  
515 delegated and not original. In cases of disagreement, appeals may be made to the next meeting of  
516 the Presbytery.
- 517 **g. Records:** The Board of Trustees shall make a full record of its proceedings and shall submit those  
518 minutes within two weeks of approval to the Stated Clerk. A summary of the records shall be  
519 included in the materials made available to the TE and RE commissioners prior to the next  
520 Presbytery meeting.

521  
522

### 523 3.5 Permanent Judicial Commission

524

- 525 **a. Defined:** The Permanent Judicial Commission shall consider and decide cases of process for the  
526 Presbytery (G-3.009a, D-5.0000).
- 527 **b. Membership:** The Permanent Judicial Commission shall be composed of nine members. As  
528 nearly possible the Commission shall have parity among TEs and REs, with no more than one of its  
529 RE members from any one congregation (D-5.0100). Members are elected by the Presbytery for a six  
530 year term with three members elected every other year. No person having served a full term of six  
531 years, or having served three or more years of a vacant term, shall be eligible for reelection to the  
532 Permanent Judicial Commission until at least four years shall have elapsed. Each permanent judicial  
533 commission shall meet and elect from its members a moderator and a clerk (D-5.0201).
- 534 **c. Meetings:** The meetings of the Permanent Judicial Commission shall be held at such times and  
535 places as the Presbytery shall direct, or, if no directions are given, at such times and places as the  
536 Permanent Judicial Commission shall determine (D-5.0303).
- 537 **d. Quorum:** A quorum shall be a majority of the members (D-5.024), except for a disciplinary case,  
538 at which time a quorum shall be a majority of the membership other than the two members  
539 assigned responsibilities under D-10.0204a.
- 540 **e. Powers:** The Permanent Judicial Commission shall have only the powers prescribed by the Book  
541 of Order and conduct its proceedings according to D-5.0202.
- 542 **f. Records:** The Permanent Judicial Commission shall make a full record of its proceedings and  
543 shall report them to the Stated Clerk (D.11.0600).
- 544 **g. Investigating Committee and Committee of Counsel:** The Stated Clerk, in consultation with the  
545 Moderator and the Chair of the Coordinating Team, shall appoint an Investigating Committee and/or  
546 Committee of Counsel when needed, as prescribed by the Rules of Discipline (D-10.0201b and D-  
547 6.0302a). The Investigating Committee and/or Committee of Counsel shall have no more than 5 or  
548 fewer than 3 members.

549 **4. COMMITTEES OF THE PRESBYTERY**

550

551 **4.1 Committee on Nominations and Representation**

552

553 **a. Membership:** The Committee on Nominations and Representation shall be composed of twelve  
554 members nominated by the Coordinating Team and elected by the Presbytery for three year terms  
555 with four elected each year. As nearly as possible, the Committee shall have parity among TEs and  
556 REs. Members shall be elected at the last presbytery meeting of the year and assume duties at the  
557 beginning of the next year. The members are eligible for reelection to one additional term. The  
558 Presbytery Moderator shall be an ex officio member. This committee shall have a chair, whom the  
559 Presbytery elects, and a recording clerk, whom this committee selects.

560 **b. Responsibilities:** The Committee on Nominations and Representation shall:

- 561 i. Nominate persons to serve in positions on commissions and committees, including
- 562 vacancies, requiring election by the Presbytery, except as otherwise provided by the Bylaws.
- 563 ii. Nominate commissioners to the Synod and General Assembly, following the selection
- 564 criteria specified, and
- 565 iii. Ensure that nominations are consistent with the constituency of the Presbytery and in
- 566 conformity with the church’s commitment to unity in diversity (G-3.0111).

567

568 **4.2 Committee on Bills and Overtures**

569

570 **a. Membership:** The Committee on Bills and Overtures shall be composed of the Presbytery’s  
571 commissioners to the previous General Assembly. The Stated Clerk and Coach Coordinator shall be  
572 ex officio members. This committee shall have a chair, whom the committee selects.

573 **b. Responsibilities:** The Committee on Bills and Overtures shall:

- 574 i. Provide guidance to the Presbytery related to overtures to and from the General
- 575 Assembly.
- 576 ii. Provide guidance to the Presbytery related to other matters, as requested by the
- 577 Coordinating Team.

578

579 **5. ENTITIES RELATED TO THE PRESBYTERY**

580

581 **5.1 Covenant Partners:** Covenant Partners are related to the Presbytery, each by Covenant and  
582 Agreement, and may also be nonprofit corporations chartered by the State of Florida. Each Covenant  
583 and Agreement, as may be amended from time to time, may include provisions in addition to the  
584 provisions of these Bylaws. Each Covenant Partner is governed by its own bylaws.

585

586 The following are Covenant Partners with the Presbytery:

- 587 Beth-El Farmworker Ministry, Inc.
- 588 Presbyterian Camp and Conference Ministries of Southwest Florida, Inc. (DBA Cedarkirk)

589

590 **5.2 Other Entities:** The following entities are related to the Presbytery and may also be nonprofit  
591 corporations chartered by the State of Florida. Entities may be invited to present at meetings of the  
592 Presbytery. Each entity is governed by its own bylaws.

- 593 FLAPDAN (Florida Presbyterian Disaster Assistance Network)
- 594 International Mission Partnership to the Honduras
- 595 Presbyterian Women in the Presbyterian Church (U.S.A.)
- 596 Presbyterian Homes and Housing Foundation of Florida, Inc.

597 **6. AMENDMENTS**

598

599 These Bylaws may be amended, fully or partially suspended, repealed, or new Bylaws adopted by the  
600 action of at least two-thirds (2/3) of the members of the Presbytery present and voting at any duly-held  
601 regular or special meeting of the Presbytery.



602  
603  
604  
605  
606  
607  
608  
609  
610  
611  
612  
613

**FOR INFORMATION**

The following documents are available from the Stated Clerk:

- Report of the Transformation Team
- Ruling Elder Commissioner Parity
- Presbytery Manual of Operations
- Commission on Ministry Handbook
- Commission on Preparation for Ministry Handbook
- Regional Commission Membership List of Churches
- Gracious Communion Policy
- Sexual Misconduct Policy
- Child Protection Policy