

1 **BYLAWS**

2 Presbytery of Tampa Bay  
3 Revised November 9<sup>th</sup>, 2017

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 section on Regional Commissions defines three standing administrative commissions grouped  
24 roughly by geographic boundaries. Work in support of those regions is described in a section featuring  
25 the Commission on Ministry, the Commission on Preparation for Ministry, and the Commission on  
26 Church Vitality.

27  
28 The Permanent Judicial Commission, the Board of Trustees, and the Committee on Nominations and  
29 Representation are described, and reference is made to entities presently related to the Presbytery.

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31 Provision is made for amending this document.  
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**PRESBYTERY OF TAMPA BAY BYLAWS**

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52 **1. THE PRESBYTERY**

53

54 **1.1 Defined**

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

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

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

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

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

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74 **1.2 Members of the Presbytery who have the privilege of voice and vote**

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76 The Presbytery shall adopt policies for full participation and access to decision-making pursuant to G-  
77 3.0103. As nearly as is reasonably possible, such policies shall provide for parity among TEs and ruling  
78 elders (“REs”). Members with voice and vote include:

79

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

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

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

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

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

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

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

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

98 h. Commissioned Ruling Elders who are serving a church.

99

100 **1.3 Members of the Presbytery with the privilege of voice but without vote**

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- 102 a. Certified Christian Educators who are not REs during their terms of service in an educational
- 103 ministry (G-2.1103b).
- 104 b. Corresponding members:
- 105 i. Members of other presbyteries of the Church and TEs of congregations with which the
- 106 Church is in full communion or in correspondence shall register as corresponding members
- 107 if attending a meeting of the Presbytery and shall be seated by majority vote.
- 108 ii. Inquirers and candidates shall be corresponding members of the Presbytery.
- 109

110 **1.4 Meetings**

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

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

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

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

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

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

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

164 **k. Attendance**

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

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

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

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175 **1.5 Records**

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

178 b. The Stated Clerk shall post a summary of each Presbytery and regional meeting promptly on the  
179 Presbytery's website.

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

183  
184 **1.6 Administrative Commissions**

185  
186 a. The Moderator shall appoint Administrative Commissions under G-3.0109b (5). The Stated Clerk  
187 shall post the names of the members of the commission to the Presbytery's website within 30 days  
188 of appointment. A quorum for such Administrative Commissions shall be a majority of total  
189 members.

190 **2. PRESBYTERY LEADERSHIP**

191

192 **2.1 Moderator**

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

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

200

201 **2.2 Vice Moderator**

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

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

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

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215 **2.3 Presbytery Coach and Coordinator**

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

221 **b. Duties:** The Presbytery Coach and Coordinator shall be head of staff. The Presbytery Coach and  
222 Coordinator shall have authority for the management of the Presbytery and the supervision of the  
223 staff. The Presbytery Coach and Coordinator is accountable to the Presbytery through the  
224 Coordinating Team.

225

226 **2.4 Stated Clerk**

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

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

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

237

238 **2.5 Treasurer**

239

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

244 **b. Duties:** The Treasurer shall be an officer of the Presbytery and a member of the Presbytery staff.  
245 The responsibilities of the Treasurer shall include counsel regarding financial management and  
246 stewardship of the Presbytery and ex-officio membership on the Board of Trustees. The duties of  
247 the Treasurer are specified in the Presbytery Manual of Operations.  
248

249 **2.6 The Coordinating Team of the Presbytery**

250

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

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

259 i. Ordinarily, the Chair of the Team shall be the immediate past Moderator of the  
260 Presbytery, and

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

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

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

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

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

267 ii. Coordinate and oversee the work of the Regional Commissions and the Presbytery,

268 iii. Review the mission and ministry of the Presbytery,

269 iv. Provide advice and counsel to commissions, committees, Presbytery and its related  
270 entities,

271 v. Recommend an annual budget to the Presbytery,

272 vi. Make decisions regarding budget line item allocations and the disposition of unallocated  
273 surplus funds, not to exceed the budget approved by the Presbytery,

274 vii. Conduct annual reviews of Presbytery staff,

275 viii. Provide counsel regarding each Presbytery meeting and coordinate with the host  
276 congregation in partnership with the Stated Clerk,

277 ix. Nominate persons to serve on the Committee on Nominations and Representation.

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

281 **g. Records:** The Team shall make a full record of its proceedings and shall submit a draft of that  
282 record within two weeks of approval to the Stated Clerk. The final record shall be approved at the  
283 Team’s next meeting. A summary of these records shall be included in the materials made available  
284 to the TE and RE commissioners prior to the next Presbytery meeting.  
285

286 **2.7 Presbytery Manual of Operations**

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288 a. The Coordinating Team shall make recommendations to the Presbytery for the creation of and  
289 changes to the Presbytery Manual of Operations.

290 b. The Presbytery Manual of Operations includes policies regarding:

291 i. Personnel and responsibilities of staff

292 ii. Gracious Communion and Dismissal

293 iii. Selection of General Assembly Commissioners

294 iv. Presbytery meeting policies, such as rules governing presentation of General Assembly  
295 Overtures and motions to Presbytery

296 v. Committee and Commission structure, policies and responsibilities not already covered in  
297 these Bylaws, including those of each Regional Commission

298 vi. Regional Commission membership exceptions

299 vii. A Membership Chart of Churches in the Presbytery by Region

300 viii. References to all official handbooks and manuals maintained by Presbytery Committees and  
301 Commissions.

302 ix. Other policies as set by action of the Presbytery.

303 c. The Coordinating Team shall review the Presbytery Manual of Operations at least once every 2  
304 years, and shall be made available to members of Presbytery on the Presbytery website. This review  
305 shall include arbitration of any conflicts found between the official handbooks and manuals  
306 maintained by Presbytery Committees and Commissions.

307 d. Changes to the Presbytery Manual of Operations shall become effective on approval by the  
308 Presbytery.

309 e. The current approved version of the Presbytery Manual for Operations shall be available to  
310 members of the Presbytery on the website.

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313 **3. REGIONAL COMMISSIONS**

314

315 **3.1 Defined**

316

317 The Presbytery shall be organized into three standing administrative commissions (G-3.0109b) grouped  
318 roughly by geographic region. Names for the Regional Commissions will be "East", "West" and "Central."  
319 The membership of congregations in each Regional Commission is found in the Presbytery Manual of  
320 Operations.

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322 **3.2 Membership and Voting Privileges**

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324 Each Regional Commission will follow the same criteria for membership and voting privileges as given in  
325 Section 1 of the Bylaws.

326 a. Each Regional Commission shall adopt policies of enrollment, recorded in the Presbytery Manual  
327 of Operations, to assure that there is parity as nearly as possible among TEs and REs (G-3.109b).

328 b. Ordinarily members-at-large, validated ministers, chaplains or Honorably Retired TEs will be  
329 members of the Regional Commission in which they reside. If an Honorably Retired TE is serving a  
330 church outside of their region of residence, they may enroll as a member of that region instead.



331 **3.3 Organization**

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**a. Officers:** Each Regional Commission shall be served by a Convener. The convener of each Regional Commission will be the Moderator, Vice-Moderator, or Coordinating Team Chair of the Presbytery. The Moderator, Vice-Moderator or Coordinating Team Chair shall convene the Regional Commission where they reside. The Stated Clerk or Stated Clerk’s appointee shall serve as clerk of the Regional Commission. The Convener moderates Regional Commission meetings.

**b. Leadership Team:** The Leadership Team for a Regional Commission shall be composed of seven members consisting of the Convener, the Stated Clerk or Stated Clerk’s appointee, the Regional Chair of Commission on Ministry, the Regional Chair of Commission on Preparation for Ministry, and the Regional Chair of Commission on Church Vitality. Two additional members of the Leadership Team shall be nominated by the Committee on Nominations and Representation and elected by the Presbytery for a two year term. The Leadership Team shall:

- i. Guide each Regional Commission in the accomplishment of its responsibilities and
- ii. Prepare a schedule of meetings, plan the meetings, and provide for worship.

**c. Meetings:** Each Regional Commission shall meet at least two times a year, ordinarily alternating with the stated meetings of the Presbytery.

**d. Attendance:** The requirements of attendance at a Regional Commission shall be the same as at a Presbytery meeting. Excused absences shall be submitted to the Stated Clerk or Stated Clerk’s appointee.

**e. Quorum:** A quorum for the West and Central Regions shall be no fewer than seven TEs who are members of the Presbytery and seven RE commissioners who are members of seven different congregations. For the East Region, the quorum shall be no fewer than five TEs who are members of the Presbytery and five RE commissioners who are members of five different congregations. The convener shall determine whether a quorum is present.

**f. Responsibilities:** The Regional Commission shall:

- i. Engage in worship, communion, prayer, and conversation,
- ii. Explore how best to develop its leaders and congregations,
- iii. Develop support networks for TEs and REs,
- iv. In coordination with the Commission on Church Vitality, create continuous learning communities with the expectation of each TE’s participation,
- v. Develop networks to enhance joint ministry and mission initiatives,
- vi. In coordination with the Commission on Church Vitality, encourage a coaching network of skilled Presbytery leaders to practice a coach approach to ministry with colleagues,
- vii. Examine and admit TEs to Presbytery membership, and
- viii. Welcome new TE and RE commissioners.
- ix. Receive reports from Committees and Commissions.

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

**h. Records:** The Stated Clerk or Stated Clerk’s appointee shall make a full record of the proceedings and if appointed, shall submit that record within two weeks to the Stated Clerk, as well as minutes once approved by the Leadership Teams. Summaries of these records shall be included in the materials made available to the TE and RE commissioners prior to the next Presbytery meeting.

377 **4. COMMISSIONS OF THE PRESBYTERY**

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379 **4.1 Commission on Ministry**

380

381 **a. Defined:** The Commission on Ministry shall be a standing administrative commission (G-  
382 3.0109b). This commission shall function as a pastor and counselor to TEs, REs commissioned to  
383 particular pastoral service, and Certified Christian Educators. This commission shall provide guidance  
384 and resources to sessions and congregations.

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

393 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of  
394 Operations.

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

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

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

- 398 i. Develop and implement equal opportunity policies and procedures,
- 399 ii. Set minimum annual compensation for TEs and for those in Certified Church Service,
- 400 iii. Maintain appropriate policies and procedures, reviewing them at least every 2 years,
- 401 iv. Train members of the Commission on Ministry,
- 402 v. Develop and disseminate practices and standards for pastoral transitions,

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

- 404 i. Create or dissolve a pastoral relationship or position in a church,
- 405 ii. Approve calls and terms of call for TEs,
- 406 iii. Validate ministries for TEs ,
- 407 iv. Approve persons for Certified Church Service such as Certified Christian Educator,
- 408 v. Appoint persons to temporary pastoral relationships,
- 409 vi. Appoint REs to particular pastoral service,
- 410 vii. Receive transfers of TEs from other Presbyteries and reformed denominations,
- 411 viii. Appoint administrative commissions to ordain and to install TEs,
- 412 ix. Maintain a list of pulpit supply,
- 413 x. Give permission for TEs not serving a congregation to officiate the sacraments,
- 414 xi. Assist in resolving conflicts within local congregations,
- 415 xii. Appoint session moderators, especially when there is a vacancy,
- 416 xiii. Review and approve a Ministry Information Form for particular congregations,
- 417 xiv. Dismiss a TE in good standing from the Presbytery,
- 418 xv. Approve sabbatical leave requests,
- 419 xvi. Approve TEs to the status of "Honorably Retired,"
- 420 xvii. Recommend relief from vacancy dues to the Board of Pensions,
- 421 xviii. Approve Communion for non-congregational entities meeting within its bounds,
- 422 xix. Approve requests from sessions to allow REs to serve longer than 6 years.

- 423           xx. Examine Commissioned Ruling Elders (CREs) for commissioning to a particular service,  
424           approve contracts between CREs and churches, and arrange for CRE commissioning services  
425           according to G-2.1003,  
426           xxi. Authorize CREs to moderate the session of the congregation to which he or she is  
427           commissioned, to administer the Sacraments, and to officiate at marriages where permitted  
428           by state law.
- 429   **g. Powers:** To accomplish these responsibilities, this commission is empowered to act for the  
430   Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are  
431   delegated and not original. In cases of disagreement appeals may be made to the next meeting of  
432   the Presbytery.
- 433   **h. Records:** The Commission on Ministry shall make a full record of its proceedings and shall  
434   submit those minutes within two weeks of approval to the Stated Clerk. Summaries of these records  
435   shall be included in the materials made available to the TE and RE commissioners prior to the next  
436   Presbytery meeting.

#### 438   **4.2   Commission on Preparation for Ministry**

- 439
- 440   **a. Defined:** The Commission on Preparation for Ministry shall be a standing administrative  
441   commission (G-3.0109b). It shall fulfill the responsibilities stated below.
- 442   **b. Membership:** The Commission on Preparation for Ministry shall be composed of eighteen  
443   members elected by the presbytery for three year terms with six elected each year. As nearly as  
444   possible, the Commission shall have parity among TEs and REs. The commission shall have a chair,  
445   whom the Presbytery elects, and a recording clerk, whom the Commission selects. Members shall be  
446   elected at the last presbytery meeting of the year and assume their duties at the beginning of the  
447   next year. They are eligible for reelection to one additional term, or two additional terms if their first  
448   term was a partial term of less than one and a half years. No person having served two full terms  
449   shall be eligible for reelection until at least one year has elapsed.
- 450   **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of  
451   Operations.
- 452   **d. Meetings:** Meeting policies of the Commission shall be included in the Presbytery Manual of  
453   Operations.
- 454   **e. Quorum:** A quorum shall be a majority of the members (G-3.0109b).
- 455   **f. Responsibilities:** The Commission on Preparation for Ministry shall:
- 456       i. Guide sessions in the support of persons seeking to become TEs (G-2.0600) [This  
457       responsibility may be delegated to each Regional Commission on Preparation for Ministry],  
458       ii. Approve applicants to become inquirers and candidates and guide them in the process  
459       toward ordination as fully described in the Commission on Preparation for Ministry  
460       Handbook, and  
461       iii. Nominate TEs and REs to serve as readers of the PC (U.S.A.) standard ordination  
462       examinations.  
463       iv. Examine Commissioned Ruling Elders seeking approval to find a first commission as to  
464       their personal faith, motives for seeking the commission, and the areas of instruction  
465       determined by presbytery.  
466       v. Approve candidates and inquirers for transfer of care between Presbyteries.
- 467   **g. Powers:** To accomplish these responsibilities, this Commission on Preparation for Ministry is  
468   empowered to act for the Presbytery solely as specified in these Bylaws, consistent with the Book of  
469   Order. These powers are delegated and not original. In cases of disagreement, appeals may be made  
470   to the next meeting of the Presbytery.

471 **h. Records:** The Commission on Preparation for Ministry shall make a full record of its proceedings  
472 and shall submit those minutes within two weeks of approval to the Stated Clerk. A summary of  
473 these records shall be included in the materials made available to TE and RE commissioners prior to  
474 the next Presbytery meeting.  
475

### 476 **4.3 Commission on Church Vitality (CCV)** 477

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

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

489 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of  
490 Operations.

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

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

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

- 494 i. Create opportunities and networks to enhance relationships for mission, ministry, and  
495 education,
- 496 ii. Create and support continuous learning communities and encourage each TE and RE to  
497 participate, and
- 498 iii. Develop a coaching network of skilled Presbytery leaders to practice a coach approach  
499 to ministry.

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

- 501 i. Create opportunities and networks to enhance relationships for mission, ministry, and  
502 education,
- 503 ii. Create and support continuous learning communities and encourage each TE and RE to  
504 participate, and
- 505 iii. Assist churches revitalization efforts,
- 506 iv. Fulfill the responsibility for planting new churches and new worshipping communities,
- 507 v. Propose strategy for establishing and sustaining new worshipping communities within  
508 the regions of the Presbytery,
- 509 vi. Help churches to develop and implement effective programs of evangelism, church  
510 growth and new member integration, and
- 511 vii. Solicit and share best practices for evangelism, mission and education within the regions  
512 and Presbytery.

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

517 **h. Records:** The Commission on Church Vitality shall make a full record of its proceedings and shall  
518 submit those minutes within two weeks of approval to the Stated Clerk. A summary of these records

519 shall be included in the materials made available to the TE and RE commissioners prior to the next  
520 Presbytery meeting.

521

#### 522 **4.4 Board of Trustees**

523

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

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

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

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

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

540 i. Act as the Board of Trustees of the Presbytery fulfilling the fiduciary duties of a Trustee  
541 considering the best interests of the Presbytery as provided and permitted under State of  
542 Florida Law,

543 ii. Develop policies and guidelines for the Presbytery's financial, legal, and property  
544 activities,

545 iii. Develop and prepare an annual budget for consideration by the Coordinating Team,

546 iv. Exercise oversight over the assets of the Presbytery and assist, as appropriate,  
547 congregations in fulfilling their financial responsibilities,

548 v. Decide on behalf of Presbytery matters arising from the congregations, including:

549 (a) Applications to acquire, encumber, or sell real property,

550 (b) Applications for loans or grants, except as delegated, from the presbytery's  
551 capital and other designated funds,

552 (c) Requests to raise funds outside of the congregation to purchase or improve  
553 property,

554 (d) Lease arrangements between congregations and external groups for terms that  
555 exceed five years, involve worship space, or contain unusual provisions, and

556 (e) Reuses or disposal of property formerly held by a congregation that has been  
557 dissolved, and

558 vi. Facilitate the management of the Presbytery's civil affairs in such manner as may be  
559 directed by the Presbytery and according to the Constitution of the Presbyterian Church  
560 (U.S.A.) and the laws of the State of Florida.

561 vii. Provide financial and legal review and recommendations to Presbytery Coordinating  
562 Team on the annual budget prior to its adoption.

563 viii. Approve and review bookkeeping, auditing, and financial procedures.

564 ix. Provide bonding for the Treasurer and other persons handling finances for the  
565 Presbytery and the Presbytery Corporation.

566 x. Request, review, and report on audits.

567 xi. Manage all Corporation investments.

568 **f. Powers:** To accomplish these responsibilities, this commission is empowered to act for the  
569 Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are  
570 delegated and not original. In cases of disagreement, appeals may be made to the next meeting of  
571 the Presbytery.

572 **g. Records:** The Board of Trustees shall make a full record of its proceedings and shall submit those  
573 minutes within two weeks of approval to the Stated Clerk. A summary of the records shall be  
574 included in the materials made available to the TE and RE commissioners prior to the next  
575 Presbytery meeting.

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577

#### 578 **4.5 Permanent Judicial Commission**

579

580 **a. Defined:** The Permanent Judicial Commission shall consider and decide cases of process for the  
581 Presbytery (G-3.009a, D-5.0000).

582 **b. Membership:** The Permanent Judicial Commission shall be composed of nine members. As  
583 nearly possible the Commission shall have parity among TEs and REs, with no more than one of its  
584 RE members from any one congregation (D-5.0100). Members are elected by the Presbytery for a six  
585 year term with three members elected every other year. No person having served a full term of six  
586 years, or having served three or more years of a vacant term, shall be eligible for reelection to the  
587 Permanent Judicial Commission until at least four years shall have elapsed. Each permanent judicial  
588 commission shall meet and elect from its members a moderator and a clerk (D-5.0201).

589 **c. Meetings:** The meetings of the Permanent Judicial Commission shall be held at such times and  
590 places as the Presbytery shall direct, or, if no directions are given, at such times and places as the  
591 Permanent Judicial Commission shall determine (D-5.0303).

592 **d. Quorum:** A quorum shall be a majority of the members (D-5.024), except for a disciplinary case,  
593 at which time a quorum shall be a majority of the membership other than the two members  
594 assigned responsibilities under D-10.0204a.

595 **e. Powers:** The Permanent Judicial Commission shall have only the powers prescribed by the Book  
596 of Order and conduct its proceedings according to D-5.0202.

597 **f. Records:** The Permanent Judicial Commission shall make a full record of its proceedings and  
598 shall report them to the Stated Clerk (D.11.0600).

599 **g. Investigating Committee and Committee of Counsel:** The Stated Clerk, in consultation with the  
600 Moderator and the Chair of the Coordinating Team, shall appoint an Investigating Committee and/or  
601 Committee of Counsel when needed, as prescribed by the Rules of Discipline (D-10.0201b and D-  
602 6.0302a). The Investigating Committee and/or Committee of Counsel shall have no more than 5 or  
603 fewer than 3 members.

604 **5. COMMITTEES OF THE PRESBYTERY**

605

606 **5.1 Committee on Nominations and Representation**

607

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

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

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

623

624 **6. ENTITIES RELATED TO THE PRESBYTERY**

625

626 **6.1 Covenant Partners:** Covenant Partners are related to the Presbytery, each by Covenant and  
627 Agreement, and may also be nonprofit corporations chartered by the State of Florida. Each Covenant  
628 and Agreement, as may be amended from time to time, may include provisions in addition to the  
629 provisions of these Bylaws. Each Covenant Partner is governed by its own bylaws.

630

631 The following are Covenant Partners with the Presbytery:

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

634

635 **6.2 Other Entities:** The following entities are related to the Presbytery and may also be nonprofit  
636 corporations chartered by the State of Florida. Entities may be invited to present at meetings of the  
637 Presbytery and Regional Commissions. Each entity is governed by its own bylaws.

- 638 FLAPDAN (Florida Presbyterian Disaster Assistance Network)
- 639 International Mission Partnership to the Honduras
- 640 Presbyterian Women in the Presbyterian Church (U.S.A.)
- 641 Presbyterian Homes and Housing Foundation of Florida, Inc.

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643 **7. AMENDMENTS**

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

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**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