

1 **BYLAWS**

2 Presbytery of Tampa Bay

3 Revised April 29, 2021

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 and until a successor is elected. The Presbytery Coach and Coordinator is
228 eligible for re-election. The requirement for a written ballot may be suspended if there is only one
229 candidate for the position.

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

234

235 **2.4 Stated Clerk**

236

237 **a. Nomination and Election:** A TE or RE shall be nominated as Stated Clerk by a broadly
238 representative search committee (G-3.0111) of at least five members of the Presbytery. The Stated
239 Clerk shall be elected by written ballot for a three-year term and until a successor is elected. The
240 Stated Clerk is eligible for re-election. The requirement for a written ballot may be suspended if
241 there is only one candidate for the position.

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

245 **c. Temporary Clerks:** The Stated Clerk may appoint a Temporary Clerk. This person shall serve as
246 assistant to the Stated Clerk and shall be responsible for tasks assigned by the Stated Clerk.
247

248 **2.5 Treasurer**

249
250 **a. Nomination and Election:** A TE or RE shall be nominated as Treasurer by a broadly
251 representative search committee (G-3.0111) of at least five members of the Presbytery. The
252 Treasurer shall be elected by written ballot for a three-year term and until a successor is elected.
253 The Treasurer is eligible for re-election. The requirement for a written ballot may be suspended if
254 there is only one candidate for the position.

255 **b. Duties:** The Treasurer shall be an officer of the Presbytery and a member of the Presbytery staff.
256 The responsibilities of the Treasurer shall include counsel regarding financial management and
257 stewardship of the Presbytery and ex-officio membership on the Board of Trustees. The duties of
258 the Treasurer are specified in the Presbytery Manual of Operations.
259

260 **2.6 Associate Presbyter for Emerging Ministries**

261 **a. Nomination and Election:** A TE or RE shall be nominated as Associate Presbyter for Emerging
262 Ministries by a broadly representative search committee (G-3.0111) of at least five members of the
263 Presbytery. The Associate Presbyter for Emerging Ministries shall be elected by written ballot for a
264 three-year term and until a successor is elected. The Associate Presbyter for Emerging Ministries is
265 eligible for re-election. The requirement for a written ballot may be suspended if there is only one
266 candidate for the position.

267 **b. Duties:** The Associate Presbyter for Emerging Ministries shall be a member of the Presbytery
268 staff. This Associate will work primarily with the Commission on Church Vitality on fulfilling its
269 responsibilities, and will connect Presbytery commissions, congregations, and ministries with
270 opportunities to demonstrate compassion and share the gospel with our neighbors.
271

272 **2.7 The Coordinating Team of the Presbytery**

273
274 **a. Defined:** The Coordinating Team (“the Team”) is a commission of the Presbytery that shall have
275 the authority to coordinate, oversee, and facilitate the mandated responsibilities of the Presbytery
276 as delegated by the Presbytery below.

277 **b. Membership:** The Team shall be composed of the Moderator, Vice Moderator, the Chair of the
278 Coordinating Team, the elected chairs of the Commission on Ministry, the Commission on
279 Preparation for Ministry and the Commission on Church Vitality, Board of Trustees, Committee on
280 Nominations and Representation. The Presbytery Coach and Coordinator, the Stated Clerk, the
281 Associate Presbyter for Emerging Ministries, and the Treasurer are members of the Team with voice
282 and no vote.

283 i. Ordinarily, the Chair of the Team shall be the immediate past Moderator of the
284 Presbytery, and

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

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

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

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

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

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

- 292 iii. Provide advice and counsel to commissions, committees, Presbytery and its related
- 293 entities,
- 294 iv. Recommend an annual budget to the Presbytery,
- 295 v. Make decisions regarding budget line item allocations and the disposition of unallocated
- 296 surplus funds, not to exceed the budget approved by the Presbytery,
- 297 vi. Conduct annual reviews of Presbytery staff,
- 298 vii. Provide counsel regarding each Presbytery meeting and coordinate with the host
- 299 congregation in partnership with the Stated Clerk,
- 300 viii. Nominate persons to serve on the Committee on Nominations and Representation.

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

304 **g. Records:** The Team shall make a full record of its proceedings and shall submit a draft of that
305 record within two weeks of approval to the Stated Clerk. The final record shall be approved at the
306 Team’s next meeting. A summary of these records shall be included in the materials made available
307 to the TE and RE commissioners prior to the next Presbytery meeting.
308
309

310 **2.7 Presbytery Manual of Operations**

- 311
- 312 a. The Coordinating Team shall make recommendations to the Presbytery for the creation of and
- 313 changes to the Presbytery Manual of Operations.
- 314 b. The Presbytery Manual of Operations includes policies regarding:
 - 315 i. Personnel and responsibilities of staff
 - 316 ii. Gracious Communion and Dismissal
 - 317 iii. Selection of General Assembly Commissioners
 - 318 iv. Presbytery meeting policies, such as rules governing presentation of General Assembly
 - 319 Overtures and motions to Presbytery
 - 320 v. Committee and Commission structure, policies and responsibilities not already covered in
 - 321 these Bylaws
 - 322 vi. A Membership Chart of Churches in the Presbytery by Region
 - 323 vii. References to all official handbooks and manuals maintained by Presbytery Committees and
 - 324 Commissions.
 - 325 viii. Other policies as set by action of the Presbytery.
- 326 c. The Coordinating Team shall review the Presbytery Manual of Operations at least once every 2
- 327 years, and shall be made available to members of Presbytery on the Presbytery website. This review
- 328 shall include arbitration of any conflicts found between the official handbooks and manuals
- 329 maintained by Presbytery Committees and Commissions.
- 330 d. Changes to the Presbytery Manual of Operations shall become effective on approval by the
- 331 Presbytery.
332
333
334

335 **3. COMMISSIONS OF THE PRESBYTERY**

336

337 **3.1 Commission on Ministry**

338

339 **a. Defined:** The Commission on Ministry shall be a standing administrative commission (G-
340 3.0109b). This commission shall function as a pastor and counselor to TEs, REs commissioned to
341 particular pastoral service, and Certified Christian Educators. This commission shall provide guidance
342 and resources to sessions and congregations. The Commission on Ministry will be split into regions
343 as determined by the COM as a whole.

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

353 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of
354 Operations.

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

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

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

- 358 i. Develop and implement equal opportunity policies and procedures,
- 359 ii. Set minimum annual compensation for TEs, Commissioned Pastors and those in
360 Certified Church Service,
- 361 iii. Maintain appropriate policies and procedures, reviewing them at least every 2 years,
- 362 iv. Train members of the Commission on Ministry,
- 363 v. Develop and disseminate practices and standards for pastoral transitions,
- 364 vi. Identify resources for promoting the peace and harmony of the congregations,
365 especially in regard to matters arising out of the relationship between TEs and
366 congregations,
- 367 vii. Identify resources concerning equitable compensation, personnel policies, and fair
368 employment practices for all church professionals,
- 369 viii. Hold congregations accountable for compensation and benefits that are proportionate
370 to the Presbytery's Guidelines for Minimum Terms of Call,
- 371 ix. Approve requests from congregations to make changes in pastoral staffing models
372 regarding the number or type of installed or temporary pastoral relationships,
- 373 x. Approve Ministry Information Forms for congregations,
- 374 xi. Approve and present calls for services of TEs, approve the examination of TEs
375 transferring from other presbyteries, dissolve pastoral relationships, and dismiss TEs to
376 other presbyteries or denominations,
- 377 xii. Conduct an examination of each TE or candidate entering the Presbytery, including
378 those transferring from other Presbyteries or reformed denominations, on their
379 Christian faith, view of theology, the sacraments, government of the church, and Bible
380 content, as needed, and receive them as members of the Presbytery,
- 381 xiii. Validate ministries for TEs not serving particular congregations, and approve persons for
382 Certified Church Service such as Certified Christian Educator,

- 383 xiv. Appoint persons to temporary pastoral relationships,
384 xv. Conduct examinations of ruling elders being considered for a commission as a
385 Commissioned Pastor in a congregation of the Presbytery, and appoint them for service,
386 xvi. Receive transfers of TEs from other Presbyteries and reformed denominations,
387 xvii. Appoint administrative commissions to ordain and/or to install TEs, them in permanent
388 pastoral relations with input from the region,
389 xviii. Maintain a list of pulpit supply, and
390 xix. Authorize celebration of the Lord’s Supper Communion for non-congregational entities
391 meeting within the bounds of the Presbytery.
392 xx. The Commission on Ministry may permit the regional teams to take the following
393 actions on behalf of the full Commission:
394 a. Provide for pastoral care concerns of all church professionals and their families,
395 b. Assist professionals in securing appropriate career and personal counseling,
396 c. Provide for biennial congregational care visit for each Session and be open to
397 communication at all times with ruling elders who are members of Session, with
398 these visits ideally being made by at least one TE and at least one RE including
399 members of the COM region and of the Commission on Church Vitality,
400 d. Exercise wise discretion in determining when to take cognizance of information
401 concerning difficulties within a congregation and apprise the full COM when such
402 difficulties arise,
403 f. Assist in promoting the peace and harmony of the congregations,
404 g. Counsel with congregations regarding options for pastoral leadership: installed or
405 commissioned, permanent or temporary; dissolving pastoral relationships, the
406 interim period, electing a Pastor Nominating Committee, the process of
407 calling/commissioning a pastor(s) for all types of positions, and provide a list of
408 qualified persons to fill a vacant pulpit,
409 h. Dissolve a pastoral relationship when the congregation and pastor concur,
410 i. Provide guidance and resources to congregations concerning equitable
411 compensation, personnel policies, and fair employment practices for all church
412 professionals,
413 j. Review Ministry Information Forms prepared for particular congregations, and
414 authorize updates following approval by the full COM,
415 k. Annually review the terms of call and any changes for TEs,
416 l. Approve and oversee covenants for stated supply and interim pastors, reviewing
417 these documents for length of term and compensation,
418 m. Authorize TEs not serving a congregation to officiate the sacraments,
419 n. Approve sabbatical leave requests following consultation with the Presbytery
420 Coach and Coordinator,
421 o. Approve TEs to the status of “Honorably Retired,”
422 p. Approve requests to allow REs to serve longer than 6 years.
423 q. Appoint session moderators, especially when there is a vacancy,
424 r. Authorize Commissioned Pastors to moderate the session of the congregation to
425 which he or she is commissioned, to administer the Sacraments, and to officiate
426 at marriages where permitted by state law.
427 g. **Powers:** To accomplish these responsibilities, this commission is empowered to act for the
428 Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are

429 delegated and not original. In cases of disagreement appeals may be made to the next meeting of
430 the Presbytery.

431 **h. Records:** The Commission on Ministry shall make a full record of its proceedings and shall
432 submit those minutes within two weeks of approval to the Stated Clerk. Summaries of these records
433 shall be included in the materials made available to the TE and RE commissioners prior to the next
434 Presbytery meeting.

435

436 **3.2 Commission on Preparation for Ministry**

437

438 **a. Defined:** The Commission on Preparation for Ministry shall be a standing administrative
439 commission (G-3.0109b). It shall fulfill the responsibilities stated below.

440 **b. Membership:** The Commission on Preparation for Ministry shall be composed of fifteen
441 members elected by the presbytery for three year terms with five elected each year. As nearly as
442 possible, the Commission shall have parity among TEs and REs. The commission shall have a chair,
443 whom the Presbytery elects, and a recording clerk, whom the Commission selects. Members shall be
444 elected at the last presbytery meeting of the year and assume their duties at the beginning of the
445 next year. They are eligible for reelection to one additional term, or two additional terms if their first
446 term was a partial term of less than one and a half years. No person having served two full terms
447 shall be eligible for reelection until at least one year has elapsed.

448 **c. Organization:** Organization of the Commission shall be included in the Presbytery Manual of
449 Operations.

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

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

453 **f. Responsibilities:** The Commission on Preparation for Ministry shall:

454 i. Guide sessions in the support of persons seeking to become TEs (G-2.0600) [This
455 responsibility may be delegated to each Regional Commission on Preparation for Ministry],

456 ii. Approve applicants to become inquirers and candidates and guide them in the process
457 toward ordination as fully described in the Commission on Preparation for Ministry
458 Handbook, and

459 iii. Nominate TEs and REs to serve as readers of the PC (U.S.A.) standard ordination
460 examinations.

461 iv. Examine Commissioned Pastors seeking approval to find a first commission as to their
462 personal faith, motives for seeking the commission, and the areas of instruction determined
463 by presbytery.

464 v. Approve candidates and inquirers for transfer of care between Presbyteries.

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

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

473

474 **3.3 Commission on Church Vitality (CCV)**

475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519

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

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

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

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

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

f. Responsibilities: The Commission on Church Vitality shall:

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

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

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

g. Powers: To accomplish these responsibilities, the Commission on Church Vitality is empowered to act for the Presbytery solely as specified in these Bylaws, 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 Commission on Church Vitality shall make a full record of its proceedings and shall submit those minutes within two weeks of approval to the Stated Clerk. A summary of these records shall be included in the materials made available to the TE and RE commissioners prior to the next Presbytery meeting.

520 **3.4 Board of Trustees**

521

- 522 **a. Defined:** The Board of Trustees shall be a standing commission (G-3.0109b) charged with the
523 management of its financial resources and property assets acting as the corporate Board of Trustees
524 of the Presbytery and conducting the business affairs of the presbytery in accordance with its stated
525 Corporate Bylaws, which are incorporated by reference herein. Whenever there is a conflict
526 between those Corporate Bylaws and the Book of Order, the Book of Order shall prevail.
- 527 **b. Membership:** The Board of Trustees shall be composed of nine members elected by the
528 Presbytery for three year terms with three elected every year. This commission shall have a chair to
529 serve as the President of the Board of Trustees, whom the Presbytery elects, and a recording clerk,
530 whom this commission selects. Members shall ordinarily be elected at the last Presbytery meeting
531 of the year and assume duties at the beginning of the next year. They are eligible for reelection to
532 one additional term, or two additional terms if their first term was a partial term of less than one
533 and a half years. No person having served two full terms shall be eligible for reelection until at least
534 one year has elapsed.
- 535 **c. Meetings:** Meeting policies shall be included in the Presbytery Manual of Operations.
- 536 **d. Quorum:** A quorum shall be as required in the Corporate Bylaws.
- 537 **e. Responsibilities:** The Board of Trustees shall:
- 538 i. Act as the Board of Trustees of the Presbytery fulfilling the fiduciary duties of a Trustee
539 considering the best interests of the Presbytery as provided and permitted under State of
540 Florida Law,
 - 541 ii. Develop policies and guidelines for the Presbytery's financial, legal, and property
542 activities,
 - 543 iii. Develop and prepare an annual budget for consideration by the Coordinating Team,
 - 544 iv. Exercise oversight over the assets of the Presbytery and assist, as appropriate,
545 congregations in fulfilling their financial responsibilities,
 - 546 v. Decide on behalf of Presbytery matters arising from the congregations, including:
 - 547 (a) Applications to acquire, encumber, or sell real property,
 - 548 (b) Applications for loans or grants, except as delegated, from the presbytery's
549 capital and other designated funds,
 - 550 (c) Requests to raise funds outside of the congregation to purchase or improve
551 property,
 - 552 (d) Lease arrangements between congregations and external groups for terms that
553 exceed five years, involve worship space, or contain unusual provisions, and
 - 554 (e) Reuses or disposal of property formerly held by a congregation that has been
555 dissolved, and
 - 556 vi. Facilitate the management of the Presbytery's civil affairs in such manner as may be
557 directed by the Presbytery and according to the Constitution of the Presbyterian Church
558 (U.S.A.) and the laws of the State of Florida.
 - 559 vii. Provide financial and legal review and recommendations to Presbytery Coordinating
560 Team on the annual budget prior to its adoption.
 - 561 viii. Approve and review bookkeeping, auditing, and financial procedures.
 - 562 ix. Provide bonding for the Treasurer and other persons handling finances for the
563 Presbytery and the Presbytery Corporation.
 - 564 x. Request, review, and report on audits.
 - 565 xi. Manage all Corporation investments.
- 566 **f. Powers:** To accomplish these responsibilities, this commission is empowered to act for the
567 Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are
568 delegated and not original. In cases of disagreement, appeals may be made to the next meeting of
569 the Presbytery.

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

574
575

3.5 Permanent Judicial Commission

576

577
578 **a. Defined:** The Permanent Judicial Commission shall consider and decide cases of process for the
579 Presbytery (G-3.009a, D-5.0000).

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

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

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

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

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

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

602 **4. COMMITTEES OF THE PRESBYTERY**

603

604 **4.1 Committee on Nominations and Representation**

605

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

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

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

620

621 **4.2 Committee on Bills and Overtures**

622

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

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

- 627 i. Provide guidance to the Presbytery related to overtures to and from the General
628 Assembly.
- 629 ii. Provide guidance to the Presbytery related to other matters, as requested by the
630 Coordinating Team.

631

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

633

634 **5.1 Covenant Partners:** Covenant Partners are related to the Presbytery, each by Covenant and
635 Agreement, and may also be nonprofit corporations chartered by the State of Florida. Each Covenant
636 and Agreement, as may be amended from time to time, may include provisions in addition to the
637 provisions of these Bylaws. Each Covenant Partner is governed by its own bylaws.

638

639 The following are Covenant Partners with the Presbytery:

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

642

643 **5.2 Other Entities:** The following entities are related to the Presbytery and may also be nonprofit
644 corporations chartered by the State of Florida. Entities may be invited to present at meetings of the
645 Presbytery. Each entity is governed by its own bylaws.

- 646 FLAPDAN (Florida Presbyterian Disaster Assistance Network)
- 647 International Mission Partnership to the Honduras
- 648 Presbyterian Women in the Presbyterian Church (U.S.A.)
- 649 Presbyterian Homes and Housing Foundation of Florida, Inc.

650 **6. AMENDMENTS**

651

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

655
656
657
658
659
660
661
662
663
664
665
666

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