

## **BYLAWS**

Presbytery of Tampa Bay  
Revised December 2, 2021

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

Presbytery of Tampa Bay Mission Statement

### **Summary**

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

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

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

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

Provision is made for amending this document.

# PRESBYTERY OF TAMPA BAY BYLAWS

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## **1. THE PRESBYTERY**

### **1.1 Defined**

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

- a. The Presbytery is a council of the Church composed of and governing all the congregations and teaching elders (“TEs”) within the Florida counties of Citrus, Hernando, Pinellas, Pasco, Hillsborough, Polk, and the town of Yankeetown in Levy County.
- b. In accordance with G-4.0101 and as permitted by the Law of the State of Florida, the Presbytery has also been incorporated as a nonprofit corporation under the name “Presbytery of Tampa Bay, Inc.”
- c. The Presbytery is organized and operated as a charitable religious corporation and is qualified as an exempt organization under Section 501(c)(3) of the Internal Revenue Code: Section 196, as amended.
- d. The registered office of the Presbytery shall be at the same location as the registered office of Presbytery of Tampa Bay, Inc.

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

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

- a. TEs engaged in a validated ministry, a member-at-large as determined by the Presbytery, and TEs who are Honorably Retired (G-2.0503, G-3.0306).
  - i. For the purposes of determining parity between TEs and REs, Honorably Retired TEs shall be counted based on the average of total Honorably Retired TE attendance over the past 2 years.
- b. REs elected by sessions of congregations of the Presbytery whose numbers shall be determined annually by action of the Presbytery (G-2.0301, G-3.0301). The exact distribution of REs by congregation shall be recorded in the Presbytery minutes and posted on the Presbytery website.
- c. REs serving as officers or as executive staff of the Presbytery or as chairs of the various commissions or committees of the Presbytery shall be enrolled during their term of office (G-3.0301).
- d. REs serving as members of the Permanent Judicial Commission shall be enrolled during their term of service (G-3.0301).
- e. An RE who has served as Moderator of the Presbytery shall continue to be enrolled as a member of the Presbytery upon expiration of his or her term of office.
- f. An RE commissioner to the General Assembly of the Church (“General Assembly”) shall be enrolled as a member of the Presbytery from the convening of the General Assembly of his or her election until the convening of the next General Assembly.
- g. Certified Christian Educators who are REs (G-2.1103b).
- h. Commissioned Pastors who are serving a church.

### 1.3 Members of the Presbytery with the privilege of voice but without vote

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

### 1.4 Meetings

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

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

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

- i. Only members of the Presbytery who have the privilege of voice and vote (section 1.2) may remain in the meeting to participate in the business and to vote.
- ii. Corresponding members may be seated for all or part of the executive session without the privilege of vote. Each corresponding member must be considered separately and approved for admission by a two-thirds vote.
- iii. Persons having information pertinent to the business may be invited to present such information and to answer questions and shall then be dismissed from the meeting.
- iv. Members of the Presbytery (section 1.2) may not leave an executive session of the Presbytery before it is concluded, unless excused by the Moderator; nor may any member be admitted to an executive session after the business has been introduced. Temporary clerks or other commissioners appointed by the Moderator shall enforce this rule.

**k. Attendance**

- i. TEs and sessions are expected to communicate to the Stated Clerk their reasons for absence from any stated or special meeting. When a TE or session has been absent for a year without excuse, that TE or session shall be liable to the censure of the Presbytery.
- ii. Honorably Retired TEs and TEs working outside the bounds of the Presbytery are deemed excused unless they register for a particular meeting.

**l. Electronic Meetings:**

- i. Stated and special meetings of the Presbytery of Tampa Bay may be conducted, in whole or in part, without the participants being physically present in the same place so long as all participants have the opportunity for simultaneous aural communication.
- ii. Except where specifically prohibited, meetings of commissions, committees, and task forces may be conducted, in whole or in part, without the participants being physically present in the same place so long as all participants have the opportunity for simultaneous aural communication. Meetings occurring by email are not permitted.

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

## **1.5 Records**

- a. The Stated Clerk shall prepare minutes of each Presbytery meeting.
- b. The Stated Clerk shall post a summary of each Presbytery meeting promptly on the Presbytery’s website.
- c. The Coordinating Team shall examine and approve the minutes of the Presbytery meeting. The report of the Team shall be presented for adoption as part of the consent agenda at the next stated meeting.

## **1.6 Administrative Commissions**

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

## 2. PRESBYTERY LEADERSHIP

### 2.1 Moderator

- a. Nomination and Election:** The Committee on Nominations and Representation shall nominate a TE or RE as Moderator at the year's final stated meeting. The Moderator shall be installed at this stated meeting, at which time the term of the current Moderator ends. A new Moderator shall be elected annually.
- b. Duties:** The Moderator shall preside at all meetings of the Presbytery and shall have the full authority set forth in G-3.0104, the latest edition of *Robert's Rules of Order Newly Revised*, and these Bylaws.

### 2.2 Vice Moderator

- a. Nomination and Election:** The Committee on Nominations and Representation shall nominate a TE or RE as Vice Moderator at the year's final stated meeting. The Vice Moderator shall be installed at this stated meeting and serves until the new Vice Moderator is installed. The Vice Moderator will normally be the nominee for Moderator in the coming year.
- b. Duties:** The Vice Moderator shall act as moderator by invitation of the Moderator.
- c. Assumption of the Duties of the Moderator:** Should the Moderator be unable to fulfill the duties of the office, the Vice Moderator shall assume the office for the remainder of the term or until such time as the Moderator is able to resume the obligation. When the Vice Moderator serves out the remainder of a Moderator's term, that person may remain eligible to serve a subsequent full term as Moderator. If the position of Vice Moderator becomes vacant, the most recent past Moderator will complete the term.

### 2.3 Presbytery Coach and Coordinator

- a. Nomination and Election:** : A TE or RE shall be nominated as Presbytery Coach and Coordinator by a broadly representative search committee (G-3.0111) of at least five members. The Presbytery Coach and Coordinator shall be elected by the Presbytery at a stated or special meeting by written ballot for a five-year term and until a successor is elected. The Presbytery Coach and Coordinator is eligible for re-election. The requirement for a written ballot may be suspended if there is only one candidate for the position.
- b. Duties:** The Presbytery Coach and Coordinator shall be head of staff. The Presbytery Coach and Coordinator shall have authority for the management of the Presbytery and the supervision of the staff. The Presbytery Coach and Coordinator is accountable to the Presbytery through the Coordinating Team.

### 2.4 Stated Clerk

- a. Nomination and Election:** A TE or RE shall be nominated as Stated Clerk by a broadly representative search committee (G-3.0111) of at least five members of the Presbytery. The Stated Clerk shall be elected by written ballot for a three-year term and until a successor is elected. The Stated Clerk is eligible for re-election. The requirement for a written ballot may be suspended if there is only one candidate for the position.
- b. Duties:** The Stated Clerk shall be the ecclesiastical officer and a member of the Presbytery staff. In addition to the responsibilities enumerated in G-3.0104, other duties of the Stated Clerk are specified in the Presbytery Manual of Operations.

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

## 2.5 Treasurer

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

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

## 2.6 Associate Presbyter for Emerging Ministries

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

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

## 2.7 The Coordinating Team of the Presbytery

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

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

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

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

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

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

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

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

ii. Review the mission and ministry of the Presbytery,



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

**f. Powers:** To accomplish these responsibilities, the Team 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.

**g. Records:** The Team shall make a full record of its proceedings and shall submit a draft of that record within two weeks of approval to the Stated Clerk. The final record shall be approved at the Team's next meeting. 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.

## 2.7 Presbytery Manual of Operations

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

### 3. COMMISSIONS OF THE PRESBYTERY

#### 3.1 Commission on Ministry

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

**b. Membership:** The Commission on Ministry shall be composed of twenty-four members elected by the Presbytery for three-year terms with eight elected each year. As nearly as possible, the Commission shall have parity among TEs and REs. The commission shall have a chair, whom the Presbytery elects, and a recording clerk, whom this commission selects. Each region of the Commission on Ministry shall have a chair, elected by the Commission on Ministry as a whole. 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 Ministry shall:

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

- xiv. Appoint persons to temporary pastoral relationships,
  - xv. Conduct examinations of ruling elders being considered for a commission as a Commissioned Pastor in a congregation of the Presbytery, and appoint them for service,
  - xvi. Receive transfers of TEs from other Presbyteries and reformed denominations,
  - xvii. Appoint administrative commissions to ordain and/or to install TEs in permanent pastoral relations with input from the region,
  - xviii. Maintain a list of pulpit supply, and
  - xix. Authorize celebration of the Lord's Supper Communion for non-congregational entities meeting within the bounds of the Presbytery.
  - xx. The Commission on Ministry may permit the regional teams to take the following actions on behalf of the full Commission:
    - a. Provide for pastoral care concerns of all church professionals and their families,
    - b. Assist professionals in securing appropriate career and personal counseling,
    - c. Provide for biennial congregational care visit for each Session and be open to communication at all times with ruling elders who are members of Session, with these visits ideally being made by at least one TE and at least one RE including members of the COM region and of the Commission on Church Vitality,
    - d. Exercise wise discretion in determining when to take cognizance of information concerning difficulties within a congregation and apprise the full COM when such difficulties arise,
    - f. Assist in promoting the peace and harmony of the congregations,
    - g. Counsel with congregations regarding options for pastoral leadership: installed or commissioned, permanent or temporary; dissolving pastoral relationships, the interim period, electing a Pastor Nominating Committee, the process of calling/commissioning a pastor(s) for all types of positions, and provide a list of qualified persons to fill a vacant pulpit,
    - h. Dissolve a pastoral relationship when the congregation and pastor concur,
    - i. Provide guidance and resources to congregations concerning equitable compensation, personnel policies, and fair employment practices for all church professionals,
    - j. Review Ministry Information Forms prepared for particular congregations, and authorize updates following approval by the full COM,
    - k. Annually review the terms of call and any changes for TEs,
    - l. Approve and oversee covenants for stated supply and interim pastors, reviewing these documents for length of term and compensation,
    - m. Authorize TEs not serving a congregation to officiate the sacraments,
    - n. Approve sabbatical leave requests following consultation with the Presbytery Coach and Coordinator,
    - o. Approve TEs to the status of "Honorably Retired,"
    - p. Approve requests to allow REs to serve longer than 6 years.
    - q. Appoint session moderators, especially when there is a vacancy,
    - r. Authorize Commissioned Pastors to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.
- g. Powers:** To accomplish these responsibilities, this commission 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 Ministry shall make a full record of its proceedings and shall submit those minutes within two weeks of approval to the Stated Clerk. Summaries of these records shall be included in the materials made available to the TE and RE commissioners prior to the next Presbytery meeting.

### **3.2 Commission on Preparation for Ministry**

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

**b. Membership:** The Commission on Preparation for Ministry shall be composed of fifteen members elected by the presbytery for three year terms with five elected each year. As nearly as possible, the Commission shall have parity among TEs and REs. The commission shall have a chair, whom the Presbytery elects, and a recording clerk, whom the Commission selects. Members shall be elected at the last presbytery meeting of the year and assume their 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 of the Commission 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 Preparation for Ministry shall:

- i. Guide sessions in the support of persons seeking to become TEs (G-2.0600) [This responsibility may be delegated to each Regional Commission on Preparation for Ministry],
- ii. Approve applicants to become inquirers and candidates and guide them in the process toward ordination as fully described in the Commission on Preparation for Ministry Handbook, and
- iii. Nominate TEs and REs to serve as readers of the PC (U.S.A.) standard ordination examinations.
- iv. Examine Commissioned Pastors seeking approval to find a first commission as to their personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery.
- v. Approve candidates and inquirers for transfer of care between Presbyteries.

**g. Powers:** To accomplish these responsibilities, this Commission on Preparation for Ministry 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 Preparation for Ministry 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 TE and RE commissioners prior to the next Presbytery meeting.

### 3.3 Commission on Church Vitality (CCV)

**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.

### 3.4 Board of Trustees

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

**b. Membership:** The Board of Trustees shall be composed of nine members elected by the Presbytery for three year terms with three elected every year. This commission shall have a chair to serve as the President of the Board of Trustees, whom the Presbytery elects, and a recording clerk, whom this commission selects. Members shall ordinarily 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. Meetings:** Meeting policies shall be included in the Presbytery Manual of Operations.

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

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

- i. Act as the Board of Trustees of the Presbytery fulfilling the fiduciary duties of a Trustee considering the best interests of the Presbytery as provided and permitted under State of Florida Law,
- ii. Develop policies and guidelines for the Presbytery's financial, legal, and property activities,
- iii. Develop and prepare an annual budget for consideration by the Coordinating Team,
- iv. Exercise oversight over the assets of the Presbytery and assist, as appropriate, congregations in fulfilling their financial responsibilities,
- v. Decide on behalf of Presbytery matters arising from the congregations, including:
  - (a) Applications to acquire, encumber, or sell real property,
  - (b) Applications for loans or grants, except as delegated, from the presbytery's capital and other designated funds,
  - (c) Requests to raise funds outside of the congregation to purchase or improve property,
  - (d) Lease arrangements between congregations and external groups for terms that exceed five years, involve worship space, or contain unusual provisions, and
  - (e) Reuses or disposal of property formerly held by a congregation that has been dissolved, and
- vi. Facilitate the management of the Presbytery's civil affairs in such manner as may be directed by the Presbytery and according to the Constitution of the Presbyterian Church (U.S.A.) and the laws of the State of Florida.
- vii. Provide financial and legal review and recommendations to Presbytery Coordinating Team on the annual budget prior to its adoption.
- viii. Approve and review bookkeeping, auditing, and financial procedures.
- ix. Provide bonding for the Treasurer and other persons handling finances for the Presbytery and the Presbytery Corporation.
- x. Request, review, and report on audits.
- xi. Manage all Corporation investments.

**f. Powers:** To accomplish these responsibilities, this commission 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.

**g. Records:** The Board of Trustees 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 the records shall be included in the materials made available to the TE and RE commissioners prior to the next Presbytery meeting.

### 3.5 Permanent Judicial Commission

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

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

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

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

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

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

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

## 4. COMMITTEES OF THE PRESBYTERY

### 4.1 Committee on Nominations and Representation

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

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

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

### 4.2 Committee on Bills and Overtures

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

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

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

## 5. ENTITIES RELATED TO THE PRESBYTERY

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

The following are Covenant Partners with the Presbytery:

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

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

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



## **6. AMENDMENTS**

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

## **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