

Manual of Administrative Operations of the Presbytery of San Diego

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Presbytery of San Diego

3703 Udall Street

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Initial issue: November 19, 2002

Revised: September 2004, enacted January 1, 2005

Revised: November 2005, enacted January 1, 2006

Revised: November 2009, enacted January 1, 2010

Revised: November 2012, to enact January 1, 2013

Revised: November 2015, to enact November 17, 2015

Last Revised: November 2018, to enact 2018

Final Reading with changes through 11/nn/18

RECORD OF CHANGES

Change Number	Date	Description	Page(s)
1	2/4/03	Added Stated Clerk to membership of the Executive Committee of Council	3, 35
2	11/16/04	1. Numerous editorial changes. 2. Revised terms for members-at-large of General Council.	1, 5, 7–15, 22, 32, 33, 35–37, 39 & 40
3	10/18/05	1. Revisions to incorporate Mission Projects and Steering Committees per the Task Force to Evaluate Mission Programs of Presbytery. 2. Deleted the Worship Ministry Team, which was dissolved at the September 2005 Presbytery meeting. 3. References to Presbytery commissions; clarified various types of committees' duties. 4. Revised the size of a quorum. 5. Changes to reflect the shift from annual to bi-annual meetings of the General Assembly. 6. Revisions to delete the CFO position, which was eliminated at the January 2005 Presbytery meeting; converted to the staff position of Financial Director. 7. Incorporated the concept of Commissioned Lay Pastors. 8. Numerous minor substantive changes. 9. Numerous editorial changes.	All pages of this <i>Manual</i> are impacted by one or more of these items.
4	11/17/12	1. Revisions to bring various portions into conformance with the nFOG changes. 2. Revised the geographic description of the Presbytery to include a portion of Hawaii. 3. Eliminated “Standing Committees of Council” category. Relocated Ecclesiastical Committee to Chapter 10. Kept the Human Resources Committee in Chapter 14. Relocated Budget, Property and Finance Committee to Chapter 15. Relocated Executive Committee to Chapter 6. And Renumbered Chapter 6 to 7. 4. Revised the number of ruling elder commissioners to Presbytery based on congregation size. 5. Identified certain personnel practices and clarified others related to employees of the Presbytery and teaching elders installed in pastoral relationships. 6. Identifies standing committee meeting standards, including electronic means. 7. Transferred responsibilities of the Committee on Representation to the Nominating Committee. 8. Identified certain functions for which the Committees on Ministry (COM) and Preparation for Ministry (CPM)	1. All pages of the <i>Manual</i> 2. Chapter 1 3. All pages of the <i>Manual</i> 4. Chapter 1, §III 5. Chapters 2, 3, 8, 14 & 17 6. Chapter 4, §II 7. Chapter 7 8. Chapter 8, §IV &

		<p>are designated as administrative commissions.</p> <p>9. Authorized CPM to act as a commission of Presbytery for certain actions.</p> <p>10. Consolidated Evangelism & Missions in Chapter 11. Relocated Ministry Teams to Chapter 13.</p> <p>11. Identified the fiduciary relationship between the Presbytery and the Budget, Property and Finance Committee (BP&F).</p> <p>12. Established a policy for travel reimbursement by the Presbytery.</p> <p>13. Clarify responsibilities for control of various budget elements.</p> <p>14. Identified special funds and the committee responsible for each fund’s administration.</p> <p>15. Brought standing rules into alignment with current Presbytery practices.</p> <p>16. Updated Standards of Ethical Conduct and clarified to whom those standards apply.</p> <p>17. Deleted “Special Organizations” section</p> <p>18. Numerous editorial changes.</p>	<p>Chapter 9, §IV</p> <p>9. Chapter 9, §IV</p> <p>10. All pages of the <i>Manual</i></p> <p>11. Chapter 15, §II & §III</p> <p>12. Chapter 15, §III</p> <p>13. Chapters 11–12 & 15</p> <p>14. Chapter 15, §III</p> <p>15. Chapter 16</p> <p>16. Chapter 16, §VI</p> <p>17. Chapter 16, §VII</p> <p>18. All pages of the <i>Manual</i></p>
5	11/17/15	Give authority to BP&F as a “commission” to do certain things on behalf of the Presbytery	
6	11/nn/18	<p>1. Eliminated ministry teams as an organizational entity.</p> <p>2. Identified the mission budget; assigned responsibility for that budget to E&M Committee.</p> <p>3. Streamlined oversight and budget responsibilities for mission projects.</p> <p>4. Adjusted number of members for certain standing committees.</p> <p>5. Numerous minor substantive changes.</p> <p>6. Numerous editorial changes including those required as a result of making Chapter 13 reserved for future use.</p> <p>7. Revised description of Presbytery boundaries and payments for travel within the Presbytery.</p> <p>8. Clarified stated clerk position requirements and membership in Presbytery.</p> <p>9. Clarified annual review and administrative reporting relationships for Presbytery staff personnel, and the role of the HR Committee.</p> <p>10. Added process to follow when the Permanent Judicial Commission is unable to reach a quorum.</p> <p>11. Aligned Presbytery meetings for elections with</p>	<p>1–6. All pages of this <i>Manual</i> are impacted by one or more of these items.</p> <p>7. Chapters 1, §II & 15, ¶III.C</p> <p>8. Chapter 2, ¶II.B</p> <p>9. Chapters 3 & 12, ¶IV.B & 14, §III</p> <p>10. Chapter 5, §I</p> <p>11. Chapters</p>

	<p>current practices.</p> <p>12. Updated requirements for electronic voting via e-mail.</p> <p>13. Expanded authority of CPM to certify candidates</p> <p>14. Clarified definition of mission projects and role of mission project steering committees for administrative and financial aspects of those committees.</p> <p>15. Clarified duties and relationships of the HR Committee.</p> <p>16. Clarified types of funds maintained by the Presbytery</p> <p>17. Noting that Ministers of the Word and Sacrament are called teaching elders throughout this <i>Manual</i>.</p> <p>18. Identified requirements for congregations to provide certain documents to the Presbytery</p> <p>19. Clarified commissioned ruling elder (CRE) appointments.</p> <p>20. Added requirements for driving vehicles for Presbytery purposes.</p> <p>21. Added sexual misconduct prevention and child & youth protection policies.</p>	<p>2, §II & 6, §III & 7, §III & 16, ¶VII.A</p> <p>12. Chapters 6, §I & 16, ¶XI.B</p> <p>13. Chapter 9, §IV</p> <p>14. Chapter 12</p> <p>15. Chapter 14, §III</p> <p>16. Chapter 15, ¶III.B</p> <p>17. Chapter 16, ¶II.A</p> <p>18. Chapter 16, III.B</p> <p>19. Chapter 16, ¶¶IV.C & D</p> <p>20. Chapter 16, ¶VI.K</p> <p>21. Chapter 16, §VII</p>

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