

CHAPTER TWO
OFFICERS OF THE PRESBYTERY

I. Principal Officers

The principal officers of Presbytery are the Moderator, Vice-moderator, and Stated Clerk. All officers must reside within the bounds of the Presbytery. Those officers that are ruling elders shall be an active member of a church of the Presbytery.

II. Mode of Election, Terms and Duties

A. Moderator and Vice-moderator

1. The Moderator is elected at the November stated meeting of Presbytery for a term of one (1) year, to take office on the subsequent January 1.
 - a. The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the Presbytery. He/she convenes and adjourns the Presbytery and may, in an emergency, convene the Presbytery by written notice at a time and place to be designated in the notice. The Moderator also performs any other duties assigned by this *Manual* and/or the Presbytery.
 - b. The Moderator creates and appoints (in consultation with the Stated Clerk and/or Presbytery attorney) members of an investigating committee (IC) upon receipt of notice from the Stated Clerk that a written statement of an alleged offense(s) has been received. The Presbytery is notified when an IC has been appointed, but not the composition or purpose (see *BoO* D-10.0103 & 10.0201).
 - c. The Moderator creates and appoints (in consultation with the Stated Clerk and/or Presbytery attorney) members of a committee of counsel upon receipt of notice from the Stated Clerk that a written statement of a complaint of a remedial offense(s) has been received. The Presbytery is notified when an committee of counsel has been appointed (see *BoO* D-6.0302 & 6.0303)
 - d. The Moderator appoints (in consultation with the Stated Clerk and Executive Presbyter, as appropriate) members of administrative commissions, subject to approval of the Presbytery.
 - e. The outgoing Moderator becomes the Chair of the Presbytery Executive Committee beginning January 1. In the event this person cannot serve as Committee Chair, the most recent past Moderator residing within the bounds of the Presbytery becomes the Chair.
2. The Vice-moderator is elected at the November stated meeting of Presbytery for a term of one (1) year, to take office on the subsequent January 1.

- a. The Vice-moderator ordinarily will be the only nominee for Moderator presented by the Nominating Committee for the succeeding year.
 - b. The Vice-moderator serves in the absence of the Moderator or when requested by the Moderator to do so.
3. In the absence of the Moderator and Vice-moderator, the next previous Moderator residing within the bounds of the Presbytery present shall perform the duties of the Moderator.
 4. Ordinarily, the Moderator for a year during which a General Assembly meeting will be held, is a nominee for election as a commissioner to General Assembly, or if not a commissioner, may attend General Assembly at the expense of the Presbytery. If the Moderator is unable to attend the General Assembly, the Vice-moderator ordinarily will be a nominee for commissioner.
 5. At the November stated meeting of Presbytery, the Nominating Committee presents nominations for Moderator and Vice-moderator, ordinarily alternating annually between teaching and ruling elders.
 - a. Nominations are made after consideration of the following criteria:
 - i. General knowledge of the PC(USA);
 - ii. Tenure as a member of, and service to, the Presbytery;
 - iii. Availability and adaptability to serve three consecutive years in the positions of Vice-Moderator, Moderator, and Chair of the Presbytery Executive Committee;
 - iv. Commitment to the theology and polity of the Reformed tradition
 - v. Availability to serve as a commissioner to stated and called meetings of the General Assembly;
 - vi. General knowledge of parliamentary procedures; and
 - vii. A commitment to the PC(USA).
 - b. Nominations for Moderator and Vice-moderator may be made from the floor with the consent of the individual to be nominated.
 - c. In the notice of the November stated meeting that is posted on the Presbytery web site, the Stated Clerk includes written statements or printed material regarding the Vice-moderator nominee(s), and the Moderator nominee(s) if not currently serving as Vice-moderator.

B. Stated Clerk

1. The Stated Clerk is elected at a November stated meeting of the Presbytery and serves for a term of three (3) years, beginning January 1 following his/her election. A new Stated Clerk is elected to fill partial terms as described below. The Stated Clerk may be either a teaching or ruling elder. When the individual is a teaching elder, this is a validated ministry when the individual is not serving in an installed position in a congregation.
 - a. Whenever a vacancy occurs in the office of the Stated Clerk, or when the Stated Clerk Evaluation Committee recommends that the incumbent not be reelected to another term, the Presbytery elects a Stated Clerk Search Committee. This special committee is responsible to the Presbytery to nominate a successor.
 - b. The Stated Clerk Search Committee consists of five (5) members, with at least two (2) each teaching and ruling elders. It identifies and evaluates potential candidates for the position after advising the Presbytery of the individual to whom suggestions and applications should be submitted. It accepts suggestions and applications for a period of not less than 30 days after it has posted notice of the open position.
 - c. The Stated Clerk Search Committee presents a nomination to the Presbytery for election to a full 3-year term. A newly elected Stated Clerk, if a teaching elder that is not a member of this Presbytery, is approved for membership in the Presbytery as described in section III of Chapter 1 of this *Manual*, upon installation in the position.
2. The duties of the Stated Clerk are those specified at *BoO* G-3.0104 and G-3.0305 and any other requirements of the *BoO* and this *Manual*, to include:
 - a. Providing the Executive Committee and the Presbytery with polity guidance regarding the *BoO*, interpretation of this *Manual*, and application of Robert's Rules of Order;
 - b. Reporting to Presbytery the receipt, disposition and/or referral of all correspondence and communications to the Presbytery;
 - c. Arranging with host churches for the logistics of Presbytery meetings;
 - d. Preparing and sending official correspondence directed by the Presbytery;
 - e. Conducting training for session clerks at least annually, in cooperation with the Ecclesiastical Committee;

- f. Preparing with the Leadership Subcommittee of Executive Committee and the Executive Presbyter, the docket for that Committee's meetings;
- g. Maintaining a record of all standing committees of Presbytery, copies of minutes of their meetings, and rosters of their membership;
- h. Serves *ex-officio* without vote and supports the standing committees and steering committees of the Presbytery as identified by this *Manual*.
- i. Advises administrative commissions for new church developments on the ecclesiastical and secular (corporate) tasks that must be completed prior to a new congregation becoming a stand-alone, member church of this Presbytery.
- j. Providing for the permanent safekeeping of the Presbytery's records, including transfer to the Presbyterian Historical Society; providing for safekeeping of records from any church of the Presbytery for which the congregation is dissolved;
- k. Directing the activities of the Minute Clerk, if one is appointed;
- l. Referring to the PJC any written complaint alleging an irregularity in a particular decision or action, or alleged delinquency;
- m. Referring to the Presbytery Moderator notice of a written statement of an alleged offense(s) (but not the name of the individual against whom the offense is made) and requesting the Moderator appoint an IC (see *BoO* D-10.0103); and;
- n. Performing other administrative tasks designated by Executive Committee or Presbytery.

3. Accountability

The Stated Clerk is accountable to the Presbytery through the Executive Committee in his/her performance of the constitutional requirements of the position. The Stated Clerk is accountable to the Executive Presbyter for performance of the administrative responsibilities of the position.

4. Evaluation of Performance

- a. An annual performance review is conducted by the Human Resources (HR) Committee, which solicits input from the various constituencies of the Presbytery, and in consultation with the Executive Presbyter. Should the HR Committee determine that the Stated Clerk's performance during the preceding year has been unsatisfactory, one of the two following is accomplished:
 - i. The Stated Clerk implements a set of remedial steps agreed upon with the HR Committee, with periodic review of progress during the succeeding year; or

- ii. The HR Committee recommends to the Presbytery that the term of office be terminated and, upon vote of the Presbytery, the process to fill a vacancy in the office is initiated, as described in this Chapter (see *BoO* G-3.0104 & G-3.0110).
 - b. In the third year of his/her term, an in-depth evaluation is conducted by a special committee of (5), nominated by the Presbytery Nominating Committee and elected by the Presbytery, to include representation from the HR Committee. This Stated Clerk Evaluation Committee reviews the service of the Stated Clerk and the anticipated needs of the Presbytery for the future, and makes a recommendation regarding the possible re-nomination of the Stated Clerk to an additional term. The Evaluation Committee is elected no later than the spring of the final year of the Stated Clerk's 3-year term.
 - c. The Stated Clerk Evaluation Committee notifies the Executive Committee no later than September 1 of the third year of the Stated Clerk's term that the Stated Clerk has notified the Evaluation Committee if he/she does not wish to be considered for reelection or if it will not recommend reelection. A recommendation for reelection is presented to the November stated meeting of the Presbytery, during which meeting a vote is held.
- 5. A Minute Clerk of Presbytery may be appointed by the Stated Clerk at the November meeting of Presbytery for a term of one (1) year, to begin service on January 1 following his/her appointment.
 - a. The Minute Clerk works under the direction of the Stated Clerk and assists him/her in the following ways:
 - i. Writing the original draft of all minutes of Presbytery and Executive Committee meetings;
 - ii. Maintaining proper records for all stated and called Presbytery meetings that are held during the term of office.
 - b. An acting Minute Clerk may be appointed by the Stated Clerk, for the balance of an incomplete term, any time the office becomes vacant for any reason.
 - c. The appointment of the Minute Clerk or acting Minute Clerk is ratified by the Presbytery at its next stated meeting.

III. Vacancies

- A. Any officer except the Stated Clerk may resign by giving at least thirty days' notice to the Stated Clerk. Any vacancy by resignation or created by death, permanent disability,

disqualification, or any other cause, the balance of the term shall be filled by regular election procedures at the Presbytery's earliest convenience.

- B. The Stated Clerk presents his/her resignation, allowing for at least thirty days' notice, to the Moderator. The Nominating Committee nominates a replacement to fill the unexpired portion of the Stated Clerk's term following the process described above, when a vacancy occurs in the Stated Clerk's office by any cause, for a period of one (1) year or longer. The balance of the term is filled by regular election procedures at the Presbytery's earliest convenience. The Executive Committee is authorized to appoint an acting Stated Clerk in the event that office should be vacated between meetings of Presbytery or with less than one (1) year remaining in a 3-year term; such appointment is subject to ratification by Presbytery.

IV. Compensation

- A. The Presbytery provides remuneration for the services of the Stated Clerk and Minute Clerk, if they are not volunteers. The amount of remuneration for the Stated Clerk is determined annually by Human Resources Committee based on the budget allocated by the Presbytery for personnel expenses. Any remuneration for the Minute Clerk is provided from the Stated Clerk's budget.
- B. Presbytery makes provisions for the expenses of the Moderator, Vice-moderator and Stated Clerk, when those expenses are related to performance of the duties of the office.