

CHAPTER FOUR **OPERATIONAL STRUCTURE**

I. General Principles

- A. In order to discharge its ecclesiastical and mission functions in the work of the church, Presbytery is a council organized with the following components:
- Presbytery Executive Committee, with its Leadership Subcommittee;
 - Standing and special commissions and committees of Presbytery; and
 - Mission projects with associated steering committees.
- B. In order to discharge its civil functions, the Presbytery is organized as a corporation that is described below.
- C. The fiscal year of the Presbytery is the calendar year.

II. Organizational Bodies

A. Presbytery Executive Committee

1. The Executive Committee is directly accountable to the Presbytery. It makes a full report to Presbytery of its meetings and its recommendations that require action by Presbytery for implementation. Presbytery may, from time to time, delegate stated and specific responsibilities to the Committee, in which case the Committee makes a full report of its actions to Presbytery at its next stated meeting or special meeting called for the purpose of hearing that report.
2. In any calendar month in which Presbytery does not have a stated meeting, the Executive Committee may, if necessary, exercise any of the responsibilities otherwise appropriate to Presbytery, with the provision that all actions so taken shall be reported to the next stated meeting of Presbytery.
3. The power and responsibilities of the Executive Committee is limited to those powers and responsibilities assigned by this *Manual* in Chapter 6. The Committee is allocated funds to support its activities through the approved operations budget.
4. The Executive Committee holds stated meetings in the months where there is not a regular stated meeting of the Presbytery, as deemed necessary by the Committee's Chair.
5. The Chair of the Executive Committee, in cooperation with its Leadership Subcommittee, may call an emergency meeting of the Executive Committee when needed.

B. Standing Commission and Committees of Presbytery

1. The standing committees of Presbytery are:

- Committee on Ministry (COM),
 - Committee on Preparation for Ministry (CPM),
 - Nominating Committee,
 - Evangelism & Missions (E&M) Committee, and
 - Budget, Property and Finance (BP&F) Committee,
 - Human Resources Committee, and
 - Ecclesiastical Committee.
2. The standing committees of Presbytery are directly accountable to the Presbytery and report directly to it.
 3. A purpose is identified in this *Manual* for each standing committee identified above. That purpose identifies the portion of the responsibilities for the Presbytery to accomplish its mission that is assigned to the committee, in accordance with *BoO* G-3.0109. Committees develop procedures and processes to achieve the desired outcome related to that area of responsibilities. Standing committees also study and recommend actions and carry out decisions of the Presbytery as appropriate to that committee's area of responsibility.
 4. Standing committees of Presbytery hold stated meetings with a periodicity determined appropriate by that committee.
 5. The standing commission of Presbytery is the Permanent Judicial Commission (PJC).

C. Special Committees and Commissions

1. The Presbytery or Presbytery Executive Committee may appoint special committees. Appointments include the chair and members to facilitate the mission or special purposes to achieve a desired outcome. Such committees perform the duties and exist for such length of time as determined by the appointing entity when establishing the committees, either a date or event(s) certain.
2. Each special committee is accountable to the body that established it.
3. The special committees of Presbytery that are routinely nominated and elected by the Presbytery, as required by this *Manual*, are:
 - a. Executive Presbyter Search Committee (elected when a vacancy in office occurs see Chapter 3, paragraph I.D);
 - b. Stated Clerk Search Committee (elected when a vacancy in office occurs, see Chapter 2, paragraph II.B.1); and
 - c. Stated Clerk Evaluation Committee (triennial, see Chapter 2, paragraph II.B.4).

4. The Presbytery may designate an administrative commission to carry out a specific action or actions as provided for by *BoO* G-3.0109b. Each commission so designated is accountable to the Presbytery within the scope of authority of the designating action. Typical administrative commission authority includes, but is not limited to:
 - a. Ordaining and/or installing pastors called to service of a particular congregation;
 - b. Guiding 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; or
 - c. Inquiring into troubled congregations as recommended by the COM and implementing authorized corrective actions.

D. Subcommittees

1. The Presbytery subcommittees are established by the Executive Committee and standing committees to carry out the work and mission of that committee.
2. Subcommittees are established and discontinued as determined necessary by the parent committee.
3. Subcommittees include ruling and teaching elders, deacons and church members with expertise in the area for which the subcommittee is created. Subcommittees may include advisory members that are not under the ecclesiastical authority of this Presbytery. The chair and membership of each subcommittee is determined by the parent committee as a whole.
4. The powers and responsibilities of subcommittees shall be those expressly granted by the sponsoring committee, provided that such powers and responsibilities are not in conflict with the requirements of this *Manual* for the sponsoring committee.
5. Any reports of subcommittees that need to be brought to the attention of the Presbytery are presented to the Presbytery by the parent committee.

E. Mission Projects

1. The Presbytery authorizes each mission project to be organized within the Presbytery. It also authorizes any funds to be expended by each mission project as part of the Mission budget. The E&M Committee is responsible for organizing each authorized mission project.
2. Proposals for new mission projects first are presented to the E&M Committee for refinement and presentation to the Presbytery. The E&M Committee may favorably endorse or negatively recommend authorization.

3. Presbytery mission projects are constituted and governed as described in Chapter 12. Project steering committees perform the duties described in this *Manual*.
4. The Executive Presbyter, based on the recommendation of the E&M Committee, reviews and approves if appropriate any applications for grants for mission projects. Such grant applications are reported to the Executive Committee at its next stated meeting. Any funds received as a result of a grant application must be expended in strict accordance with the conditions related to the grant.

III. Organization Principles

A. Membership

1. All members of the Executive Committee, the standing committees of Presbytery, the steering committee chairs, and any special committees that may be elected or appointed shall be on the active member roll of a church of the Presbytery or teaching elders that are enrolled in the Presbytery.
2. All members of the Executive Committee, CPM, COM, and the PJC shall be either ruling elders that are members of a church of the Presbytery or teaching elders that are enrolled in the Presbytery. The members of the remaining standing committees and steering committee chairs may be teaching or ruling elders, deacons or members on the active roll of a church of the Presbytery.
3. For standing committees of Presbytery, consideration is given to having teaching elders or other officers in ordered ministry and/or church members as described herein by the chapter addressing those committees.
4. For the Executive Committee, consideration is given to equal numbers of teaching and ruling elders.
5. Individuals may serve on no more than two standing committees of Presbytery. Members of steering committees may be members of other committees authorized by this *Manual* except for the standing committee of the Presbytery that sponsors the mission project.

B. Nomination and Election

1. The membership of the Executive Committee, the standing committees of Presbytery, with the exception of the Nominating Committee, shall be nominated by the Nominating Committee in accordance with the *BoO* and the requirements of this *Manual*, and be elected by a majority vote of Presbytery. Standing committee chairs shall be elected for one-year terms to be effective 1 January.
2. The steering committees' chairs shall be nominated by the standing committee of the Presbytery that sponsors the mission project, and elected by a majority vote of the

Executive Committee. Steering committee chairs shall be elected for a one-year term to be effective 1 January, and may be re-elected for not more than five additional consecutive terms (for a total service of six (6) years).

3. The membership of each mission project steering committee other than the chair is nominated by the chair of that committee. Each steering committee determines its own size, length of term (if terms are used), and composition. An individual may serve on a steering committee without limitation on the length of time served. Membership of steering committees is reported to the Leadership Subcommittee of the Executive Committee.
4. The chair and members of the Presbytery Nominating Committee are elected annually by a majority vote of Presbytery following nomination by the Executive Committee pursuant to the process described in section III of Chapter 6.

C. Absence

When an at-large member of the Presbytery Executive Committee or a member of any standing committee has been absent without approved written excuse from three (3) meetings in a one-year period, then on recommendation of the chair of the Executive Committee or the affected standing committee, as appropriate, the Presbytery may declare the position vacant. Any vacancies will be referred by the Stated Clerk to the Nominating Committee to fill the unexpired term.

D. Resignation

All resignations from the Executive Committee, standing committees of Presbytery, commissions elected by Presbytery, or steering committee chairs should be submitted in writing to the Stated Clerk (with a copy to the appropriate committee chair), who reports the resignation to Presbytery and refers the resulting vacancy to the Nominating Committee.

E. Conflicts of Interest

1. Anyone who has a personal interest in a matter before Presbytery, Executive Committee, any commission of Presbytery, or any committee of Presbytery, including any person who has an affiliation with a congregation or community organization that is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance for any purpose, will be regarded as having a conflict of interest. Anyone with a close family member (*i.e.*, spouse, parent, sibling or child) who has such a personal interest or affiliation also will be considered to have a conflict of interest. "Affiliation" is construed to mean membership in a congregation, a community organization, group that is connected to a community organization, or a salaried or unsalaried staff person of any such entity.
2. Any individual with a conflict of interest shall be bound by the following:

- a. At any meeting of the Executive Committee, or a standing committee of Presbytery, or a special committee, or a steering committee, or a commission elected by Presbytery, no person may speak about, or advocate for, matters relating to any situation in which he or she may have a conflict of interest without first disclosing to that committee, commission, or team the existence of the conflict of interest. Furthermore, a person having a conflict of interest in matters coming before the Executive Committee, a committee, or commission shall always be recused from the meeting during voting on such matters.
- b. At any meeting of Presbytery, no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest. No one with voting rights at a meeting of the Presbytery may participate in the discussion unless asked a specific question during the proceedings of a constituent church or sponsored mission project are being reviewed, such as, but not limited to:
 - A report (*e.g.*, report of an administrative commission) when a ruling elder is a member of, or a teaching elder is in an installed position at, the church about which the report is made; or
 - A report on a mission project for which a ruling or teaching elder is a member of the steering committee for that project.

Such persons with a conflict of interest shall always be recused from the meeting during voting on such matters.

- c. No person may preside as Moderator of the Presbytery, as chair of the Executive Committee, as chair of a standing or special committee of Presbytery, or as moderator of a commission, or as chair of a steering committee at any meeting during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on.
 - d. If a person that is presiding at a meeting desires to participate in the debate, that person must excuse themselves from moderating the body through such time as the matter is resolved by a vote or other parliamentary method.
3. Any individual with a conflict of interest shall not be elected to a commission of the Presbytery that is established for any purpose related to the matter that causes the conflict of interest.

IV. The Presbytery of San Diego Corporation

A. The Corporation

1. The Presbytery was incorporated by the State of California on January 30, 1968, with Articles of Incorporation filed with the State on February 19, 1968, as a non-profit

religious corporation. The Presbytery Corporation (and other corporations that may be formed as needed) enable it to:

- a. Purchase, receive, hold, encumber, lease, manage and transfer such property as may come under its jurisdiction; and
 - b. Manage its corporate affairs as Presbytery may direct from time to time.
2. This Corporation is organized and operated exclusively for religious purposes within the meaning of Internal Revenue Code section 501(c)(3).
 3. A copy of the Articles of Incorporation of the Presbytery of San Diego and original Corporation Bylaws and any amendments thereto are on file with the Stated Clerk and recorded in the Official Minutes, Volume One.

B. The Trustees and Officers

1. The members of the Executive Committee, by virtue of their office, and any Officers of the Board of Trustees listed below, collectively serve as trustees of the Corporation and constitute that Board as provided herein. This Board is responsible to the Presbytery according to the *BoO*, and this *Manual*, and to the Corporation according to the laws of the State of California. The trustees also are “directors” of the Corporation as defined by the laws of the State of California.
2. All actions of the Board of Trustees and the individual trustees are under the provisions of *BoO* G-4.01, “Incorporation and Trustees,” and G-4.02, “Church Property.” The powers and duties of the trustees shall not infringe upon the powers and duties of either the Executive Committee or the various committees and commissions elected by the Presbytery.
3. The Officers of the Board of Trustees of the Corporation serve by virtue of their position in the Presbytery organization and shall be:
 - President — Chair of the Executive Committee
 - Vice-president — Vice-chair of the Executive Committee
 - Secretary — Presbytery Stated Clerk
 - Treasurer — Chair of the Budget, Property and Finance Committee.
4. The Board of Trustees from time-to-time promulgates an Authority to Act that identifies by name and/or position those individuals that are authorized to sign documents of any type on behalf of the Corporation. The Board also shall designate on an annual basis those individuals authorized to sign financial transaction documents (*e.g.*, checks, electronic fund transfers).