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Mission of Holston Presbytery

Holston Presbytery seeks to serve God by inspiring, resourcing, and encouraging the churches within its bounds.

Purpose of Holston Presbytery

The presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and ministers of the Word and Sacrament within that district.

The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

Geographical Bounds of Holston Presbytery

Holston Presbytery, Inc., Living Waters Synod, of the Presbyterian Church (USA) includes the Presbyterian Church (USA) congregations within the twelve counties in upper East Tennessee: Carter, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington, including the Mt. Hermon Presbyterian Church of Big Stone Gap, Virginia, which is within the geographical bounds of Abingdon Presbytery.

Meetings of Holston Presbytery

All business of the Presbytery shall be transacted in accordance with the Form of Government, the Rules of Discipline, and other deliverances and pronouncements of the General Assembly that interpret and supplement the above.

Holston Presbytery shall ordinarily hold four Stated Meetings each year, as outlined in the Standing Rules of the Presbytery.

The Moderator or Vice-Moderator of Holston Presbytery shall call a special meeting at the request of two teaching elders and two ruling elders, no two of whom shall be from a single congregation. When needed, adjourned meetings shall be scheduled before the end of a stated or special meeting.

All overtures, resolutions, and reports with recommendations which require action by the Presbytery shall be furnished to the Presbytery office at least ten days before the Presbytery meeting at which they are to be considered.

Membership

The membership of Holston Presbytery includes:

Teaching elders who are engaged in a validated ministry, or who have been designated member-at-large or honorably retired (who ordinarily reside within the bounds of the Presbytery and/or who are engaged in ministry within the bounds of the Presbytery).

Ruling elders elected as commissioners by each session (based on congregational membership— one ruling elder commissioner per every 500 members, or fraction thereof).

Ruling elders commissioned to pastoral service that are under contract with a congregation.

The Moderator and Vice-Moderator of the Presbytery, if ruling elders, for the term of their office.

Officers

The officers of Holston Presbytery shall consist of a Moderator, Vice-Moderator, Stated Clerk, Treasurer, and such other officers as the Presbytery shall see fit to elect. Officers of the corporation are found in the Corporation Bylaws. Officer elections and installations will be conducted according to the method outlined in the Standing Rules of the Presbytery.

Normally, the office of Moderator shall alternate between teaching elder and ruling elder.

Moderator

The Moderator shall take office at the end of the last Stated Meeting of the Presbytery during the calendar year.

The Moderator shall be elected for such term as the presbytery may determine, not to exceed one year. At the time of election, the Moderator must be a member of, or a commissioner to, the governing body over which he or she is elected to preside (G-3-0104). Any ruling elder elected as Moderator shall be enrolled as a member of Holston Presbytery for the term of office, whether or not commissioned by his or her session.

Vice -Moderator

The Vice-Moderator shall act in the absence of the Moderator and shall become the Moderator if the Moderator is unable to serve. The Vice-Moderator shall normally be nominated and elected at the penultimate Stated Meeting of the Presbytery and take office at the end of the last Stated Meeting of the Presbytery during the calendar year. An elder elected Vice-Moderator shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

Stated Clerk

The Stated Clerk shall record the transactions of the council, keep its rolls of membership and attendance, preserve its records, and furnish extracts from them when required by another council of the church (G-3.0104, G-3.0305). In addition, the Stated Clerk shall perform all other duties directed by the Book of Order.

The Holston Presbytery Executive Presbyter may serve as the Stated Clerk for the presbytery for the duration of employment or the Stated Clerk may be elected by the Presbytery from within the membership of the Presbytery and upon the nomination of the General Mission Board.

Recording Clerk

Presbytery may choose to elect a Recording Clerk to assist the Stated Clerk in the fulfillment of the Clerk's duties. Upon nomination by the Stated Clerk in consultation with the General Mission Board, a Recording Clerk may be elected for a term of three years with election at the last Stated Meeting during the calendar year.

The duties of the Recording Clerk shall be to keep a full and complete record of each day's proceedings at all meetings of the Presbytery and prepare a typed copy of the draft minutes and submit it to the Stated Clerk for review, correction, and approval.

Treasurer and Assistant Treasurer

A Treasurer shall be nominated by the Committee on Nominations and shall serve for a term of three years. An Assistant Treasurer may be elected if needed. The Treasurer and Assistant Treasurer may be elected for additional terms by the Presbytery. The Stated Clerk may serve as Assistant Treasurer.

The Treasurer and Assistant Treasurer shall be bonded or insured. The amount of the bond or insurance shall be set by the Administration and Planning Committee and approved by the General Mission Board.

Organization

General Mission Board

Purpose: The purpose of the General Mission Board is to facilitate the presbytery's work and to regularly review the relationship between the presbytery's structure and its mission (G-3.0106).

Authority and Responsibilities: The General Mission Board functions under the authority and direction of the Presbytery. The General Mission Board is responsible for facilitating and implementing the work of the presbytery, exercising good stewardship of its resources both human and material, and recommending and initiating action to the full Presbytery when appropriate. The General Mission Board is responsible for ensuring that committees and members of Presbytery work in a collegial manner and that Ministers of Word and Sacrament and Ruling Elders have equal access to participation in the work and leadership of Presbytery. Other responsibilities include:

- Setting of overall goals and priorities of Holston Presbytery.
- Direct oversight of the administrative policies and procedures of Holston Presbytery, including personnel, office procedures, record retention, information management.
- Responsible for leading strategic planning for the Presbytery and making recommendations on staffing, committee structure, shared mission and programs.

- Responsible for required training for Presbytery officers, members, ruling elders, sessions, and clerks of session, including boundary training, sexual harassment prevention, child safety, and anti-racism training.
- Upon recommendation from the Finance, Budget and Stewardship Committee, approve and present to the Presbytery for approval an annual budget, prepared with the advice of Presbytery Committees.
- Coordinate the work of the committees in carrying out the goals and objectives of the Presbytery, including:
 - Approve objectives and areas of responsibility.
 - Review strategies and approve procedures.
 - Review reports to Presbytery. The General Mission Board may recommend to the Presbytery a substitute report.
- Recommend the date, location, and items to be docketed for meetings of Presbytery. The General Mission Board will monitor Stated Meetings for their effectiveness and opportunity for participation.
- Through a permanent subcommittee for Administration and Personnel, oversee and monitor the administrative functions of the Presbytery, including: review of the performance of staff and volunteers; establishment of policies and procedures for the administrative work of the Presbytery; oversee and monitor all personnel matters, including administration of benefits. Members of the Administration and Personnel subcommittee will be appointed by the Moderator of the General Mission Board and approved by the GMB.
- Recommend to the Presbytery position descriptions and terms of employment, including compensation, for all presbytery elected officers and staff of Holston Presbytery after consultation with the appropriate agency of Synod.
- Recommend to the Presbytery calls of the Holston Presbytery staff who are ordained Ministers of Word and Sacrament with concurrence of the Committee on Ministry after consultation with the appropriate agency of Synod.
- Approve the engagement of paid part-time persons on the recommendation of the appropriate committee and in consultation with the Executive Presbyter when it is deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers.
- Make recommendations to the presbytery about the organization of the Presbytery and the use of property for the coming year together with any suggested improvements.
- Assign responsibility for publicity and communication about the work of the Presbytery.
- Develop, maintain, review and adopt a Handbook of Policies and Procedures approved by presbytery containing:
 - Personnel policies;
 - Financial policies and procedures;

- Preparation for Ministry policies and procedures, in cooperation with the appropriate committee;
- Committee on Ministry policies and procedures All policies required by the Constitution of the Presbyterian Church (USA), including sexual harassment, anti-racism, child safety, all types of misconduct (and reporting and investigation of misconduct).
- Provide for the regular review of Session Records.
- Notify churches whose Session records are to be submitted for review of time and place.
 - Correspond with churches whose records were not submitted for review as requested; learn the reasons for such failure to submit records, and report reasons to the next Stated Meeting.
- With the assistance of the Executive Presbyter, propose funds to higher PCUSA governing bodies. Also, prepare the general benevolence request to higher PCUSA governing bodies.

Moderator: The Moderator of the General Mission Board shall ordinarily be the immediate past-Moderator of Presbytery. A ruling elder elected Moderator of the General Mission Board shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session. In addition to the usual duties of a Moderator, the Moderator of the General Mission Board shall make short term appointments when the normal elective process cannot be followed. If the Moderator is not available to preside at a meeting, he/she may ask the Moderator of the Presbytery to preside in his/her place.

Membership: The General Mission Board (GMB) shall be composed of the Moderator of the General Mission Board, the current Moderator of the Presbytery, the Vice-Moderator of the Presbytery, the President of the Trustees, three members-at-large (nominated by the Committee on Nominations), the moderator of all committees of Presbytery, and the moderator of the Administration and Personnel subcommittee. Members without vote shall be the Executive Presbyter (or equivalent), the Stated Clerk, the Treasurer, and other Presbytery staff. The Holston Presbytery Camp and Retreat Center, Inc. Chair, as well as other covenant partners of Holston Presbytery, or their designee, may have voice at the GMB. The Permanent Judicial Commission is not represented on the General Mission Board.

The General Mission Board members-at-large shall be elected for a three-year term in three classes of one person each.

Meetings: The General Mission Board shall meet at least ten days prior to all Stated Meetings of the Presbytery. Special meetings of the GMB shall be at the call of the Moderator of the General Mission Board or at the direction of the Presbytery.

Quorum: Seven voting members of the General Mission Board shall constitute a quorum.

Organization: The General Mission Board is responsible for its own organization. It shall have the authority to appoint persons for special responsibilities, call in resource persons, and form task groups from outside its own membership when needed. Ordinarily, the Stated Clerk of the Presbytery will function as secretary for the GMB.

Permanent Judicial Commission (G-3.0109a)

As directed in D-5.000 of the Book of Order, the permanent judicial commission shall consist of seven members—three pastors and four elders. No more than one member of the commission shall be from a single church.

The commission shall function as directed in D-5.0000 of the Book of Order.

Administrative Commissions (G-3.0109b)

The Presbytery may, from time to time, create Administrative Commissions as the Book of Order authorizes in G-3.0109b. All Administrative Commissions shall have at least two teaching elders and two ruling elders from two separate congregations. A quorum of any commission shall be no less than a majority of its members.

Before such a commission is established, the presbytery's Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected.

Administrative Commissions are formed by nominations from the Moderator of the Presbytery, the Stated Clerk, and the Executive Presbytery (or equivalent). Members of Administrative Commissions are approved by Presbytery. Nominations may not be taken from the floor for an Administrative Commission.

Committees

As outlined by the Constitution of the PCUSA, the presbytery will have the following Permanent Committees:

Committee on Representation & Nominations

Committee on Ministry

Committee on Preparation for Ministry

Other Committees may be created by the General Mission Board – at their own discretion or at the request of Presbytery – to serve the needs of the Presbytery in order to accomplish its mission. All changes to committee structure must be approved by Presbytery, upon recommendation of the General Mission Board.

Other Committees

Membership in the other committees of the Presbytery shall be teaching elders and lay persons, who need not be ruling elders, in numbers as nearly equal as possible.

When it seems advisable to a committee or the General Mission Board, the size of a committee may be changed with Presbytery approval. In such a case until new members can be elected to regular terms, the General Mission Board may make interim appointments upon recommendations from the Representation & Nominations Committee. The total number of lay members and teaching elders shall be in numbers as nearly equal as possible.

Election

Election of members and designation of the Moderators of committees shall be by Presbytery on nomination by the Committee on Representation and Nominations. Election shall be at the last Stated Meeting of the Presbytery each year, with terms of office beginning on January 1 and shall be for three-year terms with members eligible for nomination to a second consecutive term. A member elected to fill an unexpired term of eighteen months or less is eligible for immediate election to a full term.

Organization

Each committee shall be responsible for its own organization, with approval of General Mission Board, and may perform some functions through subcommittees and task groups. Each committee will be responsible for preparing its own agenda for meetings, and for sending notice of the meetings at least two weeks in advance. With the approval of the General Mission Board, a committee may elect a Vice Moderator, should the Moderator feel it advisable. Each committee will elect a recording secretary who will take minutes of the meeting and submit them to the Stated Clerk within two weeks of the end of the meeting.

Membership in subcommittees and task groups need not be restricted in numbers nor limited to committee members only.

Subcommittees created by a committee shall be assigned one of the ongoing functions of the committee. The committee should evaluate the work of each subcommittee at least annually. Such evaluations should determine which objectives have been accomplished and which objectives should be continued, modified, or replaced. Terms of the service shall be determined by the committee which forms the subcommittee. Subcommittees should be structured to provide continuity.

Task groups shall be created for the purpose of carrying out a specific short-term objective. Task group members need not be elders but must be a member of a congregation within the Presbytery. They shall be dismissed upon completion of the objective. If a task group is continued for more than one year, it shall be reconstituted, and all members given the option of resigning.

Proposed subcommittees and task groups along with appropriate objectives shall be submitted to the General Mission Board for advice and consent, annually or when constituted. Evaluation of the work of such groups shall be reported to the General Mission Board at least annually.

Exchange of Information

Each committee has the responsibility of informing the appropriate committee(s) of concerns in the local churches which come to the attention of the committee in the course of its work.

Committee Descriptions and Responsibilities

Committee on Representation & Nominations

The Committee on Representation & Nominations shall consist of six members: two Teaching Elders, and four Ruling Elders. Effort shall be made to ensure equal representation on the committee, including but not limited to gender, racial-ethnicity, and congregational membership. Election shall be for three-year terms with members not eligible for an additional term until one year has elapsed. However, a member elected to fill an unexpired term of eighteen months or less

may be eligible for election for a full term. Election of members of the Committee on Representations shall be by Presbytery on nomination by the Moderator of the Presbytery. The Moderator of the Presbytery shall designate the chairman of the committee.

As directed in G-3.0103 of the Book of Order, Representation and Nominations is to advise the presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the presbytery on the employment of personnel, in accordance with the principles of unity and diversity in F-1.040 the committee shall nominate persons to fill all offices ordered by Presbytery. Among the responsibilities of Representation and Nominations:

- Nominate all trustees of presbytery, committee members, and committee chairpersons with the exception of members and chairperson for the Committee on Nominations and the standing committees both of which are nominated by the Moderator, and the Recording Clerk, which is nominated by the Stated Clerk.
- Nominations for committees and non-elected officers are ordinarily presented at the last Stated Meeting of the presbytery each year. Nominations from the floor are in order for all offices, including commissioners to the General Assembly. Elections shall take place at once with a majority of all votes cast being required to elect. Full terms of office shall begin January 1. Persons elected to fill unexpired terms shall take office at once.
- Nominate trustees or board members of institutions having a covenant relationship with presbytery, as specified in the covenant agreement. Terms of office and the requirements for eligibility for reelection shall conform to the charters of the institutions.
- Maintain contact with the General Mission Board and other committees so that the best possible use of personnel can be made. This process shall include matching persons with positions to be filled, monitoring the representation of racial ethnic members, women, different age groups, and persons with disabilities considering suggestions about potential leaders and persons with specialized abilities, and ensuring that no persons are burdened with too much responsibility.
- Nominate commissioners to the Living Waters Synod and to the General Assembly.

Two members of the Committee on Representation & Nominations shall be elected each year at the last Stated Meeting of the Presbytery with terms of office to begin on the following January 1.

Committee on Ministry

The Committee on Ministry (COM) shall consist of six teaching elders and six ruling elders. Members of the Committee on Ministry may be elected to two consecutive three-year terms.

The Committee on Ministry is responsible for establishing and dissolving pastoral relationships between pastoral leaders and congregations, as well as providing counsel and resources to congregations without pastoral leadership. The Committee on Ministry is also responsible for examining those wishing to become pastoral leaders in the Presbytery, both ruling elders and Ministers of Word and Sacrament, for fitness for ministry and discernment of call. The Committee on Ministry is also responsible to assist congregations in resolving disputes within the congregation, discernment of mission, and interpreting for congregations the Constitution of the Presbyterian Church (U.S.A.). The Committee on Ministry shall also keep records on required

training for Ministers of Word and Sacrament, ruling elders, sessions, and clerks of session. These records are to be submitted to the Stated Clerk annually.

Because of the nature of its work, the COM is given administrative powers usually reserved for the Presbytery in order to act between Presbytery meetings. All actions of the COM are to be reported at the next Stated Meeting of the Presbytery, and are subject to Presbytery review and consideration, except those matters deemed to be confidential. Allegations of misconduct of any type by ruling elders or Ministers of Word and Sacrament are not investigated by the COM.

The Committee on Ministry shall:

- Oversee congregations without pastors; establish pastoral relationships and dissolve them.
- Authorize ruling elders to administer or preside at the Lord's Supper when deemed necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments.
- Oversee the ordaining, receiving, dismissing, installing, and removing its members who are teaching elders; commissioning qualified ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the sources of congregational discord; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations.
- Facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.
- Encourage and facilitate clergy cluster gatherings to strengthen the collegial work and ministry of the Presbytery.

Committee on Preparation for Ministry

The Committee on Preparation for Ministry shall consist of eight, with teaching elders and lay persons in as equal number as possible. Members of the Committee on Preparation for Ministry may be elected to two consecutive three-year terms.

The Committee on Preparation for Ministry (CPM) will oversee all inquirers and candidates preparing to be Ministers of Word and Sacrament of Holston Presbytery as well as ruling elders preparing for commissioned pastoral leadership. The CPM will maintain all rolls and records of inquirers and candidates, as well as rolls and records for those ruling seeking commission to pastoral leadership. These records will be submitted to the Stated Clerk at least annually.

The Committee on Preparation shall:

- Oversee process of preparing to become a teaching elder/Minister of Word and Sacrament.
- Encourage those with gifts for ministry to consider pastoral leadership.
- Recruit and train Ruling Elders for commissioning to pastoral service as provided for in the Constitution of the Presbyterian Church (USA).
- Report to the Presbytery at least annually the progress of each inquirer and candidate, as

well as those ruling elders seeking to be commissioned to service as pastoral leaders.

Finance, Stewardship & Budget Committee

The Finance, Stewardship & Budget Committee (FSB) assists the Presbytery in establishing financial goals and objectives for implementing the mission of Holston Presbytery, to oversee the administration of the financial affairs of the Presbytery, and to develop and implement stewardship programs for the Presbytery. In addition, the FSB may develop and implement stewardship programs for congregations. The FSB will serve as a resource for congregations that seek assistance with stewardship development.

Planning and evaluation functions shall be carried out as follows:

- By November 1 each year receive from the committees of the presbytery a proposed budget for the coming calendar year. From these budget requests the committee shall develop a proposed budget for the coming year, based on available funds and committee requests. This budget is to be presented to the General Mission Board prior to its last meeting of the year;
- Evaluate for the General Mission Board all requests for financial appeals or campaigns within Holston Presbytery;
- Foster stewardship and encourage the local churches in the intelligent stewardship of their local resources of time, talent, and money through a program of stewardship education;
- Provide congregations with challenges in terms of their support of the General Mission Program and unified giving;
- Monitor the effects of such appeals and campaigns on the giving patterns within the Presbytery;
- Oversee the income and expenses of the Presbytery, including developing expense approval procedures, and cash handling and banking procedures.

Committee on Mission and Outreach

The Committee on Mission & Outreach (CMO) provides support for the work of the church inside and outside the bounds of Holston Presbytery.

In order to accomplish its work, the Committee may establish work groups, task forces, or sub-committees. An organizational overview shall be provided by CMO to the General Mission Board for its review and concurrence. The committee may choose to delegate duties to lessen the number of meetings necessary to accomplish its work but shall meet at least two times a year and each of the work groups, task forces, or sub-committees shall be represented at the meeting of the Committee.

The Committee on Mission and Outreach shall:

- Oversee the Five Cents a Meal program of the Presbytery, including the development of applications, the developing of funding sources (including encouraging special offering efforts), review of grant applications, and awarding of annual grants;
- Inform sessions on the four Special Offering seasons of the Presbytery Church (U.S.A.), and encourage participation in those offerings;

- Work with sessions and other units for sponsoring development of new outreach efforts;
- Inform the congregations of the local, regional, national, and international focus of the church in both its ecumenical and denominational dimensions;
- Schedule speakers and provide audiovisual materials on the work of the church, and opportunities for support and service with mission partners of the Presbytery;
- Supervise the work of missionaries in residence, volunteers in service, and others assigned to labor within the presbytery;
- Recommend actions to the presbytery and implement programs on ecumenical relations, religious freedom, peacemaking, justice, women's concerns, minority concerns, human services, hunger program, environment, health care, criminal justice, self-development of people, aging, energy, and other moral issues and human needs.
- Negotiate with other governing bodies who contribute to the support of the work of the Presbytery to ensure an equitable basis of support across the church.

Committee on Discipleship & Evangelism

The Committee on Discipleship & Evangelism (CDE) provides opportunities for the congregations of the Presbytery to support and take part in the shared mission of the Presbytery. CDE may develop new churches, revitalize existing churches within the bounds of Holston Presbytery, and provide programs in evangelism and Christian Education/discipleship. CDE will also provide encouragement and assistance to local congregations in defining and fulfilling their mission; and provide opportunities for congregational leader development. The discipleship work of the Presbytery should foster relationships between congregations and various institutions, encourage involvement and participation from congregations and participation in shared ministry.

The Committee on Discipleship and Evangelism shall:

- Develop ministries for making disciples of Jesus Christ.
- Resource congregations for Christian Education programs, and evangelism.
- Develop and implement opportunities for shared mission within the Presbytery.
- Recommend financial assistance for churches unable to provide adequate pastoral and program support, showing for each church whether there is an unfulfilled need in the area that justifies a continuing subsidy for a church or is a plan for the eventual self-support of the work.
- Oversee the work of the Campus Ministry, both on campus at ETSU and in other area colleges and universities. This work may be accomplished with the establishment of a permanent subcommittee on Campus Ministry.
- Oversee programs related to youth and young adults within the Presbytery, including on-going education, events, programs, and other activities.
- Develop and implement opportunities for leadership development and formation, including retreats, events, and advertising of opportunities for such development outside of the Presbytery.

Other Standing Committees

The Moderator of the Presbytery shall appoint a standing Committee on Bills and Overtures and a standing Committee on Thanks.

The Bills and Overtures Committee shall be appointed at the first Stated Meeting of the year and is to serve for one year or until the subsequent Committee on Bills and Overtures is appointed. The Committee is to receive, review and recommend to Presbytery actions regarding any bills or overtures that are received from the churches of the Presbytery as well as recommend to the presbytery actions regarding position papers or overtures from other governing bodies. The Bills and Overtures Committee also evaluates new business submitted for consideration by the Presbytery and refers it to the appropriate committee for review and recommendation.

The Committee on Thanks shall be appointed for each Stated Meeting of Holston Presbytery to serve during that meeting and any adjourned meetings that follow. The Committee on Thanks reports at the end of each Stated Meeting the things during the meeting and within the Presbytery for which we give thanks to God.

Trustees of Presbytery

The Trustees of Holston Presbytery shall be composed of three teaching elders and three ruling elders as balanced in gender as possible and shall be nominated by the Committee on Representation & Nominations every even-numbered year at the last Stated Meeting of the Presbytery, and shall take office January 1. The term of each trustee shall be six years. Trustees shall be elected in three classes with two trustees in each class. When established for the first time, one class shall serve for two years, the second class shall serve for four years, and the third class shall serve for six years. Any vacancy may be filled by the presbytery at any meeting thereof to satisfy the unexpired term. Trustees may serve two successive terms maximum.

The trustees shall be incorporated and shall be organized as a president, vice-president, secretary, and treasurer who shall be nominated by the Committee on Representation & Nominations and elected by the Presbytery. The charter of the trustees shall be approved by the presbytery on recommendation of the General Mission Board. An annual meeting of the trustees shall be held prior to the last Stated presbytery meeting of the year.

In accordance with G-4.0101, the trustees are empowered by the Presbytery to have and to hold in trust for the presbytery such real estate, monies held in trust, and properties as may be the property of the presbytery or held by it under legacies and bequests on behalf of the charitable or other objects under the control of Holston Presbytery. Under the direction of the presbytery, the trustees shall supervise, control, collect, invest, and disburse whatever the presbytery shall entrust to them and shall report to the presbytery each year, at such other times as are expedient, and at any time required by the presbytery.

The trustees shall establish and maintain such records of real estate, monies in trust, and properties as are needed to establish the origin of the real estate, monies, or property and any restrictions on its use. Unless prohibited by the terms of a trust, the trustees shall transfer to the appropriate operating account all money obtained from the sale of real estate or property or money authorized for operations from monies held in trust. The trustees shall administer and maintain the real estate and other property of Holston Presbytery including an annual report to the last Stated Meeting of the Presbytery on the status of all monies in trust and all properties held

for Holston Presbytery.

Presbytery Staff

The Presbytery staff and officers shall be elected by the presbytery upon recommendation by the General Mission Board and with consultation with the Synod of Living Waters. Any such recommendation should take into consideration the mission objectives of the Presbytery as well as the resources available to accomplish the work of the Presbytery.

The Presbytery Staff may be composed of the following positions or others as deemed appropriate to accomplish the mission objectives of the Presbytery:

Executive Presbyter (or equivalent)

Stated Clerk

Campus Ministry Director

Treasurer/Financial Manager (or equivalent)

Administrative Assistant

Some of the functions usually performed by elected presbytery staff may be supplied by full or part-time professional persons or by qualified volunteers. Approval of the engagement of paid full or part-time persons shall be by the General Mission Board in consultation with the Executive Presbyter.

The General Mission Board delegates to its Administration and Personnel subcommittee the design of job descriptions for each staff member.

The job descriptions, performance, and terms of call of each staff member shall be reviewed annually by the Administration and Personnel subcommittee, with recommended changes submitted to General Mission Board for approval. The General Mission Board may choose to specify that some paid officer or staff positions be term limited. Likewise, it may also recommend the renewal of a staff position's term or allow the term to expire upon the recommendation of the Administration and Personnel subcommittee following a comprehensive review prior to the end of the term.

The General Mission Board, through its Administration and Personnel subcommittee may, from time to time, recommend changes to the staffing structure, job descriptions, or job titles, with approval from the Presbytery.

Facilities and Other Personnel

Holston Presbytery may provide an office and such secretarial and office assistance to the staff and officers of the Presbytery as may be authorized by the General Mission Board as a means of facilitating the work of Holston Presbytery. The Presbytery may also choose to make use of technology to decentralize staff and establish a virtual office with appropriate support of the staff of the Presbytery.

Parliamentary Authority and Amendments

Parliamentary Authority

Meetings of Holston Presbytery governing bodies and commissions and committees shall be conducted in accordance with the most recent edition of *Roberts Rules of Order*, except in cases where the constitution of the Presbyterian Church (USA) provides otherwise.

Method of Amendment

To amend this Manual of Administrative Operations, it shall be necessary to (1) propose the change(s) in writing at a Stated Meeting of Holston Presbytery, and (2) consider and vote upon the proposed change(s) at a subsequent Stated Meeting of Holston Presbytery. A two-thirds vote of the members present and voting is required for approval. Proposed amendments to this Manual shall be presented to the Presbytery by the General Mission Board. Portions of this Manual may be suspended for one stated or special meeting by a three-fourths majority vote of those present and voting without the required two meeting notice.