

THE PRESBYTERY OF LONG ISLAND

MANUAL OF ADMINISTRATIVE OPERATIONS

PART I

GENERAL

1.1 INTRODUCTION

1.2 This Manual of Administrative Operations is developed to fulfill the constitutional requirement of the Presbyterian Church (U.S.A.) (G-9.0405). It contains the administrative principles, procedures, and processes of the Presbytery of Long Island in accordance with the Constitution of the Presbyterian Church (U.S.A.) (G-9.0103). This manual is in conformity with the relevant portions of the Manual of Administrative Operations of the Synod of the Northeast and is developed in the context and affirmation of the covenantal interdependence that marks the relationship between and among the governing bodies of the Presbyterian Church (U.S.A.).

1.3 The Presbytery of Long Island, as a governing body of the Presbyterian Church (U.S.A.) within the Synod of the Northeast, shares a covenant of ministry with the General Assembly, the Synod of the Northeast, and with the particular sessions within its bounds. This Manual describes some of the primary points of contact between the Presbytery and the other governing bodies of the Church in mutual and faithful service to Jesus Christ.

1.4 The Book of Order requires that governing bodies consult with each other on particular aspects of mission and ministry. Throughout this manual, "to consult" means "to talk with". Ordinarily, the Presbytery shall "talk with" sessions and the Synod through duly authorized representatives, and ordinarily, these consultations will be face to face. Ordinarily, a meeting of the Presbytery shall constitute the consultative forum with sessions. Matters such as the Manual of Administrative Operations, mission goals of the Presbytery, and the annual budget of the Presbytery shall be made available to sessions no less than thirty days prior to the stated Presbytery meeting at which consultation will be held.

2.1 GUIDING PRINCIPLES

2.2 The Holy Spirit calls us to transformation as individuals, as congregations, and as a Presbytery.

2.3 The Church of Jesus Christ is always being transformed by God to be more faithful in a particular time and place.

- 2.4 God commissions the church for mission into the world primarily through congregations. Congregational networks and partnerships can be effective and faithful agencies for transformation and mission. Mission conducted in a Presbytery area is best done in partnership with and among congregations.
- 2.5 The Church is called to be Christ's faithful evangelist. (Book of Order G-3.0000)
- 2.6 The Presbytery is more than a structure, an organization, a governing body, a staff, or an office. The Presbytery is connected congregations, pastors, elected officers, appointed workers, and specialized ministries serving together "to coordinate the work of its member churches, guiding them and mobilizing their strength for the most effective witness to the broader community for which it has responsibility." (Book of Order G-11.0103b)
- 2.7 The priorities for Presbytery are discerned in conversations about strengths, dreams, and needs of congregations voiced in gatherings.
- 2.8 God calls the Presbytery leadership to be both committed to and reflective of its diversity. All people must be encouraged to fully share in roles of leadership.
- 2.9 Presbytery governance shall embrace and encourage innovation and energy, while facilitating ministry initiatives, working cooperatively with other governing bodies, upholding standards of accountability, and maintaining fidelity to the Book of Order.
- 3.1 **CONNECTIONS WITH SESSIONS**
- 3.2 The Presbytery is responsible for assisting and supporting sessions in their work of mission and ministry. The basic responsibilities and some points of contact are defined in G-10.0102 and G-11.0103.
- 3.3 Sessions are responsible for electing commissioners who shall become members of the Presbytery (G-10.0102o). These commissioners report the actions of Presbytery to their respective sessions for study and implementation as appropriate. Another point of contact between particular churches and the Presbytery is the election and appointment of congregational members and elders to Presbytery committees, councils, teams, and boards.
- 3.4 Sessions are responsible for submitting annual statistical reports to the Presbytery through the office of the Stated Clerk and submitting annually the official minutes and records of the session for review by the Presbytery through its *Committee on Records, Rules, and Review* (G-10.0301; G-11.0103x).

- 3.5 The Presbytery will consult with sessions through their commissioners to the June stated meeting of Presbytery concerning the Presbytery's budget.
- 3.6 The Presbytery, acting on behalf of the Presbyterian Church (U.S.A.), oversees the purchase, sale, encumbrance or other requests concerning real property through application by a particular session to the Presbytery's *Board of Trustees* (G-11.0103y; G-8.0000), which is guided by Presbytery's Policy on the Acquisition and Disposition of Church Real Property (Appendix A).
- 3.7 The Presbytery's *Committee on Ministry* is responsible for meeting with each session triennially to discuss the session's mission and ministry and to encourage elders and members of the congregation to participate in the life and work of the Presbytery. The Presbytery's *Committee on Ministry* is responsible for providing pastoral care for congregations and pastors and for guiding congregations in seeking pastoral leadership. The *Committee on Ministry* is responsible for fulfilling those tasks and requirements defined in G-11.0103 and G-11.0502.
- 3.8 The Presbytery's *Partnering Congregations Team* and *Empowering Mission Team*, along with the various task forces, work groups, and ministry teams coordinated by them respectively, are available to assist particular sessions in the development of their respective programs of mission.
- 3.9 Any session may initiate a mission funding partnership proposal for a particular program or project, submitting it through either the *Partnering Congregations Team* or the *Empowering Mission Team* for action, validation, and funding (Appendix B). The availability of Presbytery funds is subject to action by the *Budget Committee* of the *Shepherding Council*.

4.1 **CONNECTIONS WITH THE SYNOD OF THE NORTHEAST**

- 4.2 The Presbytery of Long Island shares a covenant with the Synod of the Northeast in the work of mission and ministry. The Presbytery of Long Island is the primary governing body responsible for administering and coordinating the work of the Synod within Nassau and Suffolk Counties, New York (G-11.0103).
- 4.3 The Presbytery is responsible for electing commissioners to the Annual Meeting of the Synod (G-12.0101; G-12.0204). These commissioners report the actions of the Synod to the Presbytery for study and implementation as appropriate. The Presbytery is also responsible for nominating or recommending persons to serve on committees and agencies of the Synod (G-12.0204).
- 4.4 The Presbytery will have a statement of mission, mission goals, and a strategy for mission and ministry developed in consultation with the Synod (G-12.0102) which will be reviewed at least every five years.

- 4.5 The Presbytery will consult with the Synod in regard to establishing and funding Presbytery staff positions through the *Shepherding Council* and its *Personnel Committee* (G-11.0303). The Presbytery, through the *Shepherding Council*, will consult with Synod in regard to Presbytery's budget (G-9.0404b; G-12.0102f; G-11.0304) and will also consult with the Synod for financial support, as needed, for particular mission projects or programs within the bounds of the Presbytery, such as loans and grants through the Presbytery Partnership Group.
- 4.6 The Presbytery, through its *Committee on Preparation for Ministry* will consult with the Synod in determining alternate means of examination for persons under its care.
- 4.7 The Presbytery, through its *Board of Trustees*, will consult with the Synod and the General Assembly as well as the particular sessions within its bounds concerning liability in matters of property, indebtedness, and the adequacy of insurance for real and personal property (G-8.0000).
- 4.8 The Personnel Policies and Practices for the Synod of the Northeast and General Assembly Personnel Guidelines for Governing Bodies of the Presbyterian Church provide the base for the personnel policies of the Presbytery as interpreted by the *Personnel Committee* (Appendix C). These policies cover a variety of personnel matters, including the process of calling, the annual review of work, and the matter of re-election or termination of employment (G-9.0701).
- 4.9 The Presbytery may initiate a mission funding proposal from the Synod or the General Assembly for particular programs or projects within its bounds, submitting it through either the *Partnering Congregations Team* or the *Empowering Mission Team* for action, validation, and funding (Appendix B). Such validation will be reported to the Presbytery at its next stated meeting.
- 4.10 The Presbytery of Long Island seeks to demonstrate and extend the witness of the whole Church of Jesus Christ by cooperating in ecumenical efforts, organizations, and mission projects. The Presbytery, in consultation with the Synod, will work with other denominations in the creation and strengthening of effective ecumenical agencies for common mission (G-15.0103).

PART II

PRESBYTERY STRUCTURE

1.1 PARTNERING CONGREGATIONS TEAM

- 1.1 The *Partnering Congregations Team* is the body of the Presbytery with the primary responsibility of supporting, facilitating, and developing partnership initiatives for ministry among congregations. Partnerships are defined as a Presbytery of Long

Island congregation working in ministry with another congregation (whether or not Presbyterian) or some other established entity charged to do particular service or work. The *Partnering Congregations Team* particularly encourages partnerships working in such areas as community mission endeavors (particularly those that are ecumenical), and teams of congregations engaged in spiritual growth, evangelism, education and outreach.

- 1.2 Task forces, work groups, ministry teams, or other entities generally engaged in the *work falling under the purview* of the *Partnering Congregations Team* shall use the *Partnering Congregations Team* both as their points of entry into the life of the Presbytery, as well as their advocates and mentors. *This includes all existing task forces, work groups, ministry teams of the Presbytery as well as future entities formed in response to a particular ministry need.*
- 1.3 The *Partnering Congregations Team* shall be responsible for the solicitation, receipt, and review of Presbytery Partnership Grant Applications for *all work under its purview*, and will be solely responsible for the awarding of such grants. Where necessary, because of a particular ministry initiative, the *Partnering Congregations Team* may refer a grant application to the *Empowering Mission Team* for their review and assessment.
- 1.4 The *Partnering Congregations Team* shall consist of six (6) persons nominated by the *Committee on Nominations*, and elected by the Presbytery in three classes of terms of three years each. Persons may serve for successive terms provided that no term of service exceeds six consecutive years. For the initial *Partnering Congregations Team*, the following classes will be elected:
 - A. Two persons serving a one-year term ending December 31, 2007
 - B. Two persons serving a two-year term ending December 31, 2008
 - C. Two persons serving a three-year term ending December 31, 2009
- 3.1 The Chair and Vice Chair of the *Partnering Congregations Team* shall be nominated by the *Committee on Nominations* and elected by the Presbytery, annually, with no individual serving as Chair or Vice Chair for more than three consecutive years.
- 3.2 Two members of the *Partnering Congregations Team* shall be members of the *Shepherding Council*. These persons will be elected by the *Partnering Congregations Team* for this service.
- 3.3 The *primary* staffing liaison for the *Partnering Congregations Team* shall be the Associate for Congregational Resources.

1.4 EMPOWERING MISSION TEAM

- 1.1 The *Empowering Mission Team* is the body of the Presbytery with the primary responsibility of supporting, facilitating, nurturing and developing partnership initiatives and connections for mission between Presbytery of Long Island congregations and other local, national or international mission entities. The *Empowering Mission Team* particularly encourages partnerships engaged in hands-on mission, social action and witness, and ecumenical outreach and mission.
- 1.2 Task forces, work groups, ministry teams, or other entities generally engaged in the *work falling under the purview* of the *Empowering Mission Team* shall use the *Empowering Mission Team* both as their points of entry into the life of the Presbytery, as well as their advocates and mentors. *This includes all existing task forces, work groups, ministry teams of the Presbytery as well as future entities formed in response to a particular ministry need.*
- 1.3 The *Empowering Mission Team* shall be responsible for the solicitation, receipt, and review of Presbytery Partnership Grant Applications for *all work under its purview*, and will be solely responsible for the awarding of such grants. Where necessary, because of a particular ministry initiative, the *Empowering Mission Team* may refer a grant application to the *Partnering Congregations Team* for their review and assessment.
- 1.4 The *Empowering Mission Team* shall consist of six (6) persons nominated by the *Committee on Nominations*, and elected by the Presbytery in three classes of terms of three years each. Persons may serve for successive terms provided that no term of service exceeds six consecutive years. For the initial *Empowering Mission Team*, the following classes will be elected:
- A. Two persons serving a one-year term ending December 31, 2007
 - B. Two persons serving a two-year term ending December 31, 2008
 - C. Two persons serving a three-year term ending December 31, 2009
- 3.1 The Chair and Vice Chair of the *Empowering Mission Team* shall be nominated by the *Committee on Nominations* and elected by the Presbytery, annually, with no individual serving as Chair or Vice Chair for more than three consecutive years.
- 3.2 Two members of the *Empowering Mission Team* shall be members of the *Shepherding Council*. These persons will be elected by the *Empowering Mission Team* for this service.
- 3.3 The *primary* staffing liaison for the *Empowering Mission Team* shall be the Executive Presbyter.
- 3.4 **SUPPORT AND FACILITATION NETWORK**

- 3.1 *The Support and Facilitation Network* connects the different aspects of the Presbytery by facilitating the use of its various resources: clergy and lay leadership, staff, fiscal responsibility and stewardship, and denominational polity and connection.
- 3.2 The *Support and Facilitation Network* shall consist of the following components:
- A. *Constitutional Structures* mandated by the Book of Order (G-9.0902), and as currently existing under the Bylaws of the Presbytery of Long Island:
1. *Committee on Ministry*
 2. *Committee on Nominations*
 3. *Committee on Representation*
 4. *Committee on Preparation for Ministry*
 5. *Permanent Judicial Commission*
- B. *Presbytery Structures* as currently existing under the Bylaws of the Presbytery of Long Island:
1. *Board of Trustees* (as required by Civil Law and in accordance with G-8.0802)
 2. *Committee on Self-Development of People* (established in accordance with the guidelines of the General Assembly Committee on the Self-Development of People)
 3. *Sexual Misconduct Units (Sexual Misconduct Response Team and Investigating Pool)*
- C. *Committee on Records, Rules and Review*:
1. The *Committee on Records, Rules and Review* shall be *primarily* responsible for review of session minutes and records (G-11.0103x), and the oversight and coordination of matters related to the constitutional processes for overtures and amendments (G-11.0103t).
 2. The *Committee on Records, Rules and Review* shall consist of six (6) persons nominated by the Committee on Nominations, and elected by the Presbytery in three classes of terms of three years each. Persons may serve for successive terms provided that no term of service exceeds six consecutive years. For the initial *Committee on Records, Rules and Review*, the following classes will be elected:
 - a. Two persons serving a one-year term ending December 31, 2007
 - b. Two persons serving a two-year term ending December 31, 2008

- c. Two persons serving a three-year term ending December 31, 2009
 - 3. The *Committee on Records, Rules and Review* may enlist assistance from persons within the Presbytery, both clergy and laypersons, as needed to execute a particular task. Such enlistment will be at the *sole discretion* of the *Committee on Records, Rules and Review*.
 - 4. The staffing liaison for the *Committee on Records, Rules and Review* shall be the Stated Clerk.
- 3.3 The *Support and Facilitation Network* shall be represented on the *Shepherding Council* by five (5) persons each of whom shall be a member of one of the Committees or entities that comprise the network. Representatives from the *Support and Facilitation Network* to the *Shepherding Council* shall be nominated by the Committee on Nominations and elected by the Presbytery. Representatives shall serve for a one-year term and may be re-elected for a maximum of two additional one-year terms.
- 4.1 **SHEPHERDING COUNCIL**
- 4.2 The *Shepherding Council* is responsible for coordinating the various aspects and activities of the Presbytery (G-11.0103v) in fidelity to the Presbytery's vision.
- 4.3 Specific responsibilities of the *Shepherding Council* include:
 - A. Oversee and plan stated meetings of the Presbytery, including securing locations, setting agendas and schedules, developing themes and workshops, and coordinating worship
 - B. Elect, from its members, the Moderator of the *Shepherding Council*, who shall serve for a term of one year
 - C. Form, designate, and select a team of persons to plan and coordinate the Presbytery's annual *Visioning Retreat*
 - D. Invite guests from outside the Presbytery as necessary to the annual *Visioning Retreat*
 - E. Annually assess and review the work of the Presbytery, particularly as it relates to vision and mission priorities, and report these findings at the annual *Visioning Retreat*
 - F. Conduct and coordinate continuing strategic planning on biennial cycles assisted by input from the annual *Visioning Retreat*
 - G. Assist, support and promote the Presbytery Partnership Group programs of the Synod of the Northeast, particularly as appropriate to the work of the *Partnering Congregations Team* or the *Empowering Mission Team*
 - H. Develop leadership within the Presbytery
 - I. Oversee matters of personnel and staff
 - J. Direct and coordinate the annual budget process

- K. Nominate persons for service on the *Presbytery Committee on Nominations* (as required under G-9.0801b), the *Shepherding Council Budget Committee*, and the *Shepherding Council Personnel Committee*.
- 4.4 The *Shepherding Council* may form sub-committees, task forces, or work groups, as necessary, to perform the tasks listed under 4.2A through 4.2G. Persons from throughout the Presbytery may serve on such entities at the invitation of the *Shepherding Council*. Each such sub-committee, task force, or work group shall be chaired by a current member of the *Shepherding Council*.
- 4.5 The *Shepherding Council* shall have three standing committees:
- A. The *Nominating Committee* shall consist of three (3) persons selected by the *Shepherding Council* from its members annually. The *Nominating Committee* will provide the slate of names for the election of the *Personnel Committee* (and its chair), the *Budget Committee* (and its chair), and the *Presbytery Committee on Nominations* (and its chair) in accordance with the provisions of G-9.0801b).
 - A. The *Budget Committee* shall consist of six (6) persons, nominated by the *Shepherding Council Nominating Committee*, and elected by the *Shepherding Council* in three classes of terms of three years each. Persons may serve for consecutive terms provided that no term of service exceeds six years. The chair of the *Budget Committee* shall be elected annually by the *Shepherding Council* provided that no individual may serve as chair for more than three (3) consecutive years.
 - B. The *Personnel Committee* shall consist of six (6) persons, nominated by the *Shepherding Council Nominating Committee*, and elected by the *Shepherding Council* in three classes of terms of three years each. Persons may serve for consecutive terms provided that no term of service exceeds six years. The chair of the *Personnel Committee* shall be elected annually by the *Shepherding Council* provided that no individual may serve as chair for more than three (3) consecutive years.
- 4.6 The *Shepherding Council* shall consist of the following members:
- A. The Moderator of the Presbytery
 - B. The First and Second Vice-Moderators of the Presbytery
 - C. Two (2) representatives of the *Partnering Congregations Team*
 - D. Two (2) representatives of the *Empowering Mission Team*
 - E. Five (5) representatives from the *Support and Facilitation Network*
 - F. Five (5) At-Large representatives from the Presbytery

1. At-Large representatives to the *Shepherding Council* shall be nominated by the *Committee on Nominations* and elected by the Presbytery, annually.
 2. Representatives shall serve for a one-year term and may be re-elected for two additional terms.
- G. One (1) person from one of the Presbytery's Synod Commissioners, any one of whom, provided that person is either a minister or elder, may be designated as the representative to the *Shepherding Council* for a particular meeting.
- H. One (1) elder representative from *Long Island Presbyterian Women*
- 4.7 The Executive Presbyter, Associate for Congregational Resources, Treasurer, and Stated Clerk shall be *ex officio* members of the *Shepherding Council* without vote.

5.1 **PRESBYTERY STAFF**

- 5.2 The Presbytery employs administrative and program staff to further the mission and ministry of the Presbytery and develops its personnel plan in consultation with the Synod to facilitate the ministries approved by the Presbytery (G-11.0303).
- A. The Executive Presbyter is the chief administrative officer of the Presbytery, accountable to the Presbytery through the *Shepherding Council* for the implementation of the Presbytery's decisions in matters of policy, planning, strategy, program, personnel, and resources. The Executive Presbyter's work, responsibilities, and accountability are described in the position description (Appendix D).
1. The Executive Presbyter shall be elected by the Presbytery for an indefinite term. The *Committee on Nominations* shall nominate, and the Presbytery elect, an Executive Presbyter Nominating Committee, which shall, in consultation with the Synod, present a candidate at a stated meeting of the Presbytery.
 2. The work and performance of the Executive Presbyter shall be reviewed annually, with a comprehensive review every five years. The review will be administered by the *Personnel Committee* which will consult with the Personnel Committee of the Synod.
 3. The relationship between the Executive Presbyter and the Presbytery may be dissolved by majority vote of the Presbytery on the request of the Executive or on the recommendation of the

Shepherding Council. The *Shepherding Council* will assure that the dissolution conforms to G-9.0705.

- B. The Stated Clerk acts as recorder of the minutes and custodian of the official records of the Presbytery, corresponds officially on behalf of the Presbytery, and is an advisor on constitutional and parliamentary matters, to the end that the ecclesiastical business of the Presbytery is expedited. The Stated Clerk's work, responsibilities, and accountability are described in the position description (Appendix D).
- C. The Treasurer/Financial Secretary shall receive and have custody of all Presbytery funds, disburse them in accordance with the Presbytery budget after validation by appropriate officers or other authorized persons, and file financial reports as needed or requested. The Treasurer/Financial Secretary's work, responsibilities, and accountability are described in the position description (Appendix D).
- D. The Administrative Associate coordinates and conducts the work of the Presbytery Center office; works closely with the Executive Presbyter, and provides assistance to councils and committees as requested by the Executive Presbyter. The Administrative Associate's work, responsibilities, and accountability are described in the position description (Appendix D).
- E. The Associate for Congregational Resources provides congregations, councils, committees, work groups, teams and staff with a diversity of program resources and manages the Presbytery Resource Center. The Associate for Congregational Resource's work, responsibilities, and accountability are described in the position description (Appendix D).
- F. From time to time, the Presbytery may employ other staff and consultants for a particular program or project to provide for the smooth administration and implementation of the Presbytery's mission.
- G. Other persons may provide support services. At present, the Director of the Presbyterian Center is a staff person of the Presbyterian Conference Association, Inc., and serves part-time in the Presbytery to provide for the interpretation of the camp and conference program at Holmes, NY, and to encourage sessions and members of congregations to participate in the various programs.

6.1 VISIONING RETREAT

- 6.2 The *Visioning Retreat* shall be a Presbytery-wide gathering to discern God's call to respond to opportunities for ministry and mission in the midst of the Presbytery.

- 6.3 The *Visioning Retreat* will be held annually on the fourth Saturday of September.
- 6.4 The *Visioning Retreat* is intended to be set apart from the stated meeting of the Presbytery; as it is not a meeting of the Presbytery, no Presbytery business shall be conducted.
- 6.5 The *Visioning Retreat* will be open to all persons within the Presbytery – clergy, lay leaders, Presbytery employees, all members of all congregations – along with persons from outside the Presbytery invited by the *Shepherding Council*. All persons participating shall have equal voice.
- 6.6 Specific goals of the *Visioning Retreat* are as follows:
- A. Provide significant time for spiritual growth and exploration, individually and corporately, through prayer, worship, study and fellowship
 - B. Provide a process for discernment of God’s call to the Presbytery in its diversity of ministry and mission
 - C. Provide for open and honest discussion of past, current, and future Presbytery ministry and mission initiatives
 - D. Provide for continuing assessment of the Presbytery’s vision conducted by the *Shepherding Council*
 - E. Provide a pool of persons for consideration by the Presbytery’s *Committee on Nominations* to be elected by the Presbytery as At-Large representatives to the *Shepherding Council*
- 6.7 The *Visioning Retreat* will be planned by a team of persons selected by the *Shepherding Council*, charged with the following tasks:
- A. Securing a location
 - B. Determining fellowship needs and support
 - C. Conceiving the overall theme of the retreat
 - D. Setting the agenda and schedule
 - E. Engaging a Facilitator for the discernment process from outside the Presbytery
 - F. Communication
 - G. Budget coordination

7.1 **PRESBYTERY MEETINGS**

- 7.2 The Presbytery shall have four (4) stated meetings annually, at locations, dates, and times recommended by the *Shepherding Council* and approved by Presbytery.

- A. The last Saturday in January
 - B. The fourth Tuesday of March (except if it fall in Holy Week, when it shall be on the third Tuesday)
 - C. The First Tuesday in June
 - D. The third Saturday in November
- 7.3 The members of the Presbytery and each clerk of session shall be notified by the Stated Clerk before each meeting. The docket, as prepared by the Stated Clerk and the *Shepherding Council*, and a summary of the recommendations and actions of the *Shepherding Council* shall be sent by the Stated Clerk to those listed above ten days prior to the meeting.
- 7.4 A committee, appointed by the Moderator, ordinarily including the First and Second Vice-Moderators, shall review the minutes of the previous meeting of the Presbytery prior to each stated meeting and report to the Presbytery its recommendation for the approval of the minutes. A copy of the minutes shall be made available by the Stated Clerk at the beginning of the meeting at which the minutes are presented for approval.
- 7.5 All members of the Presbytery in good standing, along with all elder commissioners shall have the privilege of the floor with vote.
- 7.6 All provisions of G-11.0200 will apply to the proceedings. In addition, the following persons shall have the privilege of the floor:
- A. Members of the *Shepherding Council* who are not members of the Presbytery shall have privilege of the floor, but without vote.
 - B. Youth advisory delegates and alternates, and theological student advisory delegates and alternates shall have privilege of the floor, but without vote. This privilege shall begin upon their election and continue for one year.
 - C. The chair of the *Sexual Misconduct Response Team*, if not a member of the Presbytery, shall have privilege of the floor, but without vote.
- 7.6 New business may be introduced in any Stated Meeting of Presbytery provided that the matter is noted before the docket is approved. A motion arising from new business may be debated, but the vote and additional debate will be postponed to the next Stated Meeting, allowing time for study and notification. If an urgent matter cannot wait until the next Stated Meeting, the vote may be taken at the meeting where the matter is introduced, requiring a 2/3 majority to pass. The moderator will determine whether the matter is of sufficient urgency to warrant an immediate vote.
- 7.7 The Standing Orders for meetings of the Presbytery are as follows:

- A. January:
 - 1. Installation of moderators and newly elected officers
 - 2. Election of commissioners and youth advisory delegates to the General Assembly
 - 3. Report of the Stated Clerk on numerical equalization of resident ministers and commissioners to Presbytery
 - 4. Report on *Committee on Ministry* visitations for the previous year
 - 5. Confirmation of the election of trustee officers
 - 6. Vote on General Assembly Amendments

- B. March:
 - 1. Annual remembrance of deceased elders
 - 2. Recognition of newly ordained elders
 - 3. Annual Statistical Report
 - 4. Report of the Executive Presbyter

- C. June:
 - 1. Audit report of the *Board of Trustees* for the prior calendar year
 - 2. Review of session records
 - 3. Annual report of the *Committee on Representation*
 - 4. Adoption of the Presbytery budget for the next calendar year
 - 5. Approval of the ministerial compensation and benefits report
 - 6. Approval of the compensation program recommendations for the following year

- D. November:
 - 1. Sacrament of the Lord's Supper
 - 2. Report of General Assembly commissioners (commissioners to Synod Assembly shall report at a stated meeting as docketed by the *Shepherding Council*)
 - 3. Report of Long Island Presbyterian Women
 - 4. Approval of the annual report of non-parish clergy
 - 5. Annual elections
 - 6. Training of church leaders

PART III
PROCEDURES

1.7 **AMENDMENTS**

- 1.8 This Manual of Administrative Operations may be amended by majority vote of the Presbytery, provided that notice of any proposed amendments have been sent to the sessions of the Presbytery and to the Synod Mission Council at least six weeks prior to consultation (G-9.0405).

2.1 **APPENDICES**

- 2.2 All appended materials are not integral to this *Manual of Administrative Operations*, and may be singly amended by the Presbytery. These appendices, regularly distributed to ministers and sessions, are on file in the Presbytery office.

2.3 Appended Materials:

- A. Policy on the Acquisition and Disposition of Church Real Property
 - B. Criteria and Process for Mission Funding
 - C. Personnel Policies of the General Assembly, the Synod of the Northeast, and the Presbytery of Long Island
 - D. Position Descriptions and Personnel Plan
 - E. Other Policies of the Presbytery Related to Administration
 - F. Bylaws of the Presbytery of Long Island
 - G. Mission Design for Transformation
- 2.4 Inconsistencies in language or title between this Manual of Administrative Operations and any of the Appended Materials shall be resolved in favor of this Manual of Administrative Operations.

3.0 **JUDICIAL**

- 3.1 As needed in instances of preliminary procedures for discipline, the moderator of the presbytery, in consultation with the Stated Clerk, shall appoint an investigating committee or a committee of counsel to fulfill the responsibilities listed in D-10.0201-2 or D-6.0302-3 in the “Rules of Discipline,” reporting to the presbytery at the next stated meeting the names of those appointed.

Approved November 18, 2006
Revised
January 26, 2008