

## The Presbytery of Ohio Valley: Design for Mission and Ministry

*From the Book of Order of the Presbyterian Church (U.S.A.), G-3.0301: 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).*

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The Presbytery of Ohio Valley adopts this design for mission and ministry, seeking to be faithful to the Scriptures and Confessions of the Church, as well as to Foundations of Presbyterian Polity, the Form of Government, the Directory for Worship and the Rules of Discipline of the Presbyterian Church (U.S.A.). We recognize that our structures are provisional in nature, and that their purpose is to give us a framework as we seek to be both faithful and effective in service to our member congregations, the larger church, and the mission field into which God sends us.

The design that follows:

- identifies the formal entities of the Presbytery, setting forth their primary responsibilities and authority, including those areas in which commission powers are granted;
- suggests possibilities for other networks and partnerships; and
- provides a brief description of the major responsibilities of the offices of Presbytery Moderator, Vice-Moderator, and Immediate Past Moderator.

This design is not intended to say everything that can be said about these entities, networks, and offices, nor does it set describe *how* they will do their work. We hope that this design will help give shape to the work we are called to do together. Above all, we hope that our presbytery will continue to explore new ways to be responsive to the great good news of Christ Jesus.

Glory to God in the Church and in Christ Jesus, from generation to generation, forever!

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Adopted September 14, 2014. Amended May 19, 2015.

## **Presbytery Council**

**Membership:** The moderators of each of the standing committees of the Presbytery, the moderator of the Personnel Committee, four at-large members representing the geographical diversity of the presbytery, the Moderator, Vice-Moderator, and immediate past Moderator of the Presbytery, the Stated Clerk, Treasurer, and Executive Presbyter (who shall serve as moderator)

**Responsibilities** (\* indicates a commission power):

Attend to the orderly and faithful functioning of the Presbytery, and guide the Presbytery in strategic planning and process

Work with Presbytery committees and staff to develop and maintain positive, supportive connections with POV congregations

Act for and on behalf of the Presbytery of Ohio Valley as needed between regular Assemblies \*

Prepare an annual budget and present it to Assembly for approval

Authorize non-budgeted expenditures

Act, as needed, in other areas of budget administration \*

Provide for appropriate adult leadership and oversight for the Presbyterian Youth Triennium and other youth events

Provide for a Sexual Misconduct Response Team.

Provide for coordination and collaboration among presbytery committee and other entities

Act on requests for grants and loans from presbytery funds

Receive overtures to presbytery, synod or general assembly, and make recommendations for presbytery action, in consultation with synod and/or general assembly commissioners as appropriate

Nominate, for Presbytery election, persons to serve on the Presbytery Nominating Committee

Participate in staff evaluation and review through its Personnel Committee

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**Board of Trustees** (a standing committee of presbytery)

**Membership:** Three elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years. The Presbytery Treasurer, *ex officio*, and Stated Clerk, *ex-officio* without vote. The Stated Clerk shall serve as the Secretary of the Board

**Responsibilities:** (\* indicates a commission power)

Act for the Presbytery in matters pertaining to “The Presbytery of Ohio Valley, Inc.” \*

Act on requests by a congregation for a mortgage or other encumbrance of property \*

Execute deeds and other transfer of property on behalf of the Presbytery \*

Co-sign, as appropriate, loan applications for congregations through the Presbyterian Investment and Loan Program \*

Assist and advise as requested in matters pertaining to church property

Provide for the management of presbytery investments

Provide for necessary insurance for the presbytery.

Receive and review requests for loans from congregations, and refer them to Council for action.

Designate one or more of its members to execute legal documents. \*

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## **Committee on Ministry** (a standing committee of presbytery)

**Membership:** Twelve elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years

**Responsibilities:** (\* indicates a commission power)

Act on matters related to calling installed pastors and contracting with temporary pastors, ruling elders commissioned to pastoral service, and other contracted pastoral staff:

- + Authorize, at a time it deems appropriate, the formation of a Pastor Nominating Committee following the departure of a pastor \*
- + Provide for the resourcing of Pastor Nominating Committees
- + Approve the Ministry Information Form after it has been approved by the session \*
- + Approve "Goodness of Fit" between congregations and potential new pastors prior to the congregational meeting to call a pastor \*
- + Approve calls following the congregational meeting to call a pastor \*
- + Execute pastoral calls \*
- + Review and approve contracts for pastoral services, counseling with sessions and pastoral leaders when necessary \*

Act on matters relating to the dissolution of pastoral calls:

- + Dissolve pastoral calls when there is concurrence between pastor and congregation \*
- + Review and bring to the Presbytery for action matters related to the dissolution of pastoral calls when there is not concurrence between pastor and congregation.
- + Provide and guide the process for the dissolution of pastoral calls when necessary \*

Act on matters related to presbytery membership, as requested and required, by receiving and dismissing teaching elder members who are in good standing \*

Act on requests for validated ministries and approve ordainable calls, in accordance with Presbytery policy \*

Recommend, for Presbytery action, minimum requirements for compensation and benefits for pastors in installed or temporary pastoral relationships, ruling elders commissioned to pastoral service, and certified and certified associate Christian educators

Maintain a pulpit supply list

Provide assistance and counsel in the event of conflict within congregations

## **Committee on Preparation for Ministry** (a standing committee of presbytery)

**Membership:** Six elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years.

**Responsibilities** (\* indicates a commission power):

Manage and direct the process of preparation for the Office of Teaching Elder.

Interpret the preparation process for those seeking the office of Teaching Elder and the sessions involved.

Review and counsel with Inquirers and Candidates at all levels of preparation.

Authorize and manage such third party evaluations as may be required, including psychological evaluations and background screening. \*

Admit persons to Inquirer status and present them to Presbytery. \*

Admit persons to Candidate status and present them to Presbytery for confirmation. \*

Prepare and arrange Presbytery review at appropriate points in the process. \*

Upon appropriate request from the Committee on Ministry, evaluate the preparation of ministers from other denominations seeking membership.

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## **Committee on Representation**

**Membership:** The Moderators of the Presbytery of Ohio Valley, the Nominating Committee, and Presbytery Council

**Responsibilities:**

Assist the Presbytery in the organization, which includes the diversity of the Presbytery itself.

Counsel with the Nominating Committee and report to the full presbytery on matters of appropriate representation.

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## **Congregational Mission and Vitality Committee** (a standing committee of presbytery)

**Membership:** Nine elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years.

### **Responsibilities:**

Cultivate within the congregations of the Presbytery of Ohio Valley a faithful response to opportunities for mission and ministry within the local and global community

Interpret opportunities for mission and ministry through the Special Offerings of the Presbyterian Church (USA)

Receive and distribute the Presbytery's portion of the Peacemaking Offering

Lift before the Presbytery of Ohio Valley opportunities for mission partnership

Encourage networks for mission, social justice, and peacemaking projects

Receive, review, and refine grant requests from congregations desiring to partner with the presbytery in ministry significant to the community and recommend those requests to the Council for approval

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## **Evangelism and Congregational Witness Committee** (a standing committee of presbytery)

**Membership:** Six elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years.

### **Responsibilities** (\* indicates a commission power):

Encourage and provide guidance for the development of new worshipping communities within the bounds of the Presbytery, giving special attention to those who wish to create non-traditional worshipping communities

Assist in the application process for grants to new worshipping communities

Authorize the celebration of sacraments for worshipping communities in the absence of a session \*

Provide guidance in the creation of new congregations and traditional worshipping communities

Encourage, nurture and resource existing congregations in their efforts to spread the good news, make disciples, and offer hospitality to those who may be seeking a community of faith or wishing to deepen their spiritual lives

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**Nominating Committee** (a standing committee of presbytery)

**Membership:** Six elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years.

**Responsibilities:**

Nominate to the Presbytery of Ohio Valley for its election:

- + The Moderator and Vice-Moderator of the Presbytery of Ohio Valley
- + Moderators and members of Presbytery Committees, and other entities
- + Commissioners and Young Adult Advisory Delegates to the Synod of Lincoln Trails and the General Assembly of the Presbyterian Church (U.S.A.)
- + Readers of Ordination exams and leadership in other entities of the larger church as requested
- + Other leaders, as requested by the Presbytery or its Council

Nominate corporate officers to The Presbytery of Ohio Valley, Inc., for its election

Consult with the Committee on Representation concerning principles of inclusion, non-discrimination, and balance in nominations

Consult periodically with the moderators of Presbytery Committees and other entities to determine needs for membership

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**POV Academy Committee** (a standing committee of presbytery)

**Membership:** Nine elected members, teaching elders and ruling elders (at least one of whom is a commissioned ruling elder or certified to receive a commission), to a term of no more than three years, renewable to a total of no more than six consecutive years.

**Responsibilities** (\* indicates a commission power):

Promote, administer, and coordinate the POV Academy for the education of interested members and other participants of congregations and worshipping communities within the Presbytery of Ohio Valley

Develop and provide the process by which interested ruling elders become certified to seek a commission to limited pastoral service.

Certify those ruling elders who complete the Academy and additional requirements, and whose gifts are suitable for commissioning, and endorse such individuals to the Committee on Ministry \*

Maintain records of those who have been certified as eligible to be commissioned, receive and record their annual continuing education reports, and maintain contact with those who keep their continuing education current

Approve and provide (as reasonable and appropriate) opportunities for continuing education in order to maintain eligibility for current or future service as a ruling elder commissioned to pastoral service

Provide and implement the process for regular review of certification and decertification of POV Academy graduates.

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**Personnel Committee** (a committee of the presbytery council)

**Membership:** A Moderator elected by the Presbytery of Ohio Valley, the Moderator and immediate past Moderator of the Presbytery, the Moderator of the Committee on Ministry, and two additional members elected by the Presbytery Council

**Responsibilities:**

Review annually the work of all paid Presbytery staff and paid elected officers of the Presbytery and to report the results to the Presbytery through the Council

Conduct a five-year comprehensive review of the work of the Executive Presbyter

Conduct a three-year comprehensive review the work of the Stated Clerk and the Treasurer, and to recommendations to the Council regarding advisability of re-election for those staff whose election is for a specified term

Review annually the staff position descriptions and to update them as necessary

Make recommendations for changes in compensation for staff for budgetary purposes

Recommend to the Presbytery through the Council the dismissal of elected staff for cause

Assist in conflict management among exempt and non-exempt staff, in accord with the Personnel Policies and the Constitutional Standards of the PCUSA

Provide assistance and guidance as needed to the Executive Presbyter who serves as Head of Staff.

Review and refine, as necessary, the Personnel Policies of the Presbytery

## **Stewardship Committee** (a standing committee of presbytery)

**Membership:** Three elected members, teaching elders and ruling elders, to a term of no more than three years, renewable to a total of no more than six consecutive years.

### **Responsibilities:**

Provide for the development of a Stewardship program within the life of the Presbytery.

Provide interpretation of the mission of the Presbyterian Church (U.S.A.) including local, presbytery, synod and General Assembly.

Provide guidance and assistance to congregations in areas of Stewardship.

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## **Commissions of the Presbytery**

A **Permanent Judicial Commission** is elected by the Presbytery and functions as set out in the Rules of Discipline.

**Administrative Commissions** are created by the Presbytery as needed and are charged to act as Presbytery in specific matters according to the provisions of G-3.0109b. Administrative Commissions to Ordain Teaching Elders and/or Install Pastors, Co-Pastors and Associate Pastors are appointed by the Moderator of Presbytery, in consultation with the person being ordained and/or installed. Moderators of sessions in congregations without a pastor are appointed by a commission consisting of the Moderator of Presbytery, Vice-Moderator of Presbytery, the Moderator of the Committee on Ministry, the Stated Clerk and the Executive Presbyter. This same commission will also provide for a teaching elder to moderate congregational meetings per G-2.0903.

## **Other networks / partnerships**

In addition to the formal committee and commission structure of the Presbytery, networks and partnerships may be created around such commonalities as geographical proximity (such as regions or clusters), churches or pastors of churches of a similar size, pastors serving in transitional ministries, long-term pastors, newly ordained pastors, congregations wishing to share in joint projects (such as youth ministry, spiritual formation or mission to the community). Some networks may be ongoing, while others are formed for a specified amount of time as need and opportunity arise. Networks may request funds through the Presbytery Council to support their mission and ministry.

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## **Moderator of Presbytery**

Moderate Presbytery Assemblies

Appoint Commissions to Ordain Teaching Elders and/or Install Pastors, Co-Pastors and Associate Pastors, in consultation with the pastor, and serve as the Moderator of these Commissions when able

Appoint an Investigating Committee when an allegation has been made against a Teaching Elder in the Presbytery, or in other matters over which the Presbytery has jurisdiction

Serve as a member of the Presbytery Council, and other entities as requested or set forth in Presbytery policy

## **Vice-Moderator of Presbytery**

Serve as a member of the Presbytery Council, and other entities as requested or set forth in Presbytery policy

In the absence of the Moderator, serve as Moderator of Commissions to Ordain Teaching Elders and/or Install Pastors, Co-Pastors and Associate Pastors

Assist in the preparation of the Lord's Supper for Assemblies

## **Immediate Past Moderator of Presbytery**

Serve as a member of the Presbytery Council, and other entities as requested or set forth in Presbytery policy

In the absence of the Moderator or Vice-Moderator, serve as Moderator of Commissions to Ordain Teaching Elders and/or Install Pastors, Co-Pastors and Associate Pastors.

Moderate meetings of the Presbytery Council in the absence of the Council Moderator