

THE MANUAL

THE PROVISIONAL MANUAL
of
THE PRESBYTERY OF DONEGAL
of
THE PRESBYTERIAN CHURCH (U.S.A.)

The following major guidelines have been followed in this Revision of The Manual:

1. The general structure of The Presbytery is that which is set forth in *The Book of Order*, The Presbyterian Church (U.S.A.); Chapter 3 of The Form of Government.
2. Those sections of The Form of Government which employ the word "shall" are obligatory upon the Presbytery, and need no further reference in this Manual. Consequently, The Form of Government is an essential accompaniment to this Manual.
3. Those sections of The Form of Government which employ the word "may" are permissive, and in significant instances, this Manual states the position of The Presbytery of Donegal.
4. The Manual clearly sets forth other aspects of the Presbytery's activity which are not mentioned in The Form of Government, but which are not contrary to its instruction.

All references in parentheses refer to the numbered sections or paragraphs of The Form of Government. The content of such sections is not included in this Manual.

CHAPTER ONE - MEMBERSHIP

- 1.1 The Presbytery of Donegal, in conformity with (G-3.0301), consists of all the Teaching Elder and at least one Ruling Elder commissioned by the Session within the geographical boundaries of the Presbytery of Donegal authorized by the General Assembly. Churches shall be represented in accordance with the following formula:

Churches with membership over 500 shall be represented as follows: 501-1000 – 2 Ruling Elders, 1001-1500 - 3 Ruling Elders, 1501-2000 - 4 Ruling Elders, 2001-3000 – 5 Ruling Elders. From 3,001 members there shall be an additional Ruling Elder representative for each 1,000 additional active members or major faction thereof.

- 1.2 Each Ruling Elder elected as an officer of Presbytery or a member of the Presbytery Council or a Committee chair shall be enrolled as a member of the Presbytery for the tenure of his/her office, whether or not commissioned by his or her session. And when a Presbytery executive is a Ruling Elder, he/she shall also be enrolled. Commissioned Ruling Elders and those certified Christian Educators (who are Ruling Elders) shall be enrolled during their term of service.
- 1.3 In any year when it is necessary to redress an imbalance between the number of resident, active Teaching Elders (including Honorably Retired who are actively participating in the life of the Presbytery) and the number of Ruling Elders whom the Sessions are eligible to send as commissioners, those persons made members of the Presbytery by the provisions of above paragraphs shall be counted first; and if additional Ruling Elders are required, sessions of particular churches shall be invited by the Presbytery on recommendation of the Stated Clerk to elect additional Ruling Elder commissioners for that particular year on a rotating church basis (in the order churches appear in the Presbytery Directory.)
- 1.4 The guidelines to be used for Ministerial Membership in the Presbytery of Donegal shall be those stated in (G-2.0501 & G-3.0306).
 - 1.4.1 The Teaching Elder's particular work shall be carried out in direct accountability to the Presbytery through review and approval on an annual basis by the Committee on Ministry, which shall make its recommendations to Presbytery.
 - 1.4.2 Teaching Elders not meeting these requirements shall, on their own request or on the initiative of the Presbytery through recommendations of the Committee on Ministry, be released from the exercise of the ordained office, without prejudice. Teaching Elders thus released shall be restored, on request, when change of work enables them to fulfill the requirement for Presbytery membership and when the requirements of G-2.0507 are completed. Other Minister Members serving in Validated Specialized Ministries will also be subject to the provisions of the Committee on Ministry Handbook.

1.4.3 It is expected that all active Teaching Elders on the roll of Presbytery shall serve on a Presbytery Committee, Task Force or Commission.

CHAPTER TWO - MEETINGS

2.1 There shall be five Stated Meetings of the Presbytery, held as follows: (effective in 2009)

| | | | |
|-----------|--------------|-----------|----------|
| January | 4th Tuesday | 9:30 a.m. | Full Day |
| March | 3rd Saturday | 9:30 a.m. | Full Day |
| June | 4th Tuesday | 9:30 a.m. | Full Day |
| September | 4th Tuesday | 9:30 a.m. | Full Day |
| November | 4th Tuesday | 9:30 a.m. | Full Day |

(Except if it falls on Thanksgiving week and in those years Council will set the date).

2.2 Special Meetings may be called by the Moderator at the request, or with the concurrence of, three Teaching Elders and three Ruling Elders, the Elders being from different churches. Only the specific business listed in the call for the meeting may be considered. The call for the meeting must be sent 5 days prior to the meeting to all members of presbytery.

2.2.1 A special meeting of Presbytery for the purpose of prayer and worship may be scheduled by the Council of presbytery

2.3 A Quorum shall consist of those persons indicated in (G-3.0304).

2.4 The Docket for the Stated Meetings of the Presbytery shall be approved by the Presbytery Council.

2.5 The place of meeting shall be set by order of the Presbytery Council, which may change the day, hour, or place of meeting provided due notice (7 days) is given to all presbyters. It may also cancel a meeting if there is no pressing business, and may recommend a change to the number of meetings, as need arises. Also the Moderator and Vice Moderator, in conjunction with the Stated Clerk and Executive Presbyter shall constitute a committee authorized by Presbytery to evaluate emergencies (e.g., snowstorms) that may arise in connection with scheduled meetings of Presbytery and to act accordingly.

2.6 Meetings of the Corporation.

2.6.1 The members of the corporation shall meet as such members at the time of and as part of each regular or stated meeting of the Presbytery and the notice of the meeting of the ecclesiastical body shall constitute, without more, a notice of the meeting of the members of the corporation. So long as a quorum is present at any such meeting, in accordance with the Standing Rules of the Presbytery, business of the corporation may be transacted at any such meeting by vote of the members present. The November meeting of the corporation shall correspond with and be held at the same time as the annual meeting of the Presbytery, and at such meeting, the officers and directors of the corporation

shall be elected. Special meetings of the corporation may be called and held at any time by order of the Board of Trustees or of the President or Vice President upon notice given in the same manner and at the same time as is prescribed in the Rule 2.2 of the Presbytery Manual for special meetings of the Presbytery and may be held at the same time and place as a special meeting of the Presbytery. Business to be transacted at a special meeting of the corporation shall be limited to the purposes as set out in the call of the meeting. (See By-Laws of the Presbytery of Donegal approved April 16, 1991, item #3).

CHAPTER THREE - OFFICERS

- 3.1 The Moderator of the Presbytery shall be elected for the following term of office: At the November meeting of the Presbytery (one year and two months before the Moderator is to take office), he or she shall be nominated and elected. When elected, the Moderator will serve his/her first year as Vice Moderator of Presbytery, followed by one year as Moderator, and lastly as Moderator of Presbytery Council and President of the Trustees in the third year of service.
 - 3.1.1 The Moderator-Elect shall become Moderator of Presbytery as of the January Stated Meeting, and serve as Vice-Moderator of Council.
 - 3.1.2 The new Moderator of Presbytery shall be installed at the January Stated Meeting by the immediate Past Moderator, as the first order of business after the Presbytery is called to order. The installation will normally occur in the context of a worship service.
 - 3.1.3 The duties of the Moderator shall be in accordance with (G-3.0104). In addition, the Moderator will arrange for the Presbytery meeting worship services and time limits for such services.
 - 3.1.4 The Candidate for Moderator shall be selected with sensitivity to balance in geography, gender, and ordination status.
- 3.2 The Vice Moderator will perform those duties assigned by the Moderator and will moderate meetings at Presbytery in the absence of the Moderator. Normal responsibilities will involve details related to conducting meetings of the Presbytery, including the appointment of a Temporary Clerk, Minute Review Committee, and a person to offer the blessing before the meal and to thank the church workers following the meal, and representation (at the request of the Moderator) at Presbytery and ecumenical meetings and services of worship, including ordinations and installations of Teaching Elders. The Vice Moderator will become the Moderator if that person is unable to complete his/her term.
- 3.3 The Moderator of Presbytery Council is the immediate past Moderator of Presbytery. The Moderator of Presbytery Council also serves as the President of the Board of Trustees. The Council Moderator also chairs the Leadership Team and shall sit on the Property and Insurance Committee of Council.
 - 3.3.1 The new Moderator of Presbytery Council will assume the duties and responsibilities of this position at the close of the January meeting of Presbytery.
- 3.4 The Stated Clerk shall be elected at the September or November Stated Meeting for a term of three years, with the privilege of unlimited successive terms of office.

The nomination to the office shall be made by the Nominating Committee with the recommendation of Presbytery Council. The term of office shall ordinarily begin at the January meeting of the Presbytery Council.

The Stated Clerk is an officer of Presbytery receiving remuneration, but is not considered an employee, and is bound by the Policies and Procedures Manual of the Presbytery.

As an officer of the Presbytery, the Stated Clerk is accountable to Presbytery Council which along with the Executive Presbyter will complete an annual evaluation of the Stated Clerk's performance.

The Stated Clerk shall perform the duties designated in (G-3.0104 & G-3.0305); specifically:

- 3.4.1 Keep a record of all minutes and papers of the Presbytery and prepare the minutes of Presbytery Council. All minutes shall be submitted to the Moderator or Chairperson, the Presbytery Executive and any appointed readers within 7 days following the meeting.
- 3.4.2 Announce the date and site of all Presbytery meetings, and mail/email copies of the Docket and the minutes of the Presbytery Council meeting prior to each Stated Meeting of the Presbytery
- 3.4.3 Have available at all Presbytery meetings a copy of the *Book of Order*.
- 3.4.4 Maintain accurate rolls of Teaching Elders, clerks of sessions, committees, and all other persons under the jurisdiction of the Presbytery; in conjunction with rolls kept by the Presbytery office
- 3.4.5 Provide on the website the Minutes of previous meetings of Presbytery. These Minutes will also be kept on file in the Presbytery office
- 3.4.6 Promptly compile all reports required by the Synod and the General Assembly
- 3.4.7 Provide churches with Annual Statistical report information in due and ample time
- 3.4.8 Preserve historical records and encourage all churches to use the facilities of the Presbyterian Historical Society
- 3.4.9 Serve as secretary of the Presbytery Council without vote

- 3.4.10 Forward upon receipt all communications from other governing bodies to the chairperson of the committee of the Presbytery having specific responsibility for action, and report having done so in the Stated Clerk's report each meeting of the presbytery.
 - 3.4.11 Serve as the parliamentarian for the Presbytery
 - 3.4.12 The Stated Clerk shall assist in staff resourcing to the following Committees of Presbytery: Property & Insurance, Committee on Ministry, Overtures Amendments & Review.
 - 3.4.13 Provide assistance, when requested, to churches and Clerk of Session in the Presbytery.
- 3.5 A Temporary Clerk shall be selected by the Vice Moderator and appointed by the Moderator for any meeting of the Presbytery to assist the Stated Clerk. The person so appointed shall prepare and submit the Leave of Absence Report.

In addition, the Stated Clerk may retain the services of a recording clerk.

- 3.6 The Financial Officer/Treasurer of the Presbytery is responsible for overseeing all financial transactions of the Presbytery. This person shall have a background in accounting and investment experience. The Business Administrator shall act as the Financial Officer of the Presbytery and, as needed, the Treasurer in matters of the Corporation.

The Treasurer shall attend all Leadership Team, Council, and Presbytery meetings with voice but no vote

- 3.7 The Salaries of Presbytery Officers shall be as follows:
- 3.7.1 The Moderator and Vice Moderator shall serve without salaries, but the expenses of their offices shall be planned for and included in the budget of the Presbytery;
 - 3.7.2 The compensation of the Stated Clerk shall be recommended by Presbytery Council and approved by the Presbytery.

CHAPTER FOUR - ADMINISTRATIVE STAFF

- 4.1 In accordance with (G-3.0110), the Presbytery may have administrative staff positions including an Executive Presbyter.
- 4.2 An Executive Presbyter shall be elected by the Presbytery for an indefinite term. Nomination to the office shall be made by a Presbytery elected search committee of both Teaching and Ruling Elders (male and female) numbering at least 7 persons after consultation with the Synod's Personnel Committee. The salary of the Executive Presbyter shall be determined by Presbytery on recommendation of the Human Resource Area of the Administrative Committee. Vacation time and study leave shall be negotiated in the terms and approved by the Human Resources Area. The Human Resources Area shall annually review the work of the Executive Presbyter and conduct a 5 year Comprehensive Review.
- 4.3 The Executive Presbyter shall have the responsibilities outlined in the position description approved by the Presbytery.
 - 4.3.1 The Executive Presbyter will meet with Council and all Committees, and Task Groups as needed, and report to each on matters that he/she deems advisable. He/She will be an ex-officio member (without vote) of each group and will assist each at its request. The Executive will staff the following: Administration Committee, Committee on Preparation for Ministry, the Committee on Ministry, the Committee on Representation, the Nominating Committee, Overtures, Amendments and Review Committee, the Permanent Judicial Commission and the Council.
 - 4.3.2 In the matter of general administration, the Executive Presbyter shall oversee coordination of the Master Calendar of Presbytery events; visit sessions, when requested, to aid them in their administrative work; be directly involved in the Presbytery budget building and visioning process; provide publicity for Presbytery events, decisions and newsworthy accounts of the work and witness of the churches of the Presbytery; and designate the supervision of any Presbytery Resource Center that may exist.
 - 4.3.3 The Executive Presbyter will be the communicator of General Assembly and Synod information and issues to the Presbytery, and may serve as the liaison to the Presbyterian Men and to the Presbyterian Women.
- 4.4 It is the function of the Executive Presbyter to carry out administratively the decisions of the Committees or Task Groups and to maintain executive service satisfactory to both the Presbytery and to the Synod of the Trinity.

- 4.5 Other administrative or program staff positions may be added to the office as prescribed in (G-3.0110).
 - 4.5.1 These persons will be accountable in their respective responsibilities to the Executive Presbyter and may also consult with the Human Resources Area.
 - 4.5.2 The Human Resources Area of the Administration Committee shall develop and maintain position descriptions for each exempt and non-exempt position; participate in annual professional development plans, coaching, and evaluation of staff; and approve committee staffing assignments in consultation with the Executive Presbyter.

CHAPTER FIVE - THE PRESBYTERY COUNCIL

- 5.1 The Presbytery will elect the Presbytery Council which shall be formed in compliance with (G-3.0109).
- 5.2 The Presbytery Council shall be the Trustees of the Presbytery of Donegal. The Trustee's functions and responsibilities shall be defined and directed by the By-Laws of The Presbytery of Donegal, P.C. (U.S.A.), the Standing Rules of the Presbytery and the Constitution of the Presbyterian Church (U.S.A.).
 - 5.2.1 The Presbytery Council/Trustees shall consist of the following members:
 - 5.2.1.1 The immediate past Moderator of Presbytery, as Chairperson of Council/President of Trustees
 - 5.2.1.2 The Moderator of Presbytery as Vice Chairperson of Council/Vice-President of Trustees
 - 5.2.1.3 The Vice Moderator of Presbytery
 - 5.2.1.4 Six Members-at-large, all of whom shall be Ruling Elders, elected for a term of service of three years with a limit of terms totaling no more than 6 years. The members-at-large shall be divided into three classes of two Ruling Elders each, with one class elected each year.

Each member-at-large may be assigned as liaison to one of the Presbytery's Committees or Task Group.
 - 5.2.1.5 The Chairperson (or their designee) of each of the four (4) Program Committees and Committee on Ministry.
 - 5.2.1.6 The Moderator of Presbyterian Women in the Presbytery of Donegal, and the Presbyterian Men's Coordinator
 - 5.2.1.7 Chairperson of the Property and Insurance Committee
 - 5.2.1.8 The Executive Presbyter, Stated Clerk, Presbytery Treasurer, Camp Administrator, the Hunger Action Enabler, the Restoring Creation Enabler, the Associate for Healthy Congregations, the Chairperson of the Self-Development of People Committee, and any other Presbytery/Synod Staff, as ex-officio members without vote
- 5.3 The Presbytery Council shall ordinarily meet at least 2 weeks prior to the date of the next Stated Presbytery Meeting to review the business coming before Presbytery,

review the docket, and to consider business as may properly come before it. The Presbytery Council may also meet on the call of its Moderator, but not during any meeting of the Presbytery.

- 5.3.1 It shall report all its actions (except those regarding personnel issues) and recommendations at the next Stated Meeting of the Presbytery and its actions are subject to the review and approval of the Presbytery.
 - 5.3.2 The Presbytery Council is responsible to lead the presbytery in vision, strategy, administration and evaluation of the Presbytery's mission priorities. It shall consider all matters not clearly falling within the province of the Committees of the Presbytery.
 - 5.3.3 Between Stated Meetings of Presbytery, the Council may elect Administrative Commissions in situations where the Commission must meet prior to the next Stated Meeting.
- 5.4 The Presbytery Council shall:
- 5.4.1 Delegate to its Property and Insurance Committee the authority to review and recommend all matters that fall under section 9.14-9.16.32 of the Standing Rules. This Committee shall report to Presbytery through Presbytery Council.
 - 5.4.2 Receive requests through the Stated Clerk from Committees for time on the Docket and instruct the Stated Clerk to prepare the Docket for each meeting of the Presbytery. It shall approve distribution of materials other than those produced by recognized entities of the Presbyterian Church (U.S.A.).
 - 5.4.3 Review the Annual Mission Budget and, Per Capita Budget, and Per Capita Apportionment, as presented by the Finance Area of the Administration Committee, for concurrence by Council and presentation by the Administration Committee at the September Stated Meeting. If Per Capita is delinquent, it shall appoint a committee to counsel with the Session of said delinquent church. If delinquent payment persists, the Presbytery Council shall report the delinquency to the Presbytery for its correction of the condition.
 - 5.4.4 Confirm or elect those whose names are placed in nomination by the Moderator of Presbytery Council necessary to fulfill the designated responsibilities of the Presbytery Council.
 - 5.4.5 The Presbytery Council shall form a sub-committee to nominate for Presbytery elections, persons to serve on the Committee on Representation as defined by (G-3.0103) and the Nominating Committee as defined by (G-3.0111).

5.4.6 Maintain the Manual and Policy Procedures of the Presbytery and consider and present any amendments to those documents in accordance with the provisions of the Manual.

5.5 The Presbytery Council shall have a Leadership Team.

5.5.1 It shall consist of the Moderator of the Council, the Moderator and the Vice Moderator of Presbytery and any past Moderators of Presbytery appointed by the Moderator of Council.

The Stated Clerk, the Executive Presbyter and the Presbytery Treasurer shall be members of the Team, ex-officio and without vote.

5.5.2 It shall review the Docket for the meetings of Council and Presbytery.

5.5.3 It shall refer communications received between meetings of the Presbytery Council.

5.5.4 It shall suggest the disposition of referrals from Presbytery to the Presbytery Council.

5.5.5 The Leadership Team shall have the authority to act on behalf of Council for time sensitive non-controversial issues. Examples include: authorizing administration of the Lord's Supper, approval of emergency non-budgeted expenditures, employment of legal counsel, initiating a special administrative review (G-3.0108b.&c.), canceling a meeting of Presbytery or Council for adverse weather situations, acting on Property and Insurance Committee recommendations, nominating persons for vacant Synod committee positions, or calling a special meeting of Council when the Chair can't be contacted or is incapacitated.

CHAPTER SIX - COMMITTEES

COMMITTEE ON MINISTRY

6.1 It shall consist of 24 members, 12 Teaching Elders and 12 Ruling Elders: the General Chairperson, 4 Area Chairpersons, and 19 additional members. The Chairperson will be selected by members of the Committee on Ministry in consultation with the Committee on Nominations. The Stated Clerk (who will be the secretary) and the Executive Presbyter will be ex-officio members without vote. Other persons may be co-opted by the Committee as needed by vote of the Committee. Those persons will be ex-officio without vote.

6.2 Responsibilities of the Committee in addition to (G-3.0307) are:

6.2.1 It shall be available through the area committees, at all times to Teaching Elders, Commissioned Ruling Elders, Certified Christian Educators, individual active Ruling Elders, and sessions on matters relative to their spiritual and temporal welfare.

The Committee's official relationship with the local church shall be through the session and the pastors. Other members of a congregation may have access to the committee through written correspondence only with the understanding that all issues raised in such correspondence will be processed through their Session and the pastor(s) of the church.

6.2.2 It shall review the actions and recommendations of the area committees. Final authority will always rest with the full Committee.

6.2.3 It may visit a session or a pastor with or without invitation. It shall visit each session at least once every three years. It shall consult annually with each Teaching Elder serving a church.

6.2.4 It may counsel, make recommendations and initiate inquiry, but may not exercise judicial functions.

6.2.5 It shall maintain and distribute a listing of persons approved for pulpit supply by the Executive Committee of COM and the Executive Presbyter for pulpit supply; and it shall appoint a moderator of the Session if there is no installed pastor or the installed pastor is unable to invite another moderator. This moderator must be a Teaching Elder member of Donegal Presbytery or a Ruling Elder member of the Committee on Ministry (who is not a Ruling Elder of that church) or the Presbytery Executive or Stated Clerk. In case of the sickness or absence of the moderator the same expedient may be adopted; or the session, after having

obtained the approval of the moderator, may convene and elect another of its own members to preside.

- 6.2.6 It shall present an annual report of salary review and recommend changes in terms of call at the March Stated Meeting.
 - 6.2.7 It shall be responsible for matters pertaining to pensions, service personnel, chaplains, and Teaching Elders without charge on the roll of Presbytery.
 - 6.2.8 It shall require an annual report from Teaching Elders performing work not under the jurisdiction of the Presbytery.
 - 6.2.9 It shall examine each Teaching Elder who seeks membership in the Presbytery, in accordance with (G-3.0306).
 - 6.2.10 It shall oversee the Mission Study process of each congregation seeking to call a Teaching Elder and shall approve the Mission Study document.
 - 6.2.11 It shall maintain a relationship with the retired Teaching Elders, spouses, and survivors.
 - 6.2.12 It shall propose to Presbytery revisions to the Presbytery's Sexual Misconduct Policy and shall have a Sexual Misconduct Support Team which shall follow the guidelines of the Sexual Misconduct Policy of the Presbytery. The Team will report to the Presbytery, if necessary, through the Committee on Ministry.
 - 6.2.13 It shall maintain the Pastor's Emergency Fund. This fund is to be used to assist Teaching Elder members of the Presbytery and/or their families in times of emergency or other special needs that are beyond the financial resources of the Teaching Elder or Teaching Elder's family to meet. These special circumstances include but are not limited to crisis and career counseling, uninsured health or accident related expenses, loss of employment that is not the result of a guilty verdict by the courts of the church, and partial payment of counseling or other treatment mandated by the Permanent Judicial Commission of Presbytery when the PJC makes a specific request that the Presbytery provide a portion of the cost of the treatment. It shall be administered by the Executive Presbyter, the Stated Clerk, and the Chairperson of the Committee on Ministry.
- 6.3 To perform its task and fulfill its responsibilities, the Committee will have the following sub-committees:
- 6.3.1 An Executive Committee, consisting of the General Chairperson, the Board of Pensions liaison, the Triennial Visits Coordinator and the four Area Chairpersons. The Stated Clerk and the Executive Presbyter will serve ex-officio. The Executive

Committee will act on all matters referred to it between meetings of the full committee.

- 6.3.2 Four Geographical Area Committees, each to consist of the Area Chairperson, and five other members. Due consideration should be given to balance Ruling Elder and Teaching Elder members of each area committee. The Executive Presbyter and Chair of the Committee on Ministry are Ex-officio for each of the Area Committees.

These committees will represent the full committee in their respective areas of responsibility regarding relations of churches and Teaching Elders pertaining to counseling, pulpit supply, vacant pulpits, candidates, changing pastoral relationships, problems, adequacy of compensation, manse or other housing arrangement, other revisions to the terms of call, and other matters referred to them.

6.4 Meetings

- 6.4.1 The full Committee shall ordinarily meet within one month prior to each Stated Meeting of Presbytery. All committee business to be presented to Presbytery shall ordinarily be brought to this meeting.

- 6.4.2 Presbytery grants to the Committee on Ministry the authority to find in order calls issued by churches, to approve and present calls for services as Teaching Elders, to approve the examination of Teaching Elders transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and Teaching Elder concur, and to dismiss Teaching Elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of Presbytery. The prudent use of this delegated authority is expected by the Presbytery, and its exercise would normally occur in the time between the June and September Stated Meetings of Presbytery.

6.5 Geographical Areas

The churches of the Presbytery shall be divided into four geographical areas, as follows:

6.5.1 AREA I

Atglen, PENNINGTONVILLE
Berwyn, TRINITY
Christiana, LATTA MEMORIAL
Coatesville, DOE RUN
Devon, ST. JOHN'S
Downingtown, CENTRAL
Gap, PEQUEA
Glenmoore, FAIRVIEW

HONEY BROOK
Malvern, COVENANT
PAOLI
Parkesburg, FIRST
Phoenixville, FIRST
UNIONVILLE

6.5.2 AREA II

AVONDALE
KENNETT SQUARE
Kirkwood, UNION
Mendenhall, BETHANY
NEW LONDON
NOTTINGHAM
Peach Bottom, LITTLE BRITAIN
OXFORD
Oxford, SECOND
TOUGHKENAMON
Toughkenamon, LA IGLESIA
West Chester, FIRST
West Chester, SECOND
West Chester, WESTMINSTER
WEST GROVE

6.5.3 AREA III

COLUMBIA
East Earl, CEDAR GROVE
Lancaster, BETHANY
Lancaster, FIRST and RESURRECTION CHAPEL
Lancaster, HIGHLAND
Landisville, WAYSIDE
Mount Joy, DONEGAL
Mount Joy, FIRST
Paradise, LEACOCK
Quarryville, CHESTNUT LEVEL
Quarryville, MIDDLE OCTORARA
Strasburg, FIRST.

6.5.4 AREA IV

Airville, CHANCEFORD
Airville, GUINSTON
Airville, PINE GROVE
Brogue, NEW HARMONY
Cardiff, MD SLATE RIDGE
Delta, SLATEVILLE
Felton, HOPEWELL

Felton, ROUND HILL
Hellam, KREUTZ CREEK
New Park, CENTRE
STEWARTSTOWN
WRIGHTSVILLE
York, FIRST
York, EASTMINSTER
York, WESTMINSTER

- 6.6 It shall maintain an advisory handbook (G-3.0106) to guide it in its work. This handbook shall be reviewed and adopted by the Committee and Presbytery. Any changes to the Handbook shall also be reviewed and adopted by the Presbytery.

COMMITTEE ON PREPARATION FOR MINISTRY

- 6.7 The Committee on Preparation for Ministry assists Presbyterians experiencing a call to become Teaching Elders to come into a covenant relationship with the Presbytery (G-3.0307).
- 6.7.1 It shall consist of 12 members. Consideration shall be given to equal numbers of Ruling Elders and Teaching Elders, male and female. One of them, selected by members of the Committee on Preparation in consultation with the Committee on Nominations, shall be the Chairperson.
- 6.8 The Committee will fulfill all of the functions of the committee as set forth in the *Book of Order*. Specifically, the Committee will:
- 6.8.1 At the first meeting of each year, the new members will be given an orientation on the responsibilities and functions of the committee.
- 6.8.2 A representative of the committee will meet with sessions within two months of learning that they plan to sponsor an inquirer.
- 6.8.3 A liaison will be selected for each Inquirer/Candidate. The liaison will contact the individual at least semi-annually and will complete the required annual report by December of each year.
- 6.8.4 The Committee will function as an advocate in all contacts with Inquirers and Candidates.
- 6.8.5 Maintain a record showing the status of each individual under care of the committee with regard to their progress.
- 6.8.6 An annual retreat for members of the Committee and all Inquirers/Candidates under care may be held. This time is to be spent primarily in reflection and fellowship, and without any regular interviews or committee business.
- 6.8.7 The Committee will conduct a final assessment of the candidates within three months of the candidate's completion of the requirements. This time may be extended at the candidate's request.
- 6.8.8 Candidates who have completed their exams and have been on the candidate roster for three years or longer will be interviewed by the committee to determine whether they should be retained on the active roll.
- 6.8.9 It will consider and prepare overtures with the intent of improving the preparation process.

- 6.8.10 It will assist congregations within their bounds to invite competent persons of growing faith to consider the call of God to ministry of Word and Sacrament.
 - 6.8.11 It shall consider in consultation with the Committee on Ministry ministers from other denominations who seek admission to the ministry of the Presbyterian Church (U.S.A.), under the procedures in (G-2.0505), and the Formula of Agreement.
 - 6.8.12 It may provide scholarship funds to Inquirers and Candidates of the Presbytery. It will report them annually to Presbytery.
 - 6.8.13 It is responsible to nominate the number of exam readers (3 Principal readers and 3 Alternates) each year as the Presbyteries' Cooperative Committee requires. These should represent a cross section of the Teaching Elders and Ruling Elders of the Presbytery.
 - 6.8.14 It shall, on behalf of Presbytery, grant permission to Inquirers and Candidates who are required under G-2.0606, ("to engage in some form of supervised service to the church") to serve in a particular ministry project.
- 6.9 It shall maintain an advisory handbook (G-3.0106) to guide it in its work. This handbook shall be reviewed and adopted by the Committee and Presbytery.

COMMITTEE ON REPRESENTATION

- 6.10 There shall be a Committee on Representation in conformity with (G-3.0103) consisting of 3 persons.
- 6.11 The members (one of whom shall be designated as Chairperson) shall be nominated by a Council sub-committee and reviewed by Presbytery Council before election by Presbytery. The membership of the Committee on Representation shall be in three classes.
- 6.12 The responsibilities of the Committee shall be those established in (G-3.0103&06), (G-2.0104), (F-1.0403), and (F-3.0106).
- 6.13 It shall make every effort to consult with sessions and known ethnic groups having a relationship with the Presbytery seeking the names of qualified or qualifiable persons of racial ethnic background to serve on the various Presbytery Committees. This information shall be made known to the Nominating Committee.
- 6.14 It shall report annually, in writing to Presbytery both its observations concerning the work of the Nominating Committee and in detail, its efforts to serve as a resource for the Nominating Committee.

OVERTURES, AMENDMENTS AND REVIEW COMMITTEE

- 6.15 It shall consist of 9 members; consideration shall be given to equal numbers of Teaching Elders, laymen and laywomen divided into three representative classes. One of the members shall be designated as Chairperson.
- 6.16 It shall present and make recommendations on all Amendments sent down by the General Assembly.
- 6.17 It may present and make recommendations on any Overtures sent by other Governing Bodies for concurrence.
- 6.18 Any member of the Presbytery or a session may consult with this Committee in the drafting of an Overture to be presented to Presbytery for consideration and action.
- 6.19 It shall be responsible for annual Session Records Review (G-3.0108 & G.-3.0108a.), and review and maintenance of the standards for recording Session records. (see Policies and Procedures, Standards for Recording Session Minutes)

NOMINATING COMMITTEE

- 6.20 It shall consist of nine members striving for a balance of Teaching Elders, Ruling Elders, and Lay Persons and a balance of male and female.

The Members and Chairperson shall be nominated by a Council Subcommittee, reviewed by Council, and elected by the Presbytery.

- 6.21 In addition to the responsibilities in (G-3.0111) it shall have the responsibility for the following:

6.21.1 In years that General Assembly meets, it shall report at the January Stated Meeting a slate of Ruling Elder nominees based on rotation records and Teaching Elder candidates for election as Commissioners. (Note: Procedures of the Nominating Committee for presenting Teaching Elder Commissioners to General Assembly are found in the Policies and Procedures section of this Manual.

6.21.2 It shall report at the November Stated Meeting a slate of nominees for Presbytery officers, members of Council and Committees, with the exception of those listed in 6.22.3. It may, also, recommend annually the chairpersons of Presbytery Committees.

It shall report at any Stated Meeting a nomination for any unexpired term of office.

6.21.3 It shall not present nominees for the Committee on Nominations or Committee on Representation.

- 6.22 It shall, in addition to the *Book of Order* guidelines, observe the following procedures:

6.22.1 Nominees shall be elected for three year terms unless otherwise specified in the motion of the nominating committee.

6.22.2 Vacancies in Committees and Task Forces of the Presbytery creating unexpired terms occur under any of the following circumstances:

6.23.2.1 A member resigns in writing to the chairperson of the Committee or Task Force and to the chair of the Nominating Committee, and an action to accept the resignation has been taken;

6.23.2.2 When an elected Committee or Task Force member has accumulated three unexcused absences in succession, the fact has been minuted, and the person and Nominating Committee have been informed in writing by the chairperson of the entity affected; and

6.23.2.3 When other actions of the Presbytery render a Committee or Task Force member ineligible to hold office in the Presbytery and the Nominating Committee is so informed by the Stated Clerk.

6.22.3 Those nominated and elected at the November Stated Meeting for positions in the usual three year rotation shall assume their responsibilities at the conclusion of the January meeting of the Presbytery. Newly elected Committee members in the normal course of events would be invited to the next regularly scheduled meeting of the Committee following November elections. This procedure will provide for orientation for the newly elected.

6.22.4 The Nominating Committee may nominate ordained members and non-ordained members of the Presbyterian Church (U.S.A.) to committees. This does not apply to the following committees of Presbytery which must have ordained Ruling Elders and Teaching Elders as committee members: Committee on Ministry, Committee on Preparation and the Permanent Judicial Commission.

PERMANENT JUDICIAL COMMISSION

- 6.23 In accordance with the Rules of Discipline (D-5.0100), it shall consist of a minimum of 7 members, 4 Teaching Elders and 3 Ruling Elders elected in three classes, with not more than half of the members in one class.
- 6.24 Not more than one of the Ruling Elders shall come from any one church (D-5.0101).
- 6.25 The term of office of each member shall be six years. No one who has served a term of six years shall be eligible for re-election until four years have elapsed (D-5.0105).
- 6.26 A Moderator and Clerk shall be elected from within the membership of the Commission (D-5.0201).
- 6.27 The Commission shall have no broader authority than is set forth in the Rules of Discipline, Chapter V (D-5.0000).
- 6.28 All necessary expenses of the Commission shall be paid by the Presbytery (D-5.0106).

PROPERTY AND INSURANCE COMMITTEE

- 6.29 It shall consist of seven members: the Moderator of Presbytery Council/President of the Trustees and six additional members. The other six members shall be nominated by the Committee on Nominations in classes; and approved by Presbytery Council acting as Trustees; expertise in law, real estate and insurance should be considered as representative/inclusive nominees are drawn from the Presbytery. The Stated Clerk and the Executive Presbyter shall serve on the Committee, ex-officio, without vote.
- 6.30 The Committee shall bring to Presbytery Council such reports and recommendations as necessary for Council to properly carry out its responsibility as Trustees of the Presbytery of Donegal of the Presbyterian Church (U.S.A.).
- 6.31 The Committee shall bring to Presbytery Council such reports and recommendations as necessary for Council to enable Presbytery to properly carry out its responsibilities according to (G-4.02) and (G-3.0303f.) and all other provisions of *The Book of Order* applicable to matters pertaining to property.
- 6.32 It shall monitor, review and evaluate, and bring recommendations to Presbytery Council relative to Council's responsibility to receive, hold, encumber, manage, and transfer property.
- 6.33 It shall review, evaluate and bring reports and recommendations to Presbytery Council relative to Council's responsibility to receive the written request from a congregation to expend money in excess of 10% of the Local Mission Budget of said congregation, as reported in the Minutes of the General Assembly for the preceding year, for the purpose of refurbishing, major repairs, expansion, or purchase of land.
- 6.34 It shall conduct periodic surveys of the Congregations of the Presbytery as to their insurance coverage, indebtedness, or other issues of common interest for the proper stewardship of our church properties.
- 6.35 It shall provide oversight of legal and fiscal implications in acquiring real estate for new Church Development of the Presbytery in co-operation with the New Church Development and the Finance Areas of the Administration Committee.
- 6.36 Accountability: As a Committee of Presbytery Council/Trustees it brings its reports and recommendations to the Presbytery Council for consideration and concurrence. With Council approval it shall bring its reports and recommendations to the meeting of Presbytery

The Moderator of the Council, as President of the Corporation, presides during the Council/Board of Trustees report. The Moderator of Council may delegate to the

chairperson of the Property and Insurance Committee the presentation of the reports and recommendations for Presbytery action.

- 6.37 The Council/Board of Trustees may choose to act, annually, to grant permission for the Property & Insurance Committee to act on its behalf, if necessary, in the time between a Presbytery Council Meeting and the following Presbytery Meeting, in order to bring timely recommendations directly to a Stated Presbytery meeting.

SELF DEVELOPMENT OF PEOPLE COMMITTEE

- 6.38 Membership criteria are established by the National Self-Development of People Committee and include the following:
- A minimum of five (5) members
 - A majority shall be members of the Presbyterian Church (USA)
 - Racial-ethnic minority persons shall be a majority
 - The Executive Presbyter or his/her designee shall serve ex-officio without vote and does not count for membership purposes
 - The chairperson must be Presbyterian
- 6.39 While representing the Presbytery, the Committee is directly responsible to the National Committee on the Self-Development of People. Each year, the National Committee certifies the Committee to allocate funds to valid projects within the bounds of the Presbytery. In validating these projects, the Committee must adhere to a strict set of criteria and guidelines, which have been approved by the General Assembly. The Committee seeks to affect change at grassroots levels, and thereby promote growth through dignity, independence, and self-respect.
- 6.40 The role, responsibilities and accountability requirements are provided by the National Committee of Self-Development of People and approved by the General Assembly.
- 6.41 The Self-Development of People Committee of Donegal Presbytery is an outreach ministry that attempts to change all those areas of life which are counterproductive to personal growth. It works along the following lines:
- Helping people to take responsibility for their own lives and to empower the poor.
 - Enabling people to set directions for improvements in their own lives and to make positive choices without depending upon others to do it for them.
 - Providing resources to enable people to choose their own paths.
 - Implementing a form of mission that encourages self-reliance and promotes the growth of the whole person - economically, socially, politically, and spiritually.
- 6.42 The primary role and responsibility of the SDOP Committee of the Presbytery is the distribution of special offering funds received as SDOP portion of the PC (U.S.A.) special offering called the One Great Hour of Sharing. In validating projects a strict set of General Assembly approved criteria and guidelines are followed.
- 6.43 The Self-Development of People Committee will report to Presbytery through Presbytery Council.

CHAPTER SEVEN – PROGRAM COMMITTEES

ADMINISTRATION COMMITTEE

7.1 It shall provisionally be set at 9 members with a final number to be set by June 2012; consideration shall be given to a balance of Teaching Elders, laymen and laywomen, one of whom shall be named by the Presbytery Nominating Committee as the Chair. The Executive Presbyter and Treasurer will be ex-officio members of the Committee. There will be three Areas - Human Resources, Finance and Camp Oversight.

7.1.1 Responsibilities of the Human Resources Area:

7.1.1.1 It shall oversee, review and update as necessary the Human Resource's Policies and Procedures Handbook and perform those functions set forth in the Handbook.

7.1.1.2 It shall develop and maintain position descriptions for the paid personnel serving the Presbytery.

7.1.1.3 It shall oversee the professional development, coaching and evaluation plans for each staff member evaluations of all paid staff.

7.1.1.4 It shall make recommendations, in consultation with the Executive Presbyter, in regard to annual salary compensation for all staff for which it is responsible for inclusion in the annual budget and approval by the Administration Committee; this is conducted in consultation with the Committee on Ministry in regard to called positions.

7.1.1.5 It shall oversee and participate in the hiring and dismissal of Presbytery staff.

7.1.1.6 It shall administer the Affirmative Action Plan for Equal Employment Opportunity of the Presbytery

7.1.2 Responsibilities of the Finance Area

7.1.2.1 It shall oversee and insure that the financial records are maintained on a current and accurate basis.

7.1.2.2 It shall insure that financial statements are issued at Stated Meetings of the Presbytery.

7.1.2.3 It shall prepare the Annual Per-Capita and Mission Budgets for the Presbytery, recommending the per capita apportionment, the percentage distribution of undesignated general mission pledges, and projecting estimated income. In the course of its work it shall review budget requirements with the Chairpersons of Presbytery's Committees as well as the Moderator of Council. It shall review with the staff equipment, software, and communication requirements in devising the Administrative Budget.

The Budgets will be prepared in accordance with the budget cycle adopted by the Council.

7.1.2.4 It shall provide for an annual audit or full financial review and report the firm's findings to the Presbytery.

7.1.2.5 It shall receive recommendations from the Treasurer regarding changes in the current financial systems, budgets, policies and guidelines related to general financial management, investment of funds, and the funding of the work of the Presbytery.

7.1.2.6 It shall review the current investments of the Presbytery.

7.1.2.7 It shall ensure that the Investment Policy is being followed.

7.1.2.8 It shall review bank statements/reconciliation reports and report to the Administration Committee that the reviews are completed.

7.1.3 Responsibilities for the Donegal Camp Area
(Note: Make up and duties to be determined. The main responsibility for this Area will be fiduciary matters, risk management and personnel.)

DONEGAL CAMP BOARD

7.2 Responsibilities for the Camp Donegal Board

(Note: make up and duties to be determined)

PEACE, JUSTICE AND CARE OF CREATION COMMITTEE

7.4 It shall consist of 15 members; consideration shall be given to equal numbers of Teaching Elders, laymen and laywomen and 2 youth, one of whom shall be named by the Presbytery Nominating Committee as the Chair. The Executive Presbyter will be an ex-officio member of the Committee. The Hunger Action Enabler and Restoring Creation Enabler may or may not be one of the members listed above. There will be three Areas - Peace, Justice and Care of Creation.

7.4.1 Mission Statement

The Epistle of James 2:17 teaches, "Faith by itself, if it has no works, is dead." Grace is not cheap, and we are summoned to imitate our Lord, ever reminded of the words of Micah 6:8, "What does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God." As we are redeemed in Christ, we are called to the work of building the Kingdom of God. And if our churches are engaged in such work, theirs will be healthy, growing congregations, bringing the gospel to the world.

It is a work for peace, as we seek for the time Isaiah 11:6 foretold when "the wolf shall live with the lamb," when all sources of division and enmity, in the body of Christ, our local community, and the world at large, end. It is a work for justice for all of God's creation, for as the Psalmist in Psalms 24:1 says, "The earth is the Lord's and all that is in it, the world, and those who live in it." We therefore seek the healing and feeding of all of God's creatures, and especially the voiceless, the forgotten, the orphans, widows, and foreigners in our midst.

This committee strives to supply the Presbytery and its member churches with information and resources for doing this work of the Lord. It is ultimately a work striving for shalom, for being in right relation with God, our fellow humans, and all of non-human creation.

7.4.2 Responsibilities of the Peace Area:

7.4.2.1 To allocate the Presbytery share of the Peacemaking Offering and keep the Presbytery aware of that allocation.

7.4.2.2 To be aware of the various programs of the Peacemaking Program of the Presbyterian Church (USA) and to promote those programs to the Presbytery and its constituent churches.

7.4.2.3 To be aware of local programs that promote peacemaking and share that information to those living in that area.

7.4.3 Responsibilities of the Justice Area:

7.4.3.1 To be aware of social issues, local, national or worldwide, that effect men, women and children and to bring those issues to the attention of the Presbytery. These may include, but are not limited to:

Hate Crimes

Equal opportunities for women, racial and ethnic minorities and the gay community

Refugee situations

Needs of children and senior citizens, including working conditions, education, healthcare

Other issues may arise which would fall to the responsibility of this Area.

7.4.3.2 The Hunger Action Enabler must be annually endorsed by Presbytery for approval by General Assembly. He/She is a member of this Area and will have the following responsibilities:

Serve as a resource in matters of hunger

Annually propose a designated project to the Area for approval and then to promote that project to Presbytery and local churches for their support.

To keep the Presbytery aware of the various programs of the Hunger Program of the Presbyterian Church (USA) and share information of local hunger issues and programs.

7.4.4 Responsibilities of the Care of Creation Area:

7.4.4.1 Coordinate all work for eco-justice, the care and healing of all God's creation, human and non-human.

7.4.4.2 The Restoring Creation Enabler is a member of this Area and shall serve as a resource in related matters.

THE WORK AND WITNESS OF THE CHURCH COMMITTEE

- 7.5 It shall consist of 21 members; consideration shall be given to equal numbers of Teaching Elders, laymen and laywomen, one of whom shall be named by the Presbytery Nominating Committee as the Chair. The Executive Presbyter will be an ex-officio member of the Committee. There are 3 Areas – New Church Development/Vitalization/Evangelism, Action in Mission, and Christian Formation.
- 7.5.1 The mission of this Committee is to help proclaim the love of Jesus Christ through support of the mission of the local Church and to build, rebuild, and support churches and other entities that witness to that love.
- 7.5.2 Responsibilities of the New Church Development/Vitalization/Evangelism Area:
- 7.5.2.1 It shall recommend to Presbytery new church development projects and shall oversee and guide and supervise each one until chartered as a congregation. To this end it shall:
- 7.5.2.1.1 Procure demographics that will define where new church projects will be developed.
- 7.5.2.1.2 Present to Presbytery all plans for new projects.
- 7.5.2.1.3 Following Presbytery's approval it shall apply for grants from The Synod of the Trinity, General Assembly of the Presbyterian Church (U.S.A.) and anywhere else granting funds for new church development.
- 7.5.2.1.4 Establish steering committee or other necessary entities (including clusters of congregations) that would aid in administering developing congregations.
- 7.5.2.1.5 Recommend to Presbytery Council, when necessary, the creation of staff positions for developing or redeveloping congregations.
- 7.5.2.1.6 Be an enabling catalyst for churches to renew and fulfill their life and purpose as the body of Christ
- 7.5.2.1.7 Offer the Presbytery and its congregations opportunities for transformation
- 7.5.2.1.8 Use all available resources to help congregations serve their respective communities faithfully in new ways

- 7.5.2.1.9 Guide and counsel congregations in the process of transformation
- 7.5.2.1.10 Seek grants and allocations from the Synod of the Trinity, the General Assembly of the Presbyterian Church (U.S.A.) and all other sources
- 7.5.2.1.11 Uphold the ministry of Evangelism and raise the awareness and understanding of Immigrant Ministries:
- 7.5.2.1.12 Encourage the Presbytery and its congregations to be involved in the work of Evangelism
- 7.5.2.1.13 Present educational opportunities for developing tools for evangelism at the Presbytery level and within congregations
- 7.5.2.1.14 Participate in events beyond the Presbytery that will strengthen the skills of being Christian evangelists
- 7.5.2.1.15 Raise understanding for developing racial-ethnic ministries
- 7.5.2.1.16 Encourage participation in regional dialogues focused on immigrant ministry

7.5.3 Responsibilities of the Action in Mission Area:

7.5.3.1 It shall facilitate for the Presbytery and its congregations awareness of, and involvement in, our denomination's world-wide mission efforts, as well as other mission opportunities within the geographic bounds of the Presbytery. To this end, it shall:

- 7.5.3.1.1 It shall recommend mission projects within the bounds of the Presbytery to receive grants through the Presbytery's mission budget.
- 7.5.3.1.2 It shall present to the Presbytery and its congregations opportunities to engage in, support, and visit the denomination's world-wide mission projects.
- 7.5.3.1.3 It shall encourage congregations to increase their financial support of our denominational mission work.
- 7.5.3.1.4 It shall report regularly the status of congregational commitments to Shared and Directed Mission Support.

- 7.5.3.1.5 It shall make the Presbytery and congregations aware of our members who are involved in mission enterprises, and encourage our prayerful support of them.
- 7.5.3.1.6 It shall make our congregations aware of the service, needs and provisions of the Presbyterian Church (U.S.A.) and assist persons in the means of responding to them.
- 7.5.3.1.7 It shall administer the Presbytery's program of providing scholarship aid for persons engaging in Presbyterian Church (U.S.A.) related mission trips and/or short-term mission service.
- 7.5.3.1.8 It shall provide all necessary assistance in arranging relationships and partnerships with overseas persons visiting within the bounds of the Presbytery.

7.5.3.2 It may employ a Global Mission Advocate with an annual honorarium.

7.5.4 Responsibilities for the Christian Formation Area are:

- 7.5.4.1 To plan and implement Leadership and Teacher Training and other events or activities that support the local church in their educational ministries, some of which may be in partnership with neighboring Presbyteries and the Synod of the Trinity. The Area will also provide churches with information regarding regional and national events and resources.
- 7.5.4.2 It shall solicit, interview and nominate youth to serve as Presbytery's Youth Advisory Delegates to the scheduled meetings of the Synod of the Trinity and the General Assembly.
- 7.5.4.3 It shall work with and provide counsel for the youth organizations in the Presbytery's churches. Youth representation in the life of the Presbytery will be encouraged.
- 7.5.4.4 It shall have oversight in the support, selection of and review of the staff (both volunteer and paid) of any existing Presbytery Resource Center.
- 7.5.4.5 It shall consult with any director of the Presbytery Resource Center regarding the budgeting for and the selection of resources for the Center.
- 7.5.4.6 It shall foster connections between Christian Educators and Spiritual Formation Leaders for the purpose of Christian fellowship, support and

encouragement by providing small group meeting opportunities that will inspire spiritual nurture and growth.

CHAPTER EIGHT - AMENDMENTS

- 8.1 The provisions of The Manual of Presbytery may be suspended for any particular case at any Stated Meeting, by a vote of 2/3 of the members present. The provisions of The Manual may not be suspended at any meeting other than a Stated Meeting.
- 8.2 Amendments to The Manual of Presbytery shall be made as follows:
 - 8.2.1 The proposed amendment must be presented for first reading at a Stated Meeting of Presbytery.
 - 8.2.2 At the next Stated Meeting, the proposed amendment shall be docketed for second reading, discussion and action.
 - 8.2.3 Whenever there is a revision to The Manual of Presbytery, the Council shall provide an updated copy on the Presbytery website.
- 8.3 Any provision in The Manual of Presbytery which becomes obsolete may be updated by a vote of the majority of the Presbytery at a Stated Meeting at the recommendation of the Council.
- 8.4 The Manual includes the Policies and Procedures.

CHAPTER NINE - STANDING RULES

- 9.1 The Sacrament of the Lord's Supper shall be celebrated at least once during the calendar year normally at the January Stated Meeting of Presbytery.
- 9.2 Items on the Presbytery Meeting Docket shall be limited to the allotted time. If the report or any item is not completed in the allotted time, that report shall be suspended until the remainder of the docket has been covered unless, by majority vote, Presbytery shall permit the report to continue uninterrupted.
- 9.3 No new business shall be considered at a meeting of Presbytery other than that which may be announced at the time specified in the docket.
- 9.4 No matter may be presented at a meeting of Presbytery that has not first been approved at a properly called meeting of a Presbytery Committee or the Council, held prior to that meeting of Presbytery. Such matters when raised as items of new business would normally be referred to the appropriate Committee for study, reflection, and recommendation at subsequent meeting of Presbytery.
- 9.5 The Moderator of Council, the Moderator of Presbytery, the Executive Presbyter, and the Stated Clerk are empowered to designate members to an Investigating Committee or any three if one is charged.
- 9.6 Each Committee, immediately after its reorganization in January, shall prepare a schedule of its meetings for the year, which shall be given to the Executive Presbyter and published throughout the Presbytery.
 - 9.6.1 Each Committee shall consult with the Presbytery master schedule of events and meetings prior to scheduling an event. A major presbytery event should not be scheduled on the same day as another major event. This can be done by calling the Presbytery Office (717.392.4035) or by checking the Presbytery Website (www.donegalpby.com) and clicking on calendar. When an event is planned, it shall be reported to the Presbytery Office for inclusion on the master calendar.
- 9.7 Each Committee of Presbytery shall forward its minutes to the Presbytery Office within four days after its meeting.
- 9.8 Three unexcused absences from meetings of Committees or the Presbytery Council on the part of a member thereof ordinarily shall constitute sufficient reason for his/her removal from the committee.
- 9.9 The Stated Clerk shall cause minutes of the proceedings of each meeting of the Presbytery to be prepared. These minutes shall be submitted to the Presbytery for approval at the next Stated Meeting. The minutes shall contain, at a minimum, a record

of all actions formally taken, and shall include the terms of appointment for all Teaching Elders undertaking employment within the jurisdiction of the Presbytery.

9.10 The Stated Clerk and or the Executive Presbyter are responsible for the safe keeping of presbytery records.

9.11 The Moderator of Presbytery shall be custodian of the seal of Presbytery.

9.12 If a Teaching Elder is to be employed by the Presbytery or by a body under its jurisdiction, the call or contract shall be referred to the Committee on Ministry for its recommendation prior to final action by Presbytery. A request for termination of the Presbytery's employment of a Teaching Elder shall be handled in the same manner.

This procedure shall also be followed in the case of a non-ordained person who is to be employed by the Presbytery in a position with responsibility comparable to that for which a Teaching Elder would be employed. The Committee on Ministry shall be the first judge of its jurisdiction under this rule.

9.13 Each church shall make available to its Ruling Elders, Deacons, and Trustees, copies of *The Book of Order* of the Presbyterian Church (U.S.A.).

9.14 A particular church shall not sell, mortgage, or otherwise encumber any of its real property, and it shall not acquire real property subject to any encumbrance or condition, without the written permission of the Presbytery transmitted to the Session of that particular church.

9.15 A particular church shall not lease its real property used for purposes of worship, or lease for more than five years any of its other real property without the written permission of the Presbytery transmitted to the Session of the particular church (G-4.02).

9.16 The Presbytery Council, which is responsible as the Board of Trustees for property matters in the Presbytery, shall require the following steps for particular churches of the Presbytery in processing property transactions governed by Chapter 4 of the *Book of Order*.

9.16.1 The Session of the particular church shall notify the Property & Insurance Committee in writing of a proposed property transaction, and shall request a meeting with the Committee prior to any congregational action. The following property transactions are subject to this requirement: mortgage, loan, sale, transfer.

- 9.16.2 The Property & Insurance Committee will arrange to meet with representatives of the congregation, including the Pastor(s), to discuss the proposed transaction in detail.
- 9.16.3 Having met with the congregational representative, the Property & Insurance Committee will recommend to the Presbytery Council/Trustees one of the following options:
- 9.16.3.1 Approval of the transaction, whereupon the Session shall arrange for a congregational vote on the matter. If the congregation approves the transaction the Presbytery Council/Trustees will then recommend approval by the Presbytery at its next meeting.
 - 9.16.3.2 Disapproval of the transaction, whereupon it shall be referred back to the particular church for consideration of alternate plans. Revised plans will then be considered by the Council/Trustees, again following steps 9.16.2 and 9.16.3 above.
- 9.17 The membership of the Presbytery's Committees shall be designated in this Manual. To the extent possible, membership shall be representative of the geographic components of the Presbytery.
- 9.17.1 No person shall serve a total of more than six consecutive years as a member of one Committee. A person having served a total of six years shall be ineligible for re-election to the same "Committee" for a period of at least one year.
 - 9.17.2 Election to membership on all Committees shall normally be by Classes, each Class elected for a three year term, unless filling an expired term.
 - 9.17.3 Committees may co-opt by majority vote additional persons with particular expertise. Such persons shall serve ex-officio, without vote, and must be reappointed annually.
- 9.18 Special Task Groups may be appointed by the Moderator or Presbytery Council, subject to the approval of the Presbytery. They shall function for a limited time (normally no longer than one year), and shall always include the projected date for the termination of its existence.
- 9.19 Unless specific action is taken to the contrary, the Stated Clerk shall be authorized to edit all resolutions and communications of the Presbytery provided the meaning in no case be altered.
- 9.20 The standing rules of Presbytery may be amended at any Stated Meeting by a majority vote of the members present and voting, provided that notice of the proposed

amendment shall have been given, in writing, at the preceding Stated Meeting, or circulated with the docket of the meeting at which it is to be voted.

- 9.21 These rules may be suspended by a three fourths vote of the members of the Presbytery present and voting, upon motion duly made.

**THE BRIEF HISTORY OF
THE PRESBYTERY OF DONEGAL, PRESBYTERIAN CHURCH (U.S.A.)**

The first presbytery in America - the Presbytery of Philadelphia - was organized in 1705. The Synod of Philadelphia was constituted in 1717. As the young nation moved westward and the church moved with it, the Presbytery of Donegal was brought into being on September 21, 1732. It consisted of five ministers - James Anderson, John Thomson, Adam Boyd, William Orr, and William Bertram; and five congregations at that time -Chestnut Level, Donegal, Little Britain, Middle Octorara, and Pequea. The first meeting of the Presbytery of Donegal was held in the Donegal Church on October 11, 1732. The original territory of the Presbytery of Donegal was Lancaster County in Pennsylvania and it extended "as far west as settlers cared to go".

Over the intervening years, Donegal's boundaries have been changed, as has the name of the Presbytery, numerous times. All or parts of the present Presbytery of Donegal have, at various times, been known as Donegal, Lancaster, Baltimore, Carlisle, New Castle, Westminster, and Chester. The dates and designations of the governing body known as Donegal Presbytery since its inception are as follows:

| | |
|---|-----------|
| Presbytery of Donegal | 1732-1765 |
| Presbytery of Lancaster | 1765-1766 |
| Presbytery of Donegal | 1766-1786 |
| Presbytery of Baltimore, and Presbytery of Carlisle, and Presbytery of New Castle | 1786-1842 |
| Presbytery of Donegal | 1842-1870 |
| Westminster Presbytery | 1870-1933 |
| Presbytery of Donegal | 1933-1959 |
| Presbytery of Donegal, plus Presbytery of Chester | 1959- |

In 1958 (the same year as the union of the former United Presbyterian Church of North America and the Presbyterian Church in the U.S.A.), the Synod of Pennsylvania took action to dissolve the Presbytery of Chester, and to add the churches in Chester County to the Presbytery of Donegal, bringing the number of churches in Donegal Presbytery to 71.

The *roll of churches in the Presbytery of Donegal at its newly-constituted organization in 1958 is as follows:

| | |
|---------------------------|-------------------------------------|
| Airville, Guinston | *Mortonville, Doe Run (Coatesville) |
| Atglen, Penningtonville | Mount Joy, Donegal |
| Avondale | Mount Joy, First |
| Berwyn, Trinity | *Narvon, Pequea (Gap) |
| Brogueville, New Harmony | New London |
| Cardiff (MD), Slate Ridge | New Park, Centre |

Christiana, Latta Memorial
 @Coatesville
 @Cochranville, Fagg's Manor Oxford
 Columbia
 **Delta, Rehoboth
 Delta, Slateville
 Devon, St. John's
 Downingtown, Central
 East Earl, Cedar Grove
 #Frazer, E. Whiteland (Covenant)
 @Gap, Bellevue
 Glen Moore, Fairview
 @Glen Moore, Forks of the Brandywine
 Hellam, Kreutz Creek
 #Holtwood
 Honey Brook
 Kennett Square
 Lancaster, Bethany
 Lancaster, First
 Lancaster, Highland
 **Lancaster, Memorial
 *Laurel, Hopewell, (Felton)
 *Laurel, Round Hill (Felton)
 #Lincoln University, Ashmun
 #Malvern, First (Covenant)
 @Malvern, Great Valley
 #Marietta, English
 Mendenhall, Bethany
 **Modena

Nottingham
 Nottingham, Little Britain (Peach Bottom)
 Oxford, Second
 Oxford, Union (Kirkwood)
 Paoli, First
 Paradise, Leacock
 Parkesburg, First
 @Parkesburg, Upper Octorara
 Phoenixville, First
 Quarryville, Chestnut Level
 Quarryville, Middle Octorara
 Stewartstown
 Strasburg, First
 Toughkenamon
 Unionville
 **West Chester, Harvest Community
 West Chester, First
 West Chester, Second
 West Chester, Westminster
 West Grove
 *Woodbine, Chanceford, (Airville)
 *Woodbine, Pine Grove (Airville)
 Wrightsville
 #York, Calvary
 York, Eastminster
 #York, Faith
 York, First
 #York (First (U.P.)
 York, Westminster

In the years between 1959 and 2002, nine congregations were dissolved, merged, or withdrew and two new congregations came into existence, Wayside of Landisville in 1985 and Marketplace Community of Wayne in 1997. Marketplace Community was dissolved in 2002, making a total of 62 congregations in 2002. As of 2006, the new church development projects are La Iglesia Hispana de Toughkenamon, the Oromoo Presbyterian Fellowship. Harvest Community Church was dissolved as of May 2006. Title to all real estate and property was transferred to Westminster Presbyterian Church in West Chester. Dilworthtown Community Church, meeting in the building of the former Harvest Community Church, began services in September 2006. In July 2007, the Memorial Presbyterian Church in Lancaster, PA was closed and the membership was transferred to the First Presbyterian Church in Lancaster.

* Several congregations have been assigned to different post offices since this 1958 listing.

- ** Congregations dissolved.
- # Congregations merged with existing congregations.
- @ Withdrew from the denomination.

In 1963, the Presbytery elected its first Executive Presbyter, the Rev. Dr. William J. Brown, who served in that position until his retirement in 1989, a total of twenty-six years. The Rev. Dr. Donald G. Campbell served as the Executive Presbyter from 1990 until 1999. The office of Associate Executive Presbyter actually began in 1974 when Miss Lena E. Musgrave was hired as the Secretary of Research and Planning. She served in this capacity until her retirement in 1979. Her work assisted the Presbytery in determining that an Associate Executive Presbyter was needed.

In 1982, the Rev. Laurean H. Warner, Jr. was hired with the title “Minister-at-Large.” In 1990, his title was changed to Associate Executive Presbyter. He served in that office until his retirement in 1994. The Rev. Thomas E. Robinson became the Associate Executive Presbyter in 1996 until 2004 when he left to assume responsibilities as Co-Executive of the Synod of the Trinity.

The Rev. Roger W. Uittenbogaard served as the Executive Presbyter from 2001 to 2006. Charles W. Gross, Jr. was ordained to the position of Interim Associate Executive Presbyter in 2004 and was called to be Associate Executive in 2006. He became Acting Executive in October of 2006 until he resumed his Associate duties until January 31, 2011. Rev. Dr. Erin Cox-Holmes was called as Executive Presbyter January 1, 2010.

BOUNDARIES

The geographical boundaries of the Presbytery of Donegal, as approved by the General Assembly of the Presbyterian Church (U.S.A.), are as follows:

In Chester County, PA, the townships of Birmingham, Caln, Charlestown, East Bradford, East Brandywine, East Caln, East Coventry, East Fallowfield, East Goshen, East Marlborough, East Nantmeal, East Nottingham, East Pikeland, Easttown, East Vincent, East Whiteland, Elk, Franklin, Highland, Honey Brook, Kennett, London Britain, Londonderry, London Grove, Lower Oxford, New Garden, Newlin, New London, North Coventry, Pennsbury, Penn, Pocopson, Sadsbury, Schuylkill, South Coventry, Thornbury, Tredyffrin, Upper Oxford, Upper Uwchlan, Uwchlan, Valley, Wallace, Warwick, West Bradford, West Brandywine, West Caln, West Fallowfield, West Goshen, West Marlborough, West Nantmeal, West Nottingham, West Pikeland, West Sadsbury, Westtown, West Vincent, West Whiteland, Willistown; and the cities and boroughs of Atglen, Avondale, Coatesville, Downingtown, Elverson, Honey Brook, Kennett Square, Malvern, Modena, Oxford, Parkesburg, Phoenixville, South Coatesville, Spring City, West Chester, West Grove.

In Lancaster County, the townships of Bart, Brecknock, Caernarvon, Clay, Colerain, Conestoga, Conoy, Drumore, Earl, East Cocalico, East Donegal, East Drumore, East Earl, East Hempfield, East Lampeter, Eden, Elizabeth, Ephrata, Fulton, Lancaster, Leacock, Little Britain, Manheim, Manor, Martic, Mount Joy, Paradise, Penn, Pequea, Providence, Rapho, Sadsburg,

Salisbury, Strasburg, Upper Leacock, Warwick,, West Cocalico, West Donegal, West Earl, West Hempfield, West Lampeter; and the boroughs and cities of Adamstown, Akron, Christiana, Columbia, Denver, East Petersburg, Elizabethtown, Ephrata, Lancaster, Lititz, Manheim, Marietta, Millersville, Mount Joy, Mountville, New Holland, Quarryville, Strasburg, Terre Hill, Washington Boro.

In York County, PA, the townships of Carroll, Chanceford, Codorus, Conewango, Dover, East Hopewell, East Manchester, Fairview, Fawn, Franklin, Heidelberg, Hellam, Hopewell, Jackson, Lower Chanceford, Lower Windsor, Manheim, Monaghan, Newberry, North Codorus, North Hopewell, Paradise, Peach Bottom, Penn, Schrewsbury, Springettsbury, Springfield, Spring Garden, Warrington, Washington, West Manchester, West Manheim, Windsor, York; and the boroughs and cities of Dallastown, Delta, Dillsburg, Dover, East Prospect, Fawn Grove, Felton, Glen Rock, Goldsboro, Hanover, Hellam, Jacobus, Lewisburry, Loganville, Manchester, Mount Wolf, New Freedom, New Salem, Red Lion, Seven Valleys, Shrewsbury, Spring Grove, Stewartstown, Wellsville, West York, Winterstown, Wrightsville, West York, York, and York Haven.

And in Harford County, Maryland, one congregation in the town of Cardiff.