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**THE PRESBYTERY OF MIDDLE TENNESSEE
MISSION AND OPERATIONS MANUAL
(Standing Rules)**

Our Mission Statement

*The Presbytery of Middle Tennessee is a community of disciples
that engages in worshipful work in order to further the mission of God.*

Our Core Values

*Our identity as the Presbytery of Middle Tennessee is grounded in the Triune God:
in Jesus Christ,
who moves us from brokenness to shalom.
in God the Creator, whom Jesus called Abba, Father,
who moves us from fear to generosity.
in the Holy Spirit,
who moves us from isolation to relationship.*

Our Vision

*The Presbytery of Middle Tennessee is a community of churches and church leaders whose role is to
guide and support the work of its constituents, striving to build up the body of Christ through
connections of mutual support, creating a culture of leadership development, and church
transformation.*

1
2
3 **SECTION ONE**
ORGANIZATION OF THE PRESBYTERY

4 THE PRESBYTERY OF MIDDLE TENNESSEE, THE PRESBYTERIAN CHURCH (U.S.A.), is duly constituted as a
5 non-profit corporation under the Tennessee General Corporation Act to facilitate the management of its
6 civil affairs as provided in the Articles of Agreement between the former Presbyteries of Middle
7 Tennessee, Synod of the Mid-South, and Synod of the South, under the corporation name, THE TRUSTEES
8 OF THE PRESBYTERY OF MIDDLE TENNESSEE, PRESBYTERIAN CHURCH (U.S.A.), charter of record in the
9 office of the Tennessee Secretary of State.

10
11 The presbytery is established by authority of the General Assembly of the Presbyterian Church (U.S.A.),
12 and the Synod of Living Waters, and has those duties, authorities, powers, and responsibilities specified
13 by the Book of Order G-3.01 and G-3.03. This Council shall be known as The Presbytery of Middle
14 Tennessee of the Presbyterian Church (U.S.A.).

15
16 This Corporation is formed for the purpose set forth in the Form of Government (G-4.0101): "To receive,
17 hold, encumber, manage, and transfer property, real or personal, for and at the direction of the council."
18 The Corporation is to facilitate the management of its civil affairs in such a manner as may be directed
19 by the presbytery, or its Administrative and Finance Committees, according to the Constitution of the
20 Presbyterian Church (U.S.A.).

21
22 This Corporation is a body corporate without members, governed by a three member Board of Trustees
23 of presbytery. The Moderator, Vice-Moderator, and Treasurer shall serve as the Board of Trustees. The
24 President of the Corporation shall be the Moderator of the presbytery, the Secretary of the Corporation
25 shall be the Stated Clerk, and the Treasurer of the Corporation shall be the Treasurer of the presbytery.
26 In so far as may be consistent with civil law, each meeting of presbytery shall be considered as a meeting
27 of the Corporation.

28
29 The Corporation's fiscal year shall begin on January 1st of each year and end on the following December
30 31st. A quorum for the conduct of corporate business shall be a majority of the Board. The Trustees of
31 the Corporation shall act only upon the appropriate and duly exercised direction of presbytery and the
32 Administrative and Finance Committees. The signature of any two Trustees, with the attestation of the
33 Stated Clerk, shall be binding on the presbytery.

34
35 **MEETINGS, MEMBERSHIP, AND STRUCTURE**

36 The presbytery shall be governed in its meeting and in the actions of its committees and commissions
37 by the Constitution of the Presbyterian Church (U.S.A.), the Mission and Operations Manual of the
38 Presbytery of Middle Tennessee, and where neither of these applies, by the most recent edition of
39 Robert's Rules of Order. Commissioners to the presbytery shall be teaching elder members of the
40 presbytery and ruling elders elected by their sessions in accordance with the Book of Order, G-3.0202a.
41 and G-3.0301. To ensure parity, other ruling elders shall be enrolled with voice and/or vote as stipulated
42 in the Missions and Operations Manual.

43
44 Meetings of presbytery should be inspirational, educational, and deliberative, filled with occasions of
45 prayer and singing. Routine business shall be transacted as expeditiously as possible, without at the
46 same time shortchanging the proper deliberative functions of presbytery. Whenever possible, the
47 presbytery will make use of a consent agenda. Notice of any presbytery meeting shall be sent not less
48 than seven days in advance to each teaching elder and to the session of every church.

1 **Stated Meetings**

2 The presbytery shall meet on the first Saturday in February, and in May, July, and October on dates to
3 be determined by the Administrative Committee and announced in advance. For the convenience of
4 commissioners and organizational planning, the date, time and place of the next stated meeting shall be
5 announced at the conclusion of each presbytery assembly. For any stated meeting of the presbytery, the
6 quorum shall be fixed at 100 commissioners.
7

8 **Called Meetings**

9 The Moderator of the presbytery shall call a meeting at the request, or with the concurrence, of two
10 teaching elders and two ruling elders, none of whom shall represent the same congregation. Should the
11 Moderator be unable or unwilling to act, any three teaching elders and three ruling elders, none of whom
12 shall represent the same congregation, may call a meeting. The synod may direct the presbytery to
13 convene a called meeting for the transaction of designated business. Any request for a called meeting
14 must be in writing and submitted to the Moderator and the Stated Clerk. Notice of the called meeting
15 shall set out the purpose of the meeting, and no other business than that listed in the notice shall be
16 transacted. A quorum for a called meeting shall be the teaching and ruling elders registered as present.
17

18 **Membership**

19 The presbytery shall consist of all of the teaching elders who have been received in membership and all
20 of its member churches. Each congregation in the presbytery shall have one ruling elder commissioner
21 to each meeting of presbytery. For the purpose of parity and representation, the presbytery’s racial
22 ethnic congregations shall have no fewer than two ruling elder commissioners to each presbytery
23 meeting. The presbytery uses the following policy to determine additional ruling elder commissioners
24 from its member congregations, based on congregation size, as determined by the previous year’s
25 statistics as reported by the sessions:

26	Membership of	101 – 500 – one additional commissioner (two total commissioners)
27		501 – 1000 = two additional commissioners (three total)
28		1001 – 2000 = three additional commissioners (four total)
29		2001 – 3000 = four additional commissioners (five total)
30		3001 – 4000 = five additional commissioners (six total)
31		4001 – 5000 = six additional commissioners (seven total)
32		

33 The Stated Clerk of presbytery is also authorized to enroll as members of presbytery (Book of Order, G-
34 3.0301), any ruling elders serving as presbytery’s Executive Presbyter, Moderator, Vice-Moderator,
35 Moderator-in-Nomination, chairs of committees, members of the Administrative Committee, members
36 of the Finance Committee, and the Moderator of Presbyterian Women. Ruling elders commissioned to
37 particular pastoral service, and ruling elders who have previously served as presbytery moderator, within
38 five years of the completion of his/her term of service, are also enrolled. Persons so enrolled shall be
39 entitled to voice and vote.
40

41 Any ruling elder serving as a committee representative to a particular meeting of presbytery, in the
42 absence of the committee chair, shall have the privilege of voice and vote on the floor of the presbytery
43 for that particular meeting of the presbytery. Persons certified in church service who are ruling elders
44 shall have the privilege of voice and vote at all meetings of the presbytery, during their term of service
45 in ministry in the Presbytery of Middle Tennessee (G-2.1103b.). Persons certified in church service, who
46 are members of congregations in the Presbytery of Middle Tennessee, shall have the privilege of voice
47 at all meetings of the presbytery during their term of service in a congregation or other ministry validated
48 by the Presbytery (G-2.1102). Should a question arise concerning the enrollment of any person, the
49 presbytery may resolve the matter upon the recommendation of the Permanent Judicial Commission.

1 The rolls of teaching elders who are members-at-large or Honorably Retired and live out of state, or are
2 not able to participate in the work of the presbytery, will be adjusted for the purpose of parity. The
3 process and formula for parity will be reviewed every five years by the Administrative Committee or its
4 designees, in consultation with the Stated Clerk.

5
6 **Structure**

7 All meetings of the presbytery shall include worship. The presbytery's moderators will plan worship for
8 presbytery meetings. The Moderator-in-Nomination will convene the moderators for worship planning,
9 and will include the pastoral staff of the host church / agency, worship leaders, and the presbytery staff.

10
11 All meetings of the presbytery will include a timed agenda prepared by the Stated Clerk and approved
12 by the Administrative Committee. The format shall be based on written requests for action items
13 submitted through committees and commissions of the presbytery to the Stated Clerk. Such reports
14 shall include a statement of purpose, relevant information, and any recommendations to the body. No
15 item requiring action by presbytery may be considered unless the item has been submitted to the
16 commissioners in writing at least seven days prior to the meeting. Provision shall be made for written
17 reports and action items from any committee or commission of presbytery at every meeting. Requests
18 for displays at presbytery meetings are to be made in writing to the Stated Clerk for approval by the
19 Administrative Committee.

20
21 All bills and overtures which are directed to higher councils must be submitted for Permanent Judicial
22 Commission review and comment(s) prior to the presbytery meeting. The Stated Clerk shall place
23 overtures, policy changes, resolutions, and amendments presented to presbytery on the floor of
24 presbytery. The Stated Clerk shall make certain that all constitutional requirements are met.

25
26 **Neighborhoods**

27 The presbytery will be divided into four neighborhoods to foster community and communication within
28 the presbytery's geographic areas. These neighborhoods will be utilized by the various committees as
29 well as the Pastor-to-Pastor Program.

30
31 **OFFICERS, ELECTED OFFICIALS, AND REPRESENTATIVES**

32 The presbytery has three elected officers: the installed Moderator, the Stated Clerk, and the Treasurer.
33 A description of each officer's responsibilities follows.

34
35 **Moderator**

36 The presbytery shall ordinarily install a Moderator at the February meeting to serve for one year or until
37 his/her successor is elected. The office of Moderator shall ordinarily alternate between a ruling elder
38 and a teaching elder. The Moderator shall be a member of the Administrative and Finance Committees,
39 and serve as an ad hoc member of all of the committees of presbytery. The Moderator shall serve as the
40 President of the corporation of the Presbytery of Middle Tennessee, and shall serve as a member of the
41 Board of Trustees.

42
43 In the event of a vacancy in the office of Moderator, the Vice-Moderator shall be installed to complete
44 the Moderator's term, as well as the term the Vice-Moderator was elected to serve. A nominee for
45 Moderator-in-Nomination shall be presented for election at the next presbytery meeting.

46
47 **Stated Clerk**

48 The presbytery shall elect a Stated Clerk to serve a term of three years. He/She shall be eligible for re-
49 election. The Stated Clerk shall serve according to the provisions of the Book of Order, the Mission and

1 Operations Manual, and the Personnel Policies. The Stated Clerk is an elected staff position and shall
2 not hold another presbytery staff position. The Stated Clerk shall be responsible for presbytery
3 meetings, preparing an agenda for approval by the Administrative Committee, assisting with site
4 selection, reporting to each meeting of presbytery, and other duties as required. The Stated Clerk shall
5 facilitate the work of the Committee on Leadership Excellence, the Permanent Judicial Commission, the
6 Committee on Ministry, the Committee on Preparation for Ministry, the Mediation Team, and other
7 committees as needed. The position description for the Stated Clerk shall be approved by the
8 Presbytery. Additional responsibilities of the Stated Clerk are detailed in the position description. The
9 Stated Clerk shall serve as the Secretary of the corporation of the Presbytery of Middle Tennessee.

10
11 If the presbytery should become the respondent in a remedial complaint, the Stated Clerk shall have the
12 power to designate no more than three persons to be a committee of counsel as required by D-6.0302.
13 The appointment of the committee of counsel shall be reported at the next stated meeting of presbytery.

14
15 Likewise, upon receipt by the Stated Clerk of an accusation of improper conduct against a teaching elder,
16 the Stated Clerk, in consultation with and the concurrence of at least two of the three following persons
17 - the chair of the Committee on Ministry, the convener of the Mediation Team, and the Executive
18 Presbyter - shall form an investigating committee, ordinarily composed of members of the Mediation
19 Team, to investigate such accusation as provided by D-10.0103. If the report of misconduct is received
20 more than three (3) weeks prior to a stated meeting of presbytery, the appointment of the investigating
21 committee shall be reported at the next stated meeting of presbytery.

22
23 The Stated Clerk may appoint a Recording Clerk to serve for a term of one year. He/She shall be eligible
24 for reappointment. The Recording Clerk shall perform duties subject to the direction of the Stated Clerk.
25 The Stated Clerk may appoint Temporary Clerks to serve during the meeting to assist in his/her functions.
26 They shall perform duties subject to the direction of the Stated Clerk.

27 28 **Treasurer**

29 The presbytery shall elect a Treasurer to serve a term of three years. He/She shall be eligible for re-
30 election to a second term not to exceed six consecutive years of service. The Treasurer shall serve as
31 chair of the Finance Committee, as a member of the Administrative Committee, and as a member of the
32 Board of Trustees of presbytery and Treasurer of the corporation of the Presbytery of Middle Tennessee.
33 He/She shall report to presbytery on an annual basis at the completion of the audit or review of
34 presbytery's funds, assets and liabilities, normally at the May meeting of presbytery.

35
36 The Treasurer, in consultation with the Executive Presbyter and the Administrative Committee, shall
37 assist the Finance Committee in developing an annual budget; receive and disburse funds of the
38 presbytery in accordance with the budget; consult in the posting of presbytery's financial accounts, the
39 maintenance of payroll records, and the preparation of monthly financial reports.

40
41 He/She shall submit regular written reports to the Administrative Committee and at presbytery-meetings
42 that include:

- 43 • Receipts from individual churches comparative to commitments;
- 44 • Expenditures of committees as related to presbytery's budget;
- 45 • Receipts and disbursements of non-budgeted funds;
- 46 • The standing of all savings, reserve funds, and investments;
- 47 • Expenditures of staff salaries and benefits;
- 48 • Funds transmitted to General Assembly and Synod; and

- The status of all outstanding loans.

ELECTED OFFICIALS

The presbytery has three elected officials: the Executive Presbyter, the Moderator-in-Nomination, and the Vice-Moderator. A description of each official's responsibilities follows.

Executive Presbyter

The Executive Presbyter serves as the presbytery's chief executive officer and head of staff for all employees. The Executive Presbyter shall serve according to the provisions of the Book of Order, the Mission and Operations Manual, and the Personnel Policies. The Executive Presbyter will consult on the agenda and worship for presbytery meetings, present a report to each meeting of presbytery, and lead the presbytery in sharing concerns and celebrations. The Executive Presbyter shall facilitate the work of presbytery's committees and will advise the Pastoral Care Team, the Pastor-to-Pastor leadership, the Mediation Team, and presbytery's committees. The position description of the Executive Presbyter shall be approved by the Presbytery. Additional responsibilities of the Executive Presbyter are detailed in the position description.

Moderator-in-Nomination

The presbytery shall elect a Moderator-in-Nomination at the October meeting for installation as Moderator in February the year following service as Vice-Moderator. The Vice-Moderator and Moderator-in-Nomination shall ordinarily alternate between a ruling and a teaching elder. The Moderator-in-Nomination shall be a member of the Administrative Committee. The Moderator-in-Nomination will be responsible for planning worship for presbytery meetings, in consultation with the presbytery staff and the pastoral staff of the host church. Worship, including worship leadership and proclamation of the Word and any costs associated with such, must be approved by the Administrative Committee. The Moderator-in-Nomination shall chair the Ad Hoc Appointing Group charged with appointing members to the Nominating Task Force. The Moderator-in-Nomination shall attend the Moderator's Conference sponsored by the Presbyterian Church (U.S.A.), with the expenses for this conference paid through the budget of the Administrative Committee.

In the event of a vacancy in the office of Vice-Moderator, the Moderator-in-Nomination shall assume the duties of the Vice-Moderator, as well as the term the Moderator-in-Nomination was elected to serve; a nominee for Moderator-in-Nomination shall be presented for election at the next presbytery meeting. In the event of a vacancy for Moderator-in-Nomination, a nominee shall be presented for election at the next presbytery meeting.

Vice-Moderator

In the event of a vacancy in the office of Moderator, the Vice-Moderator shall be installed to complete the Moderator's term, as well as the term the Vice-Moderator was elected to serve. The Vice-Moderator shall serve as chair of the Administrative Committee, serve as a member of the Finance Committee, and serve as an ad hoc member of all of the committees of presbytery. The Vice-Moderator shall serve as a member of the Board of Trustees. The Moderator-in-Nomination shall assume the duties of the Vice-Moderator upon the Vice-Moderator's installation as Moderator. The Moderator and Vice-Moderator shall ordinarily alternate between a ruling and a teaching elder.

ELECTED REPRESENTATIVES

The presbytery has representatives elected to specific responsibilities, including readers of standard ordination examinations, as well as commissioners to the General Assembly and the Synod of Living Waters. A description of responsibilities follows.

1 **Readers of standard ordination examinations**, as well as alternate readers, are elected at the October
2 meeting to serve a term of three years and are eligible for re-election. Care will be taken to ensure an
3 opportunity for ruling and teaching elders from various regions within the bounds of the presbytery will
4 be nominated.

5
6 **Commissioners to the General Assembly and the Synod of Living Waters**, as well as alternate
7 commissioners, are to be elected at the October meeting the year prior to their term of service. The
8 Nominating Task Force shall nominate a slate of seven principal candidates (three teaching elders, three
9 ruling elders, and one Young Adult Advisory Delegate, who is an active member of a congregation of the
10 Presbytery of Middle Tennessee, between the ages of 17 and 23 on the date the General Assembly
11 convenes) and seven alternates for General Assembly, and a slate of two commissioners (one teaching
12 elder and one ruling elder) and two alternates for Synod Assembly, in consultation with the Executive
13 Presbyter and Stated Clerk. The following criteria for selection for nominees to the General Assembly
14 and the Synod of Living Waters, shall be used, and published on the presbytery's website and to the
15 presbytery at the July stated meeting.

- 16 • Teaching and ruling elders and young adults will ordinarily only be elected once to serve as
17 commissioners to General Assembly or Synod from the Presbytery of Middle Tennessee.
- 18 • Teaching elders who have been members of the Presbytery of Middle Tennessee for at least
19 seven years.
- 20 • Teaching and ruling elders who have a history of active involvement in the work of the
21 presbytery.
- 22 • Ruling elders from churches who have not sent a representative as a commissioner to General
23 Assembly or Synod in four years or more.
- 24 • A balance between women and men, teaching and ruling elders, and young adults from churches
25 outside the Nashville area and those within the Metro Nashville area.
- 26 • Prior General Assembly and Synod alternates, and presbytery moderators, will be given
27 consideration as Commissioners.
- 28 • Ability to work effectively with technology and materials from the General Assembly and Synod
29 committees and plenary sessions, understanding that stamina and energy are required.
- 30 • Ability to understand and the willingness to communicate the work of the General Assembly and
31 Synod to the presbytery and the ability to understand and the willingness to communicate the
32 work of the presbytery to the General Assembly and Synod.

33
34 The presbytery office shall keep a cumulative list of commissioners, alternates, and young adult advisory
35 delegates to General Assembly and Synod, for the use of the Nominating Task Force, in order to ensure
36 compliance with the criteria.

37 **SECTION TWO**

38 **THE WORK OF THE PRESBYTERY**

39 **COMMISSIONS, COMMITTEES, TASK FORCES, TEAMS, AND WORK GROUPS**

40 The presbytery may designate commissions, committees, task forces, teams, and work groups as it
41 deems necessary and helpful. Commissions and committees shall provide minutes of their meetings to
42 the presbytery office, the Administrative Committee, and the Stated Clerk for the presbytery's
43 permanent record, in a timely manner. Task forces, teams, and work groups will provide reports to their
44 respective committees within agreed upon deadlines. All actions of commissions and committees shall
45 be reported at the next stated meeting of the Presbytery.

1 **Administrative Commissions**

2 Administrative Commissions operate with the full force of the presbytery, designated to consider and
3 conclude specific matters, and shall be approved by the presbytery. Membership of commissions shall
4 consist of teaching elders and ruling elders, in numbers as nearly equal as possible, none of whom shall
5 represent the same congregation (G-3.0109). A quorum for commission meetings shall be a majority of
6 the members. The committee proposing an administrative commission is responsible for nominating
7 the initial membership and any additions or replacements, in consultation with the Executive Presbyter
8 and Stated Clerk, for election by the presbytery. An administrative commission shall report to the
9 originating committee, and on a quarterly basis to the presbytery through the Stated Clerk.

10
11 **Permanent Judicial Commission**

12 The Permanent Judicial Commission of the presbytery shall function according to the Constitution of the
13 Presbyterian Church (U.S.A.). It shall be composed of nine members, teaching and ruling elders in
14 numbers as nearly as equal as possible, none of whom shall represent the same congregation. The term
15 of service shall be for six years, arranged in three classes, with eligibility to expire after one term, as
16 provided for in the Book of Order D-5.0105. A member having served a full term of six years shall be
17 ineligible for re-election until four years has elapsed after the expired six-year term. The Permanent
18 Judicial Commission shall meet in January each year to elect its own chair and clerk. The Stated Clerk
19 shall provide staff support to the Permanent Judicial Commission.

20
21 The responsibilities of the Commission include:

- 22 • Fulfilling the duties of a Permanent Judicial Commission, as outlined in the Book of Order G-
23 3.0109a. and D-5.0000;
- 24 • Review and comment on bills and overtures to the presbytery which are directed to higher
25 councils.

26
27 **Committees**

28 In order to accomplish its work, the presbytery shall be organized into committees, task forces, teams,
29 and work groups, all of which shall be directly responsible to the presbytery through its Administrative
30 Committee. Committees are to carry out priorities established by presbytery. All policies and programs
31 envisioned by committees shall be reviewed by the Administrative Committee and adopted by
32 presbytery prior to being implemented and funded.

33
34 A quorum for committees shall be as prescribed in Robert's Rules of Order which is "...a majority of the
35 members." Membership of committees, arranged in three classes, shall consist of both teaching elders
36 and members of congregations, unless otherwise directed, with at least one-half being members of the
37 congregations. Teaching elders, ruling elders, and members of congregations are eligible for committee
38 membership after one year of joining the presbytery or one of its congregations. The Moderator and
39 the Vice-Moderator of the presbytery shall serve as ad hoc members of the committees of the
40 presbytery.

41
42 The Administrative Committee shall be responsible for nominating committee chairs, through the
43 Nominating Task Force, for election annually at the October meeting of presbytery. The Vice-Moderator
44 shall serve as chair of the Administrative Committee, and the Treasurer shall serve as chair of the Finance
45 Committee. Committees shall elect a vice-chair to serve in the absence or inability of the chair to serve.
46 The Moderator-in-Nomination shall serve as vice-chair of the Administrative Committee.

47
48 Committees may set their own meeting schedules, and may utilize teleconferencing / videoconferencing
49 (i.e., conference call, Skype, etc.) to take action. Meetings shall ensure that all members can participate,

1 a quorum is present, and minutes are prepared and provided to members within a reasonable period of
2 time after the meeting. Committee minutes, including team, task force, and work group reports, shall
3 be provided to the Administrative Committee, as well as to the presbytery office and the Stated Clerk.
4 The notice of the meeting shall include any motions and / or documents or other information necessary
5 for the committee's work. Any action(s) taken shall be reported at the next regularly scheduled meeting
6 of the committee through its minutes, and to the next stated meeting of the presbytery through its
7 report. Non-members may participate in the meeting, at the invitation of the committee chair and with
8 the approval of a majority of the committee members. Voting by electronic means on committee
9 matters shall be allowed as long as the vote is received within the time limit set by the chair of the
10 committee.

11
12 Regular attendance by members of committees is necessary and expected for the effective work of the
13 presbytery. When a person has unexcused absences from three consecutive meetings of a committee,
14 this shall constitute an automatic resignation of the member. Any and all resignations shall be reported
15 to the chair of the Administrative Committee and the chair of the Nominating Task Force in order to
16 proceed with a replacement.

17
18 The term of office for persons elected to serve on committees shall be three years except for the
19 Permanent Judicial Commission, whose members are elected for one six-year term. Membership shall
20 be arranged in three classes. No person shall serve an aggregate of more than six consecutive years on
21 a committee. After six consecutive years of service, a member must rotate off for one year before being
22 eligible to serve another term on that committee; the only exception to this rule is service as Moderator
23 of the presbytery.

24 25 **Task Forces**

26 Committees may appoint task forces for defined tasks. Such task forces may include persons not elected
27 as members of the committee. The chair of a task force shall be a member of the appointing committee.
28 Unless defined herein, tasks, terms of responsibilities, and composition of a task force shall be reported
29 promptly to the Administrative Committee and to the presbytery through the appointing committee.
30 The presbytery has three standing task forces - Nominating and Personnel, each of which is chaired by a
31 member of the Administrative Committee, and Investment, ordinarily chaired by a member of the
32 Finance Committee.

33 34 **Teams**

35 Teams are groups of people whose skills in specialized areas are recognized and utilized by the
36 presbytery to further the presbytery's mission. Selection of team members is done in consultation with
37 the chair of the Committee on Ministry, the Executive Presbyter, and the Stated Clerk. A description of
38 each team follows.

39 40 **Pastoral Care Team**

41 The Pastoral Care Team will work with the Executive Presbyter and Committee on Ministry to ensure
42 teaching elders in the presbytery are provided with pastoral care. This team, composed of a minimum
43 of seven (7) people, will include members of the Pastor-to-Pastor Program and others who may be
44 recruited to extend care. The convener of the Pastoral Care Team shall be a member of the Committee
45 on Ministry. The Executive Presbyter shall serve as staff to the Pastoral Care Team.

46 47 **Mediation Team**

48 The Mediation Team, composed of 12 members (teaching and ruling elders), will be responsible for
49 inquiring into difficulties within congregations. Members of the Mediation Team will work with the

1 Stated Clerk, the Executive Presbyter, and the chair of the Committee on Ministry to address concerns
2 that arise within the presbytery. Ordinarily, investigating committee members shall be appointed from
3 the Mediation Team. Mandatory training will be provided for the Mediation Team. The convener of this
4 team shall be a member of the Committee on Ministry. The Executive Presbyter and Stated Clerk shall
5 serve as staff to the Mediation Team.

6 7 **Ad Hoc Appointing Group**

8 The Ad Hoc Appointing Group shall appoint five (5) persons to serve on the Nominating Task Force. The
9 chair of this task force shall be the Moderator-in-Nomination; the membership of the Ad Hoc Appointing
10 Group shall be the chairs of the Committee on Mutual Support, Committee on Leadership Excellence,
11 Committee on Church Transformation, Committee on Ministry, and the Committee on Preparation for
12 Ministry. The Ad Hoc Appointing Group shall meet in January each year to appoint the members of the
13 Nominating Task Force. The Executive Presbyter and Stated Clerk shall serve as staff to the Ad Hoc
14 Appointing Group.

15
16 The description of each committee and related entities follows.

17 18 **ADMINISTRATIVE COMMITTEE**

19 The Administrative Committee and the Finance Committee jointly share responsibility for the work,
20 mission, spiritual health, and financial well-being of the presbytery. The Administrative Committee
21 serves as presbytery's principal visioning, strategic planning, and coordinating body in carrying out the
22 mission priorities of presbytery. Its purpose is to:

- 23 • coordinate all mission programs and projects according to presbytery's mission priorities and
24 goals;
- 25 • establish the annual calendar of presbytery events;
- 26 • assure that presbytery policies and actions are fully implemented;
- 27 • review the work of the committees and commissions, to ensure their work is in accord with the
28 mission goals of presbytery or their approved charge;
- 29 • serve as the Committee on Representation for the presbytery, guided by F-1.0403 ("the Church
30 shall guarantee full participation and representation in its worship, governance, and emerging
31 life to all persons or groups within its membership");
- 32 • regularly review the Mission Statement and the Mission and Operations Manual and recommend
33 revisions as needed;
- 34 • plan and assist at all presbytery meetings, in coordination with the Stated Clerk;
- 35 • review the balanced annual operating budget proposed by the Finance Committee;
- 36 • work with the Finance Committee to ensure that requests for temporary and permanently
37 designated funds, grants, and special offerings are in compliance with all policy and grant
38 requirements;
- 39 • review information provided by the Finance Committee on real estate transactions under
40 \$25,000, and take action, on behalf of the Presbytery, on any recommendation(s), with such
41 action(s) to be reported to the Presbytery at its next stated meeting;
- 42 • real estate transactions exceeding \$25,000 shall be submitted to presbytery with a
43 recommendation from the Finance and Administrative Committees;
- 44 • coordinate Synod, General Assembly, and ecumenical concerns for which the presbytery is
45 responsible; and
- 46 • be responsible for dealing with any items which require the attention of presbytery but that do
47 not fit otherwise into the structure of the Mission and Operations Manual, making
48 recommendations for their disposition as each may require.

1 The Administrative Committee shall consist of a total of nine (9) persons, including five (5) members,
2 ruling elders and teaching elders, none of whom shall represent the same congregation, in numbers as
3 nearly equal as possible, and with particular attention given to geographic representation. Persons
4 nominated for service on the Administrative Committee must have previously served on a presbytery
5 committee or commission. Also serving as members of the Administrative Committee are presbytery's
6 Moderator, Vice-Moderator, Moderator-in-Nomination, and the Treasurer of Presbytery, for such term
7 as elected. The Stated Clerk and Executive Presbyter shall serve as support to the Administrative
8 Committee. Ruling elders serving as members of the Administrative Committee shall have voice and vote
9 at all presbytery meetings during their term of service. The Administrative Committee shall be
10 responsible for two standing task forces, Nominating and Personnel. A description of these task forces
11 follows.

12 **Nominating Task Force**

13 The Nominating Task Force, under the direction of the Administrative Committee, shall be responsible
14 for nominating qualified persons to serve in all elected positions of the various committees to ensure
15 representation, inclusiveness, and diversity. The Ad Hoc Advisory Group shall appoint persons each year
16 to serve on the Nominating Task Force which shall be chaired by a member of the Administrative
17 Committee. The membership of the Nominating Task Force shall be six (6) members, which includes the
18 chair.

19
20
21 The Nominating Task Force will nominate persons to fill vacancies that occur annually by reason of
22 rotation, death, resignation, or removal from office. The Task Force shall be representative of the
23 presbytery, and in conformity with the church's commitment to unity in diversity (F-1.0403).

24
25 Members of the Nominating Task Force shall solicit and consider recommendations for various elected
26 positions from the churches and teaching elders of the presbytery, from the Moderator, from the
27 Administrative Committee, and from the committees affected, in consultation with the professional staff
28 of the presbytery. Except as provided for and/or required in the Mission and Operations Manual,
29 ordinarily no person shall be elected to, or serve on, more than one committee at a time. In the event
30 of a vacancy of an elected or called staff position, it shall be the responsibility of the Nominating Task
31 Force to nominate a search committee to secure a new person for election by presbytery.

32
33 The Task Force shall present its major report at the October meeting of presbytery, having ascertained
34 the willingness of nominees to serve prior to formal nomination. Those persons elected at that meeting
35 shall take office the following January 1. The Task Force may report to any meeting of the presbytery
36 and recommend persons for election to fill vacancies. When such elections occur, the Nominating Task
37 Force shall specify the class in which the nominee is to serve. With every report to presbytery, the
38 Nominating Task Force shall include a list of all current members of presbytery committees. The
39 Executive Presbyter and Stated Clerk shall support the work of the Nominating Task Force.

40 **Personnel Task Force**

41 The Personnel Task Force, under the direction of the Administrative Committee, is authorized to evaluate
42 personnel and implement policies relating to all those employed by the Presbytery of Middle Tennessee.
43 The membership of this task force shall be three (3) persons – two members shall be appointed by the
44 Administrative Committee, and the third member shall be a member of the Administrative Committee
45 and shall serve as chair of the Personnel Task Force. The process of electing staff and the hiring of other
46 staff, the description of the responsibilities of each position, the method of performance review, and the
47 manner of termination of employment are provided in the presbytery's Personnel Policies.

1 In accord with the Book of Order G-3.0110, the presbytery may employ such staff as is required for the
2 mission of the Presbytery. The Presbytery of Middle Tennessee employs persons to assist its committees
3 in carrying out the mission of the whole church within its bounds. The approved staffing pattern is to be
4 implemented in accordance with the financial condition of the presbytery. All staff shall be employed in
5 accord with denominational staffing policies G-3.0104, G-3.0106 and G-3.0110. The Executive Presbyter
6 shall serve as support to the Personnel Task Force.

7 8 **COMMITTEE ON CHURCH TRANSFORMATION**

9 The Committee on Church Transformation seeks to engage renewed enthusiasm for church growth. God
10 is calling us to new ways of being church, and this may include: annual “Celebrate the Journey” reports;
11 creation of a Church Transformation and Growth strategy; Healthy Congregation seminars; planting new
12 churches and redevelopment of churches; and prayer covenant and prayer summits. The Executive
13 Presbyter shall serve as support to the Committee on Church Transformation.

14 15 **COMMITTEE ON LEADERSHIP EXCELLENCE**

16 As a learning community, the presbytery, at its stated meetings, and at other times throughout the year,
17 will offer opportunities for persons in ordered ministry and other church members to grow in their
18 respective capacities as preachers, teachers, shepherds, and stewards of the gifts that God has entrusted
19 to their care. The Committee on Leadership Excellence seeks to encourage, train, and equip teaching
20 and ruling elders. This work may include: Barnabas Leadership Group; Celebration of the Resurrection;
21 College of Preachers; Excellence in Officer Education; and Fellowship of the Ordained. The Executive
22 Presbyter and the Stated Clerk shall serve as support to the Committee on Leadership Excellence.

23 24 **COMMITTEE ON MINISTRY**

25 The Committee on Ministry serves as advisor to teaching elders, ruling elders commissioned to pastoral
26 service, certified Christian educators, sessions, and congregations of the presbytery. The Committee on
27 Ministry oversees the processes for congregations in transitions in pastoral leadership, and guides
28 sessions seeking temporary pastoral relationships.

29
30 The membership of the Committee on Ministry shall be 18 persons - nine ruling elders and nine teaching
31 elders, none of whom shall represent the same congregation. Committee on Ministry members shall
32 exercise appropriate confidentiality in the committee’s work. The Committee on Ministry may use
33 teaching elders and ruling elders not among its members for service in particular capacities. The
34 Executive Presbyter and the Stated Clerk shall serve as staff support to the Committee on Ministry.

35
36 The Committee on Ministry is granted authority by the Presbytery to act on its behalf on the following:

- 37 • Review and approve terms of call for teaching elders and commissioned ruling elders;
- 38 • Approve calls of teaching elder members of the presbytery within the presbytery;
- 39 • Annually review and approve temporary pastoral relationships, including Interims, as well as
40 concur with the termination of temporary pastoral relationships when requested by sessions;
- 41 • Annual review and validate ministries of teaching elders not serving in congregations;
- 42 • Dissolve installed pastoral relationships when the teaching elder and congregation concur, and
43 abolish pastoral positions when requested by the congregation;
- 44 • Dismiss teaching elders to other presbyteries, upon the request of the calling presbytery;
- 45 • Grant requests from teaching elders for release from exercise of ordered ministry with the reasons
46 for such release recorded in the minutes of the Presbytery;
- 47 • Recommend to presbytery the initial commissioning of ruling elders to particular pastoral service;
- 48 • Review and renew commissions of ruling elders;

- 1 • Call meetings of sessions;
- 2 • Approve moderators of sessions for churches without an installed pastor;
- 3 • Designate persons to moderate session and congregational meetings;
- 4 • Designate members of the Committee on Ministry, the Executive Presbyter, or the Stated Clerk,
- 5 to preside at meetings of the session and / or congregation; such person may not moderate the
- 6 session of the church of which that person is a member;
- 7 • Grant status of Honorable Retirement to teaching elders;
- 8 • Grant status of Member-at-Large to teaching elders;
- 9 • Maintain the pulpit supply list and list of trained interim teaching elders;
- 10 • Responsible for Presbytery's sexual misconduct/boundaries training, held every three years, such
- 11 training to be completed by teaching elders and ruling elders commissioned to service within the
- 12 first six months of reception;
- 13 • Perform the initial in-depth examination of candidates seeking ordination by the Presbytery, after
- 14 clearance of appropriate background checks;
- 15 • Perform the in-depth examination of all teaching elders seeking membership in the Presbytery,
- 16 after clearance of appropriate background checks; if the teaching elder does not receive
- 17 unanimous approval of the Committee on Ministry, a subsequent examination of the teaching
- 18 elder must occur at Presbytery upon request;
- 19 • Approve commissions for installations (commissions to ordain or to ordain and install are to be
- 20 approved by Presbytery); and
- 21 • Ordinarily, the Presbytery of Middle Tennessee does not receive a teaching elder seeking
- 22 membership in the Presbytery as a member-at-large unless the teaching elder is the spouse of a
- 23 teaching elder being received by the Committee on Ministry for the Presbytery of Middle
- 24 Tennessee, or a teaching elder pursuing post-graduate study within the bounds of the Presbytery
- 25 of Middle Tennessee. The Committee on Ministry will review any such request on a case-by-case
- 26 basis.

27

28 **COMMITTEE ON MUTUAL SUPPORT**

29 The Presbytery seeks to encourage collaboration and community among its member congregations
30 through the Committee on Mutual Support. This committee shall seek opportunities for the presbytery
31 to learn and work together in mission and ministry. Such work may include (but is not limited to) annual
32 neighborhood meetings, youth, campus ministries, Guatemalan Partnership, technology "think tank",
33 and hunger action programs. The Executive Presbyter shall serve as support to the Committee on Mutual
34 Support.

35

36 **COMMITTEE ON PREPARATION FOR MINISTRY**

37 The responsibility of the Committee on Preparation for Ministry is to provide oversight, care and
38 supervision of Inquirers and Candidates for ordered ministry; as such they exist in fulfillment of the Book
39 of Order G-2.06. The membership of this Committee shall be nine (9) persons, ruling and teaching elders
40 in numbers as nearly as equal as possible, none of whom shall represent the same congregation. The
41 Executive Presbyter and the Stated Clerk shall serve as staff support to the Committee on Preparation
42 for Ministry.

43

44 The Committee's responsibilities include:

- 45 • Instructing Sessions that have endorsed an Inquirer / Candidate;
- 46 • Reviewing reports from seminaries / divinity schools on progress of Inquirers and Candidates;
- 47 • Reviewing annual written reports of Inquirers and Candidates regarding progress in studies and
- 48 service;

- Conducting annual consultations with Inquirers and Candidates, in order to make a determination for continuation or termination of inquirer or candidacy and reporting same to Presbytery;
- Recommending to presbytery the approval of Candidacy for Inquirers, after appropriate background check clearance is complete;
- Providing nurture and support to Inquirers and Candidates;
- Performing final assessment of Candidate’s readiness to receive a call and reporting same to presbytery, and upon request, providing it to presbytery of call; and
- Participating in Committee on Ministry examinations (as non-voting members) when Candidates under care are examined.

FINANCE COMMITTEE

The Finance Committee and the Administrative Committee jointly share responsibility for the finances, work, mission, and spiritual health of the presbytery, with its primary work related to the financial well-being of the presbytery. Its purpose is to:

- Work with the Administrative Committee to ensure responsible stewardship of the gifts presbytery has received;
- Provide oversight and management of presbytery funds including loans and investments whether operating, restricted, unrestricted, reserve, or endowment funds;
- Work with the Administrative Committee to ensure that requests for temporary and permanently designated funds, grants, and special offerings are in compliance with all policy and grant requirements;
- Provide information and any recommendation(s) to the Administrative Committee on real estate transactions under \$25,000, with such information and recommendation(s) to be reported to the Presbytery at its next stated meeting;
- Real estate transactions exceeding \$25,000 shall be submitted to presbytery with a recommendation from the Finance and Administrative Committees; and
- Recommend a balanced annual operating budget, after review by the Administrative Committee, for approval by the presbytery.

The Finance Committee shall consist of a total of nine (9) members, three (3) ruling elders and three (3) teaching elders, none of whom shall represent the same congregation, with particular attention given to geographic representation, and the Treasurer of presbytery who shall serve as chair, the Moderator, and the Vice-Moderator. Ruling elders serving as members of the Finance Committee shall have voice and vote at all presbytery meetings during their term of service. The Executive Presbyter and the Stated Clerk shall serve as support to the Finance Committee.

Investment Task Force

The Investment Task Force, under the direction of the Finance Committee, is authorized to make investment decisions and oversee presbytery’s investment funds, including the Short Term Investment Account, the Allowance for Defaults on Church Obligations, the Debt Service Reserve, and the Endowment Fund. The membership of this task force shall be at least three (3) persons – two members shall be appointed by the Finance Committee and must have investment experience, and the third member shall be a member of the Finance Committee and shall ordinarily serve as chair of the Investment Task Force. The task force will meet at least quarterly, and one meeting will be a joint meeting with the Finance Committee. The Investment Task Force will annually present an investment

1 plan to the Finance Committee which includes projected earnings, and will provide regular reports to
2 the Finance Committee.

3 **RELATED ENTITIES**

4 **CAMPUS MINISTRIES**

5 The mission of campus ministries is to share the gospel of Jesus Christ and to strengthen ongoing faith
6 development and relationships with college students within the Presbytery of Middle Tennessee. The
7 Presbytery currently has relationships with campus ministries at Vanderbilt and Belmont Universities
8 (UKIRK Nashville), Middle Tennessee State University, Tennessee Tech University, and the University of
9 the South.

10
11 **MARTHA O'BRYAN CENTER**

12 On a foundation of Christian faith, the Martha O'Bryan Center empowers children, youth, and adults in
13 poverty to transform their lives through work, education, employment, and fellowship.

14
15 **MONROE HARDING HOME**

16 Monroe Harding provides children in foster care with the security they need to become self-sufficient,
17 and serves as a resource for foster families and for youth who are transitioning from foster care.

18
19 **NACOME CAMP AND CONFERENCE CENTER**

20 The NaCoMe Camp and Conference Center serves Presbyterians and others as a peaceful haven for those
21 in search of spiritual and physical renewal.

22
23 **NATIONS MINISTRY CENTER**

24 The Nations Ministry Center helps refugee families become generationally self-sufficient through job
25 placements, education opportunity, and assistance when families face difficult challenges.

26
27 **PRESBYTERIAN WOMEN**

28 Purpose: "Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, Presbyterian
29 Women ("PW") are committed to nurture our faith through prayer and Bible Study; support the Mission
30 of the church worldwide; work for justice and peace; and build an inclusive, caring community of women
31 that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom."
32

33 **SECTION THREE**

34 **AUTHORITY, AMENDMENTS AND SUSPENSION**

35 This Mission and Operations Manual shall establish the basic organization of the Presbytery of Middle
36 Tennessee and shall serve as presbytery's guide for carrying out its mission both during and between
37 meetings of the council. The Mission and Operations Manual, as the standing rules of the presbytery,
38 may be suspended by a three-quarters vote of members present at any meeting of the presbytery, for
39 that meeting only.

40
41 The Mission and Operations Manual may be amended as follows: A proposed amendment shall be
42 presented in writing to the Administrative Committee, which in turn shall present the proposal to the
43 next stated meeting of the presbytery with its recommendations. To become effective, an amendment
44 must be approved by a two-thirds vote of the members present at one meeting of the presbytery. The
45 contents of this Mission and Operations Manual shall take effect upon its approval by presbytery.

46
47 *Approved by the Presbytery of Middle Tennessee*
48 *February 6, 2016; Revised February 4, 2017; Revised February 3, 2018;*
49 *Revised February 14, 2019; Revised February 25, 2019; Revised May 30, 3019; Revised February 1, 2020*