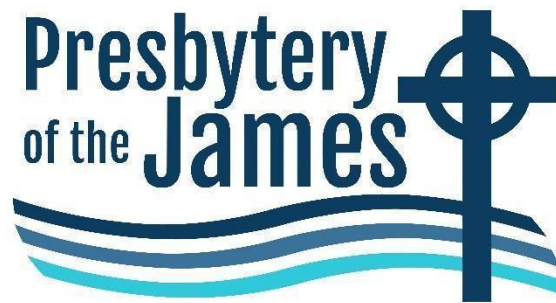


# Manual of Administrative Operations



**Presbytery of the James  
3218 Chamberlayne Avenue Richmond, VA 23227  
Presbyterian Church (U.S.A.)**

## SECTION ONE DEFINITION AND ORGANIZATION OF THE PRESBYTERY OF THE JAMES

### A. Definition of the Presbytery; Mission and Vision Statements

This council shall be known as the Presbytery of the James (“presbytery”) of the Synod of the Mid-Atlantic of the Presbyterian Church (U.S.A.). The presbytery shall consist of all teaching elders who have been received into membership and all member churches within the geographic bounds of the presbytery.

The presbytery is established by the authority of the General Assembly of the Presbyterian Church (U.S.A.) and the Synod of the Mid-Atlantic and has those duties, authorities, powers, and responsibilities specified by the *Book of Order*.

We declare our dependence upon God, reliance upon God’s revealed will in Scripture, the grace of Christ in our individual and corporate lives, and the life-giving breath of the Spirit. We reaffirm the *Book of Confessions* as faithful expressions of what Scripture leads us to believe and do.

Therefore, as part of the Church universal, we, the Presbytery of the James, in the Synod of the Mid-Atlantic, of the Presbyterian Church (U.S.A.), hereby declare our mission as disciples of Jesus Christ:

***The mission of the Presbytery of the James is to support leaders, congregations, and ministries in growing followers of Jesus Christ who joyfully live out God’s mission in the world.***

The presbytery strives to bring the rich history, tradition, faith, and hope of the Presbyterian Church (U.S.A.) to Central Virginians through its congregations and ministries. Under the guidance of the Holy Spirit, Holy Scripture, the Reformed Tradition, and our Confessions, we commit ourselves personally and communally to the Lordship of Jesus Christ. God calls individuals, groups, and congregations to fulfill the Great Commission. God also provides talents and opportunities for people and congregations to fulfill the Great Commission. The presbytery is called to provide ways and means by which individuals and congregations can be faithful beyond their own selves or their own congregation. Our calling is to enable God’s mission to be understood and fulfilled where an individual, a group, or a single congregation cannot fulfill that mission.

To that end, our vision as disciples of Jesus Christ focuses on:

- **Christ-centered Spiritual Growth:** specifically as this relates to presbytery leadership resourcing and supporting church leaders, pastors, and ministries.

- **Communication and Coordination:** specifically as these relate to connecting churches and ministries with one another and creating vital partnerships.

The presbytery fulfills its obligations and responsibilities under the Constitution of the Presbyterian Church (U.S.A.) and is guided by our vision. The following are ways through which we will be faithful:

**Constitutionally Grounded Entities:** seeking ways to fulfill constitutional responsibilities in accordance with the *Book of Order* through a Commission on Ministry (COM), A Committee on Preparation for Ministry (CPM), A Committee on Nominations (CON), A Committee on Representation (COR), and the Permanent Judicial Commission (PJC).

**A Mission Council (MC)** the purpose of which is to facilitate effective and efficient communication between and among the various entities and members of the presbytery and to provide coordination of the operations of the presbytery.

**Other Entities** – committees, commissions and teams as the Presbytery establishes from time to time to advance its mission and express its vision.

(See sections Five – D and E)

## **B. Policies and Guidelines**

1. **Policies:** A policy shall be considered to establish future courses of action and would apply to all entities of the presbytery. Committees, commissions, constitutional committees, and teams (“entities”) of the presbytery may develop policies. Such policies shall be approved by a majority vote of the presbytery, and may be revised or eliminated with a majority vote of the presbytery.
2. **Guidelines:** A guideline shall be considered to be operational in nature and would apply only to the entity of the presbytery that develops it. Each committee, commission, constitutional committee, or team (“entity”) may develop operational guidelines consistent with the requirements of the *Book of Order*. Such guidelines do not require presbytery approval. The presbytery shall be informed of the creation of or substantive changes to any entity’s guidelines.

## **C. Articles of Agreement**

As a member presbytery of the Synod of the Mid-Atlantic, the presbytery is subject to the covenant commitments of the “Articles of Agreement” for the Presbyteries of Blue Ridge, Fincastle, Hanover, Norfolk, and Southern Virginia approved on February 20, 1988 (see Appendix).

## SECTION TWO MEETINGS OF THE PRESBYTERY

### A. Time and Date of Meetings

The Presbytery of the James will hold its three stated meetings on the third Saturday in February, third Wednesday in June (this date shall be adjusted to avoid conflict with holidays and meetings of the General Assembly), and third Saturday in October. The moderator shall call a special meeting at the request of three teaching elders and three ruling elders from three different congregations. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.

### B. Location of Meetings

Invitations from sessions to host the presbytery should be sent to the stated clerk for presentation to the Mission Council (MC) (for duties, see Section Five, D.1.). Additionally, the MC will solicit physical locations and host churches, if necessary. Virtual meetings are permitted using a platform accessible to the majority of the members and commissioners. Hybrid meetings (simultaneously in-person and virtual) are permitted and shall be hosted at a location with strong internet connectivity.

### C. Voting

The stated clerk shall propose each year the number of ruling elder commissioners required to ensure parity with the average number of teaching elder participants at presbytery meetings. Where there is an imbalance between the number of resident teaching elders who are members of the presbytery and the number of ruling elders which the churches are entitled to send as commissioners to presbytery meetings, the presbytery will give priority to sessions of racial/ethnic congregations in the invitation to elect additional elder commissioners (F-1.0403, G-3.0103, G-3.0301).

Those with the right to vote at each presbytery meeting shall be:

1. Teaching elders who have been received into membership in the Presbytery;
2. Ruling elders who are:
  - a. elected by each member congregation's session in accordance with the *Book of Order* G-3.0301;
  - b. Certified Christian educators who are members of a presbytery congregation;
  - c. serving as moderator or vice moderator of the presbytery or as moderator of a presbytery committee, commission, team, or constitutional committee;
  - d. Commissioned Ruling Elders (CREs) serving a presbytery congregation or ministry; and
  - e. The stated clerk.

Those with the right to vote must be in attendance (either physically or virtually) at the meeting to cast a vote.

#### **D. Other Participants**

Other participants shall consist of the following, all of whom shall have voice but no vote:

1. Other certified lay employees;
2. Corresponding members (ecumenical representatives, ruling elders who are former presbytery moderators, and teaching elder members of other presbyteries or denominations who are supplying churches of the presbytery), who are invited and encouraged to attend presbytery meetings;
3. Ruling elders and other lay people who are members of entities of the presbytery but not commissioners to the presbytery meeting.

#### **E. Quorum**

A quorum shall be twelve teaching elders and twelve ruling elders, assembled at the time, place, and platform appointed, provided that ruling elder commissioners from at least ten congregations are present.

#### **F. Agenda**

The agenda for meetings of the presbytery shall be prepared jointly by the MC and stated clerk. The proposed agenda with reports and recommendations of entities shall be distributed to teaching elders, ruling elder commissioners, and Christian educators at least two weeks before the presbytery meets.

#### **G. Overtures**

Overtures to the presbytery from sessions shall be submitted to the stated clerk in writing at least eight (8) weeks prior to a stated meeting of the presbytery for inclusion on the agenda. The MC shall consider each overture and recommend action to be taken on the overture by the presbytery at its next stated meeting.

If a session presents an overture to the stated clerk less than eight (8) weeks prior to a stated meeting, the overture may be submitted by the stated clerk and the moderator of the MC to the presbytery for its consideration as an "Overture of the Day" at its next stated meeting. In order for the overture to be added to the agenda as new business, a two-thirds vote of the presbytery is required. Ordinarily the MC shall meet to consider such an overture prior to action by the presbytery.

Requests from other presbyteries to concur with an approved overture of the other presbytery to the General Assembly shall be considered in the same manner as described in the previous paragraphs.

## **H. Presbyterian Order**

The presbytery shall be governed in its meetings by the *Book of Order*, the *Manual of Administrative Operations* (“*Manual*”), and where neither of these applies, by the latest edition of *Robert’s Rules of Order Newly Revised*.

### **SECTION THREE OFFICERS OF THE PRESBYTERY**

The officers of the presbytery, elected by the presbytery, shall be the moderator, the vice moderator, and the stated clerk.

#### **A. The Moderator**

A moderator shall serve for one calendar year and may concurrently serve on an elected team, commission, or constitutional committee. The moderator shall perform duties according to the *Book of Order* and the *Manual* of the presbytery. The moderator shall be responsible for conducting the meetings of the presbytery. In the absence of the moderator, the vice moderator shall moderate. In the event that both moderator and vice moderator cannot serve, the most recent past moderator being present shall moderate. While serving as moderator, the moderator shall also sit on the MC with voice and vote.

#### **B. The Vice Moderator**

A vice moderator shall serve for one calendar year and may concurrently serve on an elected team, commission, or constitutional committee. The vice moderator may perform any duties delegated by the currently serving moderator. While serving as vice moderator, the vice moderator shall also sit on the MC with voice but not vote.

#### **C. The Election of the Moderator and Vice Moderator**

No later than the October stated meeting of the presbytery, the Committee on Nominations (“CON”) shall announce nominees for moderator and vice moderator for the following calendar year. After the nominees are announced, the floor shall be open for other nominations. Any person being nominated shall have been notified prior to nomination and shall have given consent to such nomination. The moderator and vice moderator elected at the October stated meeting shall be installed and begin serving at the February stated meeting. The vice moderator will ordinarily be nominated for election to the office of moderator for the following year.

#### **D. The Stated Clerk**

The presbytery shall elect a stated clerk for a term of office not to exceed three (3) years. The MC shall receive applications and present a nominee to the presbytery for election. The stated clerk shall be eligible for re-election by the presbytery upon nomination by the MC. The stated clerk shall perform duties according to the *Book of Order*, the *Manual* of the presbytery,

and the approved position description. These duties shall include responsibility for the annual review of the session records and the annual re-balancing of ruling elder commissioners. The presbytery may elect a recording clerk whose duties shall be performed according to the *Manual* of the presbytery and under the supervision of the stated clerk.

Should an unexpected vacancy occur in the position of stated clerk between meetings of presbytery, the Mission Council shall appoint an acting stated clerk until the next stated meeting of presbytery, at which time the Mission Council shall nominate either that person or another person for election as stated clerk for a definite term.

## **SECTION FOUR THE CORPORATION AND TRUSTEES**

### **A. The Corporation**

The name of the corporation is Trustees of Presbytery of the James, Inc. The presbytery shall elect trustees to the corporation, which is incorporated under the laws of the Commonwealth of Virginia. Its charter shall be subject to approval and modification from time to time by the presbytery. The members of the Mission Council (MC) shall serve as the trustees of the presbytery.

### **B. Membership**

The trustees shall be the same members as the current membership of the MC. The trustees shall elect their own officers at their annual meeting held in January. The stated clerk will generally serve as the secretary, and the general presbyter shall generally serve *ex officio* and shall ordinarily be elected as treasurer of the Board.

### **C. Duties**

1. The trustees shall act in accordance with their corporate By-Laws, Manual of Operations and the Resource Management Policy.
2. The trustees oversee the management of property, investments, and financial matters of the presbytery.
3. The trustees are empowered by the presbytery to act as a commission between presbytery meetings with the powers of section G-4.0206a and G-4.0206b of the *Book of Order*. The commission powers granted to the trustees shall not include authority to authorize the presbytery's trustees to incur new debt (as guarantor, co-obligor, or otherwise) for amounts in excess of \$50,000 or to sell or encumber presbytery assets not held by particular churches. Such authority is reserved to the whole presbytery. The commission powers granted to the trustees shall only be exercised by the trustees if at least two-thirds of the trustees voting agree that postponing action until the next meeting of the presbytery would negatively affect a congregation's property needs significantly and unavoidably.

4. The trustees shall give annually a written account of all assets entrusted to them at a stated meeting of the presbytery.
5. The trustees shall annually secure an independent financial review in accordance with G-3.0113 and the presbytery's RMP IV.C.
6. The trustees may establish committees and task forces as may be necessary to discharge their duties, such as an Investment Advisory Group and a Property Committee.

## **SECTION FIVE THE WORK AND STRUCTURE OF THE PRESBYTERY**

The work and mission of the presbytery shall be planned and carried out through entities (e.g., committees, commissions, teams, and other entities) which shall be directly responsible to and report directly to the presbytery at regularly stated meetings. Each entity may establish sub-committees and/or task forces to help plan and carry out its work.

### **A. Election, Quorum, Membership, and Term on Entities**

All members of entities [except CON and Committee on Representation (COR)] shall be placed in nomination by CON and elected by the presbytery. Each person nominated to serve on any entity of the presbytery must be a member in good standing of a presbytery congregation or a teaching elder member of the presbytery. Moderators and vice moderators of entities shall be members-at-large on that entity and not representing specific nominating regions. All members of presbytery entities shall have fulfilled the presbytery's requirements for boundary training and child and vulnerable persons protection and any other constitutional requirements before beginning service.

Members of the CON and COR shall be nominated by the MC and elected by the presbytery.

Unless otherwise stated, a quorum for entities of the presbytery shall be a majority of its members.

Election to an entity of the presbytery is viewed as a call to service in the church. Elected members are expected to carry out their responsibilities in faithfulness. If a member has an unexcused absence from three (3) consecutive meetings, CON may nominate a replacement if requested by the moderator of the entity.

Each member of an entity of the presbytery shall serve, unless otherwise provided herein, a term of three (3) years and may not serve more than six (6) consecutive years. Service for a part of a calendar year shall be counted as a full year of service. Ordinarily the vice moderator shall succeed the moderator of an entity.

CON shall stagger the terms of entity members so that ordinarily no more than one third of the membership of the body will be required to rotate off at the same time. CON shall be guided by the principle that all nominating regions should be represented on the entities.

Where commission powers are granted to an entity by the presbytery, the entity shall be composed of ruling elders and teaching elders “in numbers as nearly equal as possible” (*Book of Order* G-3.0109b).

Entities may elect co-opted members to assist in their work. Such members will serve one-year terms which may be renewable and are limited to six (6) consecutive years. Coopted members shall have voice but not vote at the entity level. They may have vote at the subcommittee level.

## **B. Conflict of Interest Policy**

All entities of the presbytery are entrusted by the members of the presbytery with responsibilities which affect the whole of the presbytery. Therefore, it is important that all people honor that trust. This requires honesty, competence, and care in managing the financial and ethical arrangements of the entities. No elected or appointed member of any entity shall accept any gift, gratuity, service, or any special favor from any person or persons, agents, or businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from the entities of the presbytery.

Anyone who has a personal interest in a matter before the presbytery – or any entity of the presbytery – shall be understood to have a conflict of interest. Anyone with a close family member (e.g., spouse, parent, sibling, or child) who has such a personal interest shall also be understood to have a conflict of interest. “Personal interest” shall be construed to mean a unique and individual interest not common to other members. Any person who might derive benefit from a decision of a presbytery entity shall not be a member of that entity. During meetings of the presbytery and any of its entities, persons regarded as having a conflict of interest shall disclose this before speaking about, advocating for, or participating in debate regarding the subject of the conflict.

Members of presbytery and its entities should not vote on subjects in which they have a direct personal interest not common to other members of presbytery; however, no member can be compelled to refrain from voting in such circumstances. This guidance should not be construed to mean that a member may not vote for themselves for an office or other position for which other members generally are eligible.

No member of an entity of the presbytery shall be eligible during the term for which they are elected or appointed to become employees of or otherwise render compensable services

to that entity unless approved by the MC and the presbytery. However, members of presbytery entities may apply for staff positions that come open within the presbytery. If hired, they shall resign from service to that entity.

### **C. Nominating Process**

The presbytery shall be divided into six (6) nominating regions for the purpose of electing people to entities.

Each committee, commission, team, and other elected entities shall be an expression of the variety and rich diversity of the presbytery and ordinarily should have at least one representative from each of the six nominating regions.

At all times, nominations to committees, commissions, teams, and other entities shall take into consideration appropriate representation of elder status (teaching / ruling), age, gender, ethnicity, race, etc., in filling vacancies and terms of any committee, commission, team, or entity of the presbytery.

### **D. Constitutionally Grounded Entities of the Presbytery**

The core functions of the presbytery are performed by the Mission Council (MC), the Commission on Ministry (COM), the Committee on Preparation for Ministry (CPM), the Committee on Nominations (CON), the Committee on Representation (COR) the Permanent Judicial Commission (PJC) and the Board of Trustees.

#### **1. Mission Council (MC)**

The purpose of the MC is to facilitate effective and efficient communication between and among the various entities of the presbytery and to provide for coordination of the operations of the presbytery.

Members are elected by the presbytery and may serve two 3-year terms.

Ordinarily the MC consists of a representative from each nominating region, a moderator (“at large” position), a vice moderator (“at large” position), and the presbytery moderator, all of whom shall have voice and vote.

Other participants on the MC shall include the general presbyter, the stated clerk, the presbytery vice moderator, and a designated recording secretary. The presbytery’s associate for financial accounting serves as staff to the MC. These persons shall have voice but no vote.

The responsibilities of the MC include:

- a. Oversight of the presbytery personnel and office operations
- b. Developing budgets, monitoring financial performance, recommending policies, and communicating approved and ratified decisions.
- c. Determining the site and other arrangements for presbytery meetings
- d. Preparing the agenda jointly with the stated clerk for the presbytery meetings
- e. Nominating to the presbytery members of the CON and the COR
- f. Nominating to the presbytery the stated clerk
- g. Receipt and forwarding of overtures to the presbytery
- h. Arranging for votes on matters referred to the presbytery by the General Assembly of the Presbyterian Church (U.S.A.)
- i. Granting to congregations a waiver from the limitations on terms of service for ruling elders and deacons (G-2.0404)
- j. Giving permission for the celebration of the Lord's Supper for events or programs sponsored by the presbytery and reporting such action to the next stated meeting of the presbytery
- k. Granting approvals for the expansion of presbytery committees, commissions, ~~and~~ teams and other entities.
- l. Nominating to the presbytery members of administrative commissions in response to congregations' request for dismissal or dissolution and recommending the particular powers to be granted to the commission (NOTE – in no case shall those powers include the sale of real property or the final decision on dismissal or dissolution) See further comments at Section 5 – G.

MC may establish committees and sub-committees as may be necessary to discharge their duties, including a Budget Committee, a Personnel Committee and a Gifts Advisory Committee.

The members of the MC shall also serve as the trustees of the corporation: Trustees of Presbytery of the James, Inc.

2. Commission on Ministry (COM)

The Presbytery utilizes a Commission on Ministry (COM) to perform some of its responsibilities delineated in G-3.0303. The COM shall maintain a *Manual of Operations* which shall contain all duties and powers delegated to it by the presbytery. It shall consist of a balanced number of ruling and teaching elders (as many as 13 of each), as well as a moderator and vice or co-moderator. Each nominating region shall be represented.

### 3. Committee on Preparation for Ministry (CPM)

The function of the CPM is set forth in G-2.06 of the *Book of Order*. It shall consist of a balanced number of ruling and teaching elders (as many as 8 of each), as well as a moderator and vice or co-moderator. Each nominating region shall be represented.

### 4. Committee on Nominations (CON)

The purpose of the CON is to nominate people for election by the presbytery to the various entities of the presbytery. The responsibilities of the CON shall include, but are not limited to, nominating to the presbytery, for election: moderator and vice moderator of the presbytery; members of entities of the presbytery; moderators and vice moderators of entities of the presbytery; commissioners to the Synod and General Assembly; and other nominations as may be requested by the presbytery from time to time. The CON shall consist of a representative from each nominating region and a moderator and vice moderator.

Members of the CON are nominated to the presbytery by the MC.

### 5. Committee on Representation (COR)

The purpose of the COR is to ensure that the principles of inclusiveness as outlined in the *Book of Order* G-3.0103 are implemented. The COR shall be made up of at least 5 members (a moderator, vice moderator, and members-at-large) and shall give full expression to the rich diversity of the church's membership, not limited by the nominating regions. Members of the COR are nominated to the presbytery by the MC.

The COR shall:

- a. Study and review patterns of participation and inclusiveness on committees, commissions, boards, and agencies in the presbytery.
- b. Advocate with the CON to ensure "diversity in leadership" (G-3.0103).
- c. Advise the presbytery on matters of diversity and inclusion.

### 6. Permanent Judicial Commission (PJC)

The purpose and role of the PJC and its organization are provided for in the *Book of Order* "Church Discipline" and in G-3.0301c and other relevant sections of the *Book of Order*. The commission shall consist of nine members whose term of office shall be for six (6) years, and they will be nominated by the CON. The PJC shall elect its own moderator and clerk as provided for in the *Book of Order* D-5.0201.

The presbytery's stated clerk shall serve as the staff liaison to the PJC.

## E. Other Entities of the Presbytery

From time to time, the presbytery establishes other entities to advance its mission and express its vision in light of changing needs and circumstances. Ordinarily, these entities will be filled by the Committee on Nominations. In cases where another group or person is empowered to establish the entity's initial membership, subsequent vacancies will be filled by the Committee on Nominations.

1. Leadership Connections Team (LCT) (established June 15, 2010)

The LCT will encourage, support, and review progress of ministries that develop leadership skills among people in the presbytery including: teaching elders, lay people, and recognized ministries that are part of the presbytery's strategic plan. The LCT shall consist of a representative from each region and a moderator and vice moderator.

2. Mission and Service Team (MAST) (established June 15, 2010)

The purpose of the MAST is to inspire, equip, and connect individuals and congregations with missional ministries, working within all areas of the presbytery, the Commonwealth of Virginia, the nation, and the world. The MAST shall consist of a representative from each region and a moderator and a vice moderator.

3. New Worshipping Communities Team (NWCT) (established February 18, 2023)

The New Worshipping Communities Team provides guidance and oversight to those ministries established by the denomination's '1,001 Worshipping Communities' program and other non-chartered communities within the presbytery.

4. Anti Racism Committee (ARC) (established October 21, 2023)

The Antiracism Committee (ARC) will identify and share educational resources for our congregations and individuals, some of whom may be just beginning to explore the issues of racism, racial injustice, and racial reconciliation while others have already begun to study and take actions toward racial healing (*from the POJ Antiracism Policy*).

## F. The Presbytery Budget

The presbytery's budget committee is a standing committee of the MC. It shall consist of the MC's moderator, the presbytery's moderator, the general presbyter, and three members at large. The presbytery's associate for financial accounting serves as staff to the committee.

Each year, the budget committee of the MC shall develop a consolidated line-item budget with underlying line-item details, for review, amendment, and action by the presbytery. The budget process is outlined in the presbytery's *Resource Management Policy*.

### **G. Commissioners to the General Assembly and the Synod**

Commissioners to the General Assembly and the Synod are elected at the Fall meeting of the presbytery preceding the next meeting of the higher council. Ordinarily people elected as alternate commissioners shall be nominated as commissioners to the following meeting of the higher council.

### **H. Administrative Commissions (AC)**

Administrative commissions elected by the presbytery shall consist of at least three teaching elders and three ruling elders from three different congregations and shall be authorized by the presbytery with specific powers from the *Book of Order* G-3.0109.

In the event of an extraordinary and urgent need to create an administrative commission between meetings of the presbytery, the Mission Council is authorized to form and otherwise authorize the work of the AC. The creation of any ACs shall be ratified at the next stated meeting of the presbytery.

## **SECTION SIX PRESBYTERY STAFF**

In accordance with the *Book of Order* G-3.0110, the presbytery may employ such executive and administrative staff as needed to ensure that the presbytery's adopted mission, vision, and programs are fulfilled, consistent with the principles of unity in diversity. Staff members shall facilitate and enable the entire work of the presbytery. Executive staff shall be nominated by a search team and elected by the presbytery. Administrative staff are hired by the MC through its personnel committee. Assignment of staff roles and duties are determined by executive staff and overseen by the MC through its Personnel Committee. Compensation and benefits for all staff are determined by the MC through its personnel committee. Staff are expected to serve in ways that shall enable the parts of the connectional system to work together.

Pursuant to and in the spirit of the "Articles of Agreement" (1988; see Appendix), the presbytery shall employ and maintain an inclusive and diverse staff. If more than one staff person at the executive level, there shall be one or more persons of color included in a position at that level. If there is more than one staff person at the office support level, there shall be one or more persons of color included in a position at that level.

Policies and procedures related to the employment, classification, work, supervision, rights, and benefits of all staff members are defined in the *Personnel Handbook: Policies and Procedures* of the presbytery. These policies and procedures can be amended by a majority vote of the MC upon recommendation from the Personnel Committee. Changes are to be reported to the next stated meeting of the presbytery.

## SECTION SEVEN AUTHORITY DELEGATED BY THE PRESBYTERY

From time to time, the presbytery delegates authority to various people or entities:

- 1. Appointment of an Investigating Committee** Working in conjunction, the stated clerk, the moderator of the presbytery, and the immediate past moderator of the presbytery are authorized to appoint an Investigating Committee ("IC") (D-7.0501a) and announce the formation of the IC at the next meeting of presbytery. If one of the persons appointing the IC is being investigated, any past moderator of the presbytery shall take that person's place in the appointment process.

*Note: The Sexual misconduct/harassment policy of the presbytery has provisions for counselors for victims and others in these kinds of cases. This is not a BOO requirement.*

- 2. Appointment of a Committee of Counsel (D-4.0204)**

Working in conjunction, the stated clerk, the moderator of the presbytery, and the immediate past moderator of the presbytery are authorized to appoint a Committee of Counsel responding to a remedial case brought against the presbytery.

- 4. Discernment Process when Considering Restructure of the Presbytery**

Before taking any action that would result in a substantial restructuring of its programs and staffing model, the presbytery must complete a period of discernment. This discernment period shall include a consultative process for developing mission priorities, as well as at least one open hearing or listening session that has been initiated by the MC or the presbytery's elected strategic planning team.

## SECTION EIGHT AUTHORITY, AMENDMENTS, AND SUSPENSIONS

The *Manual* establishes the basic organization of the presbytery for its functions both during and between meetings of the council.

The *Manual* may be amended as follows: A proposed amendment shall be presented in writing to the stated clerk of the presbytery who shall in turn refer it to the MC which shall submit its recommendation in writing to the next meeting of the presbytery. Proposed amendments shall be approved by two-thirds of those present and voting. Any particular provision of the *Manual* may be suspended for a meeting of the presbytery by a two-thirds vote of members present and voting at that meeting of the presbytery.

## APPENDICES

### Presbytery of the James Health Expectations

It is important to prioritize the health and safety of all attendees at any meeting of the Presbytery, committees, commissions, teams, workshops, etc. By adhering to these health expectations, we can help mitigate the spread of COVID-19, the flu, or any other airborne or contagious illnesses, and create a safe and welcoming environment for all participants.

1. Participation in the meeting includes possible exposure to and illness from COVID-19 and other illnesses. Following recommendations for being vaccinated and attending to healthy practices may reduce the risk, but the risk of serious illness and death does exist. By attending the meeting, you knowingly assume the risks.
2. Please do not attend the in-person meeting if you feel sick or if you have tested positive for COVID-19 anytime 7 days prior to the meeting. If someone comes in your stead, please let the Presbytery staff ([office@Presbyteryofthejames.org](mailto:office@Presbyteryofthejames.org)) know who that person is before the meeting starts.
3. If you experience any of the symptoms associated with COVID-19 and other illnesses while attending the meeting, please notify the stated clerk immediately and avoid contact with other persons attending the meeting.  
Even if you are vaccinated, you are invited to wear a mask and keep a comfortable distance from others if you choose to do so for any reason.
4. Please bring a mask to the meeting. If requested by the POJ moderator for health reasons for any of the group, we ask that you agree to wear the mask.
5. Frequent hand washing is highly recommended. All attendees are strongly encouraged to wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

Following public health guidelines such as wearing masks and getting tested can feel inconvenient or uncomfortable at times, but they are important measures to protect ourselves and those around us from the spread of infectious diseases. By taking these actions, we are showing empathy and consideration for others, and doing our part to keep our communities safe and healthy. It's important to remember that we are all in this together, and small actions can have a big impact on the health and well-being of our families, friends, and neighbors.

Adopted by the Mission Council, May 17, 2023; Approved by Presbytery June 20, 2023

Adopted February 21, 2026

ARTICLES OF AGREEMENT

(Approved 2/20/88)

for the  
Presbyteries of Blue Ridge, Fincastle, Hanover, Norfolk,  
and Southern Virginia

**PREAMBLE**

The Articles of Agreement embody the contractual commitments of five presbyteries: Blue Ridge, Fincastle, Hanover, Norfolk, and Southern Virginia, concerning the means by which the members, officers, institutions, property and mission responsibilities of the five presbyteries shall be and become the members, officers, institutions, property, and mission responsibilities of new presbyteries formed in accordance with Article Seven of the Articles of Agreement of the Presbyterian Church (U.S.A.). These new presbyteries shall be in all ecclesiastical, judicial, legal and other respects the continuing entities of the former presbyteries.

The Articles of Agreement set forth in this document seek to embody the theology and polity of the Book of Order as well as the "Articles of Agreement" adopted by the 195th (1983) General Assembly of the Presbyterian Church (U.S.A.) and by the Synods forming Synod D. We affirm the Life and Mission Statement of the PCUSA (adopted 1985 General Assembly) as the basis for the mission of these new presbyteries and the Book of Order (G-11.0103) as the description of the responsibilities of these new presbyteries.

Each of the presbyteries of the former United Presbyterian Church, U.S.A. and the Presbyterian Church, U.S. bring a rich heritage to the Presbyterian Church (U.S.A.). This heritage is expressed in unique and diverse ways. There are particular concerns in common for all presbyteries and all want to protect, honor and embrace the participation of all constituencies of the preceding governing bodies as they seek to be expressions of the integrity of our new church and to bring that integrity to bear on presbytery boundaries, identities, mission structures and staff models.

**ARTICLE I - HISTORICAL INTEGRITY**

1.1. The new presbyteries will require understanding, recognition and appreciation of differences which involve cultural, social and economic systems and a whole history of separate existences. We must preserve, enhance and learn from the richness of the former presbyteries, honor and build upon their special gifts, and renounce that which was sinful in our pasts.

1.2. Each preceding presbytery (Blue Ridge, Fincastle, Hanover, Norfolk and Southern Virginia) shall record its history before the beginning date of the new presbyteries approved by the General Assembly. The legal successor presbytery shall preserve the history and the new presbytery will be guided by the history of the preceding presbyteries out of which it was formed as it develops its own mission.

**ARTICLE II - THE INTEGRITY OF THE NEW**

2.1. Forming new presbyteries is a response to God's call to be a new creation. These new presbyteries will affirm this call for a new creation in at least the following ways:

**1. Design for Mission**

2.1.1. Each new presbytery in consultation with its sessions and Synod, shall define its mission and then determine a structure, staff model and office location to carry out that mission. Each new presbytery shall be structured, in accordance with the Book of Order, Chapter XI, with sufficient officers, committees and/or divisions to do mission in orderly and effective ways.

## 2. Name of Presbytery

2.1.2. Each new presbytery shall be responsible for choosing its own name, descriptive of its identity and mission. The name shall be new and may contain the historical name of a current presbytery. The name may either express the traditions of the former presbyteries that are a part of the new presbytery or be a completely new name satisfactory to the new presbytery. The process of selecting a name shall include consultation with sessions and members of the new presbyteries.

## 3. Representation

2.1.3. In accordance with the Book of Order G-4.0400, G-9.0105 and Articles of Agreement 8.2 and 9.1 of the Presbyterian Church (U.S.A.), each new presbytery shall implement the principles of participation and inclusiveness in the life and work of the presbytery including commissioners to presbytery, synod and General Assembly and membership on committees, divisions, and councils. Where there is an imbalance between the number of resident ministers who are members of the presbytery and the number of elders which the churches are entitled to send as commissioners to presbytery meetings as described in the Book of Order G-11.0101c., each new presbytery will give priority to sessions of racial/ethnic congregations in the invitation to elect additional elder commissioners.

## ARTICLE III - RACIAL ETHNIC COORDINATING COMMITTEES AND CAUCUSES

3.1. Racial Ethnic Coordinating Committees are to be a part of the official structure of the new presbytery with the chair being a member of council. The purpose of these coordinating committees shall be to provide support for their respective Racial Ethnic churches within each new presbytery (i.e. Black, Korean, Other Asian, Hispanic, Native American).

3.2 Each new presbytery shall elect a Black Coordinating Committee and shall establish any other Racial Ethnic Coordinating Committee(s) that seem advisable.

3.3. Each new presbytery shall, in addition, allow for the organization and funding of racial/ethnic caucuses. These caucuses, when they exist, shall be responsible for recommending to Presbytery's Nominating Committee, the members and chairs of their respective Racial Ethnic Coordinating Committee (i.e. The Black Caucus would recommend persons to be nominated for the Black Coordinating Committee).

3.4. In addition, the purposes of any racial/ethnic caucus shall include but not be limited to:

3.4.1. advising and assisting presbytery in determining priorities for racial/ethnic churches and ministers;

3.4.2. advising on strategies for racial/ethnic church development;

3.4.3. advising presbytery on ways to insure funding for church colleges which historically have served racial/ethnic groups;

3.4.4. advising and assisting in providing persons to serve in the structures of the new presbytery in cooperation with the Committee on Representation.

3.5. Racial Ethnic Caucuses shall report to presbytery through their respective Racial Ethnic Coordinating Committee. Presbytery structures should seek the advice of any racial/ethnic caucus on the matters in 3.4. above.

## ARTICLE IV - SUPPORT FOR CONGREGATIONAL MINISTRY

4.0. The new presbyteries shall encourage each congregation to share person and material resources for the upbuilding of all congregations and the Body of Christ. The new presbyteries will organize the structures for mission in such a way that both larger and smaller membership congregations shall receive support and challenge from presbytery. The

flow of solicitation of financial and material resources shall be through the presbytery and not congregation to congregation. (See the Book of Order, G-11.0103 a,b,f, and g.)

#### **1. Smaller Membership Congregations**

4.1.1. Each new presbytery will include many smaller membership congregations. The small church continues faithful service to a community of people, offering Christian worship, education and programs of mission outreach, often far beyond its numerical strength. The small church is often the only Presbyterian witness in a given locale or area.

4.1.2. The new presbyteries will develop staffing patterns, program and leadership development resources, and equitable financial resources to strengthen and enhance the unique gifts and witness of smaller churches. The new presbyteries shall insure the full participation of lay and clergy leaders from smaller membership congregations in the decision-making process of presbytery, especially those which affect the life and mission of these congregations. The presbytery shall celebrate the unique contributions smaller membership congregations make to the mission of the whole church.

#### **2. Larger Membership Congregations**

4.2.1. The new presbyteries shall work with larger membership congregations in order that they may more effectively respond to opportunities for ministry wherever they exist. In addition, they will work with these congregations to help them see the opportunities for supporting the whole church in its mission, both financial and with personnel.

#### **3. New Church Development**

4.3.1. The new presbyteries will seek to establish new congregations including racial ethnic congregations in areas of rapid population growth and where feasible in areas where there is not a Presbyterian church. The new presbyteries shall work with appropriate governing bodies, including ecumenical partners whenever possible, in developing strategies and criteria for location and development of new congregations, with emphasis on racial/ethnic churches. Any new church development already in progress shall be guaranteed the same funding policy it had under the former presbytery following annual review and evaluation of the development by the new presbytery.

#### **4. Church Redevelopment and Revitalization**

4.4.1. The new presbyteries shall work with existing congregations to strengthen their ministry and mission and church membership growth where that is possible.

### **ARTICLE V – SUPPORT FOR CHURCH PROFESSIONALS**

5.1. The presbytery shall develop a system of care and support for its ministers and other church professionals who work with its congregations. This shall include pastoral care for these persons and their families as well as challenging and supporting their participation in the mission of the presbytery and the larger church.

5.2. Each new presbytery shall have in its staff model, responsibility for care and support for church professionals as part of the system mentioned in 5.1. above.

### **ARTICLE VI – SUPPORT MINISTRY BEYOND THE CONGREGATION**

6.1. Each new presbytery in consultation with its sessions shall coordinate the work of its member churches, guiding them and mobilizing their strength for the effective witness to the broader community. Each presbytery shall initiate mission through a variety of forms in light of the larger strategy of the synod and the General Assembly. Each new presbytery shall be involved in mission ecumenically wherever possible.

## ARTICLE VII - TRANSITIONAL STEERING COMMITTEE

7.0. Each new presbytery shall have a Transitional Steering Committee to develop plans for the presbytery. This committee shall function until the adjournment of the first stated meeting of the new presbytery. (See 15.3 below.)

### 1. Organization

7.1. Members of Transitional Steering Committees shall be elected by each of the current presbyteries according to the following formula: Presbytery I - 6 from Blue Ridge, 6 from Fincastle and 6 from Southern Virginia; Presbytery II - 6 from Blue Ridge, 6 from Hanover and 6 from Southern Virginia; Presbytery III - 9 from Norfolk and 9 from Southern Virginia.

7.1.1. The Transitional Steering Committees shall be convened as follows: Presbytery I by the chair of the Hanover Boundaries Committee; Presbytery II by the chair of the Southern Virginia Boundaries Committee; Presbytery III by the chair of the Fincastle Boundaries Committee. Each Convener will preside until the Transitional Steering Committee elects its own chair from their membership.

### 2. General Responsibilities

7.2. Each Transitional Steering Committee shall be responsible for developing a mission statement, design and organizational pattern for mission, staffing model based on design, budget and finance patterns, office location, calling transitional conventions, and the new name. It shall consult with sessions and synod in the development of mission statements, organization patterns and staffing patterns in accord with the Book of Order G-9.0404.

7.2.1. It is empowered to organize itself in the most efficient way to accomplish its task, including appointing additional persons to serve on ad-hoc task forces, employing consultants, and requesting the services of existing staff through the appropriate channels in existing presbyteries. It is understood that existing staff will be responsible for maintaining existing programs during this time of transition.

7.2.2. Each Transitional Steering Committee shall design and implement a plan for helping congregations and ministers get to know one another and appreciate one another with particular emphasis on congregations and ministers who have not previously been together in a former presbytery.

### 3. Fiscal Matters

7.3.1. Each Transitional Steering Committee shall develop a funding plan for the new presbytery which shall include every attempt to honor existing patterns of funding directly bearing on the viability of smaller congregations.

7.3.2. Each Transitional Steering Committee shall develop recommendations on funding patterns, fiscal procedures and budgeted mission giving, including "per capita," to General Assembly, Synod and Presbytery. It shall recommend the first fiscal year budget for the presbytery.

### 4. Transitional Nominating Committee

7.4. Each Transitional Steering Committee will nominate to the first meeting of their Transitional Convention a Transitional Nominating Committee composed of 12 persons; 1/3 ministers (2 male and 2 female), 1/3 laywomen, 1/3 laymen, one half from the former PCUS Presbytery(ies) and one half from Southern Virginia Presbytery.

### 5. Staff for New Presbytery

7.5. Each Transitional Steering Committee shall nominate to their Transitional Convention a Staff Search Committee with a designated chair. The committee shall have representation from all previous presbyteries in the new presbytery. In the process of

nomination, the Transitional Steering Committee shall consult with nominating committees of the current presbyteries.

#### 6. Office Location

7.6. Each Transitional Steering Committee shall recommend to its Transitional Convention a location for presbytery's office or offices. Office location will be determined after definition is given to the nature and function of the office(s) and its purpose in carrying out the mission of the presbytery. Care will be taken to provide adequate working conditions for the size of staff required by the staffing pattern and the work they are asked to do. Office location should be determined prior to the selection of staff.

#### 7. Calling of Transitional Conventions

7.7. Each Transitional Steering Committee shall issue the call for Transitional Conventions and have the authority to set the date, time and place.

#### 8. First Meetings of new Presbyteries

7.8. Each Transitional Steering Committee shall recommend to its Transitional Convention the date, time and place for the First Stated Meeting of the new presbytery.

#### 9. Cost of Transitional Committees, Conventions, etc.

7.9. The cost of the work of the Transitional Steering Committee, its ad-hoc committees and task forces, other Transitional Committees including the Staff Search Committee and Transitional Conventions shall be borne by funding sought from the whole PCUSA and by the current presbyteries on a proportional basis of active membership in the new presbytery.

### ARTICLE VIII - TRANSITIONAL COMMITTEE ON REPRESENTATION

8.1. Each new presbytery shall have a Transitional Committee on Representation elected by the current presbyteries at the same time that they elect their representatives to the Transitional Steering Committee.

8.2. Each Transitional Committee on Representation will be composed of 12 persons of which 6 shall be women and 6 shall be men and a majority will be from racial ethnic groups. (See Book of Order G-9.0105.)

8.3. The current presbyteries shall use the following formula in selecting the persons they elect: Presbytery I - 3 from Blue Ridge, 3 from Fincastle and 6 from Southern Virginia; Presbytery II - 2 from Blue Ridge, 4 from Hanover and 6 from Southern Virginia; Presbytery III - 6 from Norfolk and 6 from Southern Virginia.

8.4. The Transitional Committee on Representation shall be responsible for reviewing all nominations for transitional bodies selected by the Transitional Steering Committee, all nominations for leadership positions in the new presbytery as well as staff for the new presbytery and shall report its review to the Transitional Convention and new presbytery, as appropriate.

### ARTICLE IX - STAFF IN THE NEW PRESBYTERY

9.1. All staff in the new presbytery shall be called or employed on the basis of a staff model designed in light of the approved mission statement and design for mission, and approved by the Transitional Convention.

9.2. Each new presbytery shall employ and maintain an inclusive, pluralistic, and diverse staff. In the instance of multiple staff there shall be one or more black persons included in staffing positions at the administrative/executive and administrative/office support levels.

9.3. After giving priority interviews to present staff of all five presbyteries and for any staff positions not filled after that time, each staff search committee shall advertise Executive, Program and Professional Staff positions on a church-wide basis.

9.4. Staff of current presbyteries shall be eligible and encouraged to apply for permanent staff positions in the new presbytery and shall be granted an interview if they apply. A high priority will be given to keeping experienced administrative/support staff.

9.5. Each Staff Search Committee shall be informed and guided by the Articles of Agreement of the Presbyterian Church (U.S.A.) 5.7 and the General Assembly's Transitional Personnel Guidelines.

#### ARTICLE X – TRANSITIONAL CONVENTIONS

10.1. Each new presbytery when meeting prior to the official date of formation of that presbytery for the purpose of approving the mission, organization, staffing model and budget for the new presbytery, shall be known as a Transitional Convention.

10.2. The Transitional Convention shall consist of all ministers serving congregations to be included in the new presbytery, ministers whose primary work is in the bounds of the new presbytery and others as assigned by agreement of the various Committees on Ministry and elder commissioners from sessions in accord with the Book of Order, G-11.0101.

10.3. The first meeting of the Transitional Convention shall be called by the Transitional Steering Committee as soon as feasible following approval by the higher governing bodies of the church.

10.4. RESPONSIBILITIES OF TRANSITIONAL CONVENTION: Transitional Conventions shall consider for approval:

10.4.1. A mission statement

10.4.2. An organizational plan for mission including structure and by-laws

10.4.3. The next year's funding process and budget

10.4.4. A staffing model with job descriptions and terms of employment

10.4.5. A staff search committee, nominated by the Transitional Steering Committee. This committee shall organize itself and begin its work as soon as feasible in conformity with these Articles of Agreement and shall consult with the Synod as set forth in the Book of Order G-9.0701 and G-9.0702.

10.4.6. Office location or locations

10.4.7. The name of the presbytery

10.4.8. Reports from the Transitional Committee on Representation

10.4.9. Elect a Transitional Nominating Committee

10.4.10. Reports of the Transitional Nominating Committee and election of persons representative of the constituency to fill elected positions in the proposed structure and the moderator-in-nomination and clerk for the first stated meeting of the new presbytery

10.4.11. All other actions that are deemed wise to provide for an efficient transition into a new presbytery

congregations and they are not incorporated in the new staff models, then equitable termination compensation will be paid in line with 12.5 above.

12.8. Interim Executive Presbyters shall not be eligible to apply for the permanent position except when this interim position is filled by a staff person who is serving as an Executive Presbyter or Associate Executive in one of the current five presbyteries (i.e. Blue Ridge, Fincastle, Hanover, Norfolk or Southern Virginia).

#### **ARTICLE XIII - POLICIES REGARDING CORPORATE AND FINANCIAL RESPONSIBILITIES**

13.1. All trustees of the five presbyteries (Blue Ridge, Fincastle, Hanover, Norfolk and Southern Virginia) and any other officer or officers possessing fiduciary responsibilities shall continue in office and shall be responsible for their trusteeships and corporate responsibilities as applicable until successors in the new presbyteries have been duly and regularly elected or appointed. Concurrently, procedural steps and applications for any new corporate charters for the corporations of the new presbyteries or amendments to current charters shall be taken.

13.2. When the current presbyteries cease to exist, cash and other assets and liabilities shall be distributed to the new presbyteries. Real property owned by current presbyteries shall be transferred to new presbyteries according to the geographical location of the real property. Other assets and liabilities held by current presbyteries shall be distributed in a fair and equitable manner based upon some legally acceptable basis.

13.3. Any assets accruing to Southern Virginia Presbytery pursuant to its relationship as one of the presbyteries of the Catawba Inter-Presbytery Program Agency shall be allocated to the new presbyteries according to the number of former Southern Virginia congregations in each new presbytery.

#### **ARTICLE XIV - LEGAL SUCCESSORS AND CONTINUATION OF POLICIES AND STATEMENTS**

14.1. Presbytery I shall be the full and legal successor of the Presbytery of Blue Ridge and the Presbytery of Fincastle. Presbytery II shall be the full and legal successor of the Presbytery of Hanover and the Presbytery of Southern Virginia. Presbytery III shall be the full and legal successor of the Presbytery of Norfolk.

14.2. Each policy statement or directive adopted by or issued at the direction of one of the present presbyteries shall have the same force and effect in the presbytery which is their successor until rescinded, altered or supplanted by action of the new presbytery.

#### **ARTICLE XV - FIRST MEETINGS OF THE NEW PRESBYTERY**

15.1. The first stated meeting of each new presbytery shall be held after the beginning date of the new presbyteries as approved by the General Assembly. The time and place of this first stated meeting shall be set by the transitional convention which shall also elect a moderator and clerk for this meeting.

15.2. Each new presbytery, at its first stated meeting, shall approve actions taken in its transitional convention and admit these actions to record. It shall take any other necessary actions to facilitate the continuing development and strengthening of the new presbytery.

15.3. All transitional structures with the possible exception<sup>3</sup> of the Staff Search Committee shall cease to exist as of the adjournment of the first meeting of the new presbytery.

10.5. Transitional Conventions which are called by the Transitional Steering Committee with adequate notice to insure full representation, shall meet as often as necessary to accomplish the work to be done.

#### ARTICLE XI - TRANSITIONAL NOMINATING COMMITTEE

11.1. The Transitional Nominating Committee shall place in nomination at an appropriate Transitional Convention, a slate of persons to fill the elected leadership positions in the organizational structure of the new presbytery.

11.2. The Transitional Nominating Committee shall place in nomination at the last Transitional Convention, a person to serve as moderator-in-nomination and a clerk for the first stated meeting of the new presbytery.

#### ARTICLE XII - POLICIES REGARDING STAFF OF CURRENT PRESBYTERIES

12.1. Current staff includes all Executive Staff, Professional and Program Staff, Office (support) Staff, Camp and Conference Staff with the exception of seasonal and "weekend type" hourly employees.

12.2. Current staff of the present presbyteries shall continue working under the personnel policies of their respective presbyteries and/or terms of call until the new presbyteries are formed on the date established by the General Assembly. The current staff are expected to maintain the present programs of their respective presbyteries until their presbytery ceases to exist.

12.3. Current staff shall be involved in the planning and implementation of the new presbyteries only at the request of the Transitional Steering Committee as negotiated through appropriate channels.

12.4. The Transitional Steering Committee will recommend to the Transitional Convention the date for termination of each current staff position and person. The termination date shall not be prior to the beginning date of the new presbytery. Any staff who were employed and enrolled in the Benefits Plan of the Board of Pensions two years prior to their termination will have their dues paid on the effective salary at the time of termination until they are vested in the Pension Plan (three years after employment) including continuation in the major medical plan and its options.

12.5. All permanent Executive/Professional staff terminated will be given up to six months full compensation including benefits and allowances until that person begins work in another position whether on the staff of a new presbytery or in some other work. Persons resigning prior to termination of position will be given one month's compensation including benefits and allowances. Payment of this compensation will be by the legal successor of the presbytery which employed or called that particular person.

12.6. All permanent Office/Support Staff and Camp/Conference Staff will be given up to three months full compensation including benefits and allowances until that person begins work in another position whether on the staff of a new presbytery or in some other work. Persons resigning prior to termination of position will be given one month's compensation including benefits and allowances. Payment of this compensation will be by the legal successor of the presbytery which employed or called that particular person.

12.7. "Shared Ministry" staff persons (i.e. those persons who work part-time for Presbytery and part-time in a congregation or other occupation) or "adjunct staff persons" (i.e. those persons who work part-time for presbytery) who are employed under special arrangements shall be considered by the Transitional Steering Committee as they consider new staff models. If any of these special staff persons are involved with "aid receiving"

## ARTICLE XVI - AFFIRMATIONS

16.1. These Articles of Agreement shall not be amended after being adopted by each current presbytery and after all the overtures establishing the new presbyteries in the area have been forwarded to the General Assembly. These articles are binding until the new presbyteries are established and all provisions of these articles have been fulfilled and provisions for sustaining them have been included in the new presbytery's Manual and have been instituted in the new presbyteries.

16.2 During the transition period, each current and new presbytery will exercise good stewardship of human and financial resources.

16.3. Each new presbytery is urged to affirm the result of its organizational work in worship to God, giving thanks for our unity and mission in Christ.

(Approved by the Virginia 5 Boundaries Committees on February 20, 1988 and submitted to the Presbyteries of Blue Ridge, Fincastle, Hanover, Norfolk and Southern Virginia for approval or disapproval without amendment.)

APPENDIX TO ARTICLES OF AGREEMENT  
for the  
Presbyteries of Blue Ridge, Fincastle, Hanover, Norfolk,  
and Southern Virginia

(Approved 2/20/88)

NOTE: All items in this appendix are suggestions to the Transitional Steering Committee and/or other transitional groups as they lay plans for the new presbyteries.

I. MISSION DESIGN (related to Article 2.1.1.)

A. **Mission and Structure**

1. Mission Statement (who, what, when, where, and how)
2. Role and function of presbytery in agreement with the constitution
3. Determination of what will be continued from former presbyteries
4. Mission programs that stimulate and unite various constituencies of former presbyteries
5. Goals, responsibilities, priorities
6. Structures that are visible, functional and open in light of mission statement
7. Manuals of Operation in line with the Book of Order G-9.0405
8. Budget and broad strategy for mission and funding including financial policies
9. Partnership agreements with other governing bodies and international partners
10. Communications, including minutes, newsletters, two-way information between local church and presbytery
11. Review and evaluation
12. Duties of Stated Clerk
13. Nominations Guidelines and Committee on Representation
14. Ecumenical relationships and covenants
15. Possibility of locating resources and staff in various geographic areas of Presbytery in order to be closer to ministers and congregations.
16. Possibility of utilizing college or other institutional facilities for Presbytery meetings to allow for more space and possible overnight meetings.

B. **Program**

1. Evangelism
2. Christian Education
3. Worship
4. Institutions (homes for older adults, children, etc.)
5. Ministry to/with racial ethnic populations
6. New church development and redevelopment
7. Global issues and global awareness
8. Biblical stewardship
9. Vocational counseling
10. Leadership development
11. Spiritual life development
12. Camps and Conferences
13. Continuing Education for Church Professionals
14. Public schools and institutions of higher education
15. Concern for smaller churches
16. Urban Ministry
17. Develop, in cooperation with Synod, a strategy for camp and conference centers and programs across presbytery lines.

C. **Oversight**

1. Accountability and evaluation
2. Inclusiveness
3. Diversity
4. Care, nurture, and oversight of church professionals, inquirers, and candidates
5. Consultation with congregations

**D. Staff**

1. Inclusive staff models
2. Job descriptions
3. Personnel policies ( EEO, benefits, etc.)

**II. OFFICE LOCATION (related to Article 7.6)**

Questions to be considered in determining recommendations for office location:

1. What is to happen in the presbytery office?
2. Will the presbytery office be the primary location for meetings?
3. If so, how much and what kind of meeting space will be needed?
4. What will be located within the presbytery office?
5. Will the presbytery office house a materials resource center?
6. Where are there available facilities?
7. What are contractual relationships for current presbytery offices?
8. What kind of facilities are needed?
9. How large a facility will be needed in order to carry out mission?
10. How does it need to be furnished?
11. What kinds of equipment will be needed?
12. How many offices will be needed?
13. What will be the projected cost for office operation?
14. What will be the initial start-up costs?
15. Should there be regional offices to better resource the congregations of presbytery?
16. Should there be an interim office for a time period before permanent offices are established?
17. Should presbytery own its own office facility or should it lease a facility?
18. How is the office location an outgrowth of presbytery's mission statement, goals and priorities and staff model?
19. What will it cost to "phase out" the existing office or location and how will this cost be paid?
20. Where should the office or offices be located?
21. What will be the travel distances to the office or offices from the farthest points in the presbytery?
22. How difficult will it be to get to the office?
23. How will these travel distances affect the usefulness of the office?
24. What resources are needed in order for the office to function (maintenance persons, supplies, printers)?
25. Are these resources available?
26. Does the chosen area have a population that would supply the support staff that are needed in order to enable the office to function effectively?
27. How will the location of office affect the staff that may be continued as a part of the new staffing model?
28. Is adequate parking space available?

(ARTAGAPX.BOU)