

**Manual of Operations**  
**Standing Rules**  
PRESBYTERY OF GLACIER  
PRESBYTERIAN CHURCH (USA)

**M1.0 MEMBERSHIP**

- M1.01 Membership in the presbytery shall consist of teaching elders (ministers of the Word and Sacrament) and ruling elder commissioners, in numbers as equal as possible.
- M1.02 All teaching elders enrolled by the presbytery as active members, temporary members, honorably retired, or members-at-large in validated ministries shall be voting members.
- M1.03 When validating a ministry to determine membership in presbytery of teaching elders, the presbytery shall use the criteria listed in the *Book of Order* (G-2.0503).
- M1.04 A commissioned ruling elder or authorized ruling elder preacher may be allowed by presbytery to have a voice and a vote in a meeting of the presbytery (such vote to be counted as an elder commissioner for purposes of parity).
- M1.05 Membership shall consist of all teaching elders as listed in M1.02 and at least one ruling elder commissioner from every congregation, with an additional ruling elder for each additional installed teaching elder.
- M1.06 A ruling elder holding office in the presbytery as moderator, moderator of the Ministry Cabinet, moderator or co-moderator of a standing committee shall be a voting member of the presbytery for the duration of the term of such service. The remaining officers of presbytery will be non-voting members if not already a member.
- M1.07 If the moderator of Glacier Presbytery's Presbyterian Women is a ruling elder, she shall be a voting member of presbytery for the duration of the term of such service.

**M2.0 MEETINGS**

- M2.01 The presbytery shall hold stated meetings not less than three times each year, at a time and place determined by the presbytery at its final stated meeting of the previous year, upon the recommendation of the Ministry Cabinet.
- M2.02 Special meetings of the presbytery may be called under the terms and the conditions set forth in the Form of Government of the *Book of Order* of the Presbyterian Church (U.S.A.). Special meetings may be held by telephone conference call, or at a particular place, at the discretion of the stated clerk and the moderator; costs for such meetings

may be assessed to the persons or congregations for whose benefit the meeting is called.

- M2.03 A quorum for any meeting of presbytery shall be nine teaching elders and nine ruling elders. Nine different congregations must be represented.
- M2.04 Election to the offices of presbytery, its cabinet, boards, committees and commissions shall take place at the final stated meeting of the presbytery during the calendar year with terms of office to begin immediately after that meeting.
- M2.05 All meetings of the presbytery shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise. The process of discernment may be used in deliberations prior to a vote as agreed upon by the body.
- M2.06 Nothing in these standing rules shall be construed to permit the presbytery to abrogate or waive any requirements of the *Book of Order* of the Presbyterian Church (U.S.A.), or the laws of the state of Montana.

### **M3.0 OFFICERS**

- M3.01 The officers of the presbytery shall be a Moderator, a Stated Clerk, and a Treasurer and shall be elected in accordance with the bylaws.

### **M4.0 STRUCTURE**

- M4.01 The committee structure of presbytery shall be:
1. Ministry Cabinet for the coordination of presbytery mission and program.
    - a. Personnel committee
  2. Standing Committees:
    - a. Representation
    - b. Ministry
    - c. Nominating
    - d. Glacier Presbyterian Center (GPC) Board
  3. Temporary committees, commissions, task forces, ministry teams as determined by the Ministry Cabinet
  4. Permanent Judicial Commission
- M4.02 Committees may elect a co-moderator with duties to be evenly divided between moderator and co-moderator.
- M4.03 Moderators and co-moderators of standing committees shall be teaching elders or ruling elders. All members of standing committees, temporary committees, task forces and the

Ministry Cabinet shall be a teaching elder member of Glacier Presbytery or an active member of a PC(USA) congregation in Glacier Presbytery.

M4.04 The moderators and co-moderators of standing committees shall be voting members of presbytery.

M4.05 Each standing committee must submit a report at each presbytery meeting.

## **M5.0 MINISTRY CABINET**

M5.01 The Ministry Cabinet functions as leadership in the presbytery. Therefore, the Ministry Cabinet serves the church of Jesus Christ with passion and authority. Its passion is lived out through an inspiring vision for ministry. Its authority is witnessed through healthy decision making processes which are inclusive to the diversity in our presbytery. Ultimately, the Ministry Cabinet is directed by the Constitution of the Presbyterian Church (USA). The Ministry Cabinet will inspire commitment to the mission and ministry of Glacier Presbytery. The members of Ministry Cabinet are dedicated servants of Jesus Christ who are willing to listen to the people of the presbytery.

M5.02 The Ministry Cabinet is made up of ten members: one each from the Committee on Ministry, the Nominating Committee, Glacier Presbyterian Center Board, Presbyterian Women, and the Moderator of Presbytery, and the Past Moderator of Presbytery who will serve as moderator of the Ministry Cabinet. The moderators from the above-stated committees, GPC Board, and two at-large teaching or ruling elders shall be elected by the Presbytery in three classes, with no person serving as an elected member of the Ministry Cabinet for more than six consecutive years. In addition, two at-large advocates will be elected by presbytery; an advocate for mission and an advocate for leadership/education. Each advocate will serve as a member of the Ministry Cabinet. The advocates will be the contact person for the ministry cabinet, committees and congregations to facilitate the communication/coordination/promotion of mission or leadership/education opportunities. No advocate may serve for more than six consecutive years. If the advocate is an elder s/he will be a voting member of presbytery. A quorum for the Ministry Cabinet shall be a simple majority of the members.

M5.03 The stated clerk of the presbytery, the treasurer of the presbytery, and the executive/general presbyter shall be ex-officio members of the Ministry Cabinet, without vote. The stated clerk shall serve as secretary of the Ministry Cabinet.

M5.04 The Ministry Cabinet, with the exception of the two advocates unless the advocate is an ordained elder, shall constitute the board of trustees of the corporation of the presbytery, as provided in the *Book of Order* of the Presbyterian Church (U.S.A.), and shall perform the duties and functions established for the board of trustees in the articles of incorporation, according to the laws of the state of Montana. The Ministry Cabinet shall make recommendation to the presbytery concerning the disposition, sale,

or lease of all property held by the presbytery and its particular churches, according to the requirements of the *Book of Order* of the Presbyterian Church (U.S.A.).

- M5.05 The Ministry Cabinet may assign a task force to make recommendation to the presbytery concerning all overtures from the General Assembly and from the Synod of the Rocky Mountains. The Ministry Cabinet shall review and make recommendation to the presbytery on all overtures originating from the session of particular churches, or from persons within the presbytery. It may refer any overture from any source to any standing committee for study and consultation, prior to preparing its recommendation for presbytery action.
- M5.06 Ministry teams, task-forces, commissions or committees may be established by the Cabinet, to perform tasks consistent with the Presbytery's mission and program.
- M5.07 Ministry Cabinet Responsibilities:
- A. To consider and make recommendations to the presbytery regarding all requests for financial appeals, including current operations, capital campaign funds and other special projects.
  - B. To act upon requests from congregations for permission to take actions regarding real property as described in G-4.0206.
  - C. To prepare annually a budget for the ministry of the presbytery, and recommend that budget to the presbytery for adoption, together with requisite costs to be assessed each particular church based on the number of members most recently reported to the stated clerk of the General Assembly.
  - D. To insure a full financial review is completed annually in accordance with Form of Government of the *Book of Order* of the Presbyterian Church (U.S.A.) G-3.0113.
  - E. To set the date and prepare the docket for stated meetings of the presbytery, and cause that docket and related reports to be distributed to all members of the presbytery and interested persons at least seven days prior to the meeting.
  - F. To report to the presbytery at each stated meeting every action taken by the Ministry Cabinet since the last stated meeting.
  - G. To oversee the serving of the Sacraments by non-congregationally based teaching elders.
  - H. To establish, as needed, a process for calling executive staff.
  - I. To establish a personnel subcommittee of the Ministry Cabinet made up three individuals approved by presbytery which will exercise responsibility for the oversight of persons employed by the presbytery, including its officers, through the development

of appropriate personnel policies, position descriptions, criteria for satisfactory performance, regular review and evaluation of performance, and recommendation to the presbytery for requisite salary and allowances. The personnel subcommittee may recommend individuals for the offices of stated clerk and treasurer. The personnel subcommittee will timely announce the application and nomination process for Stated Clerk and Treasurer to all churches in the presbytery. The personnel subcommittee shall be elected in three classes to three year terms. No person may serve for more than six consecutive years.

J. To develop and to regularly review a manual of operations for the presbytery, which shall include the presbytery's policies, position descriptions, procedures all related documents. The manual of operations shall be adopted by the presbytery by majority vote.

#### **M6.0 THE COMMITTEE ON REPRESENTATION**

M6.01 The Committee On Representation (COR) shall consist of the same members who have been elected to serve on the Nominating Committee and will ensure that the provisions of the Form of Government (G-3.0103) are fully observed. The COR will meet at the same time as the Nominating Committee. The moderator of the Nominating Committee will also serve as the Moderator of the COR.

#### **M7.0 THE COMMITTEE ON MINISTRY (COM)**

M7.01 This committee shall consist of equal numbers of ruling elders and teaching elders with a membership of at least twelve. No member shall be elected for a term of more than three years, nor shall a member serve for more than six consecutive years. The committee shall be elected by presbytery. The moderator will be nominated by the Nominating Committee and elected by the presbytery on an annual basis. Its quorum shall be a simple majority of the members.

M7.02 The committee on ministry shall serve as pastor and counselor to teaching elders enrolled in the presbytery, commissioned ruling elders, and certified Christian educators; shall facilitate the relations between congregations, teaching elders, commissioned ruling elders, certified Christian educators and the presbytery; and shall settle difficulties in those relationships on behalf of the presbytery when possible and expedient. The specific responsibilities of the Committee on Ministry are those fully set forth in G-3.0307 of *Book of Order* of the Presbyterian Church (U.S.A.).

M7.03 The committee on ministry shall make preliminary examination of every teaching elder who seeks membership in the presbytery on the teaching elder's Christian faith and views in theology, the Sacraments, and the government of this church; and shall make recommendation to the presbytery on each applicant for ordination, who may be subject to the further examination of the presbytery prior to reception.

- M7.04 The committee on ministry shall have delegated authority between presbytery meetings to dissolve a pastoral relationship in cases where the congregation and the pastor concur.
- M7.05 The committee on ministry shall have the delegated authority between presbytery meetings to approve the call of ordained teaching elders and applications for membership in presbytery.
- M7.06 The committee on ministry shall be responsible for recommending to the presbytery a minimum effective salary for installed teaching elders, commissioned ruling elders and certified Christian educators of all churches.
- M7.07 The committee on ministry shall represent within the presbytery the interests of all persons who are members of the pension plan of the Presbyterian Church (U.S.A.), including active and retired clergy, church employees, spouses of clergy, and other beneficiaries. It shall have authority to disburse funds set aside by the presbytery for the particular needs of minister members, their spouses, and their dependents.
- M7.08 The committee on ministry shall investigate and recommend to the presbytery appropriate action in the case of all persons seeking to come under care of, or to be received by, the presbytery as inquirers or candidates for ordination as teaching elders and who have been referred to the presbytery by another governing body.
- M7.09 The committee on ministry shall have supervision of all inquirers or candidates for ordained service received by the presbytery, and under its care. It shall be responsible for the proper examination by the presbytery of candidates for ordination who have a call to an approved specific ministry, certifying to the presbytery that all provisions of the Form of Government of the Presbyterian Church (U.S.A.) pertaining to ordination and enrollment in the presbytery have been fully observed.
- M7.010 The committee on ministry shall select the person(s) who will be readers of examinations for candidates for ordination as requested by the General Assembly.

## **M8.0 THE NOMINATING COMMITTEE**

- M8.01 The nominating committee shall consist of six persons, broadly representative of the presbytery, no two of whom shall be related to the same congregation. The term of service shall be three years; there shall be three classes with a regular rotation of two persons in each class. No person may serve consecutive terms, full or partial, for more than six years. The committee is nominated by the Ministry Cabinet and elected by presbytery. One member of the nominating committee will be annually elected by the presbytery on nomination of the Ministry Cabinet to serve as moderator.

M8.02 The nominating committee shall nominate persons to fill all vacancies on the standing committees, advocate members of the Ministry Cabinet, personnel subcommittee of the Ministry Cabinet and the permanent judicial commission, unless otherwise specified in this manual of operations. The nominating committee shall also place in nomination the names of persons to serve as moderator of standing committees, COR members of standing committees, and those persons who shall serve as commissioners to the Synod of the Rocky Mountains and the General Assembly, and those who represent the presbytery with other organizations according to procedures set forth in the manual of operations for the presbytery.

#### **M9.0 ADVOCATE FOR MISSION**

M9.01 The Advocate for Mission will serve as a member of the Ministry Cabinet. The advocate will be the contact person for the ministry cabinet, committees and congregations to facilitate the communication/coordination/promotion of mission opportunities. No advocate may serve for more than six consecutive years.

M9.02 The Advocate for Mission will be a voting member of presbytery if s/he is an elder.

#### **M10.0 ADVOCATE FOR LEADERSHIP/EDUCATION**

M10.01 The Advocate for Leadership/Education will serve as a member of the Ministry Cabinet. The advocate will be the contact person for the ministry cabinet, committees and congregations to facilitate the communication/coordination/promotion of leadership and educational opportunities that foster the growth of faith, leadership abilities and historical knowledge of the PC(USA). No advocate may serve for more than six consecutive years.

M10.02 The Advocate for Leadership/Education will be a voting member of presbytery if s/he is an elder.

#### **M11.0 PERMANENT JUDICIAL COMMISSION**

M11.01 The permanent judicial commission shall consist of no fewer than seven persons; composed of ministers and elders in numbers as nearly equal as possible. The additional member may be either a teaching elder or ruling elder. No more than one of its elder members shall be elected from any one of the constituent churches of the presbytery. The commission is elected by Glacier Presbytery. A quorum shall be 2/3 of its members.

M11.02 It shall be the responsibility of the permanent judicial commission to consider and to reach a decision in all cases properly forwarded to it by the stated clerk of the

presbytery, according to the terms and the provisions of the Constitution of the Presbyterian Church (U.S.A.).

- M11.03 The permanent judicial commission shall report to the presbytery through the office of the stated clerk all decisions reached by the commission, such decisions being final in every case, subject to the review of an appeal by a judicial commission in another governing body.

## **M12.0 PRESBYTERIAN WOMEN**

- M12.01 The moderator of Presbyterian Women, if an active member of a PCUSA congregation in Glacier Presbytery, shall be a member of the Ministry Cabinet.
- M12.02 If the moderator of Presbyterian Women is an elder and an active member of a PCUSA congregation in Glacier Presbytery, she shall have voice and vote at presbytery meetings.

## **M13.0 GLACIER PRESBYTERIAN CENTER (GPC) BOARD**

- M13.01 The GPC Board shall consist of nine (9) to twelve (12) persons elected in equal classes of three (3) on a regular rotation. No person shall be elected for a term of more than three years, nor shall a member serve for consecutive terms, either full or partial, for more than six years. The moderator of the board shall be a voting member of the Ministry Cabinet.
- M13.02 The board shall act as overseers in areas of care for the improvement of the Glacier Presbyterian Center to include operating within an approved budget, program development, and promotion of the camp, in concert with the camp staff.
- M13.03 An operating budget will be presented to Ministry Cabinet for approval by the Presbytery of Glacier and will refer any major property decisions to the Ministry Cabinet, with recommendations and will see that budgetary funds are available before starting projects and/or improvements.
- M13.04 The executive director is under the supervision of the Ministry Cabinet through the GPC Board. The GPC Board will submit an evaluation of the camp director to the Personnel Committee no later than October 1 of each year.
- M13.05 GPC staff, other than the executive director, are under the supervision of the GPC Board through the executive director.

## **M14.0 INDEMNIFICATION**



- M14.01 Each person who acts as an officer, employee, or as a cabinet, board, commission, committee or task force member, or as a trustee of the corporation of the presbytery, or as a member of an administrative commission, or as a member of the permanent judicial commission, whether elected by the presbytery or appointed by an officer of the presbytery, shall be indemnified by the presbytery corporation for all sums which said person or persons may become obligated to pay, including fees of counsel, expense and court costs actually and necessarily incurred by said person or persons in connection with any action, suit, or proceeding in which said person or persons are made a party by reason of election or of appointment to any of the offices set forth above, except in relation to matters as to which said person or persons shall be adjudged in action, suit, or proceeding to be liable for bad faith or misconduct in the performance of duties as such officer, employee, member or trustee, in settlement of an action, suit, or proceeding based upon bad faith or misconduct in the performance of duties related to said election, employment, or appointment.
- M14.02 The right of indemnification provided herein shall be insured to each officer, employee, cabinet, board, commission, committee or task force member, or as a trustee of the corporation, or as a member of an administrative commission, or as a member of the permanent judicial commission, whether elected by the presbytery or appointed by an officer of the presbytery, notwithstanding that said person or persons may be such an officer, employee, member, or trustee at the time said person or persons shall become obligated to pay such sums, and whether or not the claim asserted against said person or persons is based on matters which antedate the adoption of this article.
- M14.03 In the event of the death of persons or persons subject to the rights of indemnification set forth herein; said rights of indemnification shall be insured to said person or person's heirs, assigns, or legal representatives.
- M14.04 Each person who shall act as an officer, employee, cabinet, board, commission, committee or task force member, or as a trustee of the corporation of the presbytery, or as a member of an administrative commission, or as a member of the permanent judicial commission, whether elected by the presbytery or appointed by an officer of the presbytery, shall be deemed to be doing so in reliance upon such right of indemnification; and such right shall not be deemed exclusive of any other right to which any person or persons may be entitled, under any by-law, standing rule, agreement, vote of representatives, or otherwise.
- M14.05 The Ministry Cabinet, acting as the trustees of the corporation of the presbytery at a meeting at which a majority of the quorum is unaffected by self-interest, notwithstanding that other members of the quorum present but not voting may be so affected, shall determine the propriety and the reasonableness of any indemnity claimed under this article, and such determination shall be final and conclusive. If, however, a majority of the quorum of the Ministry Cabinet which is unaffected by self-interest and willing to act is not obtainable, the Ministry Cabinet may appoint from among the members of the presbytery a committee of three persons who are not members of the

Ministry Cabinet to consider and determine any such question; and the determination of said special committee shall be final and conclusive.

### **M15.0 AMENDMENTS AND SUSPENSION**

M15.01 This manual of operations may be amended by a majority vote of the members of the presbytery present and voting at any stated meeting of the presbytery, providing that notice in writing has been included in the presbytery packet for that particular meeting.

M15.02 This manual of operations may be temporarily suspended at any stated meeting of the presbytery by a two-thirds vote of the members of the presbytery present and voting.

*Approved*

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*Revised and Approved*

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