



Presbyterian Church (USA)

MANUAL
Of
ADMINISTRATIVE PROCEDURES
and
OPERATIONS

Reflects October 2016 updates to the Bylaws and the adoption of an Investment Policy.

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PRESBYTERY OF YUKON ADMINISTRATIVE MANUAL

MEETINGS

STATED MEETINGS OF PRESBYTERY

1. The session of a local church issues an invitation to host a meeting of Presbytery. In general, stated meetings alternate between the Anchorage and Fairbanks areas every few years.
 - a. When a church hosts a stated meeting, it assumes the following responsibilities:
 - i. provides transportation, housing, and meals, as required for members and guests attending Presbytery and associated meetings.
 - ii. provides meeting space for presbytery and associated meetings and meals.
 - iii. to make available secretarial help and access to copier.
 - iv. To assist in worship services, with guidance from the Executive Presbyter, including preparation for sacrament of Lord's Supper, if observed.
 - v. If asked, to assist in recruiting a recording clerk to work with the Stated Clerk during the presbytery meeting.
6. Provide the presbytery office with the name(s), email address, and telephone number, of the person(s) appointed to coordinate the meeting and transportation/lodging logistics.

The Presbytery will pay the travel cost for members living within the bounds of the Presbytery to attend stated meetings. If delegates to stated meetings expect to receive their travel expenses, they are expected to attend all sessions of the meeting, unless specifically excused by the Presbytery. The Presbytery does not pay travel costs for attendance at special meetings.

Members of Presbytery are responsible for notifying the host church in advance of the meeting of their arrival time and need for transportation and housing. Members who fail to notify the host church must provide their own housing and transportation at their own expense.

ELECTRONIC MAIL MEETINGS

1. The moderator (of a particular entity) Moderator(s) or the stated clerk shall notify each member by electronic mail (if a person has regular, easy access to email), or by telephone, fax, text or U.S. mail of the proposed motion(s). The notification shall include the complete wording of the motion, pertinent information, and deadline for responding back to the moderator.
2. The Moderator(s) or stated clerk shall use discretion when relaying confidential information. Confidential information shall be sent via U.S. mail or text if a member does not have sole access to his/her own email account or if fax messages are accessible by anyone other than the member.
3. Quorum shall be one-half of the voting members, provided that two geographical areas are represented.
4. If a member objects to the matter being presented or decided or wants to discuss the matter in detail, a special meeting shall be called to discuss and act on the motion.

5. Voting:
 - a. A minimum of 3-days shall be permitted to complete voting.
 - b. Votes shall be submitted only to the moderator (and recording secretary, if applicable) so votes do not influence those who have not yet voted. Moderator(s) or the stated clerk shall maintain contact with those members without easy access to email.
6. Passage of a motion requires a unanimous vote, provided there is a quorum. If the number of members voting does not constitute a quorum, or if the votes on the motion are not unanimous, the motion shall be discussed at a special meeting.
7. Action taken by this process shall appear in the minutes of the next meeting.

JOB DESCRIPTIONS

MODERATOR

TERM OF OFFICE: One year, elected at Winter Stated Presbytery Meeting, customarily alternates between teaching elder and ruling elder, and the two geographical areas.

DUTIES AND RESPONSIBILITIES:

1. Carry out duties as stated in Bylaws of Presbytery.
2. Consult and work with Stated Clerk, Presbytery Executive, and Chair of the Presbytery Leadership Team for agenda of Presbytery meetings.
3. Moderate special meetings of Presbytery during term of office, or delegate task to moderator-elect or immediate past moderator of area where meeting is to be held.
4. Be familiar with *Robert's Rules of Order*; Form of Government; Bylaws of Presbytery; Manual of Administrative Procedures and Operations; Presbytery budget, and operation of the Presbytery.
5. Appoint special committees as needed including: Resolutions, Mileage, and caucus leaders.
6. Be informed about work of committees/commissions of Presbytery and be knowledgeable about sensitive issues which come to the floor of Presbytery. Maintain role of moderator and relinquish leadership if opinion is to be voiced.
7. The retiring moderator shall address the Presbytery, noting the general condition of the churches and Presbytery, mentioning any special achievements and any unmet needs.
8. The retiring moderator shall install the new moderator.
9. Be prepared to lead those ordinances of the church which fall to the moderator to lead, such as examination of candidates, ordinations, installations and recognition of retiring pastors, etc.
10. Shall be a member of Presbytery for the term of office, travel expenses paid to regular meetings of Presbytery and the Presbytery Leadership Team.

MODERATOR-ELECT

TERM OF OFFICE: One year, elected at Winter Stated Presbytery Meeting – ordinarily from a geographic area other than the moderator, and alternating between teaching elder and ruling elder.

DUTIES AND RESPONSIBILITIES:

1. Assume moderator's duties as requested.
2. Be familiar with Bylaws of Presbytery, *Robert's Rules of Order*, Form of Government, and the Manual of Administrative Procedures and Operations.
3. Attend Presbytery Leadership Team and Stated Meetings of Presbytery during term at Presbytery expense.
4. Be sensitive to issues of controversial nature and help seek ways of resolving them.
5. Assume committee assignments and responsibilities as requested.

CO-CHAIRS OF PRESBYTERY LEADERSHIP TEAM

TERM OF OFFICE: Three years, elected at Winter Stated Presbytery Meeting. Not eligible for re-election.

DUTIES AND RESPONSIBILITIES:

1. Carry out duties as stated in the Bylaws of Presbytery.
2. Consult and work with Stated Clerk and Presbytery Executive for agendas and scheduling of Leadership Team meetings.
3. Be familiar with *Robert's Rules of Order*, Form of Government, Bylaws of Presbytery, Manual of Administrative Procedures and Operations, Presbytery budget, and operation of the Presbytery.
4. Preside at stated and special meetings of the Leadership Team.
5. Nominate Personnel Committee members in consultation with the Executive Presbyter for approval by the Leadership Team.
6. Nominate a moderator for the Stewardship Committee in consultation with the Executive Presbyter.
7. Shall be a member of Presbytery and the Leadership Team for the term of office; travel expenses paid to regular meetings of Presbytery and the Leadership Team.

STATED CLERK

TERM OF OFFICE: Three years, elected at Winter Stated Presbytery Meeting. (no limit on terms.)

DUTIES AND RESPONSIBILITIES:

1. Serve as secretary to Presbytery and the Presbytery Corporation.
2. Carry out duties as stated in the Bylaws of Presbytery. Is an ex-officio member without vote on the Ministry Commission

3. Report all communications to the Presbytery Leadership Team and Presbytery.
4. Attend and participate in training sessions of Synod and General Assembly. Transportation paid to annual Stated Clerk's training meeting.
5. Maintain all reports and records of the Presbytery in order. Submit all reports prior to deadlines. Assist the Historian in preserving material of historical interest.
6. Moderate mileage committee.
7. Shall arrange for and instruct a committee to review session records.
8. Prepare and distribute copies of minutes of each meeting for members of the Leadership Team and Presbytery within 30 days of the meeting
9. Consult with Moderator, Presbytery Executive, Chair of the Leadership Team, and committee moderators in preparation of agenda for Presbytery and Leadership Team meetings.
10. Issue calls for meetings in accord with the Bylaws of Presbytery. Be alert to reports of a controversial nature in the scheduling of the agenda.
11. Notify persons of their election within 7 days of their election.
12. Maintain roster of addresses and phone numbers. Make annual report of roster of Permanent Judicial Commission.
13. Be a resource person in matters of membership, constitution, and procedures. Maintain role of clerk and relinquish clerk's role if opinion is to be voiced.
14. File reports as required by the State of Alaska, by Synod and General Assembly. Serve as the registered agent of the Corporation for the State of Alaska.
15. Paid a stipend by Presbytery.

TREASURER

TERM OF OFFICE: Three years, elected at Winter Stated Meeting (no limit on terms).

1. Serves as treasurer for Mission and operational funds of Presbytery.
1. Attends meetings of the Presbytery and Leadership Team. The Treasurer is a voting member of Presbytery and a non-voting member of the Leadership Team.
2. Serves as a member of the Stewardship Committee and treasurer of the Corporation, in accordance with the Bylaws of Presbytery.

FINANCIAL SECRETARY

DUTIES AND RESPONSIBILITIES:

1. Assume duties with special skills and abilities in accounting procedures as used by the Presbytery.
2. Attend Stated Meetings of Presbytery and Leadership Team as required. Maintain and present reports to Presbytery and Leadership Team at each Stated Meeting and provide monthly reports to the Leadership

Team to include a summary page of total income and expenses in all operating funds and a detailed printout of line items budget with current period and year-to-date income and expenses, and budgeted funds remaining.

3. Make available all records to assist the auditor in reviewing records.
4. Serve as resource person to the Stewardship Committee.
5. Is authorized to make expenditures within the budgets of Presbytery.
6. Shall pay committee expenses upon receipt of vouchers signed by the moderators of the committees/commissions, the Stated Clerk or the Executive Presbyter.
7. Shall follow guidelines for Financial Records and Operations.
8. Is paid in accordance with current practice.

FINANCIAL RECORDS AND OPERATIONS GUIDELINES

1. Annual reports should consist of:

- Capital Assets
 - a. Itemized list of loans to each church with terms and status of repayment.
 - b. Itemized list of all available funds in checking and/or savings accounts, CD's, etc.
- Operating Funds
 - a. Income and expenditures in budgeted and special per capita funds.
 - b. Accounts receivable from per capita apportionment to member churches.
 - c. Income and expenditures in budget and special mission funds.
 - d. Pledges from member churches and identification of sources for mission income.

2. Bank accounts for Presbytery funds

- a. Account(s) for all capital and real property funds are under the jurisdiction of the Corporate Trustees.
- b. Account(s) for operating funds are under the jurisdiction of the finance committee.
- c. Deposits within any one bank are to be limited to \$100,000. New operating accounts may be opened by any two of the following: Moderator of the Presbytery, Stated Clerk, Treasurer.
- d. Four authorized signatories, including the treasurer, two Presbytery Leadership Team members and Stated Clerk on checking accounts; two signatures required on each check over \$5,000.

3. The financial records for operating funds shall be closed in early January each year to allow churches to send year-end payments after the first of the next year.

4. Funds received after the books are closed will be reported as next year's funds.

5. The following mission accounts will be considered continuing accounts and funds not expended will be carried over into the following year.

- a. Leadership Development
- b. Youth Convocation
- c. New Church Development
- d. Mission Moving up to limit established by Presbytery
- e. Candidating up to limit established by Presbytery
- f. Furlough & emergency travel up to limit established by Presbytery
- g. Disciplinary Fund

PRESBYTERY LEADERSHIP TEAM

The Presbytery Leadership Team serves as a program coordinating body of Yukon Presbytery. All actions are subject to review by Presbytery.

DUTIES AND RESPONSIBILITIES:

1. To assist in the preparation of agenda for Stated Meetings of Presbytery.
2. Provide for regular review of the functional relationship between presbytery's structure and its mission.
3. To coordinate and direct the work of committees, sharing resources and planning; making recommendations for growth and mission strategy; and engage in long range planning.
4. To receive reports from representatives to Synod committees.
5. To recommend budgets for the operation of Presbytery and for the mission causes of Presbytery.
6. To fill vacancies of officers and committee moderators until the next Stated Meeting of Presbytery.
7. To recommend responses to Presbytery on requests from Synod and General Assembly.
8. To appoint a Personnel Committee for Presbytery staff.
9. To assist the Stated Clerk in recommendations on overtures as presented to change the Constitution.
10. Presbytery Leadership Team subcommittees shall include Stewardship, Property, and Personnel.
11. The Leadership Team may establish committees and task forces as needed to carry out tasks. Other responsibilities may be assigned by Presbytery.
12. The Leadership Team shall serve as the Board of Trustees, delegating the responsibilities of overseeing presbytery property to its Property Committee.

MEETINGS:

The Leadership Team shall meet face-to-face just prior to each stated meeting of Presbytery and at least one other time, at a time and place designated by the Chair of the Leadership Team.

AREA REPRESENTATION ON THE LEADERSHIP TEAM

Each region of Presbytery, Native Ministries and the Road System, shall have representation on the Leadership Team, two ruling elders from the Native Ministries region; one being the region moderator plus other person and a ruling elder representative from the road system.

TERM OF OFFICE:

1. Native Ministries: The region's moderator shall be elected by the regional membership at its fall meeting to a one-year term. The other Native Ministries elder representative shall be elected in the fall by the regional membership to a three-year term.
2. Road System: The region's representative shall be elected by the regional membership at its February meeting to a three-year term.

DUTIES AND RESPONSIBILITIES:

1. To represent concerns of the area churches to the Leadership Team and Presbytery.
2. To be a resource for area churches, answering questions about Presbytery or assisting in program needs.
3. Assist nominating committee with suggestions of people who can assume leadership positions.
4. Attend all Leadership Team meetings and the stated meetings of the Presbytery. Travel expenses are allowed for these meetings.
5. Serve as a member of the Leadership Team and Presbytery with a vote.

COMMITTEES OF THE PRESBYTERY LEADERSHIP TEAM PERSONNEL COMMITTEE

RESPONSIBILITIES: Maintain Presbytery Personnel Manual, prepare and follow process for review and evaluation of staff and propose annual staff compensation to the Leadership Team. Reviews shall be shared with staff. A summary of the annual reviews will be presented to the Leadership Team annually.

MEMBERSHIP: The committee shall be at least four persons nominated by the Chair of the Leadership Team in consultation with the Executive Presbyter and subject to approval by the Leadership Team.

STEWARDSHIP COMMITTEE

RESPONSIBILITIES: The Stewardship Committee is a committee of the Leadership Team charged with the development of operating budgets and presenting them to the Presbytery on behalf of the Leadership Team.

The Committee shall review church building proposals and requests for authorization to borrow money or encumber property, requiring a title search and appraisal, and make recommendations to Presbytery for final action.

It shall have oversight of all fiscal matters of Presbytery not assigned to the Property Committee and is accountable to the Leadership Team.

The Stewardship Committee is charged with the responsibility to serve as communicator of the general mission of the Presbytery, Synod and General Assembly in order to encourage the churches of the Presbytery in their commitment and financial support for these missions. This communication includes conveying

information to the congregations of the Presbytery, and general public relations for the community at large. The Committee shall be knowledgeable about the various resources for stewardship, mission programs and special offerings such as the One Great Hour of Sharing.

BUDGET DEVELOPMENT

The following is the suggested guideline for the submission of aid requests to the Budget and Finance Committee.

- April: ~~Applications for the following budget year to go to aid receiving churches and mission causes, and to anticipated causes hoping to be funded for the first time.~~
- August: ~~All aid applications for the following year are to be sent to the Presbytery office.~~
- September: The Budget and Finance Committee of the Leadership Team will meet and establish the estimates for the following year's needs and assign the applications, including new projects, to the appropriate committees of Presbytery for review.
- October: The Budget and Finance Committee will review recommendations for new projects, and prepare budgets for the following year and projected budgets for the second year to present to the Leadership Team. After the Leadership Team's review, the Budget and Finance Committee will present the budgets to the fall Presbytery for approval of the next year's budgets.

DUTIES OF THE STEWARDSHIP COMMITTEE MODERATOR:

1. Initiate programs to provide information about mission work of the Presbytery, Synod and General Assembly, including itineration of staff persons. Obtain resource material and promote its use to local congregations.
2. Develop a plan for regular newsletters and work with Synod in mass media programs.
3. Interpret mission of Presbytery through publications.
4. The Moderator is a member of the Presbytery and the Leadership Team with vote.

DUTIES OF COMMITTEE MEMBERS:

1. Work with churches in area as an information resource for mission projects.
3. Encourage area churches in financial and personal support of mission projects of Presbytery, Synod and General Assembly.
4. The committee shall implement, administer and report on the progress of any Funds Development Plan.

INVESTMENT COMMITTEE

RESPONSIBILITIES

The committee will serve as the point of contact with presbytery's investment firm and the decision-making body for presbytery investments. The committee will perform its duties in accordance with the Presbytery of Yukon's Investment Policy.

PROPERTY COMMITTEE

RESPONSIBILITIES:

1. Maintain a list of all real property holdings within the Presbytery of Yukon including both those administered by the Presbytery and the individual churches. The actual location of each parcel of real property should also be specified.
2. The committee shall receive, hold, encumber, manage, and transfer property, real or personal, for the Presbytery.
3. The committee shall have responsibility to accept and execute deeds of title to such property.
4. The committee shall hold and defend title to such property.
5. The committee is to provide a written report annually to the Spring Stated Meeting of Presbytery.
6. All actions are subject to the authority of the Presbytery under the provisions of the Constitution of the Presbyterian Church (USA).

PROPERTIES:

1. The Presbytery holds title to former Board of National Missions churches and manses. When manses owned by the Presbytery are not being used to provide housing for a minister or a lay pastor, they may be rented temporarily. Rental terms must be approved by the Property Committee.
2. The Presbytery had a lease with the Federal Government for the use of the land on Harding Lake where Bingle Memorial Camp is located. In 1985, the Presbytery received title to the property.

SPECIAL FUNDS AND PROGRAMS:

1. **HILLCREST REVOLVING LOAN FUND:** The proceeds of the sale of the former Hillcrest Church (originally \$250,000) are held as a revolving loan fund for use by churches in Presbytery for building projects. Loans to churches are made at an annual rate of prime minus 2%. The interest received is added to the fund. Repayment terms are flexible, with the intention of allowing churches to pay off Synod or commercial loans first. However, repayment of the Presbytery loan is requested within ten years in order to make money available to other churches.
2. **PROPERTY MAINTENANCE AND INSURANCE ACCOUNT:** When the General Assembly transferred the title to certain churches and manses formerly owned by the Board of National Missions to the Presbytery, endowment money held by the Board of National Missions for the upkeep of property was also given to the Presbytery. By action of Presbytery, the income is used for maintenance and insurance of mission properties.
3. **INSURANCE PROGRAM:** The Trustees participate in the Insurance Board Program. All churches are eligible to purchase their insurance through this program. Other properties or ministries may be eligible to participate. Churches needing mission support from the Presbytery are expected to pay one-half of the premium for their insurance.

GUIDELINES FOR COMMITTEE MODERATORS

1. Each moderator shall convene meetings at least two times each year. Mail, telephone or video conferencing, fax, email or similar technology may be used when it is not possible to meet together.
2. Each moderator is to prepare and present written reports to Presbytery and the Leadership Team.
3. Each moderator is expected to prepare requests for budget needs of their committee prior to the fall Leadership Team meeting, keep expenditures within budget and submit vouchers to Presbytery Treasurer, through the Presbytery office.
4. Each moderator is to report to the Nominating Committee, resignations and members who fail to attend meetings for one year.
5. In the absence of the moderator, a temporary moderator may be elected by a simple majority vote of the committee.
6. Each moderator is to designate subcommittees or task forces as needed, and follow up on assignments.
7. Each moderator is to keep accurate files and records, passing them along to the next Moderator.
8. Recommendations made to Presbytery shall be submitted in writing and should be presented to the Leadership Team before presentation to Presbytery.
9. All committees should turn in goals and plans for the coming year by September. This allows for proper budgeting, and gives the consulting committees a chance to meet before the New Year to consider how planned goals and programs would best serve their constituents, and to offer other, new suggestions.

PERMANENT COMMITTEES/COMMISSIONS

MINISTRY COMMISSION

The Commission shall be guided in its work by Presbytery's Bylaws, the Preparation for Ministry and Committee on Ministry Advisory manuals currently being used by the General Assembly

MINISTRY RESPONSIBILITIES

1. The Commission will perform required duties including record keeping and process steps for Presbytery in matters relating to records, vacant churches, calls, salary changes, necrology, pensions and the examination of new members of Presbytery.
2. The Commission shall have the care and oversight of, Commissioned Ruling Elders, temporary supplies, teaching elders without pastorates, and military chaplains residing within the bounds of Presbytery.
3. Liaison to the Board of Pensions.
4. The Commission shall submit reports on vacant churches at each Stated Meeting of Presbytery. It shall make recommendations concerning minimum terms of call.

5. In order to strengthen relationship between the Presbytery and the churches, the Commission shall endeavor to have one teaching elder and one ruling elder visit the session of each church at least once every three years. The Committee shall review the condition of the manse if there is one.
6. The basic policy of the Commission is to deal with issues which come before it by balancing concerns for the ministers with the needs and expectations of the churches. The Committee will be open and sensitive to potential and current problems and tensions with the churches.

PREPARATION FOR MINISTRY RESPONSIBILITIES

7. The Commission is responsible for the care and oversight of inquirers and candidates for the professional ministry, as they proceed through the required steps toward ordination. The Committee shall guide candidates through their preparation and examination for ordination.
8. Whenever a member of a church expresses interest in becoming a teaching elder, the pastor should contact the Moderator of the Committee. This should be done before any actual or implied commitments are made by the potential candidate or the session of the church.
9. The Commission shall have oversight of the Leadership Development Loan Fund.

LEADERSHIP DEVELOPMENT LOAN FUND

STATEMENT OF PURPOSE: The Leadership Development Fund of the Presbytery of Yukon is set aside for the purpose of supporting candidates for Christian vocation and of Commissioned Ruling Elders in their educational and theological training.

GUIDELINES: The fund is primarily to be used to help with tuition, books, and living expenses while attending an appropriate school, conferences or workshops. Secondly, it can be used to provide airfare to and from seminary or training events, to enable candidates to intern in Alaska with a view toward their return to Alaska upon completion of their study, and for such special uses as the Committee on Preparation for Ministry and/or Committee on Ministry of Presbytery might deem appropriate to the candidate's and Commissioned Ruling Elder's educational and theological development. It is specifically not to be used for gifts, in-service or continuing education for teaching elders or for the training of lay people.

APPLICATION:

Apply in writing, stating the following:

- Church experience, statement of faith and personal religious experience
- References
- Education
- Family- include educational needs of spouse and children
- Abilities, job experience and scholarships to aid in education such as: Basic Opportunity Grants, other school or work scholarships
- Estimate of financial need

A GUIDE FOR DECISION MAKING:

- Financial need
- Commitment for service
- Maturity
- Money available in fund to fulfill scholarship
- Cost schedule from applicant on school expense, housing and personal needs.
- Consultation with financial aid officer of educational institution for aid in preparing budget

Maximum use of all scholarships, secular grants, government loans, etc.
Family involvement and needs in education process

DISTRIBUTION OF FUNDS:

The Leadership Development Fund distributions shall be done only by authorization of the Committee on Preparation for Ministry of the Presbytery. The Executive Presbyter shall be the processor of such funds and shall keep appropriate records of their use. No funds shall be authorized by the Executive until proper authorization is received by the committee, through its moderator, if the full committee is not available for timely consultation. A written accounting of the use of the funds shall be provided the Committee by the Executive Presbyter prior to each regular meeting of the Presbytery.

REPAYMENT OF FUNDS:

All funds shall be considered a loan, which will be canceled at the conclusion of education in the amount of 1/5 of total for each year of actual employment in a church vocation. Otherwise, repayment shall be made to Presbytery in a period not to exceed ten years.

MINISTRY COMMISSION OPERATIONS:

To complete its tasks, the Ministry Commission shall meet a minimum of two times between Presbytery meetings and additional meetings shall be called as circumstances direct.

ACCOUNTABILITY: The Ministry Commission is responsible directly to Presbytery, and responsible to Synod and General Assembly for those record keeping and process steps required by the Constitution.

COMMITTEE ON NOMINATIONS

RESPONSIBILITIES:

1. The Nominating Committee is charged with the responsibility to present nominees to Presbytery for all elective and appointive positions of Presbytery. Moderators for committees shall be either teaching or ruling elders.
2. The Committee is to aggressively seek names of persons for the vacant positions in fairness to adequate representation from all churches, teaching elders, laity and ethnic groups.
3. The Committee shall consult with and receive the report of the Committee on Representation two weeks before a stated or called meeting of Presbytery.

DUTIES OF THE COMMITTEE MODERATOR:

1. Maintain a skill bank of persons with special gifts and abilities.
2. Work with the Stated Clerk in maintaining rotation system for General Assembly and Synod Commissioners and Young Adult Advisory delegates. Seek nominees for both Synod and General Assembly from the churches in rotation order and confirm willingness to serve if elected.
3. Work with committee in seeking nominees for offices and confirming willingness to serve if elected. Area representatives may be assigned to find nominees for their area. Obtain addresses, phone numbers and, if available, e-mail addresses to assist the Stated Clerk.

DUTIES OF COMMITTEE MEMBERS:

1. Be familiar with duties of all offices of Presbytery, Manual of Administrative Procedures and Operations and the Standing Rules

2. Seek to know people in Presbytery for leadership skills and abilities. Contact for willingness to serve if elected and assist with addresses and telephone numbers.

COMMITTEE ON REPRESENTATION

CHARGE: (Book of Order, G-3.0103)

RESPONSIBILITIES:

1. The Committee on Representation shall be responsible to advise Presbytery with respect to the membership of committees, boards and other units in implementing the principle of participation and inclusiveness to ensure fair and effective representation in the decision-making of the church.
2. To implement the church's commitment to inclusiveness with the membership by correcting patterns of discrimination on the basis of race, sex, age or disability.
3. In this process, consideration shall be given for gifts and requirements for ministry in particular tasks and offices and the right of people to elect their officers.
4. The committee shall report to the Nominating Committee two weeks before a stated or called meeting of Presbytery.

DUTIES OF THE COMMITTEE MODERATOR:

1. Be knowledgeable about positions to be filled by the Nominating Committee.
2. Receive information from Nominating Committee of nominees; distribute this to committee members. Review nominations for inclusiveness.
3. Be alert to persons possessing special skills or leadership abilities and relay information to Nominating Committee.

DUTIES OF COMMITTEE MEMBERS:

1. Review slate of nominees for inclusiveness.
2. Be informed about Presbytery offices, upcoming vacancies, job descriptions, the bylaws, Manual of Administrative Procedures and Operations and the Standing Rules.

ACCOUNTABILITY:

Reviews performance of Presbytery, reporting to Presbytery annually.

PERMANENT JUDICIAL COMMISSION

The Commission for Presbytery shall consist of seven members, elected in three classes, to serve a term of six years. The commission shall be composed of teaching elders and ruling elders in numbers as nearly equal as possible. Members are not eligible for reelection until four years have elapsed between terms. Only one ruling elder from a particular congregation shall serve on the Commission. Duties and responsibilities are outlined in the Rules of Discipline.

NATIVE MINISTRIES

The Native Ministries region as a whole, has assumed the duties and responsibilities of the former the Native American Consulting Committee. The region includes all of the PCUSA churches on the North Slope and St. Lawrence Island, as well as Anchor Presbyterian Church.

RESPONSIBILITIES:

1. Native Ministries has the responsibility of assisting the Presbytery in understanding issues relating to Native Americans and Alaskan Natives.
2. Native Ministries may be responsible for grants and their use within the goals and objectives of the grant and Presbytery goals.
3. Native Ministries may be asked to address concerns, plan programs or workshops for congregations with a high percentage of Native American members, or in congregations with an interest in Native American perspectives. The consulting committees will be asked to be involved in cross-cultural education events.
4. The moderator is a member of the Presbytery and Presbytery Leadership Team with vote.

OPERATIONS:

1. Native Ministries may conduct Presbytery-wide workshops, programs or informational mailings to inform presbytery members about specific issues.
2. Native Ministries should receive program goals from all other presbytery committees by Fall Presbytery. It should be ready to respond to all other committees of presbytery regarding their programs and goals before the new year begins, offering input that would make goals and programs more successful in churches with a majority of Native American members.
3. Native Ministries may bring social concerns issues directly to the presbytery for action. When possible, the Committee should collaborate with the Leadership Team to assure that any cross-cultural questions may be addressed when these concerns are presented to presbytery.

COMMISSIONERS TO SYNOD

One teaching and one ruling elder commissioner shall be elected to two-year alternating terms at the Fall Stated Presbytery Meeting. For teaching elders, terms expire at the end of even numbered calendar years; ruling elders terms expire at the end of odd numbered calendar years. In accordance with Synod bylaws, commissioners must be active members of their executive bodies, i.e., Leadership Team, either as a voting member or in an unofficial capacity.

Synod commissioners shall report at the stated meeting of Presbytery, following the Synod meeting he/she attended. A commissioner that fails to attend two consecutive stated meetings of the Synod shall be considered to have resigned his/her position.

COMMISSIONERS AND YOUNG ADULT ADVISORY DELEGATE TO GENERAL ASSEMBLY

One teaching elder commissioner, one ruling elder commissioner and one Young Adult Advisory Delegate (YAAD) shall be elected at the Fall Stated Meeting of Presbytery, in accordance with provisions detailed in the Standing Rules. Terms expire prior to the beginning of the succeeding assembly they attended. An alternate teaching elder, ruling elder commissioners and a YAAD should be elected

General Assembly commissioners and YAAD's shall report at the Fall Stated Presbytery Meeting.

OTHER PRESBYTERY OFFICES

RECORDING CLERK

Prior to each Stated Meeting, the Stated Clerk or host church may recruit a person to assist the Presbytery Stated Clerk in taking minutes during the Presbytery meeting. The Recording Clerk shall provide for the Stated Clerk notes from the meeting

AUDITOR

The Stewardship Committee shall appoint an auditor or financial review committee, who will at the close of the calendar year, review the records of the Treasurer of the Presbytery and the Corporation records to verify their accuracy and adequacy. A report shall be made annually by the Fall Stated Meeting of Presbytery.

PRESBYTERY HISTORIAN

The Historian shall be appointed by Leadership Team to an indefinite term but is not a member of the Leadership Team or Presbytery. Articles and special items of historical information from churches in the Presbytery should be forwarded to the Historian for the Presbytery History. The Historian shall maintain the collection of these items and shall make them available for reference or research by members of Presbytery. Old session books and special items should be forwarded to the Presbyterian Historical Society.

ADMINISTRATIVE MANUAL REVIEW

This manual shall be reviewed, edited and updated at least triennially by a committee appointed by Leadership Team.