

2017 Presbytery of Riverside Structure Brief Summaries

Updated Sept 2018

Note: Full descriptions of each group and their functions are found in that group's Charter document, each of which are part of the Manual of Administrative Operations.

Presbytery Assembly: The Presbytery Assembly is the name for meetings of the full Presbytery at which ecclesiastical and corporate business is conducted. Comprised and meets with all its authority and powers as detailed in the *Book of Order* G-3.03. The Bylaws state there shall be a minimum of two stated meetings per year. The vision is to eventually have three meetings per year, two of which will include a special guest speaker providing education and training of interest and supportive of the Presbytery's mission and ministry, and one of which will focus on building relationships within the Presbytery.

Presbytery Commission: The Presbytery Commission (PC) is an administrative commission of the Presbytery, with delegated powers through which it may act with the full authority of the Presbytery, particularly between meetings of the Presbytery Assembly. All actions taken in behalf of the Presbytery shall be reported to and are subject to review by the next Assembly meeting. In addition, the PC is particularly responsible to provide nominees to the Assembly for service on the Committee on Nominations and on the New Worshiping Communities Administrative Commission, and to receive and review an annual budget for recommendation to the Assembly.

Healthy Pastors and Congregations Commission: The Healthy Pastors and Congregations Commission (HPCC) is a name which makes explicit its purpose in its name. It will be an administrative commission of the Presbytery, with delegated powers through which it may act with the full authority of the Presbytery, particularly between meetings of the Presbytery Assembly. All actions taken in behalf of the Presbytery shall be reported to and are subject to review by the next Assembly meeting. In addition, the HPCC is particularly responsible to oversee the **Sexual Misconduct Response Team (SMRT)** and policy, and nominate the SMRT chair and team members. And the HPCC will partner with the Partners In Ministry Committee to deploy **Holy Conversations Teams** of three to meet every two years with congregational pastors and sessions about their ministries and resource needs, praying with and for them in their mission and ministry.

Commission on Preparation for Ministry: The Commission on Preparation for Ministry (CPM) is an administrative commission of the Presbytery, with delegated powers through which it may act with the full authority of the Presbytery, particularly between meetings of the Presbytery Assembly. All actions taken in behalf of the Presbytery shall be reported to and are subject to review by the next Assembly meeting. The CPM is particularly responsible to oversee the Teaching Elder ordination process. In addition, the CPM is responsible to oversee the Commissioned Local Pastor/Commissioned Local Chaplain Policy and process.

Permanent Judicial Commission: Nominated by Committee on Nominations, elected by Presbytery of Riverside Assembly, and serves as detailed in the *Book of Order's* Rules of Discipline. There are seven (7) members, with the Leader for Mission and Vision/Stated Clerk providing ex officio staff support.

Committee on Representation: Five (5) members. The Leader for Mission and Vision/Stated Clerk provides ex officio staff support as needed. Chair serves on Presbytery Commission.

As described in the *Book of Order* G-3.0103 Participation and Representation, promotes and reviews the Presbytery's implementation of the church's commitment to inclusiveness and representation.

Committee on Nominations: Nominated by the Presbytery Commission and elected by the Presbytery of Riverside Assembly. Six (6) members. Leader for Mission and Vision/Stated Clerk provides ex officio staff support as needed. Chair serves on Presbytery Commission.

With attention to representation by Teaching Elder and Ruling Elder, male and female, racial/ethnic, and age diversity, nominates for election the Presbytery of Riverside Assembly Moderator and Vice Moderator, the Presbytery Commission Moderator, the members of all commissions, committees and teams except the Committee on Nominations and those who are nominated by other entities such as those nominated by the Healthy Pastors and Congregations Commission.

Property, Finance, Investment and Funds Development Committee: The Property, Finance, Investment and Funds Development Committee (PFIFD) has a name which fairly well describes purpose. The PFIFD also particularly serves as the Board of Trustees of the Presbytery. In addition, the PFIFD is particularly responsible for ensuring the development of the annual budget for recommendation to the Assembly, providing oversight of monthly expenditures, ensuring wise investment strategies for Presbytery funds, generating new funds development strategies and fund-raising endeavors to benefit the Presbytery, making recommendations to Presbytery with regards to loans and leasing of real property, and providing appropriate oversight of Presbytery-owned real properties.

Partners in Ministry Committee: The Partners in Ministry Committee (PIM) is particularly responsible to partner with congregations and pastors through educational and funds resources in support of their local mission and ministry. In addition, the PIM is responsible to interpret and provide opportunities for congregations and pastors to access the resources of the wider Presbyterian Church (U.S.A.). And the PIM will partner with the Healthy Pastors and Congregations Commission to deploy **Holy Conversations Teams** of three to meet every two years with congregational pastors and sessions about their ministries and resource needs, praying with and for them in their mission and ministry.

Sexual Misconduct Response Team and Initial Response Group and Policy: This team provides information and workshops on Misconduct Prevention, as well as responding to allegations of sexual misconduct. The Initial Response Group will receive and evaluate initial reports of sexual misconduct and coordinate a Presbytery response.

Personnel Committee: Six (6) members and, as ex officio, the Leader for Mission and Vision/Stated Clerk in the role of Head of Staff. Chair serves on Presbytery Commission. Oversees, provides support to, and annually provides for the evaluation all Presbytery staff. Apart from its evaluation process, makes compensation recommendations for all Presbytery staff. Directly supervises the Presbytery's Head of Staff.

Presbytery Meeting Planning Team: The Presbytery Meeting Planning Team is particularly responsible for making recommendations to the Presbytery Commission about the logistics of Presbytery Assembly meetings, and providing preparation assistance to the Presbytery Leader for Mission and Vision/Stated Clerk. In addition, the Presbytery Meeting Planning Team makes recommendations to the Assembly through the Presbytery Commission for reviewing and acting upon General Assembly overtures.

Presbyterian Women: Moderator serves on Presbytery Commission. Reports, as needed, to Presbytery Commission and to Presbytery of Riverside Assembly on events, activities, concerns, etc.

Records Review and Assistance Team: The Records Review and Assistance Team is a volunteer team recruited by the Leader for Mission and Vision/Stated Clerk to assist in fulfilling the Stated Clerk's *Book of Order* mandated General Administrative Reviews of member congregations as well as reviews of minutes of the various Presbytery commissions, committees and teams. The General Administrative Review generally consists of a review of registers, minutes, any required policies and manuals, and changes to incorporation documents of the congregations within the Presbytery. The Team may also provide training for a congregation's Clerk of Session.

New Worshiping Communities Administrative Commission:

Nominated by Committee on Nominations, elected by and reports directly to the Presbytery of Riverside Assembly, with its authority and powers delegated to it by the Presbytery of Riverside Assembly. This commission was first established in 2014. Its current authority and powers are detailed within the Charter document. Six (6) members. Leader for Mission and Vision/Stated Clerk provides ex officio staff support as needed.

General Assembly Commissioners and Young Adult Advisory Delegates: Three persons nominated by the Committee on Nominations, and elected by and reports directly to the Presbytery of Riverside Assembly.

Synod Commission and Assembly Commissioners: Four (4) nominated by the Committee on Nominations, and elected by and reports directly to the Presbytery of Riverside Assembly.

GLOSSARY OF TERMS:

Committees and Commissions: *Book of Order G-3.0109:*

Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church, and may create such structures jointly with other councils, in consultation with the next higher council. In appointing such committees and commissions councils shall be mindful of the principles of unity in diversity consistent with the provisions of this Constitution (F-1.0403, G-3.0103). A committee shall study and recommend action or carry out decisions already made by a council. It shall make a full report to the council that created it, and its recommendations shall require action by that body. Committees of councils higher than the session shall consist of both teaching elders and members of congregations, with at least one half being members of congregations.

A commission is empowered to consider and conclude matters referred to it by a council. The designating council shall state specifically the scope of the commission's powers and any restrictions on those powers.

Commissions (Administrative): *Book of Order G-3.0109b:*

Administrative commissions are designated to consider and conclude matters not involving ecclesiastical judicial process, except that in the discharge of their assigned responsibilities they may discover and report to the designating council matters that may require judicial action by the council.

Functions that may be entrusted to administrative commissions include, but are not limited to:

- (2) (by presbyteries) ordaining and installing teaching elders;
- (3) (by presbyteries) examining and receiving into membership teaching elders seeking admission to presbytery, including approval of terms of call and commissions for ordination and installation; and receiving candidates under care;
- (4) (by presbyteries) developing immigrant fellowships, organizing new congregations, merging congregations, or forming union or federated congregations (G-5.05);
- (5) (by presbyteries, synods, and the General Assembly) visiting particular councils, congregations, or agencies over which they have immediate jurisdiction reported to be affected with disorder, and inquiring into and settling the difficulties therein, except that no commission of a presbytery shall be empowered to dissolve a pastoral relationship with the specific authorization by the designating body (G-2.0901);
- (6) (by all councils) making pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401 c) when jurisdiction in a judicial proceeding against such persons has ended due to death or renunciation of the accused; such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the designating council.

A commission of presbytery, synod, or General Assembly shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to

accomplish their work. A quorum of any commission shall be established by the designating council or councils but in no case shall be less than a majority of its members (except as limited by D-5.0204).

A commission shall keep a full record of its proceedings and shall submit that record to the council or councils for incorporation into its records. Actions of a commission shall be regarded as actions of the council or councils that created it. A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee.

The decisions of an administrative commission shall be reported to the clerk of the designating council, who shall report it to the council at its next stated meeting. A council may rescind or amend an action of its administrative commission in the same way actions of the council are modified.

When an administrative commission has been designated to settle differences within a particular organization or council, it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters as issue.