

Cherokee Presbytery
Presbyterian Church (U.S.A.)
Organizing Documents

Table of Contents

Bylaws of the Cherokee Presbytery – Presbyterian Church (U.S.A.)	Page 2
Manual of Administrative Operations of the Cherokee Presbytery – Presbyterian Church (U.S.A.)	Page 7
Vision Statement	Page 7
Guiding Principles	Page 7
Method of Amendment	Page 8
Presbytery Structure	Page 8
Officers and Staff	Page 9
Ministry Teams Descriptions and Responsibilities	Page 10
Standing Rules of Cherokee Presbytery – Presbyterian Church (U.S.A)	Page 16

Bylaws of the Cherokee Presbytery
Presbyterian Church (U.S.A.)
Cartersville, Georgia

These Bylaws, having been adopted by the action of Cherokee Presbytery at its Stated Meeting of October 9, 2021, shall be effective immediately, and hereby replace and supersede any and all other Bylaws and regulations of Cherokee Presbytery, which has its principal offices at 183 West Main Street, Cartersville, Georgia.

I. Organization

- A.** Cherokee Presbytery (the "Presbytery"), being a council of the Presbyterian Church (U.S.A.) and incorporated under the laws of the state of Georgia, as a non-profit 501c3 organization, recognizes that the Constitution of the Presbyterian Church (U.S.A.) and the laws of the state of Georgia, as they pertain to the organization of religious institutions, are obligatory upon it and its members.
- B.** The legal name of this church body and of the Corporation is Cherokee Presbytery Properties, Inc. The Corporation is a constituent part of the Synod of South Atlantic and shall function in accordance with Parts 1 and 2 of the Constitution of the Presbyterian Church (USA) and the rules, procedures, and organization set forth in the Presbytery's Manual of Administrative Operations.
- C.** These Bylaws shall, to the extent possible, be interpreted to maintain consistency with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto. To the extent these bylaws cannot be interpreted consistent with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto, the Constitution of the Presbyterian Church (U.S.A.) shall control the proceedings of the Church. Annually, the Stated Clerk shall report at the next Stated Meeting of the Presbytery, following the adjournment of the General Assembly, whether any amendment to the Constitution of the Presbyterian Church (U.S.A.) is inconsistent with these Bylaws, and if so, propose appropriate amendments to these Bylaws to insure consistency between the Constitution of the Presbyterian Church (U.S.A.) and these Bylaws.

II. Membership and Meetings

- A.** Membership in the Presbytery shall be determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.).

- B. Stated Meetings: The Presbytery shall hold Stated (or regular) Meetings on such dates as are determined by the Coordinating Team, which shall announce them no later than October 31 of the previous calendar year. The Annual Meeting of the Presbytery shall be the regular Stated Meeting of the Presbytery held in the first quarter of the calendar year.
- C. Special Meetings: Special Meetings may be called in any manner authorized by the Constitution of the Presbyterian Church (U.S.A.). Such calls shall clearly state the purpose of the meeting, and no other matter not so specified shall be considered. The calling body or persons shall bear the cost of notice of the Special Meeting.
- D. Moderator: The Moderator of the Presbytery shall be elected in the manner authorized by the Constitution of the Presbyterian Church (U.S.A.) for a term of one year, beginning each year at the Annual Meeting of the Presbytery, which shall normally be the regular Stated Meeting of the Presbytery in the first quarter of the calendar year. The Immediate Past Moderator or a Former Moderator will preside in the absence of the Moderator.
- E. Voting: The members of the Presbytery as determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.), shall be eligible to vote at all Stated and Special Meetings of the Presbytery.
- F. Parliamentary Authority: Meetings of the Presbytery shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except in cases in which the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.
- G. Opening and Closing with Prayer: All meetings of the Presbytery shall be opened and closed with prayer.
- H. Quorum: A quorum of a Meeting of the Presbytery shall be one-fourth of the non-retired Ministers of Word and Sacrament and representative Ruling Elders from one-fourth of the congregations of the Presbytery. Reasons for non-attendance on the part of Ministers and non-representation on the part of congregations shall be given to Presbytery in writing.
- I. Business of the Corporation: At any Meeting of the Presbytery, the Presbytery is constituted as a Meeting of the members of the Corporation and may conduct such business on behalf of the Corporation as is proper under the laws of the state of Georgia, and the Constitution of the Presbyterian Church (U.S.A.), including the election of Trustees. The Annual Meeting of the Corporation shall normally be the regular Stated Meeting of the Presbytery held in the first quarter of the calendar year.

- J.** Electronic Meetings of the Presbytery or Presbytery Ministry Units
1. It is permissible for the Presbytery or any Presbytery Ministry Units to hold a meeting by electronic means. These may include:
 - a. Conference calls via phone,
 - b. Skype, Zoom or other online technology that at a minimum allows all participants to hear each other and respond,
 - c. Joining one or more persons into an electronic meeting as described above.
 2. Rules to govern these meetings:
 - a. Every participant must have access to the same materials.
 - b. Voting is permitted.
 - c. The Moderator conducts the meeting and sets the guidelines as to how speakers are recognized.
 - d. Minutes of these meetings are written as is the norm for each Ministry Unit.

III. The Trustees

- A.** The Trustees of the Corporation shall be the members of the Coordinating Team. The Moderator of the Presbytery shall serve as the President and Chief Executive Officer (CEO) of the Corporation. The Secretary of the Corporation shall be the Stated Clerk of the Presbytery. The Treasurer of the Corporation shall be the Treasurer of the Presbytery.
- B.** Authority delegated by Presbytery: The Presbytery delegates to the Board of Trustees the following responsibilities and authorizes it to spend such funds as are approved in the Annual Budget in the following areas:
1. To receive, hold, encumber, manage, and transfer property, real or personal for the Presbytery, and to accept and execute deeds of title to such property and to hold and defend title to such property, consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.)
 2. To maintain the property of the Presbytery
 3. To approve sales, purchases, leases, and mortgages of the property of congregations in the Presbytery subject to ratification at the following meeting of the Presbytery
 4. To account for the income and expenses of the Presbytery in conjunction with the Treasurer, and to provide the Presbytery with regular reports of such income and expenses

5. To manage the funds of the Presbytery in conjunction with the Treasurer, and to provide the Presbytery with regular reports of the balance of such funds
 6. To obtain sufficient liability coverage to protect the facilities, programs, and officers of the Presbytery and to retain legal counsel.
- C. The Presbytery, in accordance with and not contrary to the Constitution of the Presbyterian Church (U.S.A.) may delegate by Standing Rule such other authority and responsibilities to the Board of Trustees as the Presbytery determines.
- IV. Presbytery Ministry Units
- A. The Ministry Units of the Presbytery shall be those determined to be necessary by the Presbytery in order to carry out its work. These may include committees, commissions, teams, task groups, and other entities.
 - B. Terms of service on Presbytery Ministry Units shall be as provided for in the Standing Rules of the Presbytery.
 - C. Terms of membership on the Presbytery Ministry Units shall begin January 1 of the year following election and shall end on December 31 of the year of the election class.
 - D. Any Ministry Unit vacancies due to resignation, death, or any other cause may be filled by the Presbytery, which may elect persons to fill unexpired terms at any meeting of the presbytery.
- V. Nominations and Elections
- A. Eligibility for office or service on the Ministry Units of the Presbytery shall be consistent with the Constitution of the Presbyterian Church (U.S.A.).
 - B. In accord with requirements of *The Book of Order*, except for the offices of the Stated Clerk and the Treasurer of the Presbytery, the Committee on Representation shall nominate persons to serve in leadership positions requiring election by the Presbytery.
 - C. The Coordinating Team, in consultation with Committee on Representation, shall nominate the Stated Clerk of the Presbytery to serve for an initial term of three years. Ordinarily, no individual shall serve more than four consecutive terms as Stated Clerk.

- D. The Coordinating Team, in consultation with the Committee on Representation, shall nominate the Treasurer of the Presbytery to serve for a term of one year.

VI. Amendments

- A. These Bylaws may be amended, subject to the Charter of the Corporation, the laws of the state of Georgia, and the Constitution of the Presbyterian Church (U.S.A.), by approval of the Presbytery at any stated or special meeting of the Presbytery by a majority vote of those present and voting, provided that a full reading of the proposed changes or a distribution by any printed or electronic means of the same shall have been made in connection with the call of the meeting.
- B. These Bylaws may not be amended contrary to, or so as to not include the provisions of the Constitution of the Presbyterian Church (U.S.A.)

The Manual of Administrative Operations for Cherokee Presbytery

Vision Statement

Cherokee Presbytery seeks to be “One church, Many locations, Serving Christ together,” as it supports God’s mission in the world, empowering the ministries of congregations and the life of the beloved community.

Guiding Principles

Believing that the “mission of God in Christ gives shape and substance to the life and work of the Church” (F-1.01), this Manual of Administrative Operations gives shape to Cherokee Presbytery’s common life, always open to ways to reform in faithfulness.

The Book of Order of the Presbyterian Church (U.S.A.) directs “each council [to] develop a manual of administrative operations that will specify the form and guide the work of mission in that council.” (G-3.0106). The following principles are operative in the governance of the Cherokee Presbytery:

1. We recognize and affirm that “God alone is Lord of the conscience.” As is true of Reformed polity in general, there is recognition that persons chosen to lead Cherokee Presbytery are governed not by those whom they represent but by the Holy Spirit working within them and guided by Scripture as the “only rule of faith and practice.”
2. We recognize and affirm the principle that a larger part of the church shall govern a smaller and that the matters shall be finally decided by the “collected wisdom and united voice of the whole Church.” This principle is the foundation of operations for Cherokee Presbytery: that all decisions may ultimately be subject to the “collected wisdom and united voice” of the Presbytery, understanding that when the people of God are gathered together to listen to the Holy Spirit, their collective voice is more likely to reflect the will of God.
3. The provisions of this Manual of Administrative Operations are subordinate to *The Book of Order*.
4. Ministry Units of Cherokee Presbytery shall develop operational handbooks to guide their practice and policy. These handbooks work in concert with the Manual of Administrative Operations and *The Book of Order*, while providing appropriate flexibility for the changing nature of the ministry of Cherokee Presbytery.

5. Those sections of The Form of Government of *The Book of Order* which employ the word "shall" are obligatory upon the Presbytery and need no further reference in this Manual. Likewise, those sections in the Presbytery's manuals and handbooks that employ the word "shall" are obligatory, whereas the word "may" is permissive.
6. Cherokee Presbytery is a not-for-profit corporation formed under the authority of the Secretary of State of the State of Georgia.

Method of Amendment

The Coordinating Team may recommend amendments to this Manual for approval by a two-thirds vote of the Presbytery at any Stated Meeting. Any amendments proposed by other parties will be submitted to the Coordinating Team for review and approval, preceding presentation to the Presbytery.

Presbytery Structure

The work and ministry of Cherokee Presbytery is carried out both through its congregations and specific Ministry Units of the Presbytery. A more detailed outline of each Ministry Unit's responsibilities follows in this Manual.

Coordinating Team

The Coordinating Team is composed of the Moderators, or Co-Moderators, of each of the Ministry Teams, the Moderator of the Committee on Representation, the immediate Past Presbytery Moderator, the current Presbytery Moderator, and three at-large members.

Ministry Teams will designate one voting member for Coordinating Team meetings.

Cherokee Presbytery's Ministry Units

are: The Coordinating Team
 Ministry Transitions Team
 Congregational Health
 Team Building Leaders
 Team Ministry Support
 Team Committee on
 Representation
 Permanent Judicial Commission

Officers and Staff

The Moderator of the Presbytery

1. Candidates for Moderator shall be nominated by the Committee on Representation and shall alternate by Minister of Word and Sacrament and Ruling Elder, and by gender.
2. The Moderator, Moderator-Elect, and Past Moderator shall serve without compensation, but the expenses of their offices shall be included in the budget of the presbytery.
3. Ordinarily, the Moderator presides at services of ordination and/or installation of Ministers of Word and Sacrament and commissioning services for Certified Christian Educators and Commissioned Ruling Elders and the Annual Meeting of the Presbytery.

The Immediate Past Moderator of the Presbytery

1. The Immediate Past Moderator shall be the Moderator of the Coordinating Team for the year following their Moderatorial term.
2. The Immediate Past Moderator shall be available to preside at services of ordination and/or installation of Ministers of Word and Sacrament and commissioning services for Certified Christian Educators and Commissioned Ruling Elders, and at the Annual Meeting of the Presbytery, should the current Moderator be unavailable.

The Stated Clerk of the Presbytery

1. A Stated Clerk shall be elected by the Presbytery upon nomination by the Coordinating Team, in consultation with the Committee on Representation.
2. The Stated Clerk may be the General Presbyter, a Minister Member, or Ruling Elder elected by the Presbytery.
3. The Stated Clerk shall perform the duties designated in G-3.0104 and G-3.0110, and as specified by the Presbytery.
4. As an officer of the presbytery, the Stated Clerk is accountable to the Presbytery through the Coordinating Team, which shall annually review the work of the Stated Clerk and the adequacy of the Terms of Call.
5. Ordinarily, the Stated Clerk shall participate in Synod and General Assembly functions representing Cherokee Presbytery.

The General Presbyter

1. The General Presbyter shall be elected by the Presbytery to fulfill the responsibilities that are required by the mission of the body in accordance with G-3.0110.
2. The General Presbyter shall perform the duties specified in the Position Description as established by the Coordinating Team.
3. The General Presbyter serves ex officio, with voice but no vote in all meetings of Ministry Teams and the Committee on Representation.

- 4 As an elected staff member, the General Presbyter is accountable to the Presbytery through the Presbytery's Coordinating Team, which shall annually review the work of the General Presbyter and adequacy of the Terms of Call.
- 5 The General Presbyter shall participate in Synod and General Assembly functions representing Cherokee Presbytery.

Other Staff Positions

1. Ordinarily, other staff positions may be created and filled by the Coordinating Team, in consultation with Committee on Representation.
2. These staff members shall perform duties specified in their position descriptions as established by the Coordinating Team.
3. Staff members are accountable to the Presbytery through the Coordinating Team, which shall annually review the work of the staff members and adequacy of compensation.

The Ministry Teams

Coordinating Team

The Coordinating Team is composed of the Moderators, or Co-Moderators, of each of the Ministry Teams, the Moderator of the Committee on Representation, the immediate Past Presbytery Moderator, the current Presbytery Moderator, and three at-large members. Ministry Teams will designate one voting member for Coordinating Team meetings. The Team will meet as needed to focus on the specific issues of calendaring, resource sharing, and communication within the Presbytery. The Team is responsible for those duties outlined below and other such duties identified by *The Book of Order*, G-3.0106.

The duties shall consist of:

1. Prayerfully discern the future of Cherokee Presbytery - the churches and communities within its bounds.
2. Coordinate and communicate the plans and needs of the Ministry Units.
3. Facilitate communication throughout the Presbytery.
4. Assist the Stated Clerk with logistics of presbytery meetings, including planning worship and setting an annual theme for reflection.
5. Provide a forum, in coordination with Building Leaders Team and Congregational Health Team, for sharing the needs in congregations and initiatives that will strengthen the ministries of congregations.
6. Serve as the Presbytery Personnel Committee by providing oversight, review, and evaluation of Presbytery staff, as well as termination and employment when needed.
7. Maintain the Presbytery's Manual of Administrative Operations.
8. Serve as a forum for interim decision making between Stated Presbytery meetings, as needed, and reported to the Presbytery for its affirmation.
9. Appoint Recording Clerk and Minute Readers for all Presbytery Meetings.

Ministry Transitions Team

The Ministry Transitions Team shall have no fewer than six (6) members including the Moderator. The Moderator will not ordinarily have liaison responsibilities and will oversee the work of the Team. The Team is composed of an equal number of ministers and elders in equal classes.

The Team is responsible for those duties outlined below and other such duties identified by *The Book of Order*, G-2.05, 2.07-2.11 and G-3.0306-3.0307 and not assigned to other Ministry Teams. In certain areas of responsibilities and authority, the Ministry Transitions Team acts as a commission on behalf of the Presbytery and shall report such actions to the next Stated Meeting of Presbytery.

The duties shall consist of:

1. Review and approve initial Terms of Call for Ministers of Word and Sacrament.
2. Receive annual reports on ministerial Terms of Call from each congregation.
3. Dissolve pastoral relations when the Minister of Word and Sacrament and congregation concur.
4. Dismiss Ministers of Word and Sacrament to other presbyteries.
5. Approve and review temporary pastoral contracts, including Interim positions.
6. Grant requests from Ministers of Word and Sacrament for release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery.
7. Approve calls of Ministers of Word and Sacrament moving within the Presbytery.
8. Grant status of Honorably Retired to Ministers of Word and Sacrament.
9. Review, and renew commissions of Commissioned Ruling Elders, pending approval of the Presbytery.
10. Perform the initial in-depth examination of Ministers of Word and Sacrament seeking membership in the Presbytery in conjunction with the Congregational Health Team.
 - a. At least two members from each Team must be present, including one Minister of Word and Sacrament and one Ruling Elder from each Team.
 - b. Upon the satisfactory completion of this in-depth examination, and approval of the call by MTT, a Minister of the Word and Sacrament shall be a member of Cherokee Presbytery (pending congregational approval if an installed position), and introduced at the next Stated Meeting of the Presbytery.
11. Designate Administrative Commissions to install Ministers of Word and Sacrament and Certified Christian Educators, and to commission Commissioned Ruling Elders.
12. Appoint moderators of sessions for congregations without an installed pastor.

13. Designate persons to moderate session and congregational meetings when requested to do so by the Moderator of Record.
14. Maintain a Pulpit Supply List.
15. Develop and recommend policies that meet the emerging needs of the Presbytery, within the areas of responsibility of the Team.
16. Annually review the status and Terms of Call of members at-large (G-2.0503b) with a report to Presbytery.
17. Establish minimum compensation standards for pastoral calls and Certified Christian Educators within the presbytery. (G-3.0303).
18. Annually review the work of all Ministers of Word and Sacrament engaged in validated ministries outside the congregation (G-2.0503a).
19. Annually review the status and Terms of Call of members at-large (G-2.0503b) and send a report to Presbytery.

Congregational Health Team

The Congregational Health Team shall have no fewer than six (6) members including the Moderator. The Team is composed of an equal number of ministers and elders in equal classes. The Team is responsible for those duties outlined below and other such duties identified by *The Book of Order*, G-2.1103 b, G-3.0303, G-3.0106 and not assigned to other Ministry Teams.

The duties shall consist of:

1. Identify, support, and guide congregations in times of missional discernment and congregational conflict with appropriate resources.
2. Work in close coordination with the Ministry Transitions Team to perform the initial in-depth examination of Ministers of Word and Sacrament seeking Presbytery membership. At least two members from each Team must be present, including one Minister of Word and Sacrament and one Ruling Elder from each Team.
3. Identify and coordinate resources of best practices for congregational health.
4. Develop and promote policies that protect the health and welfare of Presbytery's leaders and the children within Presbytery congregations and ministries.
 - a. Annually review a Sexual Misconduct Policy and a Child Safety Policy.
 - b. Provide interpretation and training for Minister members and congregational leaders for these policies.
5. Provide support for pastors in crisis through available resources and referrals.
6. Coordinate Session Records Review policy and process, in cooperation with the Stated Clerk.

Buildings Leaders Team

The Building Leaders Team shall have no fewer than six (6) members including the Moderator. The Moderator(s) will not ordinarily have liaison responsibilities with those under care of Presbytery and will oversee the work of the Team. The Team is composed of an equal number of ministers and elders in equal classes.

The Team is responsible for those duties outlined below and other such duties identified by *The Book of Order*, G-2.06; G-20503a; sections of G-3.0302; and duties not assigned to other Ministry Teams. In exercising these duties, the Team acts on behalf of the Presbytery and will report its actions to the next Stated Meeting of Presbytery.

The duties shall consist of:

1. Direct those under care of Presbytery seeking to be ordained as Ministers of Word and Sacrament in preparation for ministry (G-2.06).
 - a. Counsel with pastors and sessions regarding Inquirers and Candidates from particular churches.
 - b. Enroll Inquirers.
 - c. Dismiss Candidates.
 - d. Administer financial assistance to persons under care in Presbytery's specifically designated funds.
2. Provide opportunities for Minister members of Presbytery to receive ministry boundary training
 - a. Work with those entering Presbytery to receive appropriate boundary training.
 - b. Develop opportunities for continued training for Ministers of Word and Sacrament, Certified Christian Educators, Commissioned Ruling Elders serving within the Presbytery.
3. Develop programming for Presbytery leadership summits to the benefit of local congregations (c.f. G-3.03C "nurture the covenant community of disciples of Christ").
4. Propose Ruling Elders and Ministers of Word and Sacrament to be readers of standard ordination examinations (G-3.0302)

Ministry Support Team

The Ministry Support Team shall have no fewer than six (6) members including the Moderator. The Team is composed of an equal number of ministers and elders in equal classes.

The focus of the team's work will be supporting the Presbytery in the development of the graces of generosity and stewardship both in our shared ministry and in individual congregations. The Team shall function in accordance with *The Book of Order* as outlined in the polity of G-3.0106 and G.30113.

The duties shall consist of:

1. Build, monitor and manage an annual budget and stewardship plan for the Presbytery's shared work.
2. Assist congregations with matters of property and in the development of sound financial practices, including the review of proposed congregational loans for recommendation to the Presbytery for its consideration.
3. Document financial best practices to share and provide training for congregational Treasures.
4. Assist Administrative Commissions in matters of finances and property.

Other Ministry Units

Committee on Representation

The Committee on Representation shall have no fewer than six (6) members including the Moderator. The Team is composed of an equal number of ministers and elders in equal classes.

The Committee shall function in accordance with *The Book of Order* as outlined in the polity of G-3.0103 and the principles of F-1.0403 and F-1.0404 and is responsible for the following duties. In exercising these duties, the Committee acts on behalf of the Presbytery and will report its actions to the next Stated Meeting of Presbytery.

The duties shall consist of:

1. Advise the Presbytery regarding implementation of principles of unity and diversity.
2. Advocate for inclusion and diversity in the presbytery's leadership, including:
 - a. Plan and promote cooperative efforts among Presbytery Ministry Units to enhance full participation, fair representation, connections, and communication among all of people, congregations, and communities.
 - b. Identify and implement efforts to enable a broader, deeper, and more diverse cadre of leaders in all Ministry Units, including those from racial, ethnic, and immigrant communities, younger adults with new perspectives, and older adults with experience and wisdom.
3. Direct the process for nominating persons to serve in Presbytery elected positions, in consultation with Presbytery membership, the Coordinating Team and Ministry Units, to ensure that nominations are broadly representative of Presbytery constituency and are in conformity with the church's commitment to unity in diversity.
4. Consult with Presbytery, especially with and through its Coordinating Team as needed, on the employment and termination of Presbytery staff and personnel.

Permanent Judicial Commission

The purpose of the Permanent Judicial Commission is to consider and decide judicial matters presented to the Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.), as set forth in *The Book of Order* under “The Rules of Discipline.” (D-1.0000-D-14.0000)

The Permanent Judicial Commission shall:

1. Have a membership nominated and approved by Presbytery,
 - a. Composed of at least seven (7) members, with at least three Ministers of the Word and Sacrament, and three Ruling Elders,
 - b. Elected to serve for six years in three classes, with no more than one half of the members to be in one class, (D-5.0102, 5.0103)
 - c. Having no more than one member elected from any one congregation,
 - d. Understanding that no person who has served on the Permanent Judicial Commission for a full term of six years shall be eligible for reelection until four years have elapsed after the expired six-year term. (D-5.0105)
2. Meet at least annually.
3. Elect from its members a Moderator and a Clerk (D-5.0201).

Standing Rules Cherokee Presbytery of The Presbyterian Church (U.S.A.)

These Standing Rules are composed by Cherokee Presbytery to promote the effective and efficient ministry of the congregations, ministers, and related entities of Cherokee Presbytery.¹ These Rules may be amended by action of Cherokee Presbytery at its next meeting after the amendment has been circulated for a minimum of two weeks throughout the Presbytery.

Each Ministry Team shall create the necessary forms, procedures and plans to implement actions approved by the Presbytery and assigned to that Ministry Team. These shall be available to the churches and members of the Presbytery through the office and/or website.

Terms of Service for Presbytery Ministry Teams and Units (Presbytery Bylaws: IV.B).

1. Ordinarily, service on a Ministry Team and the Committee on Representation of the Presbytery will be for a term of two-years. Two additional terms may be served as well. No one shall serve more than three successive two-year terms. Members of the Permanent Judicial Commission shall serve initially for 6 years as described in *The Book of Order* and then as found in D-5.0102, 5.0103 and D- 5.0105.
2. Ordinarily, each Ministry Unit (except the Permanent Judicial Commission), in consultation with the Committee on Representation, will nominate a Moderator or Co-Moderators from its elected members to the presbytery for consideration.
3. Ruling Elders who serve as a Moderator or Co-Moderator of a Ministry Unit will be enrolled as a member of the Presbytery for the duration of their leadership tenure. (G-3.0301).

Coordinating Team

The Coordinating Team will approve the budget of the Presbytery developed and presented by the Ministry Support Team. The Ministry Support Team will present and interpret the budget to the Presbytery.

Ministry Transition Team

Services of Ordination, Installation or Commissioning

1. Commissions to ordain and/or install a Minister of Word and Sacrament as an installed pastor shall conduct a service according to the Book of Order (G-2.0805 and W-4.04).
2. Commissions to commission a Ruling Elder (2.1000) or a Certified Christian Educator (G-2.1100) shall conduct a service according to the Book of Order, (W-4.04)

3. A Commission for these purposes will be composed of at least four members of the Presbytery with equal numbers of Ministers of the Word and Sacrament and Ruling Elders. The service shall be set at a convenient time for all. Minutes of the Commission shall be completed and submitted to the Stated Clerk of the Presbytery by a member of the Commission elected to serve as Clerk.

Congregational Health Team

Minutes of the Sessions and their Rolls and Registers (G.30104) shall be reviewed annually (G- 3.0108). The Presbytery Office will provide the forms and coordinate the review with the Clerks of Session.

Permanent Judicial Commission

1. The Permanent Judicial Commission shall follow the procedures of the Rules of Discipline in the most current *The Book of Order*.
2. When the Stated Clerk receives a written statement of an alleged offense that requires the appointment of an Investigating Committee, the Stated Clerk and Moderator of the Presbytery shall consult and make this appointment. The Stated Clerk shall report to the next stated meeting of the Presbytery only that an offense has been alleged and referred to an Investigating Committee.
3. When the Stated Clerk receives a written complaint alleging an irregularity or delinquency, the Stated Clerk and the Moderator of the Presbytery, in consultation with the General Presbyter, shall designate no more than three persons to be a committee of counsel. The members of the committee of counsel shall be reported to the next stated meeting of the Presbytery.

ⁱ Robert's Rules of Order, 12th edition (2020), 2: 23-24.

*Approved by Cherokee Presbytery on October 9, 2021
Amended by Cherokee Presbytery on October 22, 2022*