

## INTRODUCTION

When nFOG came into being, some of the questions raised by its implementation were: What is the Presbytery's mission? How do we structure ourselves to fulfill our mission? Do we want to structure our presbytery meetings differently? Do we want to be a presbytery that emphasizes programs or that does supports hands-on ministry with congregations?

These are the same questions that were being asked by Newton Presbytery more than 5 years ago. Those questions motivated us to call a Presbytery Leader who would serve in a time of transformation. Under the Presbytery Council's leadership we began to experiment with new ways of being a community of faith. A visioning team was formed. The team looked at best practices of other Presbyteries and then decided to forge a new path; one that fit Newton Presbytery; one that we had already started to explore.

## BACKGROUND:

In October 2010 The Visioning Team sponsored the Presbytery-wide brainstorming meeting called "World Café". This event provided an opportunity for a Presbytery-wide conversation, facilitated by an outside expert, to discuss and discern how we could become a Presbytery that accurately reflected our values and responded to our needs.

The visioning team reported the results of World Cafe to the Presbytery Council, which then formed a Design Team. Its mandate was to develop a form to support the desire for this new way of functioning. The Design Team began to meet and discuss what functions are crucial to the Presbytery's ability to support individual congregations. As the Design team's work progressed they sought input, ideas and feedback from the Presbytery at Presbytery meetings. After 14 months of work, the design team held three "Town Hall meetings" to get additional feedback for the final draft of the design prior to bringing it to the floor for vote by the Presbytery.

The design understands that the congregation is the primary mission- unit of the church and that the primary purpose of the Presbytery is to support and encourage congregations to be glimpses of God's realm in the world.

The design focuses on collaboration, innovation, freedom to experiment, to take risks, and to try new things. This is not possible without understanding that Jesus Christ must be at the very center of these relationships.

We hope the new design will speak and inspire us to continually seek out what God has in store for us and in doing so, may it speak and inspire other Presbyteries and maybe even the world.

G-3.0101-G3.0106 (excerpted (BOO) describes General Principles of Councils (e.g. Sessions, Presbyteries, Synods and General Assembly) as:

"The mutual interconnection of the church through its councils is a sign of the unity of the church.... Councils of the church exist to *help congregations and the church as a whole to be faithful participants in the mission of Christ...* Mission determines the forms and structures needed for the church to do its work. Administration enables the church to give effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God. Administration is the process by which a council implements its decisions. The funding of mission similarly demonstrates the unity and interdependence of the church. The failure of any part of the church to participate in the stewardship of the mission of the whole church diminishes that unity and interdependence. All mission funding should enable the church to give effective witness in the world to God's new creation in Jesus Christ, and should strengthen the church's witness to the mission of God."

**MOTION: to approve the following design for the Newton Presbytery**

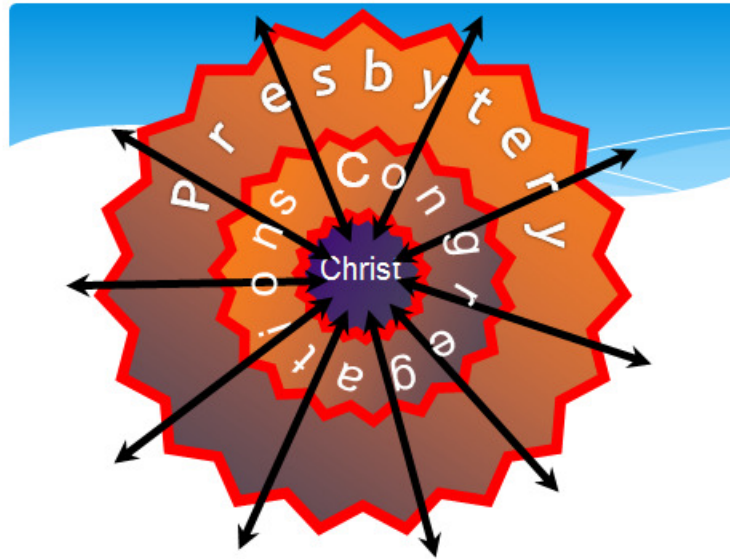
**THE DESIGN**

The design for the Presbytery is intended to support the realm of God.



Pictured as a budding flower, the design connotes an organism that is made up of people. Therefore it is a dynamic (biological) organization, not a mechanical plan. To that end, this document describes a living, breathing form to support community, not a static structure. Growth and change is a part of the very essence for all who live and breathe. The design provides for the flexibility and fluidity needed as God moves us, which can appreciate and accommodate future change.

The design positions Jesus Christ at its very center. Surrounding Christ are the individual congregations that make up the Presbytery. Surrounding and undergirding the congregations and their ministry and mission, is the Presbytery.



From the center (Christ), we have energy that radiates out to the world and comes back signifying an ever-moving and breathing organism.

**THE MISSION STATEMENT:**

*Newton Presbytery exists*

*To serve its congregations*

*In their calling*

*To further God's Kingdom*

*As Disciples of Christ.*

**THE STRUCTURE:**

Three groups are responsible for the collective life of the Presbytery:

- The Presbytery Coordinating Team (PCT)
- Trustees
- Emerging Ministry and Mission Co-op

### **The Presbytery Coordinating Team (PCT)**

Responsible for:

- coordinating the work of the Presbytery
- continuing to explore vision for the Presbytery's journey
- serving as the interpreter for the ministry and mission of the Presbytery
- organizing Presbytery meetings: (planning, content and worship)
- telling our story and providing resources in Stewardship for congregations
- preparing the annual budget
- encouraging the generosity of congregations
- nominating the nominating committee
- overseeing matters of personnel in relation to paid and volunteer staff
- relating to all other councils of the church.

*9 elected members for 3-year term, + Current Moderator, Vice Moderator and immediate past moderator. Staff resource: Presbytery Leader (PL) and Stated Clerk (SC)*

### **Trustees**

Responsible for:

- matters that deal with: real estate
  - historic grants
  - loans, (and loan guarantees)
  - sale and rental of church property
  - manse and church building inspections
- management of the Presbytery's investments
- insurance and risk management
- legal issues as they arise

*6 elected for 3-year term, plus members co-opted as necessary. Staffed by Stated Clerk (SC)*

### **Emerging Ministry and Mission Co-op:**

Responsible for credentialing, funding, and evaluating the collaborative efforts of Presbytery's congregations and members who gather in "agape groups" for ministry and mission. *9 elected for 3-year term (plus 1 appointed by PW with voice and vote). Others co-opted as necessary.*

***"Agape groups are people and churches with shared passion and vision for current and new mission and ministry opportunities."***

The Ministry and Mission Co-op supports emerging agape groups. The co-op will set criteria for eligibility, sponsorship and/or funding, and create standards for accountability and evaluation. The Co-op will determine which mission and ministries will be funded going forward. The Nairobi Partnership will be funded through 2015 according to Presbytery action at Nov 2011 stated meeting.

In addition to these three areas that focus on the collective work of the Presbytery, the design includes committees and commissions that have particular focused responsibilities (listed in alphabetical order)

### **Church Development and Redevelopment Committee (CDRC)**

Works collaboratively as a resource to COM when churches are in transition, initiates and concludes mission studies with congregation to be approved by COM. Additionally they challenge and nurture congregations that are engaged in transformation and redevelopment, provide experiences of growth for the leaders of these congregations, oversee the development of new congregations. CDRC serves as a resource to congregations engaged in developing ministry strategies. *6 elected members, 6 co-opted for 3-year term, staff resource: Presbytery Leader (PL)*

### **Committee on Ministry (COM)**

Nurtures and cares for all minister members of the presbytery (both active and retired), Certified Christian Educators and Commissioned Ruling Elders while they are serving in the Presbytery's congregations; the congregations of the Presbytery and the parish-pastoral relationships. *21 elected members (Teaching and Ruling Elders) for 3-year term, staff resource (PL) and (SC)*

### **Committee on Preparation for Ministry (CPM)**

Nurtures and encourages those who are discerning God's call to ministry as Teaching Elders or Commissioned Ruling Elders. *8 elected members (Teaching and Ruling Elders) for one 4- year term, staff resource: (PL)*

### **Committee on Representation (COR)**

Oversees the awareness of racial, ethnic, disability and gender balances. *3 members elected for 3-year term, staff resource: (SC)*

### **Faith and Discipleship Team**

Provides resources to congregations in the areas of Christian Education, Disciple-making as well as provide opportunities for individuals to grow in areas of faith and leadership. *3 members elected for 3-year term , co-opted members as required by the work, staff support of Presbytery office as needed*

### **Mediation Team**

A trained group of individuals, who are not current members of the Committee on Ministry. They will provide learning experiences regarding healthy congregations. When necessary they may assist churches who are in conflict when referred by the COM. *6 trained members for 3-year term, staff resource: (PL)*

### **Nominating Committee**

Recruits individuals to serve in the areas of their giftedness and interest on Presbytery entities, in other councils of the church, and in related organizations (Blair, Bloomfield College, Johnsonburg Camp) as requested by those organizations. *6 elected members for 3-year term, nominated by the PCT, staff support of Presbytery office as needed.*

### **Permanent Judicial Commission (PJC)**

Serves as the ecclesiastical court of the Presbytery. 7 members (Teaching Elders and Ruling Elders) elected for one 6-year term, staff resource, SC

### **Resource Center**

**The Design Team recommends to the Presbytery that the Moderator appoint a Task Force of 4 persons to look at trends and directions of Resource Centers in the PC(U.S.A.) and report in May 2014 about how best to continue with providing resources to the congregations and minister members of the Presbytery.**

For now, the Resource Center will function as is.

## **MINISTRY AND MISSION FUNDING**

A significant feature of the new design is the **Ministry and Mission Co-op.**

It will exist to foster greater collaborative efforts in ministry and mission in and among congregations. It offers freedom to individuals and churches to initiate and participate in mission and ministry efforts beyond what the Presbytery is currently doing.

Again, the Presbytery exists to serve congregations in their calling. The Ministry and Mission Pledge and per capita payments together fund the Presbytery serving congregations. Specifically CPM, COM, CDRC, (admin, mission, staff and paper clips, in addition to the current Presbytery mission recipients (Johnsonburg, Bloomfield College, Blair Academy and Nairobi)

The Presbytery will also continue to encourage directed gifts as is stated in the Book of Order. These gifts are over and above the commitment to fund the Ministry and Mission. When a congregation or an individual has a burning desire to give a gift directed entirely for use in a particular area of ministry or mission, they may do so. Additionally as a Presbytery, our congregations participate in the special offerings of the whole church like One Great Hour of Sharing (OGHS), Peacemaking, and Christmas Joy offering. Newton Presbytery has a long history of generous response to disaster. We expect that giving will continue.

***We recognize the confusion with our current funding streams of (Mission Pledge and Per Capita). Therefore we recommend that PCT study and create a plan for receiving funds from congregations and recommend the plan to Presbytery by May 2013.***

## **THE SCHEDULE FOR STATED MEETINGS of THE PRESBYTERY**

2012/2013 year will be a “pilot year” for a new schedule for Stated Meetings of the Presbytery.

- 2012 Meetings:
  - May: second Tuesday, May 8
  - September: second Tuesday, September 11
  - November: first Saturday, November 3
- 2013 Meetings:
  - January: second Saturday, January 12
  - March: second Tuesday, March 12
  - May: second Tuesday, May 14
  - September: second Tuesday, Sept 10

On Tuesdays the meeting will begin in the late afternoon and continue through and after dinner.

On Saturdays the meeting will begin at 10 a.m. and continue through lunch into the early afternoon.

The rationale for this shift is that it will be more fairly balanced for Ruling Elders. November and January are the darkest months of the year with the potential for inclement weather. A day-time meeting will hopefully encourage additional non-voting elders and guests to attend.

This schedule will be evaluated throughout the year. PCT will provide an opportunity for the Presbytery to reaffirm or change this schedule in May 2013.



**2nd motion: The Design Team recommends that PCT bring a slate for search committee for the next Presbytery Leader to May 2012 Presbytery meeting**

*Supporting Documents*  
*Position descriptions for PL, SC, Office Staff, Treasurer*

**Title: Moderator of the Presbytery**

Must be a ruling elder or teaching elder of Newton presbytery. Moderates the meetings of the council, serves as a member of PCT, serves on the Worship committee and the executive team of PCT. Also presides at all ordinations and installations and appoints commissions and investigative committees and task-forces as needed.

The Moderator is elected by the Presbytery.

**Title: Vice Moderator**

Must be a ruling elder or teaching elder of Newton presbytery. Attends the PCUSA moderator's conference. Assists and /or substitutes in the absence of the moderator whenever needed. Serves as a member of PCT, serves on the Worship committee and the executive team of PCT.

The Vice Moderator is elected by the Presbytery.

**Title: Stated Clerk of Newton Presbytery**

**PURPOSE**

The Stated Clerk of Newton Presbytery serves as secretary of the Presbytery and of the Presbytery Coordinating Team facilitates the parliamentary process of these bodies; and carries out the ecclesiastical business of the Presbytery.

**ACCOUNTABILITY**

The Stated Clerk is accountable to the Presbytery through the PCT Personnel Committee.

**DUTIES AND RESPONSIBILITIES**

Serve as the ecclesiastical officer, accountable to the Presbytery for executing ecclesiastical transactions and for the recording, maintaining, and permanent safekeeping of the governing body's records.

Generate, maintain and distribute documents and records as appropriate, including:

- 1 Minutes of Presbytery, Council, and Nominations Committee;
- 2 Membership Rolls: Ministers, Elders, and Members of New Church Developments;
- 3 Corporate Papers;
- 4 Reports going to other Governing Bodies.

Interpret the Constitution, the Bylaws, and the actions of the Presbytery, when requested. Advise ministers, members, churches, committees and commissions, and Presbytery units on ecclesiastical law.

Serve as a staff resource for the Trustees.

Serve on the Presbytery Coordinating Team's Executive Team

Advise the Presbytery's Permanent Judicial Commission, Investigative Committees and Administrative Commissions as needed and expedite their work.

Communicate with other Governing Bodies. Receive ecclesiastical communications addressed to the Presbytery and conduct correspondence as directed.

Facilitate election of General Assembly Commissioners and their orientation.

Attend the General Assembly to be available to provide information, background, and intent of any overtures, memorials and any other papers the Presbytery has submitted to the General Assembly; and to monitor the proceedings, noting and communicating matters that may affect the Presbytery.

## **RELATIONSHIPS**

Serve as ex-officio member, without vote, on the Presbytery Coordinating Team and the Committee on Ministry.

Report to the Presbytery Personnel Committee.

Participate as Presbytery staff member.

Work collegially with the Presbytery Leader and staff.

## **TERMS**

Elected for a term of five years and is eligible for reelection for an indefinite number of terms.

## **EVALUATION**

A suitability review shall be conducted at the end of the first year of the initial term. A comprehensive evaluation shall be conducted and at the end of the fourth year of the initial and all subsequent terms. Reviews and evaluations shall be conducted in accordance with the Form of Government and Presbytery's Personnel Policies and Practices.

## **ELECTION**

Elections of the Stated Clerk shall be in accordance with the Bylaws of the Presbytery.

Revised – 2/2012

**Title: Treasurer**

(A volunteer position for an ordained Elder or Minister of Word & Sacrament, nominated through the PCT.)

Purpose: Serves as chief fiscal officer of the Presbytery; approves and signs checks for all disbursements.

Accountability: The Treasurer is accountable to the Presbytery through the Presbytery Coordinating Team.

Responsibilities:

1. Serve as ex-officio member of the Finance Committee
2. Review and approve payable invoices prepared by Administrative Assistant for Finance, and sign associated disbursement checks; review payroll taxes and withholding deposits
3. Receive from Financial Administrator quarterly financial statements for presentation to the Finance Committee and the Presbytery Coordinating Team
4. Report to the Presbytery Coordinating Team, in consultation with the Finance Committee, the results of the annual financial review
5. Assist the Financial Administrator in the maintenance of the Treasurer's Website
6. Attend annual Middle Governing Body Financial Network meeting

Term: The Treasurer is elected for a term of five years and is eligible for reelection for an indefinite number of terms.

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**Title: Presbytery Leader**

The Presbytery Leader provides leadership as Head of Staff in support of the Presbytery and its mission to connect, govern and support congregations as they grow in mission and ministry.

**1. Transformation Consultant for Congregations**

- a. Visit, understand, support, re-energize congregations for their ministry.
- b. Promote congregational health.
- c. Lead the Presbytery through our pastors, session members and committees in an exciting journey of congregational renewal and revitalization and growth.
- d. Demonstrate leadership in spiritual renewal.

## **2. Transforming and Revitalizing Presbytery's Work with Congregations**

- a. Engage the presbytery in a systematic program of congregational development focusing on creating healthier, more connected churches, providing a basis for networking the mission work of congregations.
- b. Ensure that the budget is in alignment with the vision, mission goals and priorities, structure and staffing.
- c. Actively communicate the progress of this process through interaction with churches, clusters of churches, committees of presbytery, the presbytery as a whole and other groups through teaching, preaching, print and email communication and dialogue.

## **3. Administration of the Presbytery**

- a. Responsible for supervising and organizing the work of the Presbytery staff.
- b. Attend Presbytery Coordinating Team meetings and provide regular written and verbal reports with emphasis on redevelopment and renewal programs in congregations.
- c. Organize and inform the Presbytery so that responsible relationships are maintained and developed with other PCUSA governing bodies.
- d. Serve as staff resource for the Presbytery Coordinating Team and its sub groups, Committee on Ministry, Committee on Preparation for Ministry and Ministry and Mission Co-op.
- e. Responsible for the training and support of Presbytery officers and committee chairs.

### *Projected allocation of time*

- Transformation –60-80%
- Administration –10-20%
- Training/teaching/healing –10-20%

### **Title: Office Manager**

#### **Purpose:**

To provide administrative services for the staff and officers of Newton Presbytery.

#### **Accountability:**

The Office Manager is accountable to the Presbytery Leader.

#### **Responsibilities:**

As the office manager, this position is responsible for all administrative, maintenance and technological duties and tasks that may arise in the presbytery office, including, but not limited to:

**Administrative:**

- Support Presbytery Leader, staff, and Presbytery committees and teams administratively
- Support the work of the Stated Clerk
  - Provide support for one session records review session
  - Support the work of SC and COM on annual report forms for non parish clergy
  - Maintain the rolls and complete the 5 part electronic transfers
  - Prepare letters for SC's signature
  - Provide support for the Annual Statistical Reports
  - File background check data at the request of the Stated Clerk
- Maintain presbytery database to support communication within the presbytery
- Facilitate constant communication within the presbytery via;
  - Email
  - Website
  - Phone
  - US Mail
- Compile, maintain and distribute presbytery directory
- Maintain calendar for presbytery office conference room and presbytery committees
- Facilitate the compilation and dissemination of the Presbytery Pack and supporting documentation for the Stated Meetings of the Newton Presbytery.

**Maintenance:**

- Procure and maintain service of all office equipment
- Building maintenance procurement and coordination
- Office stock supplies procurement and storage

**Technology:**

- Implement technological improvements throughout the Presbytery where possible
- Research and implement upgrades where appropriate

**Evaluation:** A performance evaluation will be conducted in accordance with the guidelines and policies of the personnel committee of the Presbytery Coordinating Team

**Hours:** 31 hours a week plus approximately 5 Stated Meetings of the Newton Presbytery,

**Salary:** Salary and Benefits as outlined in the Personnel Policies and Practices of the Presbytery of Newton.

**Title: Financial Administrator**

**Purpose:**

Working within the accounting structure and methods appropriate to a non-profit corporation, to keep all the financial records related to all the funds in the presbytery's possession, and the day to day financial operations of the presbytery, including the depositing of receipts, and the preparing of disbursements, including staff payroll.

**Accountability:**

The Financial Administrator is supervised by the Presbytery Leader, and performance is reviewed/evaluated through the Presbytery Coordinating Team's Personnel Committee in accordance with the Presbytery's "Personnel Policy & Practices" manual.

**Responsibilities:**

**Administrative:**

1. Maintain employee payroll files and records
2. Function as plan administrator for the Employee Benefits Plan (Retirement & Major Medical)
3. Provide the Trustees with information related to the Presbytery insurance policies: e.g., policy renewals, changes, premiums, etc.
4. Support the work of the Stated Clerk by
  - a. Taking minutes at Presbytery Coordinating Team meetings
    - i. Send to Executive Team of PCT for review prior to distribution
    - ii. Send notifications of actions taken by PCT or presbytery to concerned parties
    - iii. Maintaining Minute Book
  - b. Taking minutes at Presbytery Meetings
  - c. Provide staff support for one session records review event

**Financial:**

7. Receive and prepare for disbursement all Presbytery funds, including mission and special offerings as designated by congregations to the General Assembly and Synod
8. Process staff payroll, including filing in a timely and accurate manner, all forms, returns and reports required by the United States Department of the Treasury and any other federal, state or local governmental bodies or agencies
9. Prepare monthly bank reconciliations
10. Prepare quarterly financial statements for the Treasurer, PCT and Trustees
11. Provide data to committees and staff as needed for the performance of their duties and for the annual budgeting process
12. Provide to the Trustees information related to the investment and management of Presbytery funds, and an annual financial review
13. Provide to PCT or its sub team information related to the preparation of the annual budget.
14. Serve as a resource to the Ministry and Mission Agape groups, providing monthly reports on their financial status as requested.
15. Maintain the Treasurer's Website in consultation with the Treasurer

16. Provide support and guidance to the Presbytery's churches in areas of church finance, payroll, church reporting requirements & internal controls; conduct the annual DCL training event for church treasurers and financial people
17. Coordinate loan requests for building programs and renovations and facilitate to Presbytery, Synod and General Assembly entities for processing
18. Attend annual Middle Governing Body Financial Network meeting

**Term:** The Administrative Assistant for Finance is an at-will employee of the Presbytery  
Thirty hours (expandable to 35 if required)

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**Title: Resource Center Coordinator**

**Purpose:**

To support the development, maintenance and promotion of Newton Presbytery's Resource Center.

**Responsibilities:**

1. Maintain a user-friendly Resource Center for the use of the churches within the Presbytery, assisting persons requesting resources.
2. Perform all necessary clerical work associated with the Resource Center.
3. Supervise the work of volunteers in the Resource Center.
4. Provide information to the finance committee for budget preparation
5. Retrieve overdue resources.
6. Attend meetings of the resource center and, with them, develop plans to publicize the Resource Center and promote usage throughout the year.
7. In consultation with the Resource Center Committee, remove worn, inappropriate or outdated resources.
8. Attend all stated meetings of the Presbytery and selected events, in order to provide relevant resource materials at those events (examples: Developing Church Leaders event; Presbyterian Women's Retreat).
9. Attend regular meetings of the office staff, as requested.
10. Provide current information for the office website.

**Relationships:**

Coordinator will report to the Presbytery Leader who is Head of Staff  
Annual review of work will be conducted by the Personnel Committee with the Presbytery Leader.

**Term:**

1. This is a 15-hour per week position, with regular publicized hours distributed, on two days, Monday through Tuesday, and one evening, and other times by appointment.
2. Summer hours are decreased to approximately 12 hours per week.

Revised: 2/12



## **GLOSSARY**

These are the common acronyms used in this document as well as in Presbytery:

COM	Committee on Ministry
CPM	Committee for Preparation for Ministry
COR	Committee on Representation
BOO	Book of Order
PCT	Presbytery Coordinating Team
CDRC	Church Development and Redevelopment
PJC	Permanent Judicial Commission
NOM	Nominating