

Presbytery of Yukon

Presbyterian Church (USA)

MANUAL
Of
ADMINISTRATIVE PROCEDURES
and
OPERATIONS

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**PRESBYTERY OF YUKON
ADMINISTRATIVE MANUAL
Part I: Presbytery Operations**

MEETINGS

STATED MEETINGS OF PRESBYTERY

The session of a local church issues the invitation to host a meeting of Presbytery. In general, stated meetings alternate between the Anchorage and Fairbanks areas.

When a church hosts a stated meeting, it assumes the following responsibilities:

1. To provide hospitality for members and guests attending the Presbytery meeting: local transportation, housing, meals and coffee breaks.

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.

2. To provide meeting space, including committee meetings prior to Presbytery meeting, Council meeting, and orientation session for new members of Presbytery.

3. To make available secretarial help and access to copier.

4. To assist in worship services, with guidance from the Executive Presbyter, including preparation for sacrament of Lord's Supper, if observed.

5. To assist in recruitment of a recording clerk to work with the Stated Clerk during the Presbytery meeting.

6. Host church should provide the Stated Clerk with address, telephone number, and name or names of persons to be contacted for transportation and housing to be sent with the call to the Presbytery meeting.

7. Confer with Mission in Action for supervision of Presbytery YAD's.

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.

ELECTRONIC MAIL MEETINGS

1. The moderator (of a particular entity) shall notify each member by electronic mail (if a person has regular, easy access to email), or by telephone, fax, 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 shall use discretion when relaying confidential information. Confidential information shall be sent via U.S. mail 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. Moderators 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 Spring Presbytery Meeting (see Standing Rules) customarily - alternates clergy and elder, and with rotation among the four geographical areas.

DUTIES AND RESPONSIBILITIES:

1. Carry out duties as stated in Standing Rules of Presbytery.
2. Consult and work with Stated Clerk, Presbytery Executive, and Chair of Council 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*, Standing Rules of Presbytery; Manual of Administrative Procedures and Operations; Presbytery Budget, and operation of the Presbytery.
5. Appoint special committees as needed including; Session Records, Resolutions, Travel, Parliamentarian, caucus leaders.
6. Be informed about work of committees 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 Council.

MODERATOR-ELECT

TERM OF OFFICE: One year, elected at spring stated meeting (see Standing Rules) - geographic rotation from area other than the moderator (4-year cycle), customarily - alternating between clergy and elder.

DUTIES AND RESPONSIBILITIES:

1. Assume moderator's duties as requested.
2. Be familiar with Standing Rules, *Robert's Rules of Order, Form of Government*, and the Manual of Administrative Procedures and Operations.
3. Attend Council 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.

CHAIR OF COUNCIL

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

DUTIES AND RESPONSIBILITIES:

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

STATED CLERK

TERM OF OFFICE: Three years, elected at Spring Stated 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 Standing Rules of Presbytery. Is an ex-officio member without vote on Committee on Ministry.
3. Report all communications to Presbytery Council 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 at Stated Meetings of Presbytery.
8. Prepare and distribute copies of minutes of each meeting for members of Council and Presbytery within 30 days of the meeting
9. Consult with Moderator, Presbytery Executive, Chair of Council, and committee moderators in preparation of agenda for Presbytery and Council meetings.
10. Issue calls for meetings in accord with Standing Rules and *Form of Government*. 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 Spring Stated Meeting (no limit on terms)

DUTIES AND RESPONSIBILITIES:

1. Serves as treasurer for Mission and operational funds of Presbytery.
2. Assume duties as stated in Standing Rules with special skills and abilities in accounting procedures as used by the Presbytery.
3. Attend Stated Meetings of Presbytery and Council. Maintain and present reports to Presbytery and Council at each Stated Meeting and provide monthly reports to Committee Moderators 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.
4. Make available all records to assist the auditor in reviewing records.

5. Serve as resource person to Finance Committee.
6. Is authorized to make expenditures within the budgets of Presbytery.
7. Shall pay committee expenses upon receipt of vouchers signed by the moderators of the committees, the Stated Clerk or the Executive Presbyter.
8. Shall follow guidelines for Financial Records and Operations.
9. Is paid a salary set by Presbytery.

FINANCIAL RECORDS AND OPERATIONS GUIDELINES

1. Annual reports should consist of:
 - Capital Assets (Trustee Account)
 - 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 Council 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 YOUTH ADVISORY DELEGATES (YADs)

1. Two youth advisory delegates from one church shall be named to each Presbytery meeting with a rotation by area.

2. Travel expenses shall be paid for two youth from the Arctic area to attend each third Presbytery meeting. Anchorage and Fairbanks area youth may have delegates for those meetings hosted in the area. Other delegates may be accepted at the expense of the local church.

3. Churches sending YADs shall report names to host church for meals and housing. The Mission in Action Committee shall assist in orientation and supervision.

4. All YADs are to be between the ages of 16 and 22 years of age. Designated YADs may have the privilege of the floor; votes may be taken as informative.

PRESBYTERY COUNCIL

The Presbytery Council 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. Council subcommittees shall include Budget and Finance and Personnel.
11. The Council may establish committees and task forces as needed to carry out tasks. Other responsibilities may be assigned by Presbytery.

MEETINGS:

The Council meets the second Saturday in January, the second Saturday in July, and immediately prior to each Stated Meeting of Presbytery utilizing lowest fare structures and availability of members to determine the meeting day.

GEOGRAPHIC AREA REPRESENTATIVES

TERM OF OFFICE: Three years, elected at Spring Stated Meeting. (May be re-elected to a second term; limit 6 consecutive years). One elder from each geographic area.

DUTIES AND RESPONSIBILITIES:

1. To represent concerns of the area churches to Council 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 Council meetings and the stated meetings of the Presbytery. Travel expenses are allowed for these meetings.
5. Serve as a member of Council and Presbytery with a vote.

COMMITTEES OF COUNCIL

PERSONNEL COMMITTEE

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

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

BUDGET AND FINANCE COMMITTEE

RESPONSIBILITIES: The Budget and Finance Committee is a committee of the Council, charged with the development of operating budgets and presenting them to the Presbytery on behalf of the Council.

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 Trustees, and is accountable to the Council.

MEMBERSHIP: The membership of the Budget and Finance Committee shall consist of the moderators of the Mission in Action Committee, the Interpretation and Stewardship Committee; the Committee on Ministry, and a representative from the Board of Trustees. A fifth member, appointed by the Chair of Council shall be the committee moderator. The Executive Presbyter and the treasurer shall be ex-officio members of the committee.

TERM OF OFFICE: One year, with the members allowed to succeed themselves during their tenure on the Council.

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 in the Presbytery office.

September: The Budget and Finance Committee of Council 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 Council. After Council's review, the Budget and Finance Committee will present the budgets to the fall Presbytery for approval of the next year's budgets.

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 Council.
3. Each Moderator is expected to prepare requests for budget needs of their committee prior to fall Council 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 Council 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

COMMITTEE ON PREPARATION FOR MINISTRY

RESPONSIBILITIES:

The Committee on Preparation for Ministry 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.

Whenever a member of a church expresses interest in becoming a minister, 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.

The Committee shall nominate readers for Standard Ordination Examination as requested by the National Examination Committee.

The Committee authorizes the disbursement of Leadership Development loan funds.

The Committee shall have oversight of training for Commissioned Lay Pastors.

The Moderator is a member of the Presbytery and Presbytery Council with vote.

OPERATIONS

The Committee shall be guided in its work by the manuals currently being used by the General Assembly.

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 Lay Pastors 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 lay pastor's educational and theological development. It is specifically not to be used for gifts, in-service or continuing education for ministers 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.

INTERPRETATION AND STEWARDSHIP COMMITTEE

RESPONSIBILITIES:

The Interpretation and Stewardship Committee of Yukon Presbytery 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.

DUTIES OF THE 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. Is a member of the Budget and Finance Committee of Council.
5. The committee shall implement, administer and report on the progress of any Funds Development Plan.
6. The Moderator is a member of the Presbytery and the Presbytery Council with vote.

DUTIES OF COMMITTEE MEMBERS:

1. Work with churches in area as an information resource for mission projects.
2. Encourage area churches in financial and personal support of mission projects of Presbytery, Synod and General Assembly.

COMMITTEE ON MINISTRY

The Committee on Ministry will perform those constitutionally required duties detailed in *The Book of Order*, G. 11.0502, 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.

DUTIES OF THE COMMITTEE MODERATOR:

1. Is a member of the Budget and Finance Committee of Council.
2. Is a member of the Presbytery and the Presbytery Council with vote.

DUTIES OF COMMITTEE MEMBERS:

1. The Committee may dissolve pastoral relationships upon meeting the necessary criteria detailed in the *Form of Government*.
2. The Committee shall submit reports on vacant churches at each Stated Meeting of Presbytery. It shall make recommendations concerning minimum terms of call.
3. Liaison to the Board of Pensions.
4. The Committee shall have the care and oversight of lay pastors, temporary supplies, ministers without pastorates, and military chaplains residing within the bounds of Presbytery.

OPERATIONS:

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

In order to strengthen relationship between the Presbytery and the churches, the Committee shall endeavor to have one minister and one 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.

The basic policy of the Committee 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.

ACCOUNTABILITY: The Committee on Ministry is responsible directly to Presbytery, and, in addition, is 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 must be either ministers or elders.
2. The Committee is to aggressively seek names of persons for the vacant positions in fairness to adequate representation from all churches, ministers, 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 Youth 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-9.0105)

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, Manual of Administrative Procedures and Operations and the Standing Rules).

ACCOUNTABILITY:

Reviews performance of Presbytery, reporting to Presbytery annually.

NATIVE AMERICAN CONSULTING COMMITTEE (NACC)

RESPONSIBILITIES:

1. The NACC has the responsibility of assisting the Presbytery in understanding issues relating to Native Americans and Alaskan Natives.

2. The Committee may be responsible for grants and their use within the goals and objectives of the grant and Presbytery goals.

3. The Committee 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 Council with vote.

OPERATIONS:

1. The Committee may conduct Presbytery-wide workshops, programs or informational mailings to inform presbytery members about specific issues.

2. The Committee should receive program goals from all other presbytery committees by Fall Presbytery. The Committee 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. The Committee may bring social concerns issues directly to the presbytery for action. When possible, the Committee should collaborate with the Mission in Action Committee to assure that any cross-cultural questions may be addressed when these concerns are presented to presbytery.

KOREAN AMERICAN CONSULTING COMMITTEE (KACC)

RESPONSIBILITIES:

1. The KACC has the responsibility of assisting the Presbytery in understanding the issues relating to Korean American congregations of the Presbytery.

2. The Committee may be responsible for grants and their use within the goals and objectives of the grant and Presbytery goals.
3. The Committee may be asked to address concerns, plan programs or workshops for congregations with a high percentage of Korean American members, or in congregations with an interest in Korean 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 Council with vote.

OPERATIONS:

1. The Committee may conduct Presbytery-wide workshops, programs or informational mailings to inform presbytery members about specific issues.
2. The Committee should receive program goals from all other presbytery committees by Fall Presbytery. The Committee 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 Korean members.
3. The Committee may bring social concerns issues directly to the presbytery for action. When possible, the Committee should collaborate with the Mission in Action Committee to assure that any cross-cultural questions may be addressed when these concerns are presented to presbytery.

MISSION IN ACTION COMMITTEE

RESPONSIBILITIES: (G-11.0103 a,b,c,f)

1. Develop strategy for the mission of the Presbytery.
2. Coordinate the work of member churches.
3. Initiate mission in light of the larger strategy of the Synod and the General Assembly.
4. Provide encouragement, guidance, and resources to the member churches in areas of leadership development, officer training, worship, nurture, witness, service, and Christian Education.

OPERATIONS:

1. The Moderator is a member of the Presbytery and Presbytery Council with vote.
3. The Committee may bring social concerns issues through Council to the Presbytery for action.

4. The Committee may conduct Presbytery-wide workshops, programs or informational mailings to inform Presbytery members about specific issues.
5. Assist the churches in carrying out social ministries of/or supported by local churches, to review and recommend action to Presbytery about overtures and initiatives relating to social issues, to educate members of Presbytery about social issues; to carry out programs of study, or action on social issues which are approved by Presbytery.
6. The committee shall receive applications for Presbytery Peacemaking funds and shall authorize their disbursement.
7. Encourage and support evangelism within the Presbytery by providing training events and resources to congregations; oversee new church development process and procedures.
8. Provide support, training, and assistance to congregations in all areas that have an educational and leadership development component in them, including: church officer training, church school teachers, responsibility for camps and conferences, Presbytery youth events and promoting denominational educational materials and resources.
9. The Board of Bingle Memorial Camp shall be accountable to the Presbytery through the committee.
10. Receive reports from Campus Ministries programs in Anchorage and Fairbanks and encourage participation on their board.
10. The Mission in Action Committee shall assist in orientation and supervision of YADs.

CHUKOTKA NATIVE CHRISTIAN MINISTRY

The Presbytery was a founding member of this ecumenical partnership that supports evangelical outreach to the native peoples of Siberia. The Executive Presbyter serves on the executive committee. The CNCM annual meeting includes the executive committee as well as other delegates and missionaries.

PERMANENT JUDICIAL COMMISSION

The Commission for Presbytery shall consist of seven members, elected in three classes, to serve a term of six years. Members are not eligible for reelection until four years have elapsed between terms. Only one elder from a congregation shall serve on the Commission. Duties and responsibilities are outlined in the Book of Order.

COMMISSIONERS TO SYNOD

Minister and elder commissioners are elected to attend Synod for four year_terms to provide continuity of input from the Presbytery. Ministers are elected to odd numbered year classes; elders to even numbered year classes. Terms expire at the end of a calendar year. Commissioners_may not be reelected for an additional term.

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 or her position.

The Synod Nominating Committee provides position descriptions to Presbytery Nominating Committee. Rotation list is used to inform Presbytery Nominating Committee.

TRUSTEES OF YUKON PRESBYTERY

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 Trustees shall receive, hold, encumber, manage, and transfer property, real or personal, for the Presbytery.
3. The Trustees shall have responsibility to accept and execute deeds of title to such property.
4. The Trustees shall hold and defend title to such property.
5. The Trustees shall manage all capital funds of the Presbytery.
6. The Trustees are to provide a written report annually to the Spring Stated Meeting of Presbytery.
7. All actions are subject to the authority of the Presbytery under the provisions of the Constitution of the Presbyterian Church (USA).
8. A representative of the Trustees, shall be elected by the Trustees for the purpose of serving on the Presbytery's Budget and Finance Committee.

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 Presbytery Trustees.

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 Covenant Presbyterian Insurance 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.

OTHER PRESBYTERY OFFICES

RECORDING CLERK

Prior to each Stated Meeting, the Stated Clerk or host church will 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, a typed copy of the minutes within seven days of the close of the meeting.

AUDITOR

The Finance Committee shall appoint an auditor, 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 Council to an indefinite term but is not a member of Council nor 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 Council.