The Presbytery

Of Eastern Virginia

PEVA Manual of Administrative Operations Book of Order G–3.0106

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I-PURPOSE

The Presbytery of Eastern Virginia, Inc., (hereafter known as PEVA) is a council of the Presbyterian Church (U.S.A.) (hereinafter "PCUSA"), within the ecclesiastical bounds of the Synod of Mid Atlantic. A Presbytery, as defined by the *Constitution of the PCUSA,* is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness, (*Book of Order* G-3.0301).

As a council, the Presbytery of Eastern Virginia serves as a corporate expression of the church in the geographical region of southeastern Virginia generally known as Hampton Roads ("Region"), and as such, is a sign of the unity of the church. Although each congregation possesses all the gifts necessary to be the church, none is sufficient in itself to be the Church. PEVA exists to help congregations, and the Church as a whole, to be more faithful participants in the mission of Christ. (G-3.01). PEVA affirms as its mission: *We build bridges across divides to deepen connections to Christ and one another to serve the world."*

II-AUTHORITY AND OPERATIONAL PRINCIPLES

The *Constitution of the PCUSA*, PEVA Articles of incorporation, PEVA Bylaws, and this *Manual*, along with any subordinating documents, shall govern the operation of the Presbytery of Eastern Virginia. The *Manual* specifies the form, functions, and administrative procedures to guide the work of this Presbytery as it seeks to carry out its mission. Structures are intended to embody and support the Presbytery's theological understanding of itself and its mission. Structures are time-limited and expected to change as the Presbytery responds to God's call.

PEVA may delegate responsibilities to Presbytery Council, Trustees, Commissions, Committees, Ministry Teams or Task Forces. Such groups will communicate regularly to encourage common understanding, open conversation, and a broad base for decision-making.

III. MEMBERS AND MEETINGS

1. **Voting Membership of the Presbytery:**

   A. All Ministers of the Word and Sacrament who have been admitted to membership according to the Book of Order.

   B. Ruling Elder(s) of member congregations who:

   - have been designated by their session as commissioners;
   - have been elected as officers of the Presbytery;
   - are serving on the Presbytery Council;
   - are certified Christian Educators in approved service; or
   - are serving as a Commissioned Pastor

   C. Sessions shall elect commissioners according to the following table for the purpose of equalization of elders and ministers of the Word and Sacrament:

   - 500 or less members 1 elder
   - 501 to 1000 members 2 elders
   - 1001 to 1500 members 3 elders
   - 1501 or more members 4 elders

   D. Predominately African American Churches and churches with more ministers than the designated number of ruling elders as determined by the size of the

congregation (less than 501 members), are permitted to elect an additional ruling elder commissioner.

E. Each year, if there is an imbalance in the number of ministers and elders the Stated Clerk shall recommend a process to address it normally at the January meeting.

2. **Corresponding Members and Other Participants:**

Presbyters (ministers and ruling elders) in good standing in other governing bodies of the Presbyterian Church (USA) or in any other Christian Church, who are present at any meeting of PEVA, may be invited to sit as corresponding members with voice but without vote. Directors of Christian Education and other church professionals serving within the bounds of PEVA are invited and encouraged to sit as corresponding members with voice but without vote. Other members of Ministry Teams, Commission on Ministry, Commission on Preparation for Ministry, the Permanent Judicial Commission, and other entities of PEVA are given the privilege of the floor and may participate in debate on matters concerning their commission/committee's sphere of responsibility. Guests and observers are welcomed to attend open meetings of PEVA.

3. **Meetings of PEVA:**

A. Stated Meetings. PEVA shall have at least two Stated Meetings each year and ordinarily will have four meetings held in January, April, July, and October. The April, July, and October meetings are ordinarily on the fourth Tuesday of the month. The January meeting is ordinarily on the fourth Saturday of the month. The schedule/location of stated meetings shall be prepared by the Stated Clerk for one year in advance, presented for the approval of the Presbytery Council normally at its January meeting and reported to the Presbytery. The Presbytery Council may make changes to the date or location as long as adequate notice is provided.

B. Special meetings. Special meetings of the members may be called when requested by two ministers and two ruling elders (ruling elders to be from different churches), or when directed by a higher governing body. Only the specific business listed in the call to the meeting may be considered.

C. Stated and Special meetings are ordinarily held in-person and hosted by a PEVA church. However, Stated and Special meetings may be held electronically provided that the technology employed allows for simultaneous aural communication among all participants. Procedures for a specific electronic/virtual meeting shall be developed by Council and staff to best replicate in-person meeting processes and follow the guidance of the Office of the General Assembly.

D. Electronic Meetings and Communications. The Presbytery of Eastern Virginia authorizes its commissions, committees, ministry teams and other entities to meet via video conference, teleconference, or by other electronic means whenever the moderator of said entity believes that such meeting will best serve the needs of its members, provided that the technology employed allows for simultaneous aural communication among all participants. Any entity may adopt its own procedural rules for the orderly conduct of business when such electronic means are employed.

E. Action Between Meetings. PEVA authorizes its Council, commissions, committees, boards, and entities to take any action required or permitted to be taken with like effect between meetings of the entity, provided that every member is contacted either in person or via email and no member objects. If contacted via email,

verification must consist of an email reply stating, "no objection," or words to that effect. If any member objects or wishes to have discussion on the motion, then a special meeting is required to take the action. Discussion via email in lieu of a meeting is not sufficient. Such action, if taken, shall be recorded in the minutes of the next meeting of the entity as an action taken by unanimous consent between meetings in accordance with the rules.

F. In an emergency, the Moderator of Presbytery may convene the Presbytery by written notice at a time and place different from that previously designated by the body or by electronic means.

4. **Meeting Preparation and Procedures**

A. Notice. Each meeting shall be held at the place and time designated by the Presbytery Council. In no event shall the Notice be less than ten (10) days. Notice must be provided in writing which may include electronic communications (e.g., email).

B. Reports and New Business

- All reports and media requirements are due at the Presbytery Office at least three weeks before the Stated Meeting. The docket and reports will be published on the Presbytery's website at least 10 days before each meeting.
- Any new business shall ordinarily be brought to the meeting with sufficient distribution to all PEVA Commissioners. Items of new business are to be given to the Stated Clerk as soon as possible and no later than the first recess unless it is of an emergency nature. Any report or new business not included in the packet or distributed as supplementary information before the meeting requires the consent of two-thirds of the members voting before it can be distributed, the report made, or action taken.
- No action will be taken on recommendations coming from the floor of PEVA stated meetings that affect Restricted Funds' use or determination for eligibility of use without prior consultation with the Board of Trustees.

C. Robert's Rules. All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in those cases where the *Constitution* provides otherwise, and unless special procedures are adopted by a majority vote of those present and voting. PEVA may also make use of processes of discernment in its deliberations prior to a vote as agreed upon by the body.

D. Quorum. A quorum for any meeting is 10 ministers and 10 ruling elders representing at least 10 different congregations. Business can be transacted only when a quorum is present.

E. Worship**.** A service of worship with sermon and celebration of the Sacrament of the Lord's Supper is ordinarily conducted at each Presbytery Stated Meeting.

F. Docket. A docket for each meeting is prepared by the Presbytery Council and is presented as the first order of business following determination of a quorum. When adopted, it sets the order of the day and the order of business and events.

G. Minutes. The Journal Clerk shall record minutes of the proceedings of all meetings of PEVA and prepare them for publication by the Stated Clerk. The minutes will be read and approved by the PEVA Council members and reported to Presbytery. Minutes will be attested by the Stated Clerk and are available in the Presbytery Office or upon request. The Presbytery Moderator shall appoint a clerk pro tem in

the absence of the Journal Clerk upon the recommendation of the Stated Clerk.

H. Voting. Whether meetings are in-person, electronic or hybrid, all motions will be decided by a majority of those members present and voting, unless the vote required to adopt is based on other specified requirements, i.e., two-thirds, three-fourths.

IV-PRESBYTERY OFFICERS & STAFF

1. **Officers -** The officers of PEVA, as enumerated in the Bylaws, are a Moderator of PEVA, a Vice Moderator, a Moderator of the Trustees, who is also the President of the Corporation, a Treasurer, Stated Clerk, and General Presbyter. All officers must be eligible to be presbyters.

   A. The **Moderator** is an elected official of the Presbytery required by the *Constitution* and serves a one-year term ordinarily from the close of the January Stated Meeting until the close of the following January Stated Meeting and is nominated by the Nominations Committee. Nominations for the office of Moderator shall be permitted from the floor**.** The Moderator serves as the official representative of the Presbytery at any church or public function and may be relieved of committee duties while serving as Moderator. The Moderator may appoint a parliamentarian to assist in the conduct of plenary assemblies when the Stated Clerk is not available. The Moderator shall provide an annual report to PEVA at the January meeting, prior to the installation of a new Moderator. To encourage diversity, the order of rotation for PEVA Moderator is normally minister and ruling elder, male, and female. The Moderator ordinarily becomes Moderator of Presbytery Council upon completion of the term as PEVA Moderator for a one-year term if elected by PEVA.

   B. The **Vice Moderator** serves a one-year term and is nominated by the Nominations Committee with other nominations permitted from the floor. The Vice Moderator assists the Moderator as required and serves as Moderator in the absence of the Moderator. Ordinarily the Vice Moderator is elected as the next Moderator. When a ruling elder, the Vice Moderator shall be enrolled as a member of PEVA for the term of office.

   C. The **Moderator of the Trustees** shall perform such duties and responsibilities as directed or delegated by the Board of Trustees or Members. The Moderator of the Trustees shall serve as the president of PEVA, Inc. in the execution and performance of PEVA's business affairs as required by civil law.

   D. The **Treasurer** shall have the care and custody of and be responsible for all funds and securities of PEVA and shall deposit such funds and securities in the name of PEVA in such financial institutions as the Board of Trustees may designate. The Treasurer may sign and endorse in the name of PEVA all checks, drafts, notes, and other orders for the payment of money and pay out and dispose of such under the direction of the Members and Board of Trustees. The Treasurer shall keep at the principal office of PEVA accurate books of account of all its business and transactions and shall at all reasonable hours exhibit books and accounts to any Member or Board of Trustees upon application at the office of PEVA during business hours. A financial review of the books shall be conducted annually or when requested by the Members or Board of Trustees. Elected annually, this individual shall further perform all duties incident to the office of Treasurer of PEVA. If required by the Board of Trustees, the Treasurer shall give such bond as determined to be appropriate for the faithful execution of his or her duties.

   E. The **Stated Clerk** shall perform the duties and responsibilities required by the

Book of Order and those assigned by PEVA. As per the Bylaws, the Stated Clerk also serves as the Secretary of PEVA, Inc. The Stated Clerk is nominated by the Presbytery Council with other nominations permitted from the floor and is elected for a specific term upon recommendation by the Presbytery Council and approved by the Presbytery. The Stated Clerk records transactions and maintains official records of the presbytery in accordance with the *Book of Order,* G-3.0104; acts as official correspondent; serves as parliamentarian for PEVA meetings; and performs other tasks as assigned by the Presbytery Council. The Stated Clerk provides guidance regarding the *Constitution of the PC(USA)*. When a ruling elder, this person shall be enrolled as a voting member of PEVA. The Stated Clerk is accountable to PEVA through the Personnel Committee and the Presbytery Council. It is expected that this person will work closely with the General Presbyter.

F. The **General Presbyter** serves as the Pastor to the Presbytery, administrator, and head of staff of PEVA. The General Presbyter also serves as an ex-officio member of the Council and Board of Trustees, without vote. The General Presbyter works under the general supervision of the Presbytery Council through the Personnel Committee with ultimate responsibility to PEVA in plenary assembly; fulfills leadership, consulting, and resourcing needs with PEVA and its congregations, ministers, entities and beyond; exercises overall supervision of PEVA staff and direction of the office of PEVA; oversees financial management of PEVA; represents PEVA at all Council levels (G.A. Synod) and when appropriate, in ecumenical and interfaith settings; and performs other tasks as assigned by the Presbytery Council. The General Presbyter is nominated by a presbytery nominating committee comprised of ministers and members of congregations in as nearly equal numbers as possible and is called by the Presbytery.

2. **Staff -** The role of PEVA staff shall be to facilitate and enable the work of the Presbytery. They are expected to serve in ways which shall enable the parts of the interdependent system to work together. The Presbytery Council shall determine, upon recommendation of the Personnel Committee and in consultation with the General Presbyter, the staffing pattern for the Presbytery. Position descriptions for non-elected positions, whether exempt or non-exempt, shall be approved by the Presbytery Council and shall be included in the appendices of this Manual. The General Presbyter and Personnel Committee shall be responsible for employing office staff.

   Policies and procedures related to the employment, supervision, rights, and benefits of all staff members are defined in the *Handbook of Personnel Policies and Procedures*. The Personnel policies and procedures can be amended by a majority vote of the PEVA Council upon recommendation from the Personnel Committee. Changes are to be reported to the next Stated Meeting of the Presbytery.

3. **Contractual and other relationships**:

   A. The **Business Administrator** serves for the period of PEVA contractual engagement or employment. The Business Administrator is not an officer of the Presbytery. The Business Administrator is the primary financial manager, responsible to the Trustees, Treasurer, and General Presbyter, and if an employee, is under the supervision of, the General Presbyter. The Business Administrator maintains and manages the business affairs of PEVA, including but not limited to, accounting services, providing financial reports, maintaining legal and property records, and supporting financial reviews.

   B. The **Journal Clerk** is not an officer but may be a paid position or included in an

administrative staff position description. The Journal Clerk prepares the minutes and presents them to the Stated Clerk in finished form. The Journal Clerk shall request the Moderator to appoint Temporary Clerks to assist during meetings.

C. The **PEVA General Counsel** is the legal advisor, representative and registered agent for PEVA.

V – PRESBYTERY COUNCIL

1. The role of the Presbytery Council is to provide leadership, guidance, and support for PEVA's life and witness, to care for the body as a whole and for its particular ministries. The Presbytery Council's responsibilities include oversight, coordination, planning, personnel, budget formation and making recommendations to PEVA for priorities, policies, and other matters as needed.
2. It shall be comprised of nine individuals elected by PEVA. Members shall include the Council Moderator (ordinarily the immediate past PEVA Moderator), Moderator of PEVA, Vice Moderator of PEVA, and six at large members to include both ministers and ruling elders, with at least one member reflecting the African American constituents of PEVA or other racial ethnic groups consistent with the principles of unity and diversity. The General Presbyter and Stated Clerk are ex-officio members without vote.
3. The Council normally meets monthly and may meet upon the call of its moderator. The Council provides advice to PEVA entities, oversees the annual budgeting process including budget presentation to PEVA for approval, approves minutes of PEVA meetings and reports it to Presbytery, approves the docket for PEVA meetings, and receives periodic reports of PEVA entities. It may call special meetings of Presbytery as needed.
4. The Council recommends potential members for election to the Committee on Nominations and appoints persons to serve on the Personnel Committee, which shall include up to three members of Council and at least one non-Council member.
5. The Council has the authority to approve expenditures from restricted funds which are under their purview, in accordance with the provisions of a particular fund.
6. The Council may act as a commission between PEVA meetings in emergency situations, such as a natural disaster, if holding a special meeting is impractical.

VI–BOARD OF TRUSTEES

1. The Board of Trustees shall serve as the Directors of PEVA, Inc. and as delegated by the Presbytery shall have such limited power, authority, and responsibilities of and shall perform the functions provided by a board of directors under the Virginia Nonstock Corporation Act (hereinafter the "Act". Except as otherwise provided by the Act, the Articles, the Bylaws, the *Constitution* or this *Manual of Operations*, the authority to carry out the business affairs of PEVA shall be exercised by the Board of Trustees. The Board shall fulfill the functions required by civil law and those that the Presbytery assigns to it. It shall be responsible for implementing the policies of the Members related to investments, financial guidance, and property; and shall arrange for an annual financial review.

2. The Board of Trustees shall be comprised of at least six and no more than eleven individuals including its moderator and be elected by the Presbytery. The Trustee Moderator shall be recommended by the Trustees for PEVA election. Trustees shall include both ministers and ruling elders and normally be divided into three approximately equal classes. They shall normally serve a three-year term and may be elected for one additional three-year term. No trustee shall serve on the Board of Trustees for more than six consecutive years. The General Presbyter and Stated Clerk shall be ex- officio members of the Board of Trustees without vote.

3. The Board of Trustees shall convene meetings as necessary or as may be required by the Act, Constitution, or Manual of Operations. A meeting may be called by the Moderator of the Trustees or upon call by no less than one-third of the Board of Trustees. The Trustees may act by unanimous written consent which may be electronically in lieu of a formal meeting. The consent becomes effective when fully executed by all Trustees. The consent shall be recorded by the Stated Clerk.

4. The Board of Trustees shall have the authority to establish such separate funds with descriptions of each fund's composition and purpose, and policies for execution of said funds as shall be advisable for the best management of PEVA's business affairs. Its authority includes designating check signing practices, execution of contracts, and borrowing of funds up to $20,000 on a temporary basis to carry out PEVA's work.

5. The Board of Trustees shall have charge of and oversee all real and personal property owned by or held in trust by the Corporation, including the property of closed congregations, unless PEVA has delegated that responsibility to an administrative commission.

6. The Board of Trustees shall have the authority to negotiate terms, recommend and execute the sale of PEVA real property in accordance with the will of PEVA.

7. The Board of Trustees shall consider and make recommendation to PEVA regarding requests from congregations to sell, encumber, or lease property, in accordance with the Constitution, and may approve and report to PEVA any requests from congregations for time-sensitive situations, such as zoning or easement related actions.

8. The Board of Trustees shall have the authority to invest PEVA financial assets and hire appropriate professional entities to manage these invested funds.

9. The Board of Trustees is responsible for all legal matters incident to the business affairs of PEVA.

VII-COMMISSIONS, COMMITTEES, AND MINISTRY TEAMS

1. **Standing Commissions and Committees.** Presbyters will be elected at Presbytery meetings to serve on the following commissions and committees: Commission on Ministry, Commission on Preparation for Ministry, Committee on Representation, Nominations Committee, and the Permanent Judicial Commission. A person ordinarily serves on one committee/commission at a time (with the exception of the Permanent Judicial Commission). Persons are elected to terms of up to three years and may be re-elected for up to a total of six years, except the Permanent Judicial Commission which is a six-year term. After that, one year must elapse before a person can be re-elected to the same committee/commission. If a member becomes inactive and abandons their obligations, the Moderator of that committee/commission may request the Nominations Committee to nominate a replacement for the inactive member. Nominations Committee members will be nominated by the Council.

2. **Ministry Teams and other committees.** Ministry Teams and committees, such as the Sessional Records Review Committee, Compassion Peace and Justice Ministry Team, Congregational Vitality Team, etc., exist to perform particular functions or to gather as a matter of interest and will be filled by persons interested in that ministry team/committee and serve for a period of time as determined by the team/committee, ordinarily no more than six years. Personnel Committee members will be appointed by the Presbytery Council. Members of these teams/committees need not be presbyters. New ministry teams that are not sub-sets of a committee or commission shall be

approved by Presbytery Council and a description of their purpose and membership reported to the Presbytery. Moderators or conveners will be determined by the teams/committees. Ministry Teams shall report at least annually to the Presbytery.

3. **Permanent Judicial Commission (PJC):** The purpose and functions of the PJC are provided for in the Rules of Discipline and other relevant sections of the *Constitution*. The Permanent Judicial Commission of the Presbytery of Eastern Virginia shall consist of nine (9) members elected by the Presbytery whose term shall be six years. No person who has served for a full term of six years shall be eligible for re-election until four years have elapsed. The Moderator of the Presbytery, Stated Clerk, and members of the Presbytery staff shall not serve on the PJC. In all its proceedings the Permanent Judicial Commission shall be governed by the *Constitution* of the PCUSA to fulfill the duties described in the *Rules of Discipline*.

4. **Administrative Commissions.** Administrative Commissions are designated to consider and conclude, but not limited to, such matters as ordaining and installing ministers; examining and receiving ministers into membership; organizing, merging or dissolving congregations; visiting particular congregations affected with disorder; and other matters as requested by the PEVA Council, COM, or other standing commissions/committees of the presbytery. Administrative Commissions are ordinarily appointed by vote of Presbytery to act on behalf of the Presbytery. Administrative Commissions may be appointed by the Presbytery Moderator upon the request of the Moderator of the Commission on Ministry, in consultation with the General Presbyter and Stated Clerk, when required between Presbytery meetings and shall be reported to the Presbytery. Administrative Commissions shall include ruling elders and ministers in numbers as nearly equal as possible to do the work assigned but with at least three members. Administrative commissions are empowered to act on behalf of PEVA and any actions shall be regarded as actions of the council (PEVA) that created it within the scope of their responsibility and assignment.

VIII COMMISSIONERS TO GENERAL ASSEMBLY AND SYNOD

1. **Commissioners to General Assembly.** PEVA elects commissioners (active ministers and ruling elders) and a Young Adult Advisory Delegate (YAAD) to the General Assembly ordinarily at the October meeting prior to the next assembly meeting, in accordance with the number established in the *Book of Order*, G-3.0501, and on nomination by the Nominations Committee with nominations permitted from the floor with the permission of the nominee. The Nominations Committee selects minister commissioner nominees based on time since a commissioner, time since ordination, time as a member of PEVA, level of involvement in work of Presbytery, synod, GA, and representation issues. Ruling elders are selected from nominations based on level of involvement in work of church and Presbytery and representation issues. Young Adult Advisory Delegates shall be between the ages of seventeen and twenty-three years on the date the General Assembly convenes and must be selected before December 1st of the calendar year proceeding the General Assembly. Commissioners to General Assembly shall ordinarily report at the next stated meeting after General Assembly meets.

2. **Commissioners to the Synod of the Mid-Atlantic.** PEVA elects commissioners based on guidelines from the Synod of the Mid-Atlantic on nomination by the Nominations Committee with nominations permitted from the floor and with the permission of the nominee. PEVA elects commissioners based on published Synod diversity guidelines. Commissioners to Synod shall report at stated meetings following each Synod Assembly.

Reports from commissioners to these Assemblies may be oral or written.

IX SUSPENSION AND AMENDMENTS TO THE MANUAL

A. Any rule in this Manual of Operations may be suspended for a particular specified purpose by a 2/3 vote of the members present and voting at a stated meeting or a special meeting of the Presbytery.

B. This Manual of Operations may be amended by the majority vote of the members present and voting at a stated meeting if the proposed amendment is included in the call to the meeting, or at a special meeting called for such purpose, and at which a quorum is present unless additional time for study is requested by at least one-third (1/3) vote of Members present, in which event the Presbytery shall act to consider the amendment at the next stated meeting or at a subsequent stated meeting determined by action of the Presbytery.

C. The Stated Clerk, in consultation with the Presbytery Council, shall be empowered to make minor changes to maintain consistency between this Manual, the Bylaws of the Presbytery, and the *Constitution of the Presbyterian Church, USA.*

D. The Appendices to this Manual may be amended by the Presbytery Council at its discretion except when noted in the body of an appendix.

APPENDIX 1– COMMISSIONS, COMMITTEES, AND MINISTRY TEAMS

A. COMMISSION ON MINISTRY (COM)

Purpose: The Commission on Ministry is governed by the *Book of Order* (G-3.0307) and shall serve as pastor and counselor to ministers, ruling elders commissioned to pastoral service, and to certified Christian educators of the Presbytery; to facilitate the relations between the Presbytery and its congregations; and to settle difficulties on behalf of the Presbytery where possible and expedient; to ensure the annual certification of the Sexual Misconduct Policy; and to annually develop the Compensation Guidelines; with specific authority:

- To dissolve pastoral relationships and dismiss ministers to other Presbyteries when both ministers and congregation agree.
- To examine and receive ministers into Presbytery without further examination on the floor of Presbytery unless an examinee declares a scruple concerning a tenet, and if COM concludes that the examinee is otherwise ordainable, commissionable, or transferable. COM shall then refer the issue of ordination, commissioning, or transfer to the next convened PEVA meeting without recommendation.
- To validate the work of its ministers.
- To approve calls and covenants of ministers.
- To approve temporary relationship agreements.
- To approve ruling elders for commissioning to pastoral service.
- To grant permission to labor within and outside Presbytery bounds.
- To approve moderators for congregations in transition
- To approve persons requesting to be added to the pulpit supply list

Guidance: The Commission on Ministry will be guided by its Manual of Operations, the *Book of Order*, and the General Assembly *Advisory Handbook for Ministry Committees/Commissions*.

Composition: The Commission on Ministry is normally composed of 24 members–12 ministers of the Word and Sacrament and 12 ruling elders with staff support by the General Presbyter and the Stated Clerk.

Meeting times: The Commission on Ministry ordinarily meets on the first Tuesday of each month or as determined by the Moderator.

B. COMMISSION ON PREPARATION FOR MINISTRY (CPM)

Purpose: The Commission on Preparation for Ministry is governed by the *Book of Order*(G-3.0307) and guides, nurtures, and oversees the process of preparing one to become a minister. The Commission has oversight of all inquirers and candidates, receives inquirers, and makes recommendations to the Presbytery on those to become candidates, holds annual consultations, and certifies candidates ready for ordination as a minister with the authority to:

- Accept applicants for the office of minister as inquirers.
- Transfer the Covenant Relationship of Candidates for the office of minister to another Presbytery when requested by the other Presbytery, when such transfer is deemed to be in the best interest of the Candidate and the Church.

Guidance: The Commission on Preparation for the Ministry will be guided by the *Book of Order*, its policies, and the General Assembly *Advisory Handbook for Preparation for Ministry in the Presbyterian Church (U.S.A.*).

Composition: Minimum of six persons (three ministers and three ruling elders) in three classes with staff support by the General Presbyter and the Stated Clerk.

Meeting times: The Committee on Preparation for Ministry ordinarily meets the third Tuesday of the month or as determined by the Moderator.

C. NOMINATIONS and REPRESENTATION COMMITTEE (NRC)

Purpose: The Nominations and Representation Committee nominates people to serve in positions requiring election by the Presbytery ensuring that nominations are made by an entity broadly representative of the constituency of the council and in conformity with the church's commitment to unity in diversity (F-1.0403). The NRC advocates for diversity in leadership, consults with the Council on the employment of personnel, in accordance with the principles of unity and diversity and completes an annual report in accordance with Synod of the Mid-Atlantic guidelines.

Composition: Six persons equally divided between ministers and members of congregations with staff support by the General Presbyter and the Stated Clerk. The PC will nominate potential members of the Nominations Committee for election by the Presbytery for terms of up to three years. Members shall be eligible for re-election to a second term.

Meeting times: Quarterly or as determined by the moderator.

D. PERSONNEL COMMITTEE

Purpose: The Personnel Committee provides counsel, support, and accountability to foster a healthy, thriving Presbytery staff. Their responsibilities include making recommendations to Council for: policies and procedures that define expectations and obligations, equitable and fair compensation and benefits, and up to date position descriptions. The committee ensures fair, regular, and consistent evaluation support for professional growth, and recognition of staff achievements.

Composition: Up to three members of Council and at least one non-Council member, normally to include both ministers and elders, appointed by the Council. The Moderator should be a Council representative. As Head of Staff, the General Presbyter shall be an ex officio member of this committee, except for the purpose of reviewing the work of the General Presbyter.

Meeting times: As needed to complete all reviews annually

E. SESSIONAL RECORDS COMMITTEE

Purpose: The Sessional Records Committee reviews the minutes of sessions and congregations for administrative review and makes recommendation that they be received with or without exceptions to the Presbytery.

Composition: Six ruling elders knowledgeable in the *Book of Order*.

Meeting times: Meets ordinarily on the second Monday of March, June, September, and December or as determined by the moderator.

F. COMPASSION PEACE AND JUSTICE MINISTRY TEAM

Purpose: The purpose of the PEVA Compassion Peace and Justice Ministry (CPJ) is to inspire, equip, and mobilize congregations to respond in faith to contemporary human and environmental realities. The Ministry engages with Presbyterians and partners across the Presbytery to:

- *End poverty and hunger*
- *Promote peace and transform cultures of violence*
- *Promote solidarity with all people*
- *Promote solidarity with Creation*

Composition: The CPJ Ministry Team consists of ministers and members of PEVA congregations serving on the:

F.1 Hunger Ministry Team

Purpose: The Hunger Committee of PEVA, believing that hunger is unacceptable, leads and challenges the churches of PEVA and its entities in Christ's name to alleviate chronic hunger and its immediate causes at home and abroad through information dissemination, education, advocacy, and the provisions of resources. The Hunger Ministry Team allocates funds allocated through the PEVA budget and special offerings to support hunger ministries and advocacy.

F.2 Peacemaking Ministry Team

Purpose: The Peacemaking Ministry inspires, equips, and mobilizes PEVA congregations and members to work for peace and social justice. The Peacemaking Ministry allocates funds wisely through the PEVA budget and special offerings to support peacemaking efforts, programs, events, advocacy, resources and may host a PCUSA international peacemaker.

F.3 Racial Justice Team

Purpose: The Racial Dialogue Team of PEVA educates, inspires, equips, and mobilizes congregations and members to work for racial justice and healing.

Meeting times: The Compassion Peace and Justice Ministry Teams ordinarily meet quarterly/monthly or as determined by the moderators.

G. CONGREGATIONAL VITALITY MINISTRY TEAM

The Congregational Vitality Ministry Team (CVT) is a ministry team of the Presbytery organized to provide better support to congregations.

The CVT seeks to equip, nurture and support Presbytery member congregations to renew, recover and live evermore faithfully in our common calling as disciples of Jesus Christ. We do this by developing tools to assess, discern and implement practices that help the congregations deepen their discipleship, so that they may be transformed, and the mission of God spread throughout our community and the world. The CVT may use funds allocated through the budget process or available from the Church Legacies Fund to develop and provide tools, resources, and training for congregations.

Meeting times: CVT ordinarily meets monthly or as determined by the moderator.

APPENDIX 2-OTHER INCORPORATED ENTITIES

1. **John Knox Homes, Incorporated -** JKH is an independent religious charitable corporation whose purposes are to support and maintain senior citizen housing and support service for residents; and to support other charitable endeavors consistent with the ministry of PEVA or its churches. JKH is an equity partner in John Knox Tower, a retirement community for adults located at 1210 Colonial Avenue, Norfolk, VA, and adjacent property. The complete text of re-stated and amended Articles of Incorporation of September 27, 2018, are filed in the office of PEVA. The Board of Trustees is elected by PEVA; and normally includes PEVA, Inc. trustees.

2. **Westminster-Canterbury of Chesapeake Bay, Incorporated -** Westminster-Canterbury of Chesapeake Bay, Incorporated is a corporation founded by the Episcopal Diocese of Southern Virginia and the Presbytery of Eastern Virginia and organized "as a faith-based organization to expand the ministry of each church to serve older adults who are members or former members/employees of the founding churches, and to the extent practical, to older adults of all faith traditions. The Corporation has been organized for the purpose of establishing, maintaining, operating, managing, controlling, or regulating one or more health care or residential services for older adults, including providing services in the homes of older adults and assisting other organizations in providing these same services in achieving greater efficiencies, affordability, or quality in the delivery of such services. The complete text of re-stated and amended Articles of Incorporation of January 28, 2016, are filed in the office of PEVA. The Board elects its own members, with the exception of the General Presbyter of PEVA and Bishop of the Episcopal Diocese of Southern Virginia. Three-fourths of the elected Board members must be members of the Presbytery (ministers or members of congregations) or the Diocese.