

Winnebago Presbytery
Manual of Administrative Operations
Revised September 24, 2026

INTRODUCTION

This Manual of Administrative Operations [Manual] provides the operational structure and instructions for the Presbytery, including its primary committees and commissions, as required by the *Book of Order* (G-3.0106) of the Presbyterian Church (U.S.A.) [PC(USA)]. Other policies and procedures established by Presbytery are listed in the appendix to this Manual and carry the full authority of the Manual. These other policies and procedures are available online (www.winnebagopresbytery.org) or upon request to the office of Presbytery.

I. MEETINGS OF PRESBYTERY

A. STATED MEETINGS

The Presbytery shall meet at least three times a year with exact dates to be determined by Winnebago Leadership Commission [WLC].

The Presbytery may meet by electronic means if all Ministers of the Word and Sacrament and ruling elder commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. The quorum for such a meeting shall consist of any five teaching elder members of the Presbytery; and any five ruling elder commissioners provided that at least five different congregations are represented.

When hybrid meetings (with some in-person and some participating electronically) occur, the Moderator shall ensure that all members and commissioners have access to speak and vote.

Committees and commissions may also meet by electronic means provided reasonable notice has been provided. Quorums shall be as stated in this Manual.

Meetings may be recorded for the purpose of taking accurate minutes (the official record) and will be deleted after minutes are approved.

B. OTHER MEETINGS

1. Presbytery may adjourn a stated meeting to a specific time and place.
2. Special meetings of Presbytery may be called [G-3.0304] as provided in the Standing Rules of the Presbytery.
3. Every member of Presbytery is responsible for sharing in the ministry of the church, including attending Presbytery meetings.
4. The Stated Clerk may convene a duly-called stated or special meeting of Presbytery in the absence of the Moderator or Immediate Past Moderator of Presbytery and proceed directly to the election of moderator *pro tempore*, either a teaching elder or a ruling elder, for that meeting.

C. COMMUNION

The Sacrament of the Lord's Supper shall be celebrated at least annually.

D. OFFERINGS

If an offering is received, it shall support a Special Offering of the PCUSA, unless the WLC approves a different beneficiary.

E. MILEAGE AND DEPENDENT CARE SUBSIDIES

Presbytery shall pay a travel subsidy, if requested, to all stated and special meetings of Presbytery at a rate determined by WLC. Presbytery also offers a subsidy for dependent care during Presbytery meetings.

F. RECORDS

The record of proceedings of all meetings of the Presbytery as well as its rolls and registers shall be deposited with the Presbyterian Historical Society for permanent archival storage. (G-3.0107)

The records of Presbytery shall be submitted to the Synod of Lakes and Prairies [Synod] for review annually, in the manner determined by the Synod.

G. COMMISSIONERS

Ruling Elder Commissioner representation from each church is based on the membership total reported from the end of the prior year. Each church is entitled to one (1) Ruling Elder Commissioner, plus an extra commissioner for churches over 100 members for every additional 200 members. This results in the following:

- 100 members or less = one (1) commissioner
- 101 members – 300 members = two (2) commissioners
- 301 members – 500 members = three (3) commissioners
- 501 members – 700 members = four (4) commissioners
- 701 members and above = five (5) commissioners

Sessions are encouraged to elect ruling elder commissioners to Presbytery for at least a one- year term for the purpose of continuity.

H. NOMINATIONS and ELECTIONS

Ordinarily, nominations and elections to Presbytery office, including commissions and committees, are made and elections occur at the final meeting of the calendar year for commencement at the beginning of the following calendar year.

In addition to nominations submitted by the nominating committee, opportunity for nominations from the floor of a Presbytery meeting shall always be provided. Persons being nominated from the floor who are present must agree to have their names placed in nomination. Persons eligible for election but who are not present shall have given prior agreement to nomination. Persons making such nominations shall be prepared to present biographical and other appropriate information about the nominee.

I. RELATED POLICIES

A list of Presbytery Policies is at the end of this manual. Presbytery policies may be found at <http://www.winnebago-presbytery.org>.

II. PRESBYTERY OFFICERS

Presbytery officers are Moderator (one year term), Immediate Past Moderator (one year term), Stated Clerk (three year term) and Treasurer (three year term). A Vice-Moderator may be elected. Since this position is optional, the Vice-Moderator, although listed here, does not serve as an officer of the Presbytery. The general duties of these offices are outlined in the Standing Rules. More detailed position descriptions are included herein.

A. MODERATOR

1. Be a member of Presbytery;
2. Be the presiding officer of the Presbytery;
3. Prepare for and preside at Presbytery meetings. Preparation work will be done in collaboration with the General Presbyter, Stated Clerk, and Leadership Commission and includes the creation of a draft docket and ensuring that all appropriate reports are ready and posted in advance.
4. Be a member of the Leadership Commission with voice and vote;
5. Appoint temporary or special committees unless their appointment is otherwise specified by action of the Presbytery;
6. Represent the Presbytery at official functions;
7. Perform any additional duties that Presbytery may prescribe;
8. Appoint a clerk pro tem in the absence of the Stated Clerk, if possible in consultation with the Stated Clerk;
9. Attend the General Assembly sponsored Moderators' Conference (at Presbytery expense);
10. Preside over ordinations and installations of pastors, or appoint the Immediate Past Moderator or another former Moderator if unable to attend;
11. Preside over installation of Presbytery officers;
12. Preside over commissioning of General Assembly Commissioners; and
13. Preside over commissioning of ruling elders to particular pastoral service.
14. Ordinarily this position rotates between ruling and teaching elders and reflects the evolving diversity of the presbytery, including genders.

B. IMMEDIATE PAST MODERATOR

1. Be a member of Presbytery; and
2. Serve as moderator of the Winnebago Leadership Commission [WLC] with voice and vote;

3. Serve as moderator of the Nominating Committee;
4. At the invitation of, or in the absence of the Moderator, perform the duties assigned to the Moderator; and if neither the Moderator nor the Immediate Past Moderator is available to perform their assigned functions, a former Moderator shall be requested to preside.

C. STATED CLERK

Purpose: To support Winnebago Presbytery's congregations in matters of polity and parliamentary procedure; to keep the records of minister members and congregations; to provide advice and counsel to persons and groups within the presbytery on the Constitution of the Presbyterian Church (U.S.A.); to work with other Presbytery staff in management of Presbytery meetings; and to facilitate judicial processes.

Accountability: The Stated Clerk is an exempt position accountable to the Presbytery through the Personnel Committee.

Term: The Stated Clerk's term is an elected position with term length of three years; successive terms may be served. This is a part-time position - approximately 15 hours per week or 780 hours per year.

Responsibilities:

1. To keep a permanent record of all actions of Presbytery.*
2. To record the business of Presbytery, providing a complete electronic copy of Presbytery minutes to the Presbytery office as soon as possible within a timely manner.*
3. To keep the permanent roll of Presbytery; and to keep a roll of ministers and elders of the churches represented at each Presbytery meeting, as well as those absent with notice and those absent.*
4. To keep a complete file of the minutes and submit these minutes annually to the Synod for review and approval.*
5. To record the minutes of the Winnebago Leadership Commission.*
6. To act as the Parliamentarian of the Presbytery, and to act as advisor to its ministers and member congregations on questions of Constitutional interpretation and parliamentary usage.
7. To oversee and confirm the transmission of all required annual statistical reports to the General Assembly.
8. Provide guidance, assistance, and lead the session records review process to conduct reviews of the records of the Clerks of Session in the churches of the Presbytery.
9. Participating in the Committee on Representation

10. To handle the correspondence received by the Stated Clerk.
11. To resource Clerks of Session within the presbytery in fulfilling their roles.
12. To provide resources and advice for the Presbytery moderator as needed, and handle other details of meeting management in consultation with the General Presbyter and office staff.
13. To be the primary resource staff person to the Permanent Judicial Commission, Administrative Commissions and other Presbytery Committees and Task Forces as assigned; and to facilitate the judicial processes within the Presbytery as provided by Church Discipline and policies of Winnebago Presbytery.
14. To work with the General Presbyter on General Assembly matters and provide training of commissioners to the General Assembly.
15. To be a member of WLC with voice and vote.
16. To serve as registered agent of Presbytery as a legal corporation within Wisconsin and is authorized to be a legal and financial signatory for the Presbytery as needed.

*may be assigned to a recording clerk

D. TREASURER

Accountability: The Treasurer is an elected officer, accountable to Presbytery through the Leadership Commission. The Treasurer serves as a resource person to the Finance Commission, and is a voting member of WLC and of Presbytery. The term of office is three years; successive terms may be served.

Responsibilities:

1. Authorized to sign all checks and financial papers as authorized by the Presbytery;
2. Advise the Finance Commission on investment vehicles compatible with the investment policy;
3. Implement the investment process and report investment status as directed by the Finance Commission and/or Presbytery;
4. Serve as a resource person for the Administrative Assistant;
5. Review monthly financial statements and account reconciliations;
6. Is authorized to be a legal and financial signatory for the Presbytery as needed.
7. Serve as authorized representative of the Presbytery to the Board of Pensions
8. Approve payment requests entered by staff

Skills:

Experienced with and capable of understanding financial transactions, records and processes in order to recommend proper accounting procedures and principles for the best possible financial accountability;

Experienced with investing vehicles, investment reporting, and the implementation of investment direction; and

Familiarity with computers and financial programs.

Relationships:

Be a member of Presbytery or a constituent church of Presbytery.

Be willing to work closely with the Administrative Assistant, the General Presbyter, other staff of the Presbytery, and the Finance Commission Moderator.

E. VICE-MODERATOR

1. Be a member of Presbytery
2. Serve on the Leadership Commission with voice and vote
3. At the invitation of, or in the absence of the Moderator, perform the duties assigned to the Moderator.

III. PRESBYTERY STAFF**A. GENERAL PRESBYTER**

Presbytery Vision/Goal Statement: Bearing witness to Jesus Christ; strengthening and connecting congregations

Reports to: The Presbytery through the Leadership Commission and the Personnel Committee

Directly Supervises: Administrative Assistant

Job Summary: The General Presbyter is a collaborative leader who animates the vision of Winnebago Presbytery. The General Presbyter achieves this by serving as Head of Staff, overseeing the office and its functions, and providing pastoral care to the members of the presbytery.

1. Promotes the vision of Winnebago Presbytery including making strategic visits and maintaining a presence within congregations
2. Equips and develops long term strategies with the Leadership Commission for funding, communications, leadership and new initiatives.
 - Listens to the needs of congregations, pastors, and presbytery leadership in order to respond with appropriate programs, resources, marketing pieces, and support.

- Reports to the Leadership Commission, delineating the activities the General Presbyter has participated in related to the vision as a member with voice and vote.
3. Prepares for presbytery meetings by supporting the Moderator, Stated Clerk and Leadership Commission in creating docket and ensuring that reports are prepared and posted.
 4. Serves as Head of Staff
 - Coordinates the work of the staff. Leads the staff in planning and implementing communications.
 - Supervises the Administrative Assistant and works with the Stated Clerk; Evaluates the statistical feedback from communication software and makes changes as needed.
 - Oversees operations including information technology
 - Has authority for support staff employment and termination. This is shared authority with Personnel Committee.
 5. Reviews & approves weekly and monthly financials & monitors the health of the Presbytery budget.
 - Approves and submits payroll information for staff
 - Reviews office accounts payable.
 - Is authorized to be a legal and financial signatory for the Presbytery as needed.
 6. Supports the commissions and committees of the Presbytery
 - Offering support to the chairpersons to develop agendas and implement their work
 - Supporting the development of informative reports to the Presbytery
 7. Serve as the primary staff support for the Commission on Ministry and Committee on Preparation for Ministry,
 - Work with congregations in pastoral transition by helping Sessions discern and obtain appropriate transitional leadership and by educating Sessions and Congregations about the entire call process and supporting them as they work through the process;
 - Assist and train congregational Pastoral Nominating Committees (PNCs) so that they can work effectively;
 - Update and oversee policy changes especially as they relate to updates/changes to the Constitution of the PC(USA) and ensure that policies and procedures of the Presbytery align with current practices;
 - Equip COM members in their work with congregations and pastors;

participate in visits when needed. Provide relevant information for liaisons as background or to share with pastors and congregations;

- Serve as the initial contact with the PC(USA) Call and Vocational offices;
8. Serves as a resource, coach/mentor for pastoral leaders and staff of congregations.
 - Provides pastoral care as appropriate.
 - Refers/facilitates for a variety of needs – e.g. legal, emotional, spiritual, pension board
 - Shepherds sessions and leadership as needed or requested.
 - Provides occasional worship leadership/preaching and may also attend worship services as appropriate.
 9. Serves as the Presbytery's liaison to the General Assembly, Synod, the Board of Pensions and the Wisconsin Council of Churches; Responds to concerns received by interpreting the facts and the background of decisions made by the General Assembly, Synod and Board of Pensions; clarifying the mission of the PC(USA).
 10. Serves on the Board of Directors of the United Community Services, Inc, which houses the presbytery office

B. ADMINISTRATIVE ASSISTANT

Purpose: To provide communications, technology, and administrative support to Winnebago Presbytery

Accountability: The Administrative Assistant is a part-time (approx. 10 hrs/week) non-exempt position paid on an hourly basis accountable to the General Presbyter

Responsibilities:

1. Produce and coordinate sending of communications (biweekly newsletter, meeting registration information, and special announcements) using Constant Contact
2. Maintain database and website
3. Create and maintain a filing and record-keeping system
4. Receive and file communications via mail, telephone, and email and respond or direct them to the correct staff and/or committee leaders.
5. Recommend and maintain appropriate tools for presbytery work, including computer software and online services, office equipment, and service contracts
6. Prepare for and ensure that presbytery meetings are accessible and function well for those who participate electronically as well as in-person.
 - a. Coordinate arrangements with the host church for stated and special presbytery meetings.
 - b. Serve as advance staff to ensure that hybrid meetings will go well.
 - c. Set up equipment and provides tech support for presbytery meetings.
 - d. Provide support services especially to those participating electronically at presbytery meetings.
 - e. Make arrangements with host church for volunteers to provide In-person hospitality.

- f. Prepare slides that can be shared on screens for both in-person and electronic participants.
7. Understand and help process finances
 - a. Arrange deposits of checks to bank
 - b. Assist church treasurers with process questions and provide supplies and forms as requested.
 - c. Work with General Presbyter to record deposits and ensure invoices are paid
8. Additional administrative tasks as needed to ensure the success of Winnebago Presbytery

IV. COMMISSIONS OF PRESBYTERY

A. WINNEBAGO LEADERSHIP COMMISSION

Purpose: The purpose shall be to envision, facilitate, and evaluate the mission of the Presbytery, and to administer its ongoing work.

Responsibilities: Coordinate the work of Presbytery commissions, committees, and task groups:

1. Plan and prepare the docket for Presbytery meetings;
2. Receive reports of and review the work of committees and task groups;
3. Evaluate and recommend the goals of Presbytery;
4. Report to Presbytery every item of business transacted by it;
5. Act on behalf of Presbytery as necessary between stated meetings of Presbytery, when it is impossible or inappropriate to wait for the next meeting of Presbytery, in the following ways:
 - approve administrative commissions for ordinations and installations;
 - approve dates and sites for stated meetings (ordinarily a year in advance) and special meetings of Presbytery, subject to minimal notice;
 - to change the dates or sites of meetings of Presbytery, subject to minimal notice;
 - authorize official public statements on behalf of Presbytery by officers or staff in time of special need;
 - authorize minister of Word and Sacrament members of Presbytery to officiate at a service of the Holy Communion, apart from an installed or appointed pastoral position;
 - present its actions for review at the next meeting of Presbytery.
6. Appoint task groups to fulfill responsibilities not clearly designated to an existing commission or committee of Presbytery;

7. Coordinate Presbytery's involvement in denominational and ecumenical relationships by:
 - Coordinating and facilitating communications with other councils and ecumenical agencies; and
 - appointing representatives to participate in consultations and other events;
8. Review and make recommendations regarding proposed amendments to the Standing Rules and the Manual.

Membership:

Moderator of Presbytery, Immediate Past Moderator (who shall preside), and Treasurer.

General Presbyter

Stated Clerk (who shall take minutes and maintain WLC records),

Moderators of Permanent Commissions: Commission on Ministry, Finance Commission

Moderators of Committees: Personnel Committee, Committee on Representation, and Session Records Review Committee.

Moderator of Presbyterian Women, Vice- Moderator of Presbytery

Others in attendance with voice but no vote: Administrative Assistant

Quorum: The quorum for the WLC shall be a majority of the members.

Reporting: The WLC shall submit a written report of its business, activities, and actions to Presbytery, through meeting minutes or summaries, for distribution at least three days prior to stated meetings of Presbytery.

B. COMMISSION ON MINISTRY

Purpose: The Commission on Ministry shall provide supervision, oversight, and counsel to all ministers of the Word and Sacrament within the Presbytery of Winnebago and to all commissioned ruling elders (CRE) who provide pastoral services to particular churches. Oversight shall also be provided for all member congregations of Winnebago Presbytery.

Responsibilities:

1. Supervise and provide counsel in the call processes of the churches of Presbytery;
2. Approve calls to ministers of the Word and Sacrament and CREs for pastoral service or recommend to Presbytery such approval (G-2.0502)
3. Examine and approve ministers of the Word and Sacrament seeking enrollment in

Winnebago Presbytery upon transfer from other presbyteries or denominations or make recommendation to Presbytery concerning such enrollment;

4. Dissolve pastoral relationships when a congregation and a pastor concur;
5. Recommend appropriate actions to Presbytery when a congregation or a pastor seeks dissolution of a pastoral relationship without the concurrence of the other party;
6. Dismiss ministers of the Word and Sacrament to other PC(USA) presbyteries;
7. Recommend to Presbytery changes in the terms of call for ministers of the Word and Sacrament;
8. Examine and recommend approval or non-approval to Presbytery concerning the ministry of ministers of the Word and Sacrament who are not engaged in a call to pastoral service within a congregation of Presbytery, according to the criteria of validated ministry (G-2.0503 a);
9. Report annually on review and recommendation concerning those ministers of the Word and Sacrament who seek member-at-large status (G-2.0503 b);
10. Recommend to Presbytery requests from ministers of the Word and Sacrament for the status of honorable retirement (G-2.0503 c);
11. Approve or recommend to Presbytery all calls for pastoral service;
12. Annually recommend to Presbytery all changes in pastoral and contractual terms of call for ministers of the Word and Sacrament and employment of CREs;
13. Review and approve all temporary pastoral relationships (G-2.0504 b);
14. Recommend to Presbytery minimum compensation requirements for ministers of the Word and Sacrament, CREs, Certified Christian Educators (CCEs) (G-2.1103b) temporary session moderators, and temporary pastoral service;
15. Provide counsel for the churches of Presbytery and its employing bodies regarding compensation and other personnel issues;
16. Maintain complete files of correspondence, personnel assessments, examinations, and background checks related to calls and pastoral service within Presbytery;
17. and
18. Designate a moderator of a church's session if there is no installed pastor, or if the installed pastor is unable to moderate (G-1.0504).

Related Policies: COM policies may be found online at <http://winnebagopresbytery.org>.

Membership: The Commission on Ministry shall consist of twelve (12) elected members serving in three classes for not more than two consecutive three-year terms.

Quorum: A quorum of COM shall be one-half of its members.

Reporting: The COM shall report all authorized actions to Presbytery for review and amendment.

C. PERMANENT JUDICIAL COMMISSION

Purpose: The Permanent Judicial Commission (PJC) of Presbytery is constituted according to the Church Discipline of the *Book of Order* (D-3.0101). The Commission will meet annually to review its duties and responsibilities. The Commission will also meet whenever judicial action is initiated or enacted under the provisions of the Church Discipline. The Stated Clerk shall be responsible for initially convening the meeting of the Commission; thereafter, the Commission shall elect its own clerk. The Stated Clerk is the presbytery officer who provides primary counsel to the PJC.

Membership: The PJC shall consist of seven (7) members elected by Presbytery in three classes of terms that are not to exceed six (6) years, in accordance with the provisions of D-3.0101-3.0203).

Meetings & Quorum: The PJC shall meet and maintain a quorum in accordance with the provisions of D-3.0102.

Reporting: The PJC shall publish and report the decisions of its deliberations to the parties within three days, to the Presbytery at its next stated meeting, and to the public upon its own determination. Its decisions and records are to be maintained and preserved by the Stated Clerk.

D. FINANCE COMMISSION

Purpose: The Finance Commission shall:

1. administer the ongoing financial work of Presbytery;
2. provide advice and assistance to constituent churches which desire or need financial expertise of Presbytery; and
3. fulfill legal responsibilities for the orderly and efficient functioning of Presbytery as a non-profit organization and meet annually as trustees of Presbytery.

Membership: The Finance Commission shall consist of five (5) elected members serving in three classes for not more than two consecutive three-year terms. The Treasurer of Presbytery shall serve as an *ex officio* member **with vote**.

Responsibilities: The Finance Commission shall have oversight in the following areas:

1. budgeting and financial matters of Presbytery;
2. property use and disposition and insurance coverage, subject to review of Presbytery;

3. Presbytery financial record-keeping;
4. guidance in financial matters to local congregations; and
5. oversight as Presbytery's Board of Trustees over legal transactions of the corporation, with recommendations for any legal change to be submitted to Presbytery for review and approval.

Specific Tasks: The Finance Commission shall:

1. develop and monitor a budgeting process for all commissions, committees, and task forces;
2. prepare and recommend an annual budget to Presbytery;
3. review and manage Presbytery funds and investments within the policies and directives of the Presbytery;
4. provide for and approve the annual full financial review (G-3.0113);
5. report to Presbytery annually on assets held by the corporation;
6. review all plans by local churches to sell, mortgage, encumber, or lease real property, and recommend action to Presbytery (G-4.0206);
7. prepare, with the Treasurer, regular financial reports to Presbytery;
8. recommend to Presbytery per capita apportionment and payment schedules;
9. authorize emergency loans of Presbytery funds to local churches not to exceed \$50,000, subject to subsequent review and oversight of the Presbytery.
10. Recommend to the congregations of the Presbytery mission giving goals and percentages to support the work of the larger church.
11. Annually review and report to Presbytery congregational loan terms.

Related Policies: Finance policies may be found online at <http://winnebagopresbytery.org>.

V. COMMITTEES OF WINNEBAGO PRESBYTERY

A. NOMINATING COMMITTEE

Purpose: To communicate about open positions within the presbytery, discern what skills and people are needed to fill those positions, and recruit people to be nominated to the presbytery for election and service.

Membership: The Nominating Committee shall consist of the Moderator, the Immediate Past Moderator, and the Vice-Moderator (if one has been elected)

Responsibilities: The Nominating Committee shall be responsible for making recommendations for nominees for commissions and committees (except for the Nominating Committee and

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Committee on Representation), officers of Presbytery, the moderators of all commissions and committees, commissioners to other councils of the church, including replacements for unscheduled vacancies according to the needs outlined in the Manual and according to the schedule established by the WLC. The Nominating Committee shall “shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership.”(F-1.0403). The Nominating Committee shall work in coordination with the Committee on Representation.

B. PERSONNEL COMMITTEE

Purpose: To supervise Presbytery staff and report its actions, recommendations and evaluations to Presbytery.

Membership: The Personnel Committee shall consist of four (4) elected members serving in three classes for no more than two consecutive three-year terms.

Responsibilities: The Personnel Committee shall be responsible for the following:

1. provide evaluation for the General Presbyter;
2. provide evaluation for the Stated Clerk and any other paid officers.

Related Policies: Personnel policies may be found online at <http://winnebagopresbytery.org>.

C. SESSION RECORDS REVIEW COMMITTEE

Purpose: The Session Records Review Committee (SRR), with the guidance and assistance of the Stated Clerk, is responsible for the annual review of the minutes and church registers of each Session in the Presbytery, and for the policies and procedures necessary to implement the review.

Membership: The SRR shall be comprised of four (4) elected members serving for three-year terms plus the Stated Clerk. Elected member terms may be continually extended for additional three-year terms. The Stated Clerk serves as the lead of this committee and has the responsibility for contacting churches to set up the review dates, which are typically in March or April. The Stated Clerk will also schedule a meeting with committee members prior to the review, make sure that all materials are available for committee members, train new members as necessary, and receive the completed results from the committee members and advise the Presbytery of the results. Committee members will be chosen as geographically close to their review site as possible.

Related Policies: Procedural documents related to the Session Records Review Committee may be found online at <http://winnebagopresbytery.org> under the Office of the Stated Clerk tab.

D. INVESTIGATING COMMITTEE POOL

The Investigating Committee Pool constitutes a group, elected by the Presbytery, who may be called upon to fulfill the obligations of judicial process (D-3.0102).

Purpose: The Investigating Committee Pool provides personnel available for appointment by the Moderator of Presbytery to serve as the investigating committee in dealing with allegations of disciplinary offence[s] by a member or officer of Presbytery that are received in writing by the Stated Clerk or as a committee of counsel upon remedial complaint.

Membership: The Investigating Committee Pool shall consist of six (6) TEs or REs elected by Presbytery, in three classes of two persons, who are eligible to serve not more than two consecutive three-year terms.

E. COMMITTEE ON REPRESENTATION

Purpose: The Committee on Representation is a Book of Order mandated committee that shall work to monitor and encourage the imperative toward diversity of representation in the life and leadership of the Presbytery and the membership of its committees and commissions. (G-3.0103)

Membership: The Committee on Representation shall consist of the Immediate Past Moderator, who shall serve as chair, the Moderator, and the Stated Clerk, and to be staffed with support from the Administrative Assistant.

Responsibilities: The Committee on Representation shall be responsible for advising the Presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the Presbytery on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.

F. COMMITTEE ON PREPARATION FOR MINISTRY

Purpose: The Committee on Preparation for Ministry shall provide supervision, oversight, and counsel to inquirers and candidates in the ordination process for ministry of the Word and Sacrament within the Presbytery of Winnebago and also to all seeking training for the possibility of becoming a commissioned ruling elder (CRE). This committee is aware of the national process within the PCUSA and will also connect with the sessions and congregations of Winnebago

Membership: The Committee on Preparation for Ministry shall consist of TEs or REs elected by Presbytery, and can if necessary be supplemented by appointments of members of the Commission on Ministry

Responsibilities:

1. Receive and approve persons who seek to become inquirers toward ordination ministers of the Word and Sacrament.
2. Receive and recommend to Presbytery persons who seek to become candidates for ordination as ministers of the Word and Sacrament;
3. Provide counsel and oversight to inquirers and candidates for ordination and to the session of their respective church membership;
4. Recommend candidates to Presbytery for ordination to the ministry of the Word

and Sacrament following examination for readiness to receive a call or validation for other ministry

5. Receive and approve applications for the status of commissioned ruling elder (CRE) within the Presbytery, provide appropriate training, and recommend to Presbytery persons for commissioning to specified pastoral service within the churches in Presbytery (G- 2.10);
6. Maintain files of correspondence, personnel assessments, examinations, and background checks for inquirers, candidates, and those in training for CRE programs

VII. **AMENDMENT AND SUSPENSION OF MANUAL OF ADMINISTRATIVE OPERATIONS PROVISIONS**

Amendment of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery, provided that there is an opportunity for discussion of the rationale and consequences of the proposed change. Temporary suspension of particular provisions of the Manual of Administrative Operations may be made at any stated meeting by a majority vote of Presbytery for an action or decision at that meeting only.

VII. **REVIEW OF THE MANUAL OF ADMINISTRATIVE OPERATIONS**

There will be a review and evaluation of the Manual of Administrative Operations annually for adequacy. This review shall be the responsibility of the WLC, which shall report this review annually to Presbytery with its recommendations. Edits to correct spelling, grammar, factual information, or provide consistent formatting may be made by presbytery staff if the Leadership Commission is informed of the change.

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PRESBYTERY OF WINNEBAGO POLICIES

as of September 24, 2026

Presbytery Policies

	<u>Adopted</u>	<u>Revised</u>
• Academic Debt Reduction Policy	4/??/2009	6/6/2024
• Antiracism Policy	11/7/2024	
• Certified Christian Educator Minimum Compensation	9/??/2013	
• Child Protection Policy	9/15/2009	
• Communications Policy	11/10/2007	--
• Dependent Care During Presbytery Meetings Policy	11/11/2000	5/25/2023
• Disaffiliation Request Policy	2/11/2012	--
• Dissolution of Pastoral Relationships Policy	2/22/2024	--
• Emergency Congregational Loan Policy	9/11/2012	2/27/2025
• Equal Employment Opportunity Policy for PNCs	--	5/??/2013
• Fiscal and Budgetary Policy	9/23/2003	9/26/2024
• Harassment Policy	9/28/2023	
• Inclusive Language – Statement Regarding the Use	4/??/1986	
• Investment Policy	11/16/2013	--
• Membership Policy	--	5/??/2013
• Mileage Subsidy Policy		5/25/2023
• Moderator RemunerationPolicy --	6/6/2024	
• Per Capita Payment Policy	12/??/1993	--
• Personnel Policies	--	9/28/2023
• Presbytery Records Accessibility Policy	11/11/2006	--
• Property Disposition Policy	12/??/1993	--
• Sabbatical Leave for Teaching Elders	2/??/2003	7/31/2024
• Separation Ethics Policy for Pastoral Relationships	8/??/2007	--
• Sexual Misconduct Policy	--	5/12/2009
• Undesignated Giving Policy	9/9/2014	12/4/2020
• Vacation Policy for Teaching Elders	2/9/2013	6/6/2024
• Validation of Ministry Policy for Teaching Elders	11/??/2006	--
• Vulnerable Adult Protection Policy	4/30/2026	

Policies No Longer in Effect

	<u>Adopted</u>
• Parental Leave Policy for Teaching Elders <i>[Superseded by ratification of G-2.0804 in July 2023]</i>	9/11/2007
• Sick Leave Policy for Teaching Elders <i>[Superseded by ratification of G-2.0804 in July 2023]</i>	11/15/2003