

All-Presbytery Picnic!
Neighborliness in Covenant Community

The 188th Stated Meeting of the Presbytery of East Iowa
St. Andrew Presbyterian Church
140 Gathering Place Lane
Iowa City IA 52246 / (319) 338-7523
13 July 2019
10:00 am-3:00 pm

Presbytery Gathering Vision Statement

The Church is the body of Christ. As members of the body of Christ, each possessing a variety of gifts, we are called to live in right relationship with each other, to the glory of God. That is, we make a reciprocal promise, entering into deep, enduring relationship with every other member—a covenant relationship. And in this same way, God relates to us and we relate to God within covenant relationship. It is through covenant relationships with each other that we learn to respect and serve one another, to listen to and support one another, and to build up the body of Christ so that we may be able to “glorify and enjoy God now and forever” in full participation in God’s mission in the world.

At Presbytery Gatherings, we aim to strengthen our covenant relationships by

- Prioritizing excellent worship and prayer together
- Equipping churches and believers with practical tools for ministry
- Providing opportunities for relationship building and fellowship
- Inviting the open sharing of information and ideas
- Using transparent systems to conduct business in an orderly way



**188th Stated Meeting
Docket**

10:00 a.m.	<p>WORSHIP (Sanctuary)</p> <p>Offering: Center for Worker Justice of Eastern Iowa The Center for Worker Justice of Eastern Iowa was founded in 2012 by a coalition of religious, community, labor, and immigrant organizations. The Center for Worker Justice unites low-wage workers in Eastern Iowa across race and immigration status to achieve social and economic justice through education, organization, direct service, and community alliances. The Center seeks to improve Eastern Iowa communities by coordinating projects to address injustices in areas such as workplace conditions, civil rights, access to education, and the need for affordable housing.</p>	
11:00 a.m.	<p>The Presbytery Convenes (Sanctuary) Constituting Prayer Declaration of Quorum Approval of Docket/Establishing Rolls Seating of Corresponding Members</p>	
	<p>Welcome Introduction of First-Time Presbyters Welcome from Host Pastors: The Reverend Dr. Danie DeBeer, Pastor The Reverend Kyle Otterbein, Associate Pastor</p>	
	<p>STATED CLERK</p> <ul style="list-style-type: none"> • Recommendation concerning minutes approval • Information Items 	<p>Stated Clerk Blair</p>
	<p>TRUSTEES</p> <ul style="list-style-type: none"> • Recommendation concerning LeClaire, First roof • UPDATE: Hazleton church building sale 	<p>RE Jan Kosowski</p>

	BUDGET AND FINANCE TEAM <ul style="list-style-type: none"> • Actual vs Current Budget Comparison • Current Balance Sheet • 2019 Per Capita and Mission by Church 	RE Tom Martin and Finance Manager Karen Bartel
	PRESBYTERY COORDINATING COMMISSION (PCC) <ul style="list-style-type: none"> • Recommendation concerning office relocation • Recommendation concerning PEIA Bylaws [First Reading] 	
	MINISTERS AND CONGREGATIONS COMMISSION <ul style="list-style-type: none"> • Recommendation concerning validation of full-time chaplain position for TE Bill Warhover • Additional action items will be included on the Table Docket as necessary • Information Items 	TE Jennifer Jennings
	MISSION AND SOCIAL JUSTICE TEAM <ul style="list-style-type: none"> • Information Items 	TE Kristin Hutson
	LEADERSHIP DEVELOPMENT TEAM <ul style="list-style-type: none"> • Information Items 	TE Marry Anne Welch
	CONGREGATIONAL DEVELOPMENT AND VITALITY TEAM <ul style="list-style-type: none"> • Information Items 	TE Danie DeBeer
	COVENANT COMMUNITY HAPPENINGS (Up to 1 minute per person)	
	NEW BUSINESS	Stated Clerk Blair
	ADJOURNMENT	

Noon	LUNCH —provided by Big Table, Iowa City
AFTERNOON ACTIVITIES Feel free to move between workshops and other activities	
<p><u>WORKSHOPS</u></p> <p>1-2 pm</p> <ul style="list-style-type: none"> • Creating VBS (Sarah Hegar/Heather Woodin) • Dwelling Within: Spiritual Practices for Life (Loretta Ross) • Telling Our Stories (Anita Burnett/Jeff Charis-Carlson) • Living in Mr. Rogers Neighborhood (Lori Wunder) <p>2-3 pm</p> <ul style="list-style-type: none"> • Mindfulness in a Distracted World (Loretta Ross) • Music for the Soul (Leah Bergman) • Telling Our Stories (Anita Burnett/Jeff Charis-Carlson) • Mission in Action (Peacemaking, Iowa WINS, and others) 	<p><u>AVAILABLE ALL AFTERNOON</u></p> <p><u>Contemplative</u></p> <ul style="list-style-type: none"> • Walk the labyrinth • Reflect at any of the three prayer stations <p><u>Athletic/Group</u></p> <ul style="list-style-type: none"> • Pickle Ball • Gaga Ball • Basketball • Corn Hole <p>Or just catch up with neighbors in the Presbytery that you have not seen or visited with for some time</p>

Workshop Guide

Creating VBS (Sarah Hegar/Heather Woodin)

The recent controversy concerning the Group Publishing offerings for VBS has prompted churches to think about creating their own VBS experiences. This workshop will provide helpful process advice and tips for creating fun, educational VBS curricula and activities.

Dwelling Within: Spiritual Practices for Life (Loretta Ross)

We commonly use the phrase “still small voice of God,” but what is this voice and how can we quiet ourselves to listen to it? This workshop will engage participants in contemplative practice to dwell with God more completely in our spiritual lives.

Telling Our Stories (Anita Burnett/Jeff Charis-Carlson)

Our stories matter. Telling our stories is an essential human activity. We share them with ourselves to reflect upon who we are, and we gift them to others. Some people don't think they have a story, or their story is not worth telling, that their lives are 'regular' or boring or somehow not special. As we share our stories with each other, not only do we share who we uniquely are, but also who we are uniquely becoming.

Living in Mr. Rogers Neighborhood (Lori Wunder)

If Presbyterians had saints, the Reverend Fred Rogers would no doubt make the list. Using stories from his television show, vignettes from his life, clips from the 2018 documentary, and scripture, we'll take a closer look at the theology and beliefs Mr. Rogers shared with his television friends and explore why this ministry is still relevant for our world today.

Mindfulness in a Distracted World (Loretta Ross)

Have you ever driven somewhere, but realize that you got there on autopilot? Or have you ever been listening to a friend, trying to focus on her story, but realize that your mind has drifted? Come learn more about mindfulness, a practice that can help us to increase the quality of our experiences and deepen our connections with the world around us by learning to be fully present in the current moment.

Music for the Soul (Leah Bergman)

Music speaks to the seasons of our souls, providing energy, solace, celebration, calmness, and joy. This interactive workshop will engage participants in simple song singing, prayer through music, and time for meditation to music.

Mission in Action (Peacemaking, Iowa WINS, and others)

We are called to be God's hands and feet in the world. Come to learn more about the

various action projects underway in the Presbytery as well as further opportunities to engage in mission and ministry.



REMINDER: Commissioners are so named because they have a commission, a special responsibility to prepare for the meeting by carefully reading and thinking through the meeting materials in advance in order to make educated decisions, and then sharing the information presented at Presbytery meetings with their sessions as a part of the Presbyterian connectional system. Please take this commission seriously and share information so that your session will be “in the know.”

To steward resources wisely, all documents in the meeting packet will be available electronically on the Presbytery website. **Copies of the meeting packet will be available in hard copy form only upon request.**

New business must be delivered to the Stated Clerk no later than 10:00 a.m. New motions and amendments must be pre-filed in writing with the Stated Clerk at this time.

PLEASE COMPLETE THE ONLINE REGISTRATION FORM FOR THIS MEETING AS SOON AS POSSIBLE

- Your timely registration helps us to get an accurate meeting count.
- Childcare will be provided. Please indicate the need for childcare on the registration form.
- Please also indicate dietary restrictions on the registration form

ACTION ITEM

The Stated Clerk advises that a motion to approve the following item would be in order:

MOTION: That the Presbytery approve the minutes of the 187th Stated Meeting of the Presbytery of East Iowa, convened on 16 March 2019 at First Presbyterian Church, Muscatine, IA.

These minutes are posted on the Presbytery website—www.peia.org.

INFORMATION ITEMS

- The Stated Clerk reports the receipt of the following notification from the Presbyteries' Cooperative Committee on Examinations for Candidates:

It is the time of year when we remind all presbyteries that they must elect and report their **ordination exam readers** (G-3.0302b) for the **2019-2020 cycle**. As a reminder, the Presbyteries' Cooperative Committee on Examinations for Candidates (PCC) announced last fall that the essay-based exams would be moving to three administrations per program year. With that change, presbyteries will only be supplying readers for one reading week each year rather than two. This change also required redistributing the six regions across these three exam administration periods.

East Iowa Presbytery continues as part of the **Midwest Region** that will now be evaluating exams **the week of February 3-7, 2020**. Based upon the allocation formula set by the Presbyteries' Cooperative Committee on Examinations for Candidates, your presbytery is requested to provide **1 ruling elder(s), and 1 teaching elder(s), and 1 alternate reader.**

If you feel called to serve in this role, please contact TE Mary Anne Welch (Leadership Development) or Stated Clerk Rebecca Blair as soon as possible.

- The Stated Clerk reports that she has represented the Presbytery at the invitation of Stated Clerk J. Herbert Nelson as a member of a national planning group concerning the preparation process for mid-council leadership that met on June 9-11, 2019 at the PCUSA offices in Louisville, KY. She was selected to continue service as a part of a small implementation and planning team that will meet in Louisville on September 22-24, 2019.

REPORT OF THE PRESBYTERY TRUSTEES

ACTION ITEM

On behalf of the Trustees, the PCC recommends that the Presbytery approve the request from the session of LeClaire, First, in accord with Presbytery policy, to use \$26,978 from the Building Fund and \$11,595 from non-restricted endowment funds to replace the church building roof.

NOTE: The bid of \$38,543 approved by the session exceeds 10% of the church’s annual budget. The roof needs replacing as it is 3 years beyond the 15-year warranty. The work will not be done until Fall, but approval now allows the church to move forward when the contractor is available to do so.

INFORMATION ITEM

The Trustees moderator provides the following update on the sale of the Hazelton church building.

Selling price	\$26,000
Current taxes due	\$0
Pro-rated taxes due	\$0
Realtor Commission	\$2,000
Preparation of Deed (POC)	\$0
Abstract—Buchanan Co.	\$325
Revenue Stamps	\$40.80

Earnest money paid	\$ 200.00
Amount received by Presbytery for this sale	\$23,634.20

Cost of Utilities and Property Maintenance

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Subtotals</u>
01/31/2019	Alliant Energy	Hazelton Property	329.09	
02/28/2019	Alliant Energy	Hazelton Property	574.75	
03/28/2019	Alliant Energy	Hazelton Property	339.99	
04/25/2019	Alliant Energy	Hazelton Property	217.25	
05/30/2019	Alliant Energy	Hazelton Property	197.58	
06/20/2019	Alliant Energy	Hazelton Property	130.54	1,789.20
02/07/2019	Castle, Casey	January FPC Snow Removals	135.00	
03/07/2019	Castle, Casey	February FPC Snow Removals	245.00	
04/04/2019	Castle, Casey	March FPC Snow Removals	20.00	400.00
01/10/2019	City of Hazelton	Jan 2019	26.12	

02/07/2019	City of Hazelton Feb 2019		26.12	
03/07/2019	City of Hazelton Mar 2019		26.12	
04/04/2019	City of Hazelton Apr 2019		26.12	
05/02/2019	City of Hazelton May 2019		26.12	
06/06/2019	City of Hazelton Jun 2019		26.12	156.72
04/25/2019	GuideOne Insurance	Property Insurance	<u>1,637.17</u>	<u>1637.17</u>
			3,983.09	3983.09

Alliant Energy is Gas & Electric
Casey Castle performed property upkeep
City of Hazelton is water & sewer
GuideOne Insurance will have a refund

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REPORT OF THE BUDGET AND FINANCE TEAM

Presbytery of East Iowa Balance Sheet

Cash Basis

As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1005 · Checking - U of I Credit U...	99,600.60
1010 · Savings - U of I Credit Union	508,208.88
Total Checking/Savings	<u>607,809.48</u>
Total Current Assets	<u>607,809.48</u>
TOTAL ASSETS	<u>607,809.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	8,425.80
Total Other Current Liabilities	<u>8,425.80</u>
Total Current Liabilities	<u>8,425.80</u>
Total Liabilities	8,425.80
Equity	
30000 · Opening Balance Equity	
30001 · Prior Year Balances	210,034.78
30002 · Church Closing Reserves	179,745.59
30003 · Restricted Balances	224,562.62
Total 30000 · Opening Balance Eq...	<u>614,342.99</u>
32000 · Unrestricted Net Assets	-41,680.82
Net Income	26,721.51
Total Equity	<u>599,383.68</u>
TOTAL LIABILITIES & EQUITY	<u>607,809.48</u>

Presbytery of East Iowa
PEIA Budget vs. Actual

January through June 2019

	Jan - Jun 19	Budget	% of Budget
Income			
4000 · PEIA Missions			
4002 · PEIA Cur Yr Unified Missions	36,228.70		
4004 · Prior Year PEIA Unified Mission	11,139.41		
4000 · PEIA Missions - Other	0.00	120,000.00	0.0%
Total 4000 · PEIA Missions	47,368.11	120,000.00	39.47%
4001 · Unified Mission Passthroughs			
40011 · Unified Mission Collections GA	13,073.01		
40012 · Unified Mission Coll - Synod	4,332.73		
40014 · GA Designated Missions	6,891.06		
40015 · Unified Miss Passthrough Disb	-25,296.80		
4001 · Unified Mission Passthroughs - Other	1,000.00		
Total 4001 · Unified Mission Passthroughs	0.00		
40031 · PEIA Peacemaking Team Coll	821.88		
4010 · Endowment Incomes			
4011 · Grubbs Endowment	24.83		
4012 · Laurence Nelson Scholarship Fu	254.13		
4013 · Mt Zion Endowment	139.99		
4015 · McCann Scholarship	20,812.33		
4010 · Endowment Incomes - Other	0.00	2,300.00	0.0%
Total 4010 · Endowment Incomes	21,231.28	2,300.00	923.1%
4040 · Per Capita/PEIA	123,952.48	230,000.00	53.89%
4041 · Per Capita Pass Throughs			
40411 · Per Capita Rec'd - GA	50,470.97		
40412 · Per Capita Rec'd - Synod	30,725.86		
40415 · Per Capita Passthr Disbursed	-81,196.83		
Total 4041 · Per Capita Pass Throughs	0.00		
4045 · PC(USA) Special Offerings			
40451 · One Great Hour	27,835.50		
40452 · Pentacost	453.20		
40453 · Peace & Global Justice - GA	2,742.21		
40454 · Peace & Global Witness - Synod	290.91		
40455 · Christmas Joy	19,792.22		
40456 · GA Special Offerings Disb	-51,114.04		
Total 4045 · PC(USA) Special Offerings	0.00		
4050 · Operating Interest - Savings	945.05		
4100 · Synod Support			
4101 · CPS Support	7,791.00	12,000.00	64.93%
Total 4100 · Synod Support	7,791.00	12,000.00	64.93%
4640 · Other Types of Income			
4641 · Mt Moriah Principle	2,676.70		

Presbytery of East Iowa
PEIA Budget vs. Actual

January through June 2019

Expense

6000 · Ministers & Congregations Comm

6010 · MCC Admin Expense	57.25	350.00	16.36%
6021 · MCC Travel	539.61	400.00	134.9%
6050 · Pastor Assessmnt & Consultation	0.00	2,170.00	0.0%
6060 · MCC Background Checks	0.00	3,250.00	0.0%
6075 · Safe Gathering Contract	3,500.00		

Total 6000 · Ministers & Congregations Comm	4,096.86	6,170.00	66.4%
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6100 · Leadership Development Team

6030 · CRE Retreats	0.00	1,000.00	0.0%
6031 · LDT Travel	26.00	400.00	6.5%
6040 · New Pastor Development	0.00	500.00	0.0%
6045 · Pastoral Development	1,085.00	1,000.00	108.5%
6105 · Comm on Prep for Ministry	0.00	500.00	0.0%

6125 · Trustees

6126 · Trustees Travel	76.40	400.00	19.1%
6125 · Trustees - Other	0.00	100.00	0.0%

Total 6125 · Trustees	76.40	500.00	15.28%
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6210 · Presbytery Meeting Expense	345.31	2,000.00	17.27%
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6220 · Administrative Commissions

6221 · Admin Commissions Travel	13.00	100.00	13.0%
6220 · Administrative Commissions - Other	0.00	500.00	0.0%

Total 6220 · Administrative Commissions	13.00	600.00	2.17%
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6305 · Leadership & Networking Events	311.80	1,000.00	31.18%
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6320 · Youth Triennium

363.80			
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Total 6100 · Leadership Development Team	2,221.31	7,500.00	29.62%
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6120 · Comm Representation & Nominatn

6121 · CRN Travel	0.00	100.00	0.0%
6120 · Comm Representation & Nominatn - Othe	0.00	100.00	0.0%

Total 6120 · Comm Representation & Nominatn	0.00	200.00	0.0%
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6122 · Budget & Finance Team

6123 · B&FT Travel	0.00	100.00	0.0%
6122 · Budget & Finance Team - Other	0.00	100.00	0.0%

Jan - Jun		% of
19	Budget	Budget

4642 · Mt Moriah Interest	3,847.32		
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4643 · Miscellaneous Revenue	10.00		
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4645 · Refunds	275.00		
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4660 · PEIA Disaster Recovery Fund	900.00		
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Total 4640 · Other Types of Income	7,709.02		
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4650 · PEIA Designated Missions	48,046.40		
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4652 · PEIA Designated Disbursed	-54,563.40		
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Total Income	203,301.82	364,300.00	55.81%
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Presbytery of East Iowa
PEIA Budget vs. Actual

January through June 2019

	Jan - Jun 19	Budget	% of Budget
Total 6122 · Budget & Finance Team	0.00	200.00	0.0%
6200 · Congr Dev & Vitality Team			
6070 · CDV Admn Expense	0.00	350.00	0.0%
6071 · CDV Travel	0.00	400.00	0.0%
6072 · CDV Events	0.00	2,000.00	0.0%
Total 6200 · Congr Dev & Vitality Team	0.00	2,750.00	0.0%
6225 · PEIA Coord Commission (PCC)			
6226 · PCC Travel	40.00	500.00	8.0%
6225 · PEIA Coord Commission (PCC) - Other	0.00	100.00	0.0%
Total 6225 · PEIA Coord Commission (PCC)	40.00	600.00	6.67%
6230 · Permanent Judicial Commission			
6231 · PJC Travel	0.00	100.00	0.0%
6230 · Permanent Judicial Commission - Other	0.00	1,000.00	0.0%
Total 6230 · Permanent Judicial Commission	0.00	1,100.00	0.0%
6500 · Operations			
6501 · New Equipment	0.00	400.00	0.0%
6502 · Copier & Printing	1,767.42	5,000.00	35.35%
6503 · Communications Contract	170.00	2,000.00	8.5%
6504 · Internet Access Contract	1,421.40	2,500.00	56.86%
6505 · IT Services & Software	7,308.84	15,000.00	48.73%
6506 · Telephone, Telecommunications	1,227.25	3,200.00	38.35%
6510 · Condo Association Dues	7,220.04	14,720.00	49.05%
6511 · Utilities	865.55	1,400.00	61.83%
6512 · Building Insurance	2,100.50	8,000.00	26.26%
6514 · Office Maintenance Exp	5,546.32	400.00	#####
6520 · Supplies	2,794.03	1,000.00	279.4%
6521 · Postage, Mailing Service	1,066.28	1,800.00	59.24%
6522 · Bank Fees & Charges	0.00	50.00	0.0%
6523 · Legal & Professional	7,278.50	1,000.00	727.85%
6524 · Audits & Financial Reviews	0.00	5,000.00	0.0%
6525 · Kitchen/Hospitality	0.00	100.00	0.0%
6530 · Publications	78.95	200.00	39.48%
6531 · Awards/Recognitions/Remembrance	3,075.16	600.00	512.53%
6535 · Payroll Expense	455.32	200.00	227.66%
Total 6500 · Operations	42,375.56	62,570.00	67.73%
6515 · Rent	4,200.00		
6600 · Officer & Other Travel			
6603 · Moderator & Vice Moderator Exp	44.40	300.00	14.8%
Total 6600 · Officer & Other Travel	44.40	300.00	14.8%
6700 · Payroll Expense			
6701 · Stated Clerk Payroll Expenses			

Presbytery of East Iowa
PEIA Budget vs. Actual

January through June 2019

	Jan - Jun 19	Budget	% of Budget
6705 · Salary - Stated Clerk	27,774.75	55,169.00	50.35%
6710 · Benefits - Stated Clerk	10,015.77	20,412.00	49.07%
6715 · FICA Stated Clerk	2,932.96	5,782.00	50.73%
6720 · Continuing Education St Clrk	0.00	1,000.00	0.0%
6725 · Travel Exp - Stated Clerk	3,585.49	2,500.00	143.42%
6730 · Professional Exp - Stated Clerk	42.09	500.00	8.42%
Total 6701 · Stated Clerk Payroll Expenses	44,351.06	85,363.00	51.96%
6703 · Payroll Exp - Pastor to Pastor			
6707 · Salary - Pastor to Pastor Assoc	5,259.00	10,518.00	50.0%
6723 · Continuing Ed -Pastor to Pastor	795.00	1,000.00	79.5%
6727 · Travel Exp - Pastor to Pastor	1,121.85	2,000.00	56.09%
Total 6703 · Payroll Exp - Pastor to Pastor	7,175.85	13,518.00	53.08%
6750 · Payroll Expense -Communications			
6755 · Wages - Comm Proj Manager	15,834.00	31,668.00	50.0%
6756 · Benefits - Comm Proj Manager	6,292.27	8,858.00	71.04%
6757 · FICA - Comm Proj Manager	1,253.50	2,423.00	51.73%
6758 · Continuing Ed - Comm Proj Mana	0.00	1,000.00	0.0%
6759 · Travel Expenses Comm Proj Mngr	0.00	500.00	0.0%
Total 6750 · Payroll Expense -Communications	23,379.77	44,449.00	52.6%
6760 · Payroll Exp - Financial Manager			
6765 · Wages - Financial Manager	5,583.96	11,168.00	50.0%
6767 · FICA - Financial Manager	431.59	855.00	50.48%
6768 · Continuing Ed - Fin Manager	0.00	500.00	0.0%
6769 · Treasurer Mileage	190.82	1,200.00	15.9%
Total 6760 · Payroll Exp - Financial Manager	6,206.37	13,723.00	45.23%
6700 · Payroll Expense - Other	0.00		
Total 6700 · Payroll Expense	81,113.05	157,053.00	51.65%
6800 · PEIA Missions			
6801 · Camp Wyoming	35,000.00	45,000.00	77.78%
6802 · Young Adult & College Ministry	0.00	10,000.00	0.0%
6803 · Mission Starfish Haiti	5,000.00	10,000.00	50.0%
6804 · Presbytery Mission Outreach	500.00	10,000.00	5.0%
Total 6800 · PEIA Missions	40,500.00	75,000.00	54.0%
8000 · Church Closings	-1,993.96		
8003 · Church Closing Expense	3,983.09		
Total Expense	176,580.31	313,443.00	56.34%
Net Income	26,721.51	50,857.00	52.54%

Church Name	City	PIN	2019 Per Capita	Paid	Due	Mission Pledge	Paid
Ainsworth Community Church	Ainsworth	10415	3,686.00	450.00	3,236.00	550.00	550.00
Argyle Presbyterian Church	Argyle	2549	2,964.00	2,964.00	0.00	1,000.00	1,000.00
Pleasant Hill Presbyterian Church	Atkins	2345	2,812.00		2,812.00		
Bettendorf Presbyterian Church	Bettendorf	2589	11,932.00	11,932.00	0.00	3,000.00	
First Presbyterian Church	Birmingham	2550	304.00	304.00	0.00	250.00	250.00
First Presbyterian Church	Blairstown	2346	874.00	874.00	0.00		
Blue Grass Presbyterian Church	Blue Grass	10388	5,852.00	851.00	5,001.00		
Bonaparte United Church	Bonaparte	2551	796.00	796.00	0.00		
First Presbyterian Church	Burlington	11889	5,928.00		5,928.00		
Community Presbyterian Church	Cascade	2479	722.00	722.00	0.00	700.00	485.00
Calvin Sinclair Presbyterian Church	Cedar Rapids	9582	1,292.00		1,292.00		
Christ Church Presbyterian	Cedar Rapids	2375	4,446.00		4,446.00		600.00
First Presbyterian Church	Cedar Rapids	2347	19,646.00	8,500.00	11,146.00		
Hus Memorial Presbyterian Church	Cedar Rapids	2350	2,736.00	1,368.00	1,368.00	450.00	450.00
Olivet Presbyterian Church	Cedar Rapids	2352	2,508.00		2,508.00		
Westminster Presbyterian Church	Cedar Rapids	2354	9,842.00	9,842.00	0.00		2,600.00
First United Presbyterian Church	Clinton	12129	4,256.00		4,256.00		
Zion Presbyterian Church	Coggon	2358	2,546.00	2,546.00	0.00	1,000.00	1,000.00
Cotter Presbyterian Church	Columbus Junctn	2596	912.00	874.00	38.00	750.00	750.00
Salem Welsh Presbyterian Church	Columbus Junctn	2594	1,330.00	1,144.00	186.00		100.00
United Presbyterian Church	Columbus Junctn	2593	3,990.00	3,800.00	190.00		3,000.00
United Church of Crawfordsville	Crawfordsville	10414	2,090.00	2,090.00	0.00		
First Presbyterian Church	Davenport	2598	27,170.00	8,162.00	19,008.00		
New Hope Presbyterian Church	Davenport	12240	2,812.00	1,500.00	1,312.00	600.00	300.00
Newcomb Presbyterian Church	Davenport	2600	7,068.00	5,871.00	1,197.00		
First Presbyterian Church	Ely	2357	8,170.00	3,748.00	4,422.00	700.00	600.00
First Presbyterian Church	Fairfield	2554	4,180.00	4,180.00	0.00	2,000.00	2,000.00
Sharon Presbyterian Church	Farmington	2557	4,370.00	4,370.00	0.00		
Union Presbyterian Church	Ft. Madison	2558	3,648.00		3,648.00	1,000.00	1,000.00
First Presbyterian Church	Hazleton	2482	724.00		724.00		
First Presbyterian Church	Independence	2484	6,688.00	3,002.00	3,686.00		
First Presbyterian Church	Iowa City	2605	14,364.00	14,364.00	0.00		
St. Andrew Presbyterian Church	Iowa City	2626	32,566.00	13,497.84	19,068.16		12,611.54
United Presbyterian Church	Keokuk	10668	2,698.00		2,698.00		
United Church of Faith	Keota	2607	3,154.00	1,005.00	2,149.00		
First Presbyterian Church	LeClaire	2609	2,280.00	980.00	1,300.00	100.00	
Our Savior Presbyterian Church	LeClaire	10135	4,712.00		4,712.00		
United Presbyterian Church	Lone Tree	10026	6,802.00	349.00	6,453.00	4,150.00	1,752.15
Union Presbyterian Church	Lost Nation	2360	3,990.00	1,919.00	2,071.00	400.00	400.00
First Presbyterian Church	Manchester	2489	4,104.00	2,736.00	1,368.00		
First Presbyterian Church	Marengo	2611	6,232.00	3,452.90	2,779.10		
Echo Hill Presbyterian Church	Marion	12233	10,412.00	2,088.00	8,324.00		
First Presbyterian Church	Marion	2361	16,188.00	8,094.00	8,094.00		2,500.00
First Presbyterian Church	Mechanicsville	2362	3,382.00	3,382.00	0.00	1,000.00	1,000.00
First United Presbyterian Church	Mediapolis	2562	2,888.00	1,476.00	1,412.00		
First Presbyterian Church	Miles	2363	2,964.00	2,964.00	0.00	1,500.00	500.00
First Presbyterian Church	Monticello	9641	7,790.00	709.00	7,081.00		4,000.00
Montrose Presbyterian Church	Montrose	2565	1,330.00	1,330.00	0.00		
First United Presbyterian Church	Morning Sun	2566	2,280.00	1,537.25	742.75	1,537.25	
First Presbyterian Church	Mt. Pleasant	2569	11,932.00	3,963.00	7,969.00	5,000.00	2,500.00
First Presbyterian Church	Mt. Vernon	2366	5,054.00	2,525.00	2,529.00		
Linn Grove Presbyterian Church	Mt. Vernon	2367	1,292.00	1,292.00	0.00	1,500.00	1,500.00
First Presbyterian Church	Muscatine	2613	8,588.00	8,626.00	-38.00	3,300.00	1,650.00
New London Presbyterian Church	New London	2571	3,116.00	1,298.35	1,817.65	1,000.00	1,000.00
Central Presbyterian Church	Newhall	2368	1,634.00	1,634.00	0.00		
First Presbyterian Church	Onslow	2369	1,406.00	1,406.00	0.00	0.00	
Princeton Presbyterian Church	Princeton	2616	2,280.00	2,280.00	0.00		
First Presbyterian Church	Rowley	2495	1,254.00	1,330.00	-76.00	800.00	800.00
Scotch Grove Presbyterian Church	Scotch Grove	2371	912.00	912.00	0.00	125.00	125.00
First Presbyterian Church	Shellsburg	2372	2,736.00	2,736.00	0.00		

Church Name	City	PIN	2019 Per Capita	Paid	Due	Mission Pledge	Paid
Springville Presbyterian Church	Springville	2373	3,306.00	874.00	2,432.00	0.00	
Stanwood Union Church	Stanwood	10413	1,292.00		1,292.00	0.00	
Vinton Presbyterian Church	Vinton	10227	9,462.00	4,724.67	4,737.33		
First Presbyterian Church	Wapello	2579	4,256.00		4,256.00	1,000.00	
United Presbyterian Church	Washington	9756	13,262.00	7,449.75	5,812.25	7,500.00	3,750.00
First Church United	West Liberty	2622	2,850.00	2,850.00	0.00	1,250.00	500.00
West Point Presbyterian Church	Denmark	2580	950.00		950.00		
First Presbyterian Church	Williamsburg	2623	10,488.00	2,622.00	7,866.00		1,250.00
First Presbyterian Church	Wilton	2624	6,688.00	4,446.00	2,242.00	0.00	
Sugar Creek Presbyterian Church	Wilton	2625	1,178.00		1,178.00		
First Presbyterian Church	Winfield	2581	5,206.00		5,206.00		
			270,294.00	132,703.26	137,590.74	21,850.00	32,796.54
First Presbyterian Church	Hazleton	2482	-724.00	unbillable			
			269,570.00				
Presbytery of East Iowa							
General Missions and Per Capita							
2019							
Members as of 12/31/2017				10,094	383,572.00		
Per Capita	2019%	Billed	Collected YTD	Due			
GA	0.235526	90,341.30	31,255.11	59,086.19			
Synod	0.142105	54,507.60	18,857.83	35,649.77			
PEIA	0.622368	238,723.10	82,590.32	156,132.78			
Due	1.000000	383,572.00	132,703.26	250,868.74			
2019 Per Cpita \$				Uncollectable	Billed		
GA	8.95	90,341.30					
Synod	5.40	54,507.60					
PEIA	23.65	238,723.10					
	38.00	383,572.00	0.00	383,572.00			
General Mission	2019%	Pledged	Collected	Over/Under			
GA	0.2	4,370.00	6,559.31				
Synod	0.1	2,185.00	3,279.65				
PEIA	0.7	15,295.00	22,957.58				
		21,850.00	32,796.54	-10,946.54			

REPORT OF THE PRESBYTERY COORDINATING COMMISSION (PCC)

ACTION ITEMS

MOTION: The Presbytery Coordinating Commission moves that the Presbytery concur with its recommendation to engage in a staged process to relocate the offices of the Stated Clerk, Finance Manager, and Communications Project Manager to the office condo in Eastdale Plaza as follows:

- **Stage 1**
 - Friday, August 9—professionally move three desks and desk chairs, five file cabinets, two long tables, and two round tables and chairs from CR, Westminster office to IC, Eastdale office (Adamantine Spine - \$500)
 - Week of August 11—transfer Mediacom internet service (current cost is \$235.90/mo)—there is a one-time fee of \$99.95 to transfer business service
 - Week of August 11—re-establish IT service at Eastdale location—quote from Iowa Solutions for up to 3 hours of labor: \$405 (\$135/hr)
 - Week of August 11—install copy machine at Eastdale location
NOTE: the contract on the current machine will end on August 5. The PCC has planned to contract with SPS-Lanier for the copy machine lease. Current annual cost of Konica Minolta copier lease is \$5000. Proposed cost of new SPS-Lanier copier lease is \$1401.96 (12,000 copies per year with cost of unused copies refunded)

- **Stage 2**
 - August 15-September 30—staff move boxes of files as needed to Eastdale location

Eastdale office planned to be operational no later than August 16. All files moved to Eastdale location no later than September 30.

TOTAL ESTIMATED MOVING COST	\$1,004.95
TOTAL SAVINGS ON COPIER CONTRACT	\$3,598.04

MOTION: The Presbytery Coordinating Commission moves that the Presbytery concur with its recommendation to replace the current Bylaws of the Presbytery of East Iowa (adopted and effective 9-10-2013) by the adoption of the Bylaws of the Presbytery of East Iowa (dated 7-13-2019) with a First Reading to take place at the 188th Stated Meeting on 13 July 2019 and the Second Reading and vote to take place at the 189th Stated Meeting on 21 September 2019.

[See Appendix A for copies of current and proposed bylaws documents]

NOTE: What is a First Reading?

A First Reading is the first of two occasions on which a constituting document or bill must be formally presented to an assembly in the process of its enactment. During the First Reading, the document is introduced to the body ad seriatim (that is, section by section) with the opportunity for members of the body to ask questions about each section. The PCC will take any comments from the body under advisement and will prepare a draft for a Second Reading and vote at the September stated meeting. Amendments from the floor are only in order at the Second Reading prior to the vote.

A revision to bylaws is an extensive rewrite that reflects fundamental changes in the structure of the organization. By considering a revision of our bylaws, we are proposing to substitute a new set of bylaws for the existing ones since the Presbytery's structure has changed significantly. The process to adopt the new bylaws at the September stated meeting requires at least a two-thirds vote of those present and voting. The Moderator will take an initial voice vote. If that vote is not unanimous, we will vote by ballot to ascertain if the motion is approved by at least a two-thirds majority.

REPORT OF THE MINISTERS AND CONGREGATIONS COMMISSION (MCC)

ACTION ITEMS

MOTION: That MCC recommends to the Presbytery that Bill Warhover's ministry as full-time Chaplain at Hospice of Mercy be validated as a ministry of the Presbytery of East Iowa and that he be granted ongoing permission, if called upon, to share the Lord's Supper as a part of this validated ministry.

Bill Warhover is currently a minister member in good standing.

The following motions were approved by email dated 9 April 2019 and presented here for information

Motion: That the MCC appoint CRE Don Clark to serve as transition guide for Wapello, First.

The following motions were approved by email dated 21 May 2019 and presented here for information

Motion: That if the way be clear, a student pastor be considered to serve the Sugar Creek Presbyterian Church, Wilton

Motion: That TE John Hougen be appointed to serve as transition guide for Marion, First.

Motion: That the TE Larry Olson, member of John Knox Presbytery, be allowed to labor inside the bounds of the Presbytery of East Iowa to officiate the weddings of Sydney Mertens and Brock Henderson in Cedar Rapids on July 27, 2019 and Justine Henderson and Al Neuhaus in Pinicon Ridge Park near Central City on September 21, 2019.

REPORT OF THE MISSION AND SOCIAL JUSTICE TEAM

INFORMATION ITEMS

- Mission/Social Justice Initiative Grant Application Process and Youth Mission Trip Scholarship Application Process: The Mission and Social Justice Team of the Presbytery of East Iowa is excited to announce two MSJ Grants opportunities for you to receive financial support from the Presbytery with regard to the mission and social justice ministry of your PC(USA) church or PC(USA) affiliated ministry within the bounds of the Presbytery of East Iowa.

Need-Based Youth Mission Trip Grants

Grants up to \$300 per youth are available to help subsidize the expenses of church youth participating in summer mission trips for 2019. This is a need-based grant and is intended to support only those youth who otherwise could not afford to participate in the mission trip. This grant is not meant to just lower the cost for all youth participants or to cover the cost of adult leaders. (Adult mission trip participants may apply for support through the Mission/Social Justice Initiative Grant Application).

Churches must apply for the grant on behalf of the youth via this online application: PEIA Need Based Youth Mission Trip Scholarship. Applications will be reviewed on a rolling basis.

Mission/Social Justice Initiative Grants

Grants are available to help fund your mission/social justice initiative. Local PEIA churches and individual church members, PEIA minister members, and PC(USA) affiliated ministries may apply for support. Applicants will be asked to describe in detail the initiative and to demonstrate how their proposed initiative will further the overall mission of the PC(USA) locally, regionally, nationally, and/or internationally. In addition to traditional mission/service projects, social justice trainings, speakers, and other types of efforts to address injustice are envisioned. Please note that these grants are not available for personal sabbatical or recreational experiences.

Applicants must complete this online application: PEIA Mission/Social Justice Initiative Grant Application. Applications will be reviewed on a rolling basis.

If you have any questions regarding the application process, please email Kristin Hutson, moderator of the Mission/Social Justice Team of the PEIA.

- Flooding Situation in Quad Cities: the Davenport city administration has requested that PDA delay flood response activities until waters have receded. PDA is available for recovery response, and the group from Northern Kansas Presbytery that help with the 2008 flood response in Cedar Rapids has indicated their readiness to return to Iowa to participate in the Davenport recovery efforts.
- The Team reviewed the PEIA Survey on Local Church Mission Projects and Social Justice Ministries. We will share this document with the Presbytery soon.
- The Team reviewed the PEIA Presbyterian Women's application for Mission Trip Funding for 8 women who will help Bedecan Presbyterian Church conduct VBS for Native American children of Tokyo, North Dakota. Their request of \$500 was approved, to which was added \$200 extra if they should need/want it.
- The Team reviewed and approved the St. Andrew Pres. Church (Iowa City) "A Neighbor Just Like You" Mr. Rogers event request for \$1000.
- The Team discussed the Iowa Housing Partnership and approved presenting it to the presbytery at a future meeting as an opportunity for churches to participate in mission and service. WE envision creating an organization of churches who decide to participate.

REPORT OF THE LEADERSHIP DEVELOPMENT TEAM

INFORMATION ITEMS

- Annual Consultation with Inquirer Annabell Williams-Blegen on 28 May 2019
- Initial interest meetings with Anna Sheetz (Iowa City, First) and Chitoka Webb (Iowa City, First)
- Plans in progress for a TE/CRE retreat
- Request for DCEs and TEs with a passion for Christian Education to volunteer their services

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Seeking to be Faithful Together: Guidelines for Presbyterians During Times of Disagreement

In a spirit of trust and love, we promise we will...

<p>Give them a hearing... listen before we answer</p> <p><i>John 7:51 and Proverbs 18:13</i></p>	<ol style="list-style-type: none"> 1 Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ; <ul style="list-style-type: none"> – we will keep our conversations and communications open for candid and forthright exchange, – we will not ask questions or make statements in a way which will intimidate or judge others. 2 Learn about various positions on the topic of disagreement. 3 State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.
<p>Speak the truth in love</p> <p><i>Ephesians 4:15</i></p>	<ol style="list-style-type: none"> 4 Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings. 5 Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity; <ul style="list-style-type: none"> – we will not engage in name-calling or labelling of others prior to, during, or following the discussion. 6 Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.
<p>Maintain the unity of the spirit in the bond of peace</p> <p><i>Ephesians 4:3</i></p>	<ol style="list-style-type: none"> 7 Indicate where we agree with those of other viewpoints as well as where we disagree. 8 Seek to stay in community with each other though the discussion may be vigorous and full of tension; <ul style="list-style-type: none"> – we will be ready to forgive and be forgiven. 9 Follow these additional guidelines when we meet in decision-making bodies: <ul style="list-style-type: none"> – urge persons of various points of view to speak and promise to listen to these positions seriously; – seek conclusions informed by our points of agreement; – be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience; – abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines. 10 Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.) for use by sessions and congregations

MEETINGS OF THE PRESBYTERY OF EAST IOWA

- Any main motion introduced on the floor should be legibly written and submitted to the Stated Clerk.
- Microphones are placed on the floor for the use of the commissioners. Whenever you wish to address the Presbytery **promptly** proceed to the nearest microphone. The proper procedure for gaining recognition is to say, “Mr. Moderator,” or “Madame Moderator,” and **wait** for the Moderator to recognize you before speaking.
- The person making the motion is entitled to speak first in debate. However, the maker of the motion must be silent until the motion is seconded and has been stated by the Moderator, providing the motion is debatable.
- The newest edition of *Roberts Rules of Order* is the parliamentary authority.
- At times the Moderator may rule on a matter without taking a vote. If there is no objection, it will be considered unanimous (or general) consent. If there is an objection, it should be made known immediately. If even one commissioner objects, a vote must be taken.
- If you want to make or change a motion or policy and do not know the correct procedure:
 - a) be recognized by the Moderator
 - b) say what you want to do
 - c) request the Moderator to call on the Stated Clerk

TO DO THIS	SAY THIS	VOTE REQUIRED TO PASS
Make a main motion	"I move that ..." or "I move to..."	Majority
Modify or change a motion	"I move to amend by..."	Majority
Postpone consideration to another	"I move to postpone until..."	Majority or 2/3 if a special order
End debate and bring to a vote	"I move the previous question" or "I move the previous question on all pending questions."	Two-thirds
Refer to a committee	"I move that this matter be referred to ..."	Majority
Object to procedures	"Point of order."	The Moderator decides
Challenge ruling of the moderator	"I appeal the Moderator's decision."	Majority or tie vote sustains the Moderator
Retake the vote by rising	"I call for a division" or simply "Division".	The demand requires a rising vote

MOTION FORM

When presenting motions to the Presbytery, please write your motion on this form. If you are unsure of the wording, state whatever it is that you wish to accomplish so that the Stated Clerk can assist you. Thanks!

YOUR MOTION:

Your Name I am a _____ Teaching Elder
_____ Ruling Elder Commissioner from _____ Church

PROPOSED NEW BYLAWS

BYLAWS OF THE PRESBYTERY

I. Name and Authority

- A. The name of this Council is the Presbytery of East Iowa.
- B. The Presbytery of East Iowa shall consist of churches of the Presbyterian Church (U.S.A.) located in the following counties of Iowa: Benton, Buchanan (with the exception of the First and Pleasant Grove Churches and their ministers at Jesup), Cedar, Clinton, Delaware, Des Moines, Henry, Iowa, Jefferson, Johnson, Jones, Lee, Linn, Louisa, Muscatine, Scott, Van Buren, and Washington, plus the Presbyterian ministers and churches of Cascade in Dubuque County, Miles in Jackson County, and Keota in Keokuk County.
- C. The Bylaws of the Presbytery are subordinate to the Constitution of the Presbyterian Church (USA). In any circumstance in which these Bylaws conflict with the Constitution, the requirements of the Constitution shall prevail.

II. Purpose

The purpose of the Presbytery is to provide that the Word of God may be truly preached and heard; to provide that the Sacraments may be rightly administered and received; and to nurture a covenant community of disciples of Christ (G-3.0101) among the congregations under the Presbytery's jurisdiction and in relationships with the larger denomination.

III. Members and Commissioners

- A. Permanent Members of the Presbytery are those teaching elders enrolled as members through the Presbytery's regular procedures in accord with the Constitution of the Presbyterian Church (USA). The following may be enrolled as Temporary Members of the Presbytery:
 1. Teaching elders who are members of other councils or communions, serving congregations under the jurisdiction of this Presbytery, enrolled for the duration of their service;
 2. Ruling elders serving as officers of the Presbytery (Section IV) or as moderators of Presbytery commissions, committees, or teams (Sections VII and VIII) for the duration of their service;
 3. Ruling elders commissioned to particular service to congregations of this Presbytery, for the duration of their commissions.

- B. All members of the Presbytery, permanent and temporary, have all the rights and responsibilities of membership.
- C. The Stated Clerk shall adjust membership to prioritize parity in accord with the Presbytery's Parity Plan and in keeping with the requirements of the Constitution of the Presbyterian Church (USA)
- D. Each Session shall commission at least one ruling elder member of its congregation to meetings of the Presbytery. Additional commissioners may be allocated to Sessions by the procedure specified in the Standing Rules.

IV. Officers

- A. The two constitutional offices of the Presbytery specified by the Book of Order are:
 - 1. Moderator (or Co-Moderators)
 - 2. Stated Clerk
- B. In addition, for purposes of leadership and continuity if Co-Moderators are not elected, the Presbytery may elect a Vice-Moderator, who presides at meetings of the Presbytery in the absence of or at the request of the Moderator, who assumes such duties as the Moderator requests, and holds other responsibilities described in this Manual. If Co-Moderators are elected, each is authorized to preside at meetings in the other's absence.
- C. Only teaching elders and ruling elders eligible for membership in the Presbytery may serve as Moderator (or Co-Moderators) and Stated Clerk.

V. Meetings

- A. The Presbytery will hold at least four stated meetings per year.
 - 1. Dates, times, and locations of the meetings are set by the Presbytery Coordinating Commission and will be published by the Stated Clerk
 - 2. Upon reasonable notice to members and commissioners, date, time, or location of a meeting may be changed by the Presbytery Coordinating Commission and published by the Stated Clerk [RRONR, 11th Ed. p.4)
- B. The Presbytery may be called to a special meeting by the Moderator (or Co-Moderators), in consultation with the Vice Moderator, if applicable, and the Stated Clerk. The Moderator (or Co-Moderators) may call a meeting as needed, and will call a meeting if requested in writing by two teaching elder members of Presbytery and two ruling elders who are members of different churches
- C. Quorum: The quorum for the conduct of business at a stated or called meeting of the Presbytery shall consist of any ten (10) teaching elder members of the Presbytery and the ruling elder commissioners present, provided that at least ten churches are represented by ruling elders

D. Cancellation:

A stated or called meeting may be cancelled with notice

1. In the case of inclement weather, the Moderator (or Co-Moderators) and Stated Clerk shall consult and determine if the meeting should be cancelled. Reasonable attempt shall be made to inform members and commissioners of the meeting's cancellation via email and social media. A cancelled stated meeting shall be rescheduled for no sooner than ten days later and notice shall be provided.

2. A called meeting may be cancelled if the Moderator and Stated Clerk agree that the business for which it was called is moot, or if those who requested the meeting agree that it should be cancelled.

E. Docket for Stated and Special (Called) Meetings

1. The docket of stated meetings shall be prepared by the Presbytery Coordinating Commission in consultation with the Stated Clerk.

2. The docket of called meetings shall include only matters included in the call and shall be prepared by the Stated Clerk.

F. Expenses

1. A commissioner's reasonable expenses for attendance at meetings of the Presbytery should be reimbursed by the Session issuing the commission.

2. If a teaching elder member or ruling elder member needs to request reimbursement from the Presbytery for extraordinary expenses to attend a meeting, the member shall request such reimbursement through the Stated Clerk of the Presbytery.

Three standing commissions have been specifically authorized by the Presbytery as delineated below: the Presbytery Coordinating Commission, the Ministers and Congregations Commission, and the Permanent Judicial Commission

VI. Presbytery Coordinating Commission

A. Mission

The Presbytery Coordinating Commission functions as the strategic leadership team that coordinates the ministry and mission for the Presbytery.

B. Responsibilities

The Presbytery Coordinating Commission is commissioned to carry out aspects of the Presbytery's work in the following ways:

1. Coordinate initiatives and activities among committees according to Presbytery strategic plan
2. Work with the Committee on Leadership Development to develop and

implement regular plans for growth in leadership skills for those serving in various capacities within the Presbytery, including an annual retreat to train Presbytery leaders

3. Work with all committees to develop opportunities to work cooperatively with other presbyteries and ecumenical entities to fulfill their particular responsibilities
4. In partnership with Stated Clerk:
 - a. coordinate dockets for business meetings of the Presbytery
 - b. facilitate planning for education and spiritual growth at meetings of the Presbytery
 - c. propose a schedule (dates, times, & locations) for meetings of the Presbytery
 - d. call special meetings of the Presbytery when appropriate
 - e. communicate regularly with all committees to assure that work is done in a timely manner

C. Membership

The Presbytery Coordinating Commission shall be comprised of

1. Presbytery Moderator or Co-Moderators
2. Presbytery Vice-Moderator, if applicable (see Section IV.B.)
3. Presbytery Stated Clerk
4. Moderators of the Ministers and Congregations Commission, Congregational Vitality and Development Team, Leadership Development Team, Finance and Budget Team, Trustees, Mission and Social Justice Team, Personnel Team, and Committee on Representation and Nomination plus a second member from each of these groups with the alternate ordination status of the moderator's (i.e., if the team moderator is a teaching elder, the second representative shall be a ruling elder)

VII. Ministers and Congregations Commission

A. Mission

The Ministers and Congregations Commission is authorized by the Presbytery to carry out the following aspects of the Presbytery's mission and ministry

B. Responsibilities

The Ministers and Congregations commission is commissioned to:

1. Appoint administrative commissions of Presbytery for the purpose of ordaining and installing Ministers and commissioning Commissioned Ruling Elders to particular pastoral service with the responsibility to report

- all such appointments at the next meeting of Presbytery
2. Approve renewals of terms of call and contracts for currently-serving Ministers and ongoing commissions for Commissioned Ruling Elders with the responsibility to report all such appointments at the next meeting of Presbytery
 3. Make recommendations to the Presbytery regarding new terms of call and contracts
 4. Recommend Presbytery examination and reception of Ministers of Word and Sacrament by transfer from other presbyteries for the purpose of accepting validated calls to ministry and membership in the Presbytery; and for membership in the Presbytery as at-large and honorably retired minister members.
 5. Review annually the work of all teaching elders and CREs engaged in validated ministries and present appropriate recommendations to the Presbytery [G-2.0503a(5)]
 6. Counsel with sessions concerning reported difficulties within a congregation, including: (1) advising the session as to appropriate actions to be taken to resolve the reported difficulties, (2) offering to help as a mediator, and (3) acting to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline
 7. Recommend to the Presbytery the appointment of administrative commissions with authority to assume original jurisdiction in any situation in which it determines that a session cannot exercise its authority
 8. Propose annually to the Presbytery the minimum compensation standards for pastoral calls and Certified Christian Educators and Certified Associate Christian Educators for approval by the Presbytery.

C. Membership

The Ministers and Congregations Commission shall be comprised of nine members who are teaching or ruling elders, elected in three classes for three-year terms. The team shall be co-moderated by one teaching and one ruling elder.

VIII. Permanent Judicial Commission

A. Mission

The Permanent Judicial Commission is authorized by the Presbytery to fulfill those judicatory functions of church discipline delineated in the Rules of Discipline in the Book of Order

B. Responsibilities

The Permanent Judicial Commission of the Presbytery shall serve as specified in the Rules of Discipline in the Book of Order. The Stated Clerk shall advise this commission.

C. Membership

The membership of this Commission shall accord with the specifications found in the Rules of Discipline in the Book of Order.

1. The Commission shall have nine members, all teaching elders or ruling elders, in as nearly equal numbers as possible.
2. Ruling elder members must be members of a congregation under jurisdiction of this Presbytery.
3. The members shall serve in three classes of three.
4. The members shall serve six-year terms, elected on alternate years.
5. Each member serves a single term and may not be re-elected until four years have elapsed after the expired six-year term (D-5.0105).
6. No two ruling elder members of the Commission may be from the same congregation

IX. Presbytery Trustees

A. Mission

The Presbytery Trustees bear corporate responsibility for maintaining the fiduciary trust of the Presbytery as a corporate entity.

B. Responsibilities

The Presbytery shall have a board of nine trustees comprised of both ruling and teaching elders. Collectively these officers bear corporate responsibility for maintaining fiduciary trust, the legal duty to act solely in another party's interests. In this case, the Trustees act as a body to look after the financial and legal affairs of the Presbytery and its corporation with an obligation to act in a way that responsibly stewards the long-term interest of the larger church. The work of the Trustees involves attending to the affairs of the Presbytery corporation, oversight of special donations, financial accounts and restricted funds in accord with the Presbytery Financial Policy and managing the real property of the Presbytery and its constituent churches as necessary.

X. Committee on Representation and Nomination

A. Mission

The Committee on Representation shall fulfill the Constitutional requirement as found in G-3.0103 to ensure full expression to the rich diversity of the church's membership and full participation and access to representation in decision-making and employment practice. The Nomination function shall be fulfilled through the

regular extension of invitations to members of the Presbytery to engage in servant leadership through election to service.

B. Responsibilities

The COR-N shall fulfill the following functions as found in G-3.0103 to

1. Advise the Presbytery regarding the implementations of principles of unity and diversity
2. Advocate for diversity in leadership
3. Consult with the Presbytery on the employment of personnel, in accordance with the principles of unity and diversity found in F-1.0403.
4. Nominate persons to serve in positions requiring election by the Presbytery, ensuring that nominations are broadly representative of the Presbytery and in conformity with the church's commitment to unity in diversity (F-1.0403)

With the Ministers and Congregations Commission, the Church Development and Vitality Team, the Leadership Development Team, and the Pastoral Care Team comprise the Ministerial Relations Group.

XI. Church Development and Vitality Team

A. Mission

The Church Development and Vitality Team focuses upon developing healthy and sustainable congregations and other worshipping communities as specified in its responsibilities in contribution to the Presbytery's mission and ministry

B. Responsibilities

The Church Development and Vitality Team carries out aspects of the Presbytery's mission and ministry in the following ways:

1. Develops and supports ways in which the Presbytery, its congregations and pastors, its members engaged in validated ministries, and its new congregations, new worshipping communities, fellowship groups, and other non-congregational entities can fulfill the mission of God in Christ, guided particularly by the Great Ends of the Church (F-1.0304)
2. Promotes, supports, and coordinates the establishment of new congregations, new worshipping communities, fellowship groups, non-congregational entities, and other forms of corporate witness
3. Provides guidance and support for congregations in the work of transformation, revitalization, and transition
4. Proposes and administers Presbytery financial support for church development

XII. Leadership Development Team

A. Mission

The Leadership Development Team focuses upon developing healthy

leadership capacities within the Presbytery as specified in its responsibilities in contribution to the Presbytery's mission and ministry

B. Responsibilities

The Leadership Development Team carries out aspects of the Presbytery's mission and ministry in the following ways:

1. Works with the PCC to develop and implement regular plans for growth in pastoral leadership
2. Develops skills for those serving in various capacities within the Presbytery, including an annual retreat to train Presbytery leaders
3. Proposes and administers the Presbytery's financial support for preparation for ministry
4. Cares for and supervises candidates and inquirers for ordination as Teaching Elders and supervises the preparation of Commissioned Ruling Elders
5. This Team makes recommendations to the Presbytery to
 - a. Enroll inquirers in covenant relationship with the Presbytery
 - b. Transfer inquirers and candidates to other presbyteries
 - c. Receive inquirers and candidates by transfer from other presbyteries
 - d. Perform annual consultations with inquirers and candidates
 - e. Certify candidates ready to receive a call and give candidates permission to circulate the Personal Information Form
 - f. Remove an individual from Inquirer or Candidate status

XIII. Pastoral Care Team

A. Mission

The Pastoral Care Team is coordinated by the Pastor-to-Pastor Care Associate. This team is organized by regions in the Presbytery so that pastors in need of care will be visited by neighboring colleagues. This ministry is a vital one in which at-large and honorably retired minister members may serve effectively.

B. Distribution

The Pastoral Care Team is distributed by region as follows:

- North Region: care team members for 16 churches
- South Region: care team members for 22 churches
- West Region: care team members for 16 churches
- East Region: care team members for 17 churches

XIV. Mission and Social Justice Team

A. Mission

The Mission and Social Justice Team iterates the work of justice and peace in accord with W-5.0304 in the Directory for Worship in the Book of Order, showing that God sends the Church to work for justice in the world.

B. Responsibilities

The Mission and Social Justice Team carries out aspects of the Presbytery's mission and social justice in the following ways:

1. Encourages and supports ministry partnerships among congregations and ecumenical and interfaith organizations which fulfill the mission of church
2. Promotes and supports ministries of social racial and environmental justice, peacemaking, and self-empowerment throughout the congregations and through other groups in the Presbytery
3. Promotes and supports ministries of proclamation, evangelism, and discipleship throughout the congregations and through other groups in the Presbytery
4. Proposes and administers the Presbytery's financial support for church mission

This Mission and Social Justice Team will work in coordination with the Peacemaking Task Force and the Self-Development of People Task Force:

Peacemaking Task Force

The purpose of the Peacemaking Task Force is to promote peace through education, prayer, and our personal lives. It aids the Presbytery and its churches to join the peacemaking efforts of the denomination, and the churches' members in their own peacemaking. Membership is open to any church or Presbytery member for as long as they are able to serve.

Self-Development of People Task Force

The Self-Development of People (SOOP) ministry affirms God's concern for humankind. We are Presbyterians and ecumenical partners dissatisfied with poverty and oppression, united in faith and action through sharing, confronting, and enabling by participating in the empowerment of economically poor, oppressed, and disadvantaged people, seeking to change the structures that perpetuate poverty, oppression and injustice. Membership is open to any church or Presbytery member for as long as they are able to serve.

The Trustees and the Finance and Budget Team comprise the Finance and Stewardship Group

XV. Finance and Budget Team

A. Mission

The Finance and Budget Team fulfills the daily financial accounting functions for the Presbytery in coordination with the Finance Manager

B. Responsibilities

The Budget and Finance Team carries out aspects of the Presbytery's financial processes in the following ways:

1. Prepares and proposes a budget for annual operating expenses to support the Presbytery's mission, ministry, and administrative operations
2. Proposes to the Presbytery the means to fund the operating budget
3. Conducts a full financial review of all financial books and records every year, with professional external review at least every three years
4. Presents a financial report at each business meeting of the Presbytery
5. Consults and coordinates with the Board of Trustees concerning financial issues impacting the Presbytery budget
6. Consults and coordinates with the Personnel Committee concerning salary issues impacting the Presbytery budget

XVI. Personnel Team

A. Mission

The Personnel Team manages issues concerning Presbytery employees and provides ongoing support for Presbytery officers. In consultation with the Committee on Representation, this team fulfills the hiring function for the Presbytery

B. Responsibilities

The Personnel Team provides counsel, guidance, care, and advocacy support for the continuing officers and staff of the Presbytery as defined in the *Presbytery Employee Handbook*. The Team conducts a three-year review of the Stated Clerk and annual reviews of continuing professional and support staff of the Presbytery. The Team shall also make recommendations to the Presbytery, through the Presbytery Coordinating Commission, concerning changes in the position descriptions and the compensation of officers, professional staff, and support staff.

XVII. Presbytery Staff

In accord with G-3.0110, the Presbytery may employ support staff as it deems necessary to fulfill its mission and organizational needs, according to the Presbytery of East Iowa Manual of Operations. Support staff shall be accountable to the Presbytery through the Personnel Committee and the Presbytery Coordinating Commission and shall be subject to annual performance review and periodic comprehensive review in accordance with Presbytery Personnel Policies.

XVIII. Manual of Operations

In accord with and to fulfill the provisions of G-3.0106 concerning the administration of mission, the Presbytery shall maintain a Manual of Operations for the specification of its policies and procedures. The Manual of Operations shall specify the form of the work of the Presbytery, enable its effective operation, and guide the operational nature of Presbytery mission and programs.

Amendment of the Manual of Operations may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, committees, or teams in writing to the Presbytery through the Stated Clerk for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.

Temporary suspension of particular provisions in the Manual of Operation not specified in the Constitution of the Presbyterian Church (U.S.A.) may be made at any stated meeting according to the stipulations found in the current edition of Robert's Rules of Order, Newly Revised by a two-thirds vote, which provides for exception to a particular rule at that meeting only.

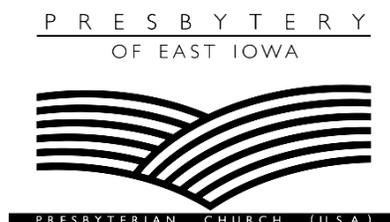
XIX. Amendment and Suspension of Bylaws

Amendment of these Bylaws may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, committees, or teams in writing to the Presbytery through the Stated Clerk for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.

Temporary suspension of particular Bylaws not specified in the Constitution of the Presbyterian Church (U.S.A.) may be made at any stated meeting according to the stipulations found in the current edition of Robert's Rules of Order, Newly Revised by a two-thirds vote, which provides for exception to a particular rule at that meeting only. All amendments to the Bylaws and Manual of Operations of the Presbytery shall become effective immediately unless otherwise stated in the motion for their adoption.

CURRENT BYLAWS

BYLAWS AND MANUAL OF OPERATIONS



PREAMBLE

Our world and all of us belong to God. As God's loved ones, we reflect God's glory in our lives and organizations. God designed the church to be the visible resurrected body of Christ. Delineating the structures in which we choose to function, we believe, honors God.

The Presbytery of East Iowa is a programmatic, associative, dynamic and responsible organization of mission within the Presbyterian Church (USA). The Presbytery supports and encourages the churches and related institutions of East Iowa to grow and develop as God leads them in their unique settings and with specific callings to further the expansion of God's work in our world.

The Presbytery is organized:

- To enhance the vitality of each church and related institution through visioning, education, leadership, programming, fellowship opportunities and responsible governance.
- To maximize participation of pastors, churches, members and related institutions.
- To provide fellowship, support and connection to:
 - Other Presbyterians within East Iowa.

- Presbyterians throughout the world.
- Other Christian communities.
- Other religious communities.
- The structures of the world in which we live.
- To serve God with energy, intelligence, imagination and love.
- To enhance the collective voice of the churches of East Iowa.
- To call churches in East Iowa to mission and stewardship.
- To participate in the work of Synod, General Assembly, and wider church.
- To respond to changing priorities and needs in a flexible format.

May the Presbytery of East Iowa honor God in all
our work.

May God be glorified by our means and
methods. May God be praised by our
members and staff.

May God be pleased by our efforts.

BYLAWS OF THE PRESBYTERY OF EAST IOWA

1. GENERAL PROVISIONS

The Presbytery of East Iowa is incorporated under the laws of the State of Iowa as *The Presbytery of East Iowa of the Presbyterian Church (U.S.A.)*. The proceedings of the Presbytery shall be in accordance with and by virtue of the authority vested in Presbytery by the Constitution of the Presbyterian Church (U.S.A.). Nothing in these Bylaws nor in the Manual of Operations of the Presbytery of East Iowa shall be construed contrary to the Constitution.

2. MEMBERSHIP

The Presbytery of East Iowa (hereafter the "Presbytery") shall consist of the ministers and churches of the Presbyterian Church (U.S.A.) located in the following counties of Iowa: Benton, Buchanan (with the exception of the First and Pleasant Grove Churches and their ministers at Jesup), Cedar, Clinton, Delaware, Des Moines, Henry, Iowa, Jefferson, Johnson, Jones, Lee, Linn, Louisa, Muscatine, Scott, Van Buren, and Washington, plus the Presbyterian ministers and churches of Cascade in Dubuque County, Miles in Jackson County, and Keota in Keokuk County.

2.1 Membership accords members both voice and vote at all meetings of the Presbytery. Membership shall consist of

- 2.1.1. Teaching elders on the official roll of active members of the Presbytery
- 2.1.2. Ruling elders commissioned by sessions of constituent churches of the Presbytery
- 2.1.3. Ruling elders commissioned by the Presbytery to serve as Commissioned Ruling Elders during the term of the specific commission
- 2.1.4. Ruling elders during terms of service as officers of the Presbytery
- 2.1.5. Ruling elders elected to serve as moderators of Presbytery committees and/or members of the Presbytery Coordinating Commission during the

term of office

- 2.1.6. Ruling elders elected to serve as commissioners to the General Assembly during the term of service as defined by the Presbyterian Church (U.S.A.)
- 2.1.7. Former moderators of the Presbytery who are Ruling Elders

3. MEETINGS

The Presbytery shall hold meetings in accordance with G-3.0304 in the current edition of the *Book of Order* and not less than two (2) stated meetings each year (G-11.0201).

Meetings of the Presbytery, its units, committees, commissions, and task forces shall be conducted in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*, except in those cases where the *Book of Order of the Presbyterian Church (U.S.A.)* (hereafter, the "*Book of Order*") and the *Manual of Operations of the Presbytery of East Iowa* (hereafter, the "*Manual*") provide otherwise. The use of consensus decision-making is encouraged. In conjunction with *Robert's Rules of Order, Newly Revised*, the Presbytery may also use forms of discernment and consensus decision-making. Voting by proxy is not allowed as it is inconsistent with the communal discernment of an assembled body open to the presence of the Spirit of God.

- 3.1.1. A quorum for the conduct of business shall consist of any ten (10) teaching elder members of the Presbytery and the ruling elder commissioners present, provided that at least ten churches are represented by ruling elders
- 3.1.2. Meeting dates, locations and times will be determined by the Presbytery Coordinating Commission. In consultation with the Presbytery Coordinating Commission, the Presbytery Moderator may cancel a stated meeting of the Presbytery for non-emergency reasons, provided that notice of such cancellation is given ten days in advance of the scheduled meeting. Cancellation for weather-related or emergency concerns shall be done according to the process set forth in the Manual.
- 3.1.3. Special meetings of the Presbytery may be called with two weeks' published notice and upon the call of the Moderator and Stated Clerk by written request from two ruling elders and two teaching elders representing different churches.

4. OFFICERS

The officers of Presbytery shall be Moderator, Vice Moderator, Stated Clerk and Treasurer. Officers shall become members of the Presbytery at the time of election.

4.1. The **Moderator** shall

- a. Be the presiding officer of the Presbytery, possessing "the authority necessary for preserving order and for conducting efficiently the business of the body" (G-3.0104).
- b. Appoint temporary or special committees as needed, unless their appointment is otherwise specified by action of the Presbytery
- c. Represent the Presbytery at official functions
- d. Serve as moderator of the Presbytery Coordinating Commission
- e. In conjunction with the Stated Clerk, appoint an investigating committee (IC) to

conduct judicial process upon notice from the Stated Clerk of receipt of an allegation according to the Rules of Discipline in the *Book of Order*

- f. Appoint a committee of counsel, in consultation with the Presbytery Coordinating Commission, to represent the Presbytery and to respond on its behalf in any matter of complaint, according to the Rules of Discipline in the *Book of Order*
- g. Appoint a clerk *pro tempore* in the absence of the Stated Clerk, if possible, in consultation with the Stated Clerk
- h. The term of office of the Moderator shall be for one year. The Moderator shall be ineligible for immediate succession after having served for a full term of one year.

4.2. The **Vice-Moderator** shall

- a. Discharge the duties of the Moderator when requested by the Moderator
- b. Discharge the duties of the Moderator in the absence of the Moderator
- c. Be a member of the Presbytery Coordinating Commission
- d. Serve as moderator of the Presbytery Trustees
- e. Perform additional duties that the Moderator may assign
- f. The term of office of the Vice-Moderator shall be for one year. The Vice-Moderator will be presumed to be a nominee for service in the office of Moderator in the year following service as Vice-Moderator unless otherwise indicated by the Nominating Committee. The Vice-Moderator shall be ineligible for immediate succession after having served for a full term of one year.

4.3. The **Stated Clerk** shall

- a. Be a teaching elder or ruling elder in the PCUSA and within the Presbytery (G-3.0104)
- b. Perform those responsibilities mandated in the *Book of Order* as well as those functions and responsibilities stipulated in the Presbytery's Manual of Operations
- c. Be a member of the Presbytery Coordinating Commission, serving as its secretary, and as Corporate Secretary of the Presbytery corporation
- d. The term of office of the Stated Clerk shall be for three (3) years with the possibility of successive terms

4.4. The **Treasurer** shall

- a. Be a teaching elder member of Presbytery or a member of a constituent church of Presbytery
- b. Perform those functions and responsibilities stipulated in the Presbytery's Manual of Operations
- c. Be a member of the Presbytery Coordinating Commission and serve as Corporate Treasurer of the Presbytery corporation
- d. The term of office of the Treasurer shall be for three (3) years with the possibility of successive terms.

4.5. Nominations for each office of the Presbytery shall be made by the Nominating Committee by means of the election process and procedures specified in the Manual of Operations. The process for evaluation of the Stated Clerk and Treasurer shall also be specified in the Manual.

5. PRESBYTERY COORDINATING COMMISSION

The Presbytery Coordinating Commission as defined in the Manual of Operations shall be the primary strategic coordinating body of the Presbytery of East Iowa.

6. PERMANENT COMMITTEES AND COMMISSIONS

The Presbytery shall have permanent committees and commissions in accordance with G-3.0109 of the current *Book of Order*. These committees and commissions are the Presbytery Coordinating Commission, the Committee on Ministry, the Committee on the Preparation for Ministry, the Nominating Committee, the Presbytery Trustees, the Personnel Committee, the Sexual Misconduct Response Committee, the Committee on Representation, and the Presbytery Trustees. Each permanent committee or commission shall have a clearly-defined set of written responsibilities contained in the Manual of Operations as are required by the *Book of Order*.

Permanent committees or commissions shall consist of at least five (5) members with no fewer than two (2) teaching elders and two (2) ruling elders. At the beginning of each calendar year, each permanent committee or commission, with the exception of the Presbytery Trustees, shall elect its own moderator from among its membership at the first meeting of the committee or commission. The quorum for each permanent committee and commission shall be a majority of its membership. No individual shall be elected to serve as a member of more than one permanent committee or commission for any portion of time.

7. NON-PERMANENT COMMISSIONS AND TASK FORCES AND NON-PERMANENT COMMITTEES

Non-permanent commissions and task forces and/or committees may be established by the Presbytery ex cathedra and/or upon the recommendation of may be recommended by the Presbytery Coordinating Commission to implement the specific missional tasks of the Presbytery.

8. PERMANENT JUDICIAL COMMISSION

The Presbytery shall elect a Permanent Judicial Commission and the Permanent Judicial Commission shall function in accordance with the *Book of Order* (D-5.0100 and following D- 5.0000). The Permanent Judicial Commission shall be composed of seven (7) members: three teaching elders, three ruling elders, and a seventh member who is either a teaching or ruling elder. The members of the Permanent Judicial Commission shall each come from different constituent churches, and the Presbytery Moderator shall designate a member to serve as convener. The members shall be elected by the Presbytery and shall serve a six-year term, subject to the provision of D-5.0100. The Stated Clerk shall advise this commission.

9. PRESBYTERY TRUSTEES

- 9.1. The Presbytery Trustees shall consist of the members of a Presbytery commission as designated in the Manual of Operations, all of whom shall be members of the Presbytery or of a constituent church of the Presbytery.
The Presbytery Trustees
are a Presbytery commission incorporated under the laws of the State of Iowa through the incorporation articles of the Presbytery.
- 9.2. The Presbytery Trustees shall be composed of (7) members: two teaching elders and two ruling elders, to be nominated by the Nominating Committee and elected by the Presbytery, the Stated Clerk as Corporate Secretary, the Presbytery Treasurer as Corporate Treasurer, and the Presbytery Vice-Moderator, who shall serve as moderator of the Trustees. The members of the Presbytery Trustees shall each come from different constituent churches. and the Presbytery Vice-Moderator shall serve as their moderator. The Stated Clerk as Corporate Secretary and the Presbytery

Treasurer as Corporate Treasurer shall be members of the Presbytery Trustees by virtue of office. Membership shall be elected for a term of no more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for re-election for at least one year.

- 9.3. The Presbytery Trustees shall meet at least annually, as part of a regular meeting of the Presbytery, or in a special meeting when called by its moderator, or at the request of two (2) members of the commission, or when ordered by the Presbytery.
- 9.4. The Presbytery Trustees shall provide oversight to all legacies and bequests of all monies and property, real and personal, that may be given, granted, devised, or bequeathed to Presbytery and shall use, manage, and convey the same under the direction and instructions of the Presbytery.
- 9.5. The Presbytery Trustees shall have the responsibility to receive, hold, encumber, manage, transfer, dispose of, or convey property, real or personal, subject to the review and at the direction and approval of the Presbytery (G-4.0101).
- 9.6. The Presbytery Trustees shall act and serve in accordance with these Bylaws, the Constitution of the Presbyterian Church (U.S.A.), and the laws of the State of Iowa.
- 9.7. The Presbytery Trustees shall provide for the financial oversight, management, accounting, and annual audit for all Presbytery funds, shall prepare an annual budget for adoption by the Presbytery at the first stated meeting of each calendar year, and shall submit to the Presbytery for its review a full financial statement, including the all assets held by the corporation and all the liabilities incurred by the corporation on behalf of the Presbytery, a report of all matters committed to it and its proceedings, at least annually and at other times upon request of the Presbytery.
- 9.8. The Presbytery Trustees shall be responsible for stewardship, special offerings, funds development, and regular receipt of funds and gifts to the Presbytery and shall encourage congregations to promote and receive Special Offerings approved by the General Assembly and guide congregations in their interpretation of these offerings.

10. PRESBYTERY STAFF

- 10.1. The Presbytery may employ professional staff as it deems necessary to fulfill its mission and organizational needs, according to the provisions of G-3.0110 in the *Book of Order* and the Presbytery of East Iowa Manual of Operations.
- 10.2. Professional staff persons shall be elected for a specified term, subject to an annual performance review and periodic comprehensive review in accordance with the Synod and Presbytery Personnel Policies and the Presbytery of East Iowa Manual of Operations, and may be designated to a committee or commission as specified in the Manual of Operations or by vote of the Presbytery Coordinating Commission.
- 10.3. The Presbytery may employ support staff as it deems necessary to fulfill its mission and organizational needs, according to the Presbytery of East Iowa Manual of

Operations. Support staff shall be accountable to the Presbytery through the Personnel Committee and the Presbytery Coordinating Commission and shall be subject to annual performance review and periodic comprehensive review in accordance with Presbytery Personnel Policies.

11. MANUAL OF OPERATIONS

- 11.1. The Presbytery shall maintain a Manual of Operations for the specification of its policies and procedures (G-3.0106).
- 11.2. The Manual of Operations shall specify the form of the work of the Presbytery, enable its effective operation, and guide the operational nature of Presbytery mission and programs (G-3.0106).
- 11.3. Amendment of the Manual of Operations may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, or committees in writing to the Presbytery for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.

Temporary suspension of particular the Manual of Operation not specified in the Constitution of the Presbyterian Church (U.S.A.) may be made at any stated meeting according to the stipulations found in the current edition of *Robert's Rules of Order, Newly Revised* by a two-thirds vote, which provides for exception to a particular rule at that meeting only.

12. AMENDMENT AND SUSPENSION OF THE BYLAWS

Amendment of these Bylaws may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, or committees in writing to the Presbytery for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.

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All amendments to the Bylaws and Manual of Operations of the Presbytery shall become effective immediately unless otherwise stated in the motion for their adoption.

13. REVIEW OF THE BYLAWS

The Presbytery Coordinating Commission shall review these Bylaws every five years. It is the responsibility of the Commission to prepare a report for the review and action of the Presbytery.

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