



## **BYLAWS OF THE PRESBYTERY OF EAST IOWA**

### **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. Continuing members of the Presbytery are those teaching elders/Ministers of Word and Sacrament 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 elected to service 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, continuing 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 (G-3.0104) are the Moderator (or Co-Moderators) and the Stated Clerk. The constitutional officers shall be elected from teaching or ruling elders eligible or membership in the body (RRONR, 447-48). Only teaching elders and ruling elders eligible for membership in the Presbytery may serve as Moderator (or Co-Moderators) and Stated Clerk. The Moderator (or Co-Moderators) possess authority necessary for preserving order and for conducting efficiently the business of the governing body. The Moderator (or Co-Moderators) shall be elected to terms not less than one year and not exceeding two years. The Stated Clerk is the chief ecclesiastical officer of the Presbytery and shall be elected to a renewable three-year term.
- 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. In accord with G-3.0104, the constitutional officers of the Presbytery are the Moderator (or Co-Moderators) and the Stated Clerk. Since constitutional officers are elected from the body, they are directly accountable to the body. The Presbytery Coordinating Commission in consultation with the Finance and Budget Team shall determine the amount of any stipends for officer service to the Presbytery. The Presbytery Coordinating Commission shall annually convene an officer review task force that is representative of the Presbytery membership to review the work of the constitutional officers.

#### D. Treasurer

The Presbytery shall elect a Treasurer, who serves as the chief financial officer of the Presbytery and is directly accountable to the Presbytery. The Treasurer shall be elected for a three-year renewable term and must be a ruling elder or teaching elder eligible for membership in the Presbytery. The responsibilities of the Treasurer shall include:

- a. Maintaining accurate records of all receipts, disbursements, assets, and liabilities of the Presbytery.
- b. Ensuring appropriate internal financial controls and compliance with the Presbytery's Financial Policies in partnership with the Finance Administrator.
- c. Providing a clear financial report at each stated meeting of the Presbytery.
- d. Collaborating with the Finance & Budget Subcommittee of the Trustees in preparing the annual budget and monitoring budget performance throughout the year.
- e. Overseeing cash flow, reserves, investment accounts, and restricted funds in coordination with the Trustees.
- f. Providing financial guidance and support to Presbytery commissions, committees, and congregations as needed.

The Treasurer shall serve as a voting member of the Board of Trustees, and an ex officio member of the Finance & Budget Subcommittee. The Treasurer may serve as chair of the Finance & Budget Subcommittee at the discretion of the Trustees.

## **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. Presbyters' reasonable expenses for attendance at meetings of the Presbytery should be reimbursed by the Session issuing the commission or the church which the minister member serves as moderator.
  2. The PEIA covenant community values each person's participation in this community. In the event that any commissioning session does not have the necessary financial resources to reimburse the active RE commissioner for the necessary expenses of attending a Presbytery meeting, the member may request such reimbursement through the Stated Clerk of the Presbytery. Any teaching

elder may request reimbursement for reasonable necessary expenses to attend a Presbytery meeting 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 Commission on Ministry and Vitality, 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 Preparation for Ministry 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 ensure that work is done in a timely manner
5. Nominate members to the COR-N committee

### **C. Membership**

The Presbytery Coordinating Commission shall be comprised of

1. Presbytery Moderator or Co-Moderators
2. Most Recent Past Moderator
3. Presbytery Vice-Moderator, if applicable (see Section IV.B.)
4. Presbytery Stated Clerk
5. That two persons of alternate ordination status be appointed to serve on PCC from each of the following groups: Commission on Ministry and Vitality,

Committee on Preparation for Ministry, Trustees, Mission and Social Justice Team, Personnel Team, and Committee on Representation and Nomination, with implementation to occur on a rolling basis at the conclusion of terms of current members.

## **VII The Commission on Ministry and Vitality**

A. Mission: The Commission on Ministry and Vitality provides loving support, helping equip congregations in building healthy and sustainable ministry, including initiatives to build new worshipping communities

### **B. Responsibilities**

The Commission on Ministry and Vitality carries out aspects of the Presbytery's mission and ministry in the following ways:

1. Lovingly guide, support, and empower congregations towards transformation, revitalization, or transition as they fulfill the mission of God as defined by the Great Ends of the Church, which are:

The proclamation of the gospel;

The shelter, nurture, and spiritual fellowship of God's children;

The maintenance of divine worship;

The preservation of the truth;

The promotion of righteousness;

The exhibition of the kingdom of Heaven to the world.

2. Provide resources, information, coordination, promotional assistance, and leader training to build up congregations.

3. Lead congregations through exercises in self-reflection, spiritual growth, and missional development.

4. Help our congregations and their leaders seek energized, engaged, and lively ministry, helping them to become more integrated into the life of their community by: Exploring practices of invitation; Strengthening practices of hospitality; Sharing best practices of integrating newcomers into the life of the church.

5. Promote, support, and coordinate the establishment of new congregations, new worshipping communities, fellowship groups, non-congregational entities, and other forms of corporate witness.

6. Propose, advocate for, and administer Presbytery financial support for church development and vitality.

### **C. Commissions**

The Commission on Ministry and Vitality has been commissioned to take the following actions on behalf of the Presbytery with the responsibility of reporting all such actions to the Presbytery at its next stated meeting.

1. Appoint administrative commissions of Presbytery to ordain and install Ministers of Word and Sacrament and commission Commissioned Ruling Elders to particular pastoral service, celebrating God's call and faithfulness while providing avenues of welcome and connection within the wider Presbytery.
2. Approve renewals of terms of call and contracts for Ministers and ongoing for Commissioned Ruling Elders.
3. Approve on behalf of the Presbytery new terms of call and contracts in accord with the current edition of the Presbytery of East Iowa Compensation and Benefits Manual that establishes minimum compensation standards for pastoral calls, commissioned pastoral service, and the service of Certified Christian Educator and Certified Associate Christian Educators within the Presbytery(G-3.0303c).
4. Lovingly examine, receive, and welcome Ministers of Word and Sacrament into membership of the Presbytery by transfer from other presbyteries to accept validated calls to ministry or as at large or honorably retired minister members.
5. Review annually the work of all Ministers of Word and Sacrament and Commissioned Ruling Elders engaged in validated ministries and present appropriate recommendations to the Presbytery [G-2.0503a(5)].
6. Lovingly counsel, support, pray with, and encourage sessions concerning reported difficulties within a congregation, including:
  - a) advising the session about appropriate actions to resolve difficulties,
  - b) offering to help mediate, and
  - c) 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 when a session cannot exercise its authority.
8. Propose for Presbytery's approval and advocate within the Presbytery annual revisions to the minimum compensation standards for pastoral calls, Certified Christian Educators and Certified Associate Christian Educators, and Commissioned Ruling Elders, assuring that they receive minimum compensation as required in the current Presbytery of East Iowa Compensation and Benefits Manual.
9. Appoint a moderator for a session when there is no installed pastor.
10. Empower congregations without an installed pastor to form an Interim Search Committee or Pastor Nominating Committee, approve Ministry Information Forms, and appoint liaisons to guide the session and search committee in seeking and calling their next pastor in a Temporary Pastoral Relationship, Interim Pastoral Relationship, or Installed Pastoral Relationship.

11. Approve contracts for Temporary Pastoral Relationships and other temporary relationships with churches.

D.. Membership

Commission on Ministry and Vitality shall be comprised of eighteen members who are teaching or ruling elders (nine teaching elders and nine ruling elders), elected in three classes for three-year terms. The team shall be co-moderated by one teaching and one ruling elder. The Commission may form a sub-team to carry out particular commissions.

**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 seven trustees comprised of both ruling and teaching elders (one from each class, the Treasurer, and the 3 constitutional officers). 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.

**The Finance and Budget Team will be a sub-committee of the Presbytery Trustees with as many additional members serving one-year, renewable terms, as necessary to complete the following tasks as elected by the Trustees:**

The Finance and Budget Team fulfills the daily financial accounting functions for the Presbytery in coordination with the Finance Manager and 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 Trustees 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 stated meeting of the Presbytery.
5. Consults and coordinates with the Personnel Team concerning salary issues impacting the Presbytery budget.

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

## **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 will have 5-6 members with one member being the most recent past moderator for a 1-year term, and 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 Commission on Ministry & Vitality, the Committee on Preparation for Ministry, and the Pastoral Care Team comprise the Ministerial Relations Group.

## **XI. Committee on Preparation for Ministry**

### **A. Mission**

The Committee on Preparation for Ministry 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 Committee on Preparation for Ministry has 6 members and 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

## **XII. 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: 2 care team members for 13 churches
- South Region: 2 care team members for 20 churches
- West Region: 2 care team members for 17 churches
- East Region: 2 care team members for 14 churches

### **XIII. 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 has 6 members and 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:

#### **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.

### **XIV. Personnel Team**

#### **A. Mission**

The Personnel Team manages issues concerning Presbytery employees and provides ongoing support for the Presbytery's elected constitutional officers. In consultation with

the Committee on Representation and Nomination, this team fulfills the staff hiring function for the Presbytery.

**B. Responsibilities**

**Hired Staff**

Hired staff consists of those persons hired by the Presbytery to specifically defined staff functions (G-3.0110). The Personnel Team provides counsel, guidance, care, and advocacy support for the continuing staff of the Presbytery as defined in the Presbytery Employee Handbook . The Team conducts annual reviews of each continuing member of Presbytery staff. The Team shall also make recommendations to the Presbytery, through the Presbytery Coordinating Commission, concerning changes in the position descriptions and the compensation of hired staff positions.

**XV. Presbytery Staff**

In accord with G-3.0110, the Presbytery may employ staff as it deems necessary to fulfill its mission and organizational needs, according to the Presbytery of East Iowa Manual of Operations. All hired 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.

**XVI. 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 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 by the Stated Clerk 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.

### **XVII. 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 by the Stated Clerk 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.