

PRESBYTERY OF EAST IOWA—Mid-Council, Ordered Group

Composed of Presbyters:

Minister Members, Elder Commissioners, Others by virtue of service [RE officers, RE group moderators, CREs],
Corresponding Members [TE or RE]

CONSTITUTIONAL OFFICERS: MODERATOR(S), STATED CLERK

Elected by/from the governing body for stated terms of service

STANDING COMMISSIONS, COMMITTEES, TEAMS, AND TASK FORCES AUTHORIZED BY THE BODY

Membership of these groups elected by/from the body to stated terms of service

[Presbytery Coordinating Commission, Ministers and Congregations Commission, Leadership Development Team, Congregational Development and Vitality Team, Pastoral Care Team, Presbytery Trustees, Finance and Budget Team, Mission and Social Witness Team, Peacemaking Task Force, SDOP, Committee on Representation and Nomination, Personnel Team]

HIRED STAFF FOR SPECIFIC ROLES (Bylaws, XVI.B,XVII)

Accountable to the Presbytery Governing Body through the Personnel Committee

- Communications Project Manager
- Finance Manager
- Pastor-to-Pastors
- [Ministry Associate]
- [Administrative Assistant(s)]

PRESBYTERY
OF EAST IOWA

Presbyterian Church USA

CONSTITUTIONAL OFFICERS

The **Presbytery Moderator** is an ecclesiastical person in ordered ministry (Ruling or Teaching Elder), elected from and by the governing body to a specified one- or two-year term as one of two constitutional officers, along with the Stated Clerk. The Moderator is the presiding officer of the body. Only teaching elders and ruling elders eligible for membership in the Presbytery may serve as Moderator (or Co-Moderators) and Stated Clerk. Since constitutional officers are elected from the body, they are directly accountable to the body.

The ministry of the Moderator is grounded in the ministry of baptized persons and in the particular ordained ministry of ruling elders and ministers of the Word and Sacrament. The office of Moderator may be shared by Co-Moderators. In this case, the office of Vice Moderator will remain vacant until the next election of a Moderator.

In accord with G-3.0104, the moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the body in accord with the PCUSA constitution. The moderator shall convene and adjourn the body in accordance with its own action. Each time the Moderator presides, it is to be a sign of the bond of unity, community, and mission in the life of the church. The Moderator shall preside over all stated and called meetings of the body during his or her elected term of office.

The **Presbytery Stated Clerk** is an ecclesiastical person in ordered ministry (Ruling or Teaching Elder), elected from and by the governing body to a specified term as one of two constitutional officers, along with the Moderator. The Stated Clerk is the chief ecclesiastical officer of the Presbytery and shall be elected to a renewable three-year term.

The Stated Clerk relates to other Presbyterian councils (governing bodies), interprets Presbytery actions for internal and external audiences, represents the Presbytery on various boards, serves as a Trustee and secretary of the Corporation, resources the two constitutional committees (the Permanent Judicial Commission and Committee on Representation), is the presbytery's parliamentarian, and prepares and/or preserves all Presbytery records and official documents. Stated Clerk duties include:

- partnering with the Presbytery Moderator(s) in leadership tasks
- providing polity consultation and interpretation to the Presbytery
- supporting and interpreting the church's Constitution, and the PEIA Bylaws and Manual of Operations
- organizing and managing meetings of the Presbytery
- publishing the minutes and policies of Presbytery
- collecting annual membership statistics
- providing for review of the minutes of sessions annually
- providing support and training to clerks and moderators of sessions
- communicating about ecclesiastical concerns through various media with Presbytery constituents
- coordinating the ecclesiastical work of the Presbytery between meetings
- conducting judicial process as specified in the Rules of Discipline
- preserving the archives of minutes and records

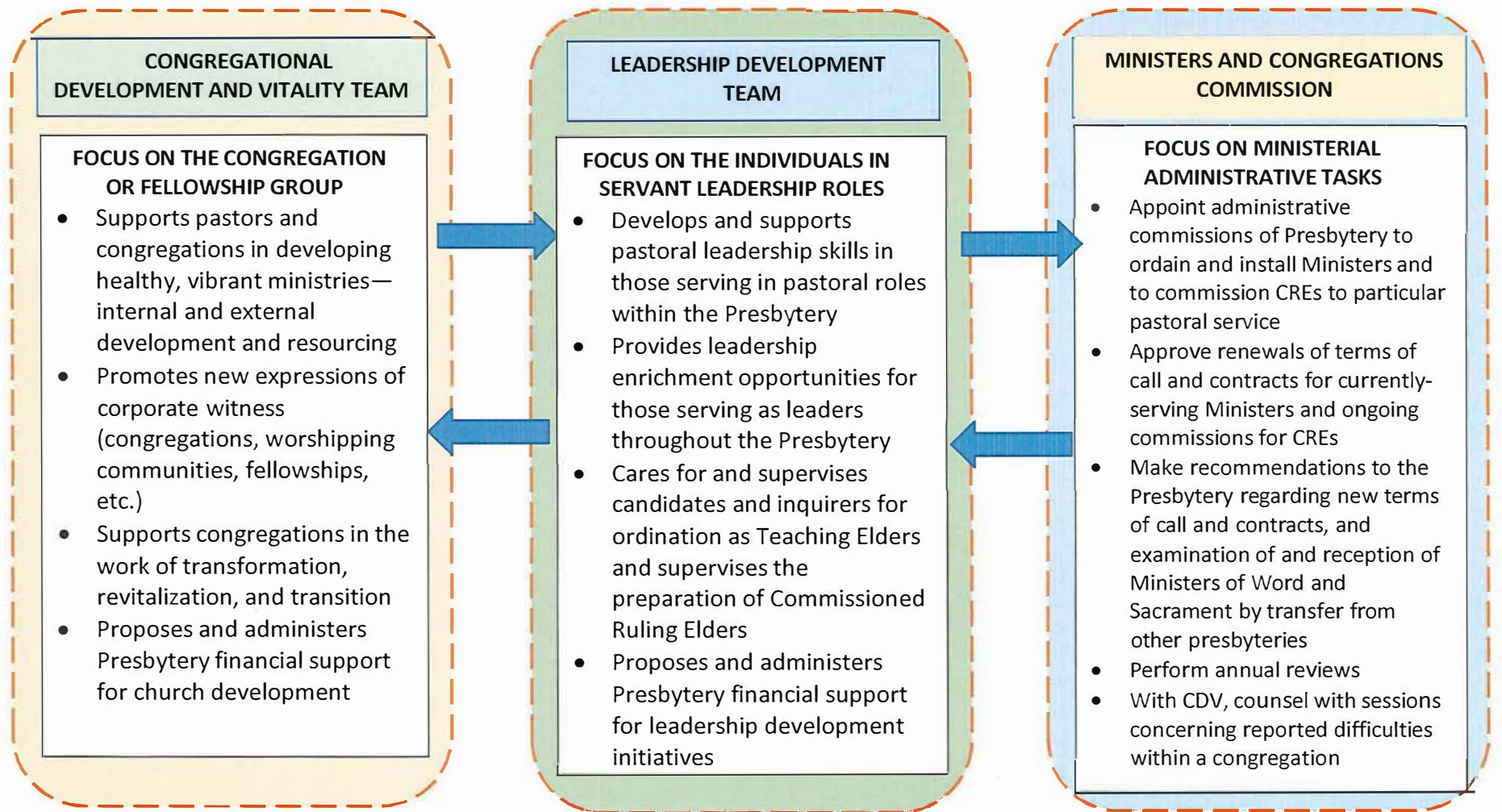
PRESBYTERY COORDINATING COMMISSION

The **Presbytery Coordinating Commission** functions as the strategic leadership team that coordinates the ministry and mission for the Presbytery. This team is comprised of a teaching and ruling elder (one of which is the moderator) from each standing team and the Presbytery officers.

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

- Coordinate initiatives and activities among committees according to Presbytery strategic plan
- 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
- Work with all committees to develop opportunities to work cooperatively with other presbyteries and ecumenical entities to fulfill their particular responsibilities
- In partnership with Stated Clerk:
 - coordinate agenda for business meetings of the Presbytery
 - facilitate planning for education and spiritual growth meetings of the Presbytery
 - propose a schedule (dates, times, & locations) for meetings of the Presbytery
 - call special meetings of the Presbytery when appropriate
 - communicate regularly with all committees to assure that work is done in a timely manner

MINISTERIAL RELATIONS GROUP



PASTORAL CARE TEAM

The Pastoral Care Team is a confidential ministry to those serving in pastoral roles within the Presbytery. This team is organized by regions in the Presbytery so that pastors in need of care will be visited by neighboring colleagues.

North Region: 4 care team members (16 churches)

South Region: 5 care team members (22 churches)

West Region: 4 care team members (16 churches)

East Region: 4 care team members (17 churches)

FINANCE AND STEWARDSHIP GROUP

BUDGET AND FINANCE TEAM [Treasurer Function]

FOCUS ON ONGOING BUDGETARY ISSUES AND FINANCIAL REVIEW

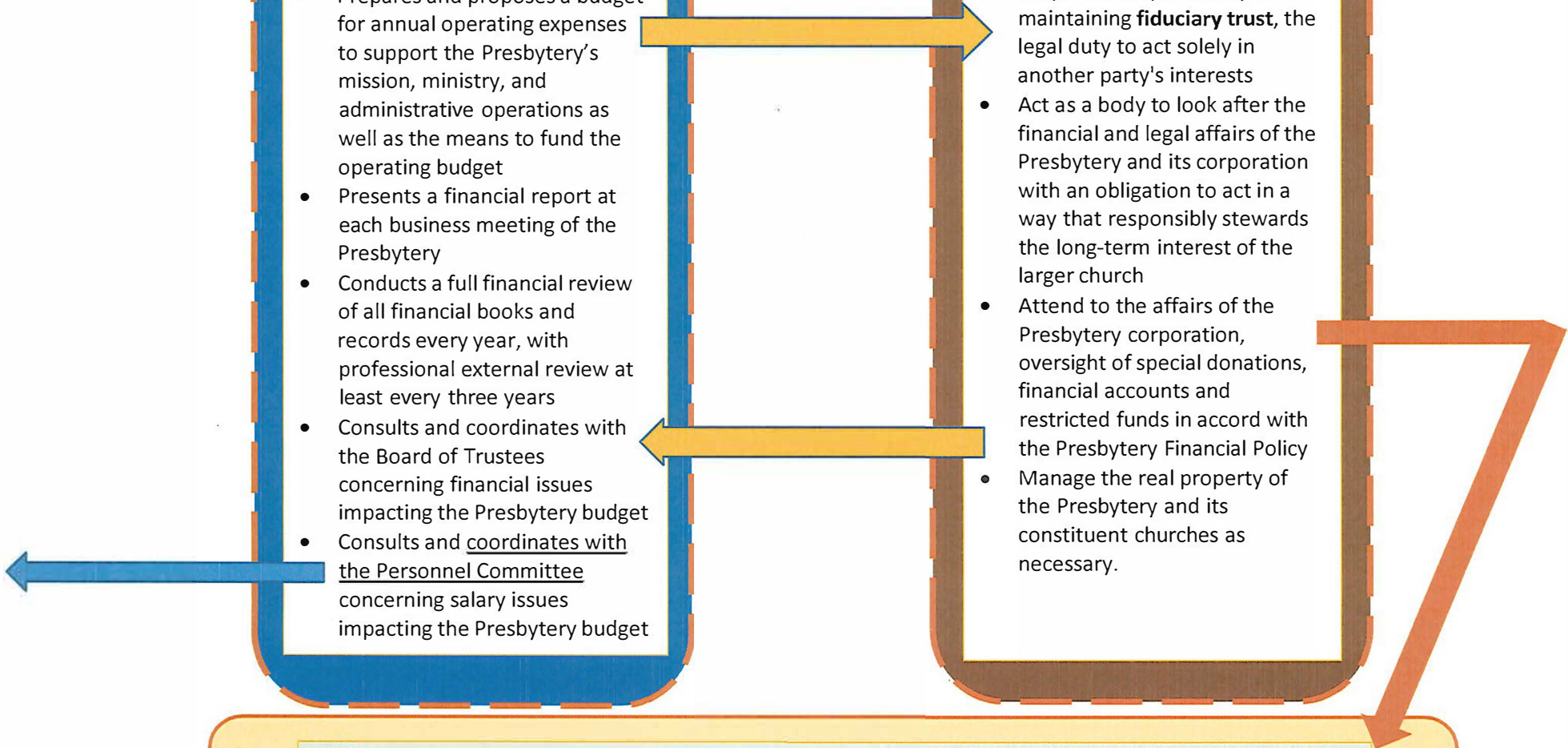
- Prepares and proposes a budget for annual operating expenses to support the Presbytery's mission, ministry, and administrative operations as well as the means to fund the operating budget
- Presents a financial report at each business meeting of the Presbytery
- Conducts a full financial review of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

PRESBYTERY OF EAST IOWA BOARD OF TRUSTEES

FOCUS ON CORPORATE RESPONSIBILITIES

- Corporate responsibility for maintaining **fiduciary trust**, the legal duty to act solely in another party's interests
- 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
- Attend to the affairs of the Presbytery corporation, oversight of special donations, financial accounts and restricted funds in accord with the Presbytery Financial Policy
- Manage the real property of the Presbytery and its constituent churches as necessary.

PRESBYTERY OF EAST IOWA CORPORATION (Stated Clerk—Corporate Agent/Secretary)



MISSION AND WITNESS GROUP

MISSION AND SOCIAL JUSTICE TEAM

INTERNAL FOCUS-CONGREGATIONS

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

PEACEMAKING TASK FORCE

EXTERNAL FOCUS-THE WORLD

- Promote peace through education, prayer, and action in the world at large.
- Aids the Presbytery and its churches in joining the peacemaking efforts of the denomination, and the churches' members in their own peacemaking in the world
- Proposes and administers Presbytery financial support for PCUSA Peacemaking initiatives

SELF-DEVELOPMENT OF PEOPLE TEAM

- 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

ADMINISTRATIVE AND JUDICIAL GROUP

PERSONNEL TEAM

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.

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.

COMMITTEE ON REPRESENTATION AND NOMINATION

The Committee on Representation and Nomination 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.

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)

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.