

**Presbytery of Lake Huron
Nominating Team
Position Descriptions**

Moderator of the Presbytery

The Moderator is the presiding officer for the Presbytery during its meetings, having been granted the responsibility and the authority to preserve order and effectively conduct the business of the Presbytery. The moderator convenes and adjourns the meetings, oversees the Presbytery's business as docketed, puts the question on motions, and declares the action of the Presbytery according to its votes. The moderator has the authority to call special meetings of the Presbytery under the provisions of the Form of Government.

Ordinarily, the Moderator presides at special services of worship such as ordinations and installations, although he/she may ask another person to preside in his/her absence. It is appropriate for the Moderator to represent the Presbytery at ecumenical events and to attend convocations or training events sponsored by other governing bodies of the Presbyterian Church (USA).

According to the bylaws of the Presbytery of Lake Huron, the Moderator serves as a member of the Coordinating Team.

Vice-Moderator of the Presbytery

The Vice-Moderator is to assist the Moderator in fulfilling the Moderator's duties.

Accordingly, the Vice-Moderator may act as the presiding officer for the Presbytery during its meetings due to the absence of or upon the request of the Moderator, thereby being granted the responsibility and the authority to preserve order and effectively conduct the business of the Presbytery. The Vice-moderator may convene and adjourn the meetings, oversee the Presbytery's business as docketed, put the question on motions, and declare the action of the Presbytery according to its votes. The Vice-Moderator may be granted the authority to call special meetings of the Presbytery under the provisions of the Form of Government in circumstances such as the absence of the Moderator for a prolonged period of time or due to the illness or incapacity of the Moderator.

The Vice-Moderator may preside at special services of worship such as ordinations and installations upon the request of the Moderator. At the request of the Moderator, the Vice-Moderator may represent the Presbytery at ecumenical events or attend convocations and training events sponsored by other governing bodies of the Presbyterian Church (USA).

According to the bylaws of the Presbytery of Lake Huron, the Vice-Moderator serves as a member of the Coordinating Team.

General Assembly Commissioner

Under the Constitution of the Presbyterian Church (USA), all Presbyteries are entitled to be represented at a meeting of the General Assembly by commissioners elected from among its minister members and elders from its congregations. The responsibilities and number of commissioners are set by the governing body to which they are being called. Ordinarily, the General Assembly meets every two years for approximately one week. Special meetings of the Assembly may be called in an emergency, in which case the currently elected commissioners would represent the Presbytery.

The Presbytery shall receive a report about the General Assembly meeting from its commissioners and it may request that commissioners perform additional duties related to their service as commissioners.

Synod Commissioner

Under the Constitution of the Presbyterian Church (USA), all Presbyteries are entitled to be represented at a stated meeting of the Synod by commissioners elected from among its minister members and elders from its congregations. The responsibilities and number of commissioners are set by the governing body to which they are being called. Ordinarily, the Synod meets three times during a calendar year – each meeting lasts 24 to 36 hours.

The Presbytery shall receive a report about the Synod meeting from its commissioners.

The Permanent Judicial Commission

The role of the members of a permanent judicial commission is to adjudicate, according to the provisions of the Rules of Discipline, an ecclesiastical legal case if a complaint is filed and brought to trial. Members are elected for six-year terms, but meet only as necessary for training and/or to hear a case.

The Nominating Team

The members of the Nominating Team are elected to nominate persons to fill the offices of Moderator and Vice-Moderator, to fill vacancies on standing units of the Presbytery, and to nominate persons to serve as commissioners to Synod or General Assembly. The Team may also nominate persons to serve in other capacities upon the request of the Presbytery. Members of the Nominating Team, therefore, are encouraged to develop such tools as data banks and personal profiles to identify persons with skills needed by the Presbytery's various units.

The Committee on Representation

As required by the Form of Government, the Presbytery is to elect persons to serve on a Committee on Representation to offer advice and counsel to its Nominating Team to assure that membership on Presbytery units reflects the diversity of its constituency. As a part of its role, the Committee on Representation may call its governing body to accountability if it believes that significant populations are underrepresented. The makeup of the membership for the Committee on Representation is specified in the Form of Government in G – 9.0105a. The Committee meets as needed, although it is responsible for the preparation of an annual report on compliance with its call for fair representation.

The Committee on Ministry

As required by the Form of Government, the Presbytery is to elect persons to serve on a Committee on Ministry to support clergy and congregations. The relationship of clergy and congregations is the central focus, but that relationship is dependent upon the health of both the clergy and the congregations. Members of the Committee on Ministry do the following:

1. Befriend the clergy, Christian Educator and session of 3 separate congregations
2. Befriending means praying for, making phone calls, meeting with clergy and sessions, send birthday, ordination and anniversary cards
3. Attend monthly COM meetings, currently the 4th Tuesday from 12:00-3:00
4. Learn about Presbytery activities, resources and processes
5. Learn about joys and challenges congregations experience
6. Learn stages of transition in clergy process, and work with PNCs in your churches

The Coordinating Team

The Bylaws of the Presbytery of Lake Huron establish a Coordinating Team. The Coordinating Team has the ability to recommend the formation of work, interest or ministry teams and conduct annual reviews of such teams. It nominates 4 people to serve as the personnel team. It oversees the development and maintenance of a communication system which makes possible greater reliance upon electronic communication and generates exchange of information among congregations. It through a sub-team or by other means oversees the scholarship and grant programs of the presbytery and has responsibility for the operating budget, and presbytery calendar and presbytery meetings. All of the specific responsibilities named above with criteria developed for the purpose of actualizing the Mission Statement, Directional Signals and Priorities of the Presbytery is the core task of the Coordinating Team. Because each region of the presbytery has 2 representatives on the Coordinating Team, there is the opportunity for Coordinating Team members to work at engaging the congregations of their region.

Committee on Preparation for Ministry

The Book of Order requires a Committee on Preparation for Ministry. This group has the responsibility for oversight of those preparing for ordination to Ministry of Word and Sacrament, those preparing to be Commissioned as a Lay Pastor and those preparing to become Certified Christian Educators. The committee meets as needed, rather than on a regularize schedule. The largest tasks of Committee on Preparation for Ministry members will be developing a guiding and supportive relationship with one or more of the inquirers or candidates for ministry and their home church session as they strive to meet the requirements for Ordination. Members of the Committee on Preparation for Ministry need to know the preparation process for Ordination maintains high standards and therefore involves a complex system of relationships and requirements.

Board of Trustees

The Board of Trustees has the following responsibilities as given in the Presbytery bylaws:

1. Receive, hold, encumber, manage and transfer real and personal property.
2. Act on requests from local congregations dealing with loans, purchases of property and sales all of which require presbytery approval.
3. Oversee the management of the Presbytery's investments, including a spending formula for Presbytery use of investment income.
4. Arrange for and review the audit, recommending its acceptance through the Coordinating Team
5. Manage the dimension of the Presbytery as a Corporation in accordance with the Book of Order and State of Michigan law

Personnel Team

The members of the personnel team nominated by the Coordinating Team and elected by the presbytery have the following duties as named in the Presbytery bylaws:

1. Review and maintenance of appropriate personnel policies and handbook
2. Establish and review with staff annually goals, strategies for meeting goals both in terms of current work areas and professional development
3. Conduct an annual compensation review and make recommendation for compensation changes
4. Oversee development of staffing rationale and positions descriptions in accordance with Current priorities set by the coordinating team
5. Nominate persons to serve as Stated Clerk and Treasurer for the Presbytery
6. The Personnel Team shall be responsible to the Presbytery through the Coordinating Team.
7. Recommend to the Coordinating addition or subtraction non-exempt personnel staff positions.