

PRESBYTERY OF NEVADA
Manual of Administrative Operations

With Additions from Presbytery March 2024

The Bylaws included in the Articles of Incorporation, Standing Rules, and Policy Statements, including their appendices, shall be known as the Manual of Administrative Operation.

The Bylaws of the Presbytery of Nevada were adopted by the Presbytery and became effective with the Articles of Incorporation on July 12, 1909. The Bylaws of the Presbytery of Nevada are subject to the Constitution and laws of the State of Nevada and the Constitution of the Presbyterian Church (U.S.A.), which is the Book of Order. These documents are maintained by the Presbytery and used to ensure the provisions of the church's Constitution are adhered to, and state laws regarding the church's nonprofit status are followed.

The Standing Rules and the Policy Statements of the Presbytery of Nevada are a compilation of materials that were not included in the bylaws and of policies, practices, and procedures established by the Presbytery of Nevada. The presbytery adopted them on April 4, 1999. It became the policies, practices, and procedures of the presbytery and serve as Nevada Presbytery's documents satisfying the Book of Order directive "...that each governing body above the session shall, in consultation with the governing body above and below it, develop a manual of administrative operations".

A current edition of the Manual of Administrative Operations is posted on the Presbytery website.

Dates are recorded on the last page of the Standing Rules, which refer to the date the presbytery took action to revise or modify the policy or procedure. This manual will then serve as a record of the presbytery's policies and practices.

The Presbytery of Nevada of the Presbyterian Church (U.S.A.) includes all of the counties in the State of Nevada (less the Jackpot and Owyhee area) and within the State of California, the counties of Alpine, Mono, and Inyo east of the Sierra Mountain Crest, and that portion of El Dorado (incorporated as the City of South Lake Tahoe), and those portions of Modoc, Lassen, Plumas, Sierra, Nevada, Placer and El Dorado lying east of the line from the west shore of Goose Lake at the Oregon border, to Susanville, to Donner Summit, to Echo Summit, to the northeast corner of Amador County where it joins Alpine County.

Revised Jun 2021

STANDING RULES

PRESBYTERY OF NEVADA Manual of Administrative Operations

1.0000 Membership

The following groups are considered ministers by the Presbytery and shall be members of the presbytery with voice and vote: Teaching Elders, Honorably Retired Teaching Elders, those in Validated Ministries, Teaching Elders at Large, and Commissioned Ruling Elders. (CRE).

1.1000 Ruling Elders to be Enrolled in Presbytery

Ruling Elders elected as Moderator, Vice-Moderator, Committee Chairs, and Ruling Elder Commissioners shall be enrolled for their terms of office whether or not commissioned by their Sessions.

1.2000 Election of Ruling Elder Commissioners

Ordinarily, during the first week of Jan, the Stated Clerk shall inform the Clerks of Session the number of Ruling Elder Commissioners they are entitled to have enrolled in Presbytery. This number shall be based on the number of Teaching Elders versus Ruling Elder Commissioners, with the imbalance being redressed by the Stated Clerk.

1.3000 Active members shall be defined as one who has attended a Presbytery meeting or served on a Presbytery committee within the past two (2) years.

1.4000 Meetings of Presbytery

Meetings of Presbytery shall be conducted in accordance with Roberts Rules of Order, except in those cases where the Book of Order otherwise provides.

1.5000 The elected staff of The Synod of The Pacific, and The General Assembly laboring in our area, shall be enrolled as Corresponding members, with voice but without vote for the period of their service.

1.6000 Teaching Elders visiting within the bounds of Presbytery and those serving congregations without transferring their membership, unless otherwise approved, shall be enrolled as Corresponding members with voice but without vote.

1.7000 The Presbytery Pastor shall be an Ex Officio member with voice but without vote on a committee requiring the presence of the Presbytery Pastor and as recommended by the Personnel Committee and approved by the Presbytery Council.

1.8000 The Stated Clerk and the Director of Finance shall be an ex-officio member of the Trustees and Council with voice but without vote. The Stated Clerk shall be an Ex Officio member of the Committee on Ministry with voice but without vote.

2.0000 Officers

2.1000 The officers of the Presbytery shall be the Moderator, Vice-Moderator, and the Stated Clerk.

2.2000 The Moderator and Vice-Moderator shall ordinarily serve a term of one (1) year, the Stated Clerk shall ordinarily serve a term of one (1) to three (3) years. The Stated Clerk shall be eligible for re-election to successive terms.

2.3000 Election of Officers

Ordinarily, elections shall be at the Sep Stated Meeting, unless otherwise required by higher councils. The Moderator and Vice-Moderator shall ordinarily be nominated from a slate prepared by the Nominating Committee. Other names shall be accepted from the floor of Presbytery. When more than one name appears for an office, an election shall be by secret ballot.

2.3001 Vacancies in offices and committees ordinarily will be filled by nominees from the Nominating Committee or the Presbytery and elected at the next Presbytery meeting.

2.4000 Officers and Committee members shall be installed and assume the duties of their office before adjournment of the meeting of their election.

2.5000 Duties of the Officers

2.5001 Moderator Shall be those specified in the Book of Order, consistent with Presbytery Policy and the job description approved by the Personnel Committee and Presbytery Council.

2.5002 Vice-Moderator Shall be those specified in the Book of Order, consistent with Presbytery Policy and the job description approved by the Personnel Committee and Presbytery Council.

2.5003 Stated Clerk Shall be those specified in the Book of Order, consistent with Presbytery Policy and the job description approved by the Personnel Committee and Presbytery Council.

3.0000 Meetings

The Presbytery shall ordinarily hold two (2) Stated Meetings each year with the time and place to be determined by the Stated Clerk and the Chair of Presbytery Council. Meetings may be held virtually at the discretion of the Council.

3.0100 The docket for each meeting shall be set by the Stated Clerk and the Chair of the Presbytery Council.

3.0101 A quorum of a Presbytery meeting is three ministers of the Word and Sacrament who are members of the presbytery and three ruling elder commissioners from three different congregations. (see G-3.0304b)

3.0200 Special Presbytery Meetings

The Moderator shall call a special meeting at the request, or with the concurrence, of two (2) Teaching Elders and two (2) Ruling Elders, the Ruling Elders being from different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any three (3) Teaching Elders and three (3) Ruling Elders, the elders being of different churches, may call a special meeting.

3.0300 Virtual Presbytery Meetings

Meetings of the Presbytery may be conducted through the use of Internet meeting services. (see 3.0000)

3.0301 The meeting service shall be designated by the Stated Clerk and will support voting and anonymous voting, visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

3.0302 A vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement that a vote be conducted by ballot.

3.0303 These virtual meetings of the Presbytery shall be subject to all rules adopted by the Council, Presbytery, and Book of Order to govern them.

4.0000 Presbytery Council

The Council of Presbytery shall be composed of the Moderator, Vice-Moderator, immediate past Moderator, Stated Clerk, who shall be the secretary, Chairperson of the Presbytery Committees, or their representatives, and two (2) Elders elected by the Presbytery at large. The Stated Clerk, Director of Finance and the Presbytery Pastor shall be Ex Officio members with voice but without vote. Additionally, a Synod Commissioner may serve on a rotating basis and shall have voice but without vote.

4.0100 A quorum shall be fifty per cent (50%) of the committee members with parity of lay persons and ministers, provided there is at least one Ruling Elder and one Teaching Elder.

4.0200 Terms of Office

Those in Validated Ministries shall be appointed be for three (3) years, and replacement of those in Validated Ministries whose term has not expired shall be for the remainder of that term. Those in Validated Ministries shall be ineligible to serve more than two (2) consecutive terms or portion of term. Chairpersons shall serve on Council for the term of their office as Chairperson. The term of office for all other members of Council is determined by their membership.

4.0300 Meetings

Council shall meet prior to each Stated Meeting of Presbytery, and other times as called by the Moderator or the Stated Clerk of Presbytery.

4.0400 The Council shall have all the authority as permitted by the Book of Order and consistent with Presbytery Policy, that is, to act with the full authority of Presbytery between Presbytery Meetings

4.0500 The Immediate Past Moderator shall serve as Chair of Council. If the Immediate Past Moderator is not available to serve, the Council shall elect a chair from among its members.

5.0000 Committees

The committees may form work groups, so long as a member of the committee is the convener, to assist them whenever it is deemed necessary to accomplish its mission and may co-opt individuals to form a sub-committee.

All committee Chairs and staff are required to submit a copy of their reports to Presbytery and/or Council to the Stated Clerk within seven (7) days of the meeting. Email is preferable but snail mail is also acceptable.

5.0100 Nominating Committee

The membership of this committee shall consist of six (6) members, two (2) Teaching Elders, two (2) laywomen and two (2) laymen.

5.0101 Members shall serve in three (3) classes. Two (2) shall be nominated and elected by Presbytery annually. Ordinarily, no member shall be eligible to succeed themselves for re-election. One (1) of the senior class, elder or Teaching Elder, shall be the Chairperson. The Chairperson shall be elected by Council from among the committee's members and therefore a member of Council.

5.0102 Annually, the Nominating committee will choose one member of the committee to serve on the Committee on Representation with voice but without vote.

5.0103 The committee shall carry out its duties consistent with the Book of Order, Presbytery Policy and the committee job description approved by the Personnel Committee.

5.0104 The committee shall choose its own chairperson from among the committee members. The chairperson shall be a member of Presbytery Council.

5.0200 Committee on Ministry (COM)/ Preparation for Ministry (CPM)

Ordinarily, the committee shall consist of ten (10) members with an equal number of Ruling elders and Teaching Elders. A quorum shall be fifty percent with parity of laypersons and ministers.

Membership shall be for a term of three (3) years. Replacement of a member whose term has not expired shall be for the remainder of that term. Members shall be ineligible to serve more than two (2) full consecutive terms.

Three (3) of the members shall also serve as members of the Committee on the Preparation for Ministry (CPM) whether or not there are any candidates. If there are no candidates, this should be included in the report to the Presbytery and the Stated Clerk.

5.0201 One of the CPM members shall be the liaison for the Office of the General Assembly.

5.0202 Duties for both COM and CPM are those consistent with the Book of Order, Presbytery Policy and the committee job description on file and approved by the Personnel Committee.

5.0203 Between Stated Meetings, presbytery has authorized the Committee to review Calls issued by churches, approve and present Calls for service of Teaching Elders, approve the examination of ministers transferring from other presbyteries, dissolve pastoral relationships in cases where the congregation and the Pastor concur, to grant permission to labor within or outside the bounds of the Presbytery and to dismiss ministers to other presbyteries with the provision that all such actions be reported to the next Stated Meeting of Presbytery.

5.0204 The committee shall choose its own chairperson from among the committee members. The chairperson shall be a member of the Presbytery Council.

5.0300 Mission Outreach

The committee shall consist of ten (10) members with equal numbers of lay-persons and Teaching Elders. A quorum shall be fifty percent (50%) of the committee members with parity of laypersons and Teaching Elders. The membership shall be for a term of three (3) years and the replacement of a member whose term has not expired shall be for the remainder of that term. No member shall serve more than two (2) full consecutive terms.

5.0301 Duties of the committee are those outlined in the Book of Order, Presbytery Policy and the committee job description on file with the Stated Clerk and approved by the Personnel Committee.

5.0302 The committee shall choose its own chairperson from among committee members. The chairperson shall be a member of Presbytery Council.

5.0400 Equipping Ministries

The committee shall consist of nine (9) members with five (5) laypersons and four (4) Teaching Elders. A quorum shall be fifty percent (50%) of its members with parity of laypersons and Teaching Elders. Membership shall be for a term of three (3) years, and replacement of a member whose term has not expired shall be for the remainder of that term. No member shall serve more than two (2) full consecutive terms.

5.0401 Duties of the committee shall consistent with the Book of Order, Presbytery Policy, and the committee job description on file with the Stated Clerk and approved by the Personnel Committee.

5.0404 The committee shall choose its own chairperson from among the committee members. The chairperson shall be a member of the Presbytery Council.

5.0500 Personnel Committee

Shall consist of the (6) members. Three (3) members shall be from Council and chosen by Council and an additional three (3) members shall be nominated by the Nominating committee and elected by presbytery. They shall serve for terms of three (3) years. Initially, and whenever possible, these three (3) additional members shall be elected to one (1), two (2), and three (3) year terms, respectively. Ordinarily, one (1) person per year shall be elected to a three (3) year term.

5.0401 Duties of the committee shall be those outlined in the most recent version of the PC(USA) which is the Book of Order, Presbytery Policy and the committee job description on file with the Stated Clerk and approved by the Personnel Committee.

5.0402 The committee shall choose its own chairperson from among the committee members. The chairperson shall be a member of Presbytery Council.

5.0600 Committee on Representative

Shall be composed of a Chair, one (1) minister member and 2 (2) elder members; a Council representative member who shall have voice and vote and a Nominating Committee representative who shall have voice only. The Stated Clerk shall serve as Ex-officio. The term of office for members shall be three (3) years with an optional renewal for an additional three (3) years, except for the Nominating representation which shall be chosen annually by the Nominating Committee.

5.0601 Duties of the committee shall be those outlined in the most recent version of the PC(USA) which is the Book of Order, Presbytery Policy and the committee job description on file with the Stated Clerk and approved by the Committee.

- 5.0602 Serve as an advocate for the representation of both women and men, of persons of all ages and racial and ethnic groups, persons from all states in the presbytery's geographical areas, and of persons with any handicapping or disabling conditions, in this presbytery.
- 5.0603 Report annually to the fall presbytery any extent to which the membership of the presbytery, and its bodies, falls short of the inclusiveness and participation requirements set forth in the Book of Order (G-3.0103).
- 5.0604 Recommend to the sessions through the stated clerk changes in their commissioners to presbytery that would help the presbytery membership better comply with the requirements of the Book of Order (G-3.0103).
- 5.0605 Consult with the nominating committee in order that the presbytery's committees might, as nearly as possible, fulfill the requirements of the Book of Order (G-3.0103).
- 5.0606 Remind the council of the principles of participation and representation set forth in the Book of Order (F-1.0403).

6.0000 Other Committees

- 6.0100 The Presbytery may from time to time elect and/or appoint other committees as deemed necessary, or as required by higher governing bodies.

7.0000 Permanent Judicial Commission

- 7.0100 The composition and duties are those dictated by the Book of Order and Presbytery Policy.

8.0000 Trustees

Shall consist of seven (7) members: two (2) Ruling Elder members of the Presbytery Council at-large, two (2) at-large members from the Presbytery (who may be Ruling Elders or Teaching Elders), the Presbytery Moderator, Vice Moderator, and Immediate Past Moderator. The Stated Clerk and the Director of Finance shall be ex-officio members with voice but no vote.

- 8.0100 Duties of the committee shall consistent with the Book of Order, Presbytery Policy and the committee job description on file with the Stated Clerk and approved by the Personnel Committee.

9.0000 Commissioners and Alternates to Higher Judicatories

Commissioners and alternates to the General Assembly shall be elected at the Fall Presbytery meeting in the year preceding the actual date of the Assembly. They shall be appointed for two (2) years, with their terms expiring at the election of subsequent commissioners and alternates.

The Book of Order allows for 2 Commissioners for our Presbytery; one (1) Teaching Elder and one (1) shall be a Ruling Elder. It is the tradition of the Presbytery to send alternates to the General Assembly meeting in the year prior to their becoming Commissioners.

Nominees will be chosen from churches based on a rotating schedule maintained by the Stated Clerk. Nominations shall also be accepted from the floor. Election shall be by secret ballot if more than one (1) nomination is made.

9.0100 For Teaching Elders, the Stated Clerk shall provide to presbyters with the Call, a list of Teaching Elder members, the year of their enrollment, and the year(s) which they have attended the General Assembly as a Commissioner.

9.0101 If the member is from another presbytery, the year of enrollment will be noted with an asterisk.

9.0102 If a nomination has been declined, it will be noted.

9.0103 Nominee(s) shall be active members of presbytery.

9.0200 For Elders, the Stated Clerk shall provide a rotating list of churches and an attendance record of Presbytery Stated meetings for the last three (3) years.

9.0201 The Elder shall be an active member of Presbytery.

9.0300 For the YAAD (Young Adult Advisory Delegate)

Shall be elected at the Fall Meeting of Presbytery and chosen from a rotating list of churches which is maintained by the Stated Clerk. The Stated Clerk will provide Presbyters a list of churches and the date the church had a YAAD elected and attend the General Assembly.

9.0301 The YAAD shall be between the ages of seventeen (17) and twenty-two (22) years of age on the date the General Assembly convenes,

9.0302 The YAAD'S church Session shall present a letter of endorsement to the Stated Clerk Presbytery along with a brief resume, outlining the leadership activities of the nominee (i.e., church, community, school) and other information to support the candidate.

9.0400 Synod Commissioners to the Synod of the Pacific

9.0401 Shall meet the requirements of being a commissioner as required by the Synod Administrative Manual.

9.0402 Nominees shall be presented by the Nominating Committee to the Presbytery for approval.

9.0500 Synod Commissioner(s) Unable to Serve

If, after being duly elected, Commissioners cannot serve, the Presbytery Council is empowered to fill vacancies until the next Stated Meeting of Presbytery.

10.0000 Suspension and Revision of the Standing Rules

These rules may be suspended by a two-thirds (2/3) vote of the Presbytery members present at any Stated meeting of the Presbytery meeting,

10.0100 Revisions to these rules shall be included in the Call for the meeting, or, announced at a previous Stated Meeting.

Effective Sep 22, 1999
Revised Sep 22, 1999
Revised Mar 6, 1999
Amended Sep 17, 2002
Amended Sep 16, 2003
Amended Sep 21, 2004
Amended Feb 28, 2007

Revised Jun 12, 2010
Revised Sep 2012
Amended Mar 2013
Revised Jan 2017
Revised Sep 2020
Revised Mar 2023

POLICIES

PRESBYTERY OF NEVADA Manual of Administrative Operations

No.	Policy Name	Required
1	Per Capita Apportionment	
2	Study Leave	
3	Minimum Salary	
4	Temporary Pastors	
5	Expenses for Meetings	
6	Pastoral Changes	
7	Young Adult Advisory Delegates	
8	Special Offerings	
9	Church Indebtedness	
10	Prevention of Sexual Misconduct	Required G-3.01 (2010)
11	Hiring of Church Staff	
12	Appointing Special Investigating Committee	
13	Policy Review	
14	Alternate Commissioners to GA	
15	When a Pastor Leaves a Call	
16	Accounting Principles	
17	Electronic Voting	
18	Accepting Pastors Any Denomination	
19	Conference Calls	
20	Committee Chairs	
21	Inquire/Candidate Indebtedness	
22	(Rescinded)	
23	(Rescinded)	
24	Website Policy	
25	Commissioned Pastors	
26	Mission Trip Policy	
27	Antiracism Policy	Required G-3.01 (2022)
	Harassment Policy (<i>missing</i>)	Required G-3.01 (2022)
	Child and Youth Protection (<i>missing</i>)	Required G-3.01 (2014)

POLICY 1 PER CAPITA APPORTIONMENT

All churches having paid their total Per Capita Apportionment payments and submitted proof of their Annual Statistical Reports, postmarked before midnight 15 Feb, shall be granted a ten percent (10%) discount.

Adopted	18 Sep 1984	Revised	20 Sep 2005	Reviewed	09 Jan 2021
Revised	19 Sep 2000	Reviewed	02 Mar 2010		
Reviewed	21 Sep 2004	Reviewed	17 Jan 2016		

POLICY 2 STUDY LEAVE

Recognizing it is essential that every minister be mentally and spiritually stimulated, all ministerial calls, other than interim or temporary, shall include a minimum of two (2) weeks annual study leave, accumulative to six (6) weeks in three (3) years. In addition, every pastor shall be allowed a minimum of \$500.00 per year with any unused amount carried over yearly up to two times the yearly amount. These terms are to be part of every pastor's call. Study Leaves shall meet the following criteria:

1. Plans for study leave shall be submitted to and approved by the respective session. The session minutes shall record the approval of and a report on each study leave.
2. The course of study shall be related to the ministry in which the minister is involved and should enhance the effectiveness of their Ministry to the congregation.
3. The Minister is responsible for reporting study leave to the COM. The report shall include the date, location, leadership personnel, and an outline of the study.

Adopted	18 Sep 1984	Revised	18 Sep 2001	Reviewed	17 Jun 2017
Revised	15 Sep 1987	Reviewed	06 Mar 2006	Revised	15 Jan 2022
Revised	15 Sep 1992	Reviewed	21 Sep 2011	Revised	20 Jan 2024

POLICY 3 MINIMUM SALARY

The minimum compensation package for full-time ministers of the Word and Sacrament in the Presbytery of Nevada is \$38,000 yearly salary, including housing and utilities, \$500 study leave, a minimum of twelve weeks paid family medical leave, and participation in the benefits plans of PCUSA, including both pension and medical coverage, two (2) weeks study leave (study leave allowance and time to be cumulative up to a maximum of three years), four (4) week vacation, \$1,800 travel allowance (minimum, vouchered at the IRS rate)

Adopted	05 Mar 1985	Revised	18 Sep 2001	Revised	17 Jun 2017
Revised	15 Sep 1987	Revised	17 Sep 2003	Revised	15 Jun 2022
Revised	17 Sep 1991	Revised	01 Mar 2005	Revised	20 Jun 2024
Revised	07 Mar 1995	Revised	28 Feb 2007		
Revised	01 Mar 2000	Reviewed	13 Mar 2012		

POLICY 4 TEMPORARY PASTORAL RELATIONSHIPS

Teaching Elders and Commissioned Pastors serving in temporary pastoral relationships will consult with the Committee on Ministry at least annually.

Adopted	05 Mar 1985	Reviewed	06 Mar 2006	Revised	Jan 2023
Revised	18 Sep 2001	Reviewed	21 Sep 2011		
		Revised	14 Jan 2017		

POLICY 5 PRESBYTERY, COMMITTEES, AND COMMISSIONS EXPENSE

Meetings Presbytery shall pay mileage for Ruling Elder Commissioners and Teaching Elders who are active members of the Presbytery. Churches are to reimburse any additional expenses incurred by their commissioners. Exceptions may be requested through the Stated Clerk to the Director of Finance.

Commissions Presbytery shall pay mileage and other expenses incurred by commission members.

Committees Each committee shall be responsible for expenses incurred by their respective committee. Committees are to schedule interviews to minimize the costs.

Presbytery Council The Council shall be responsible for expenses incurred by its members.

Expenses shall be paid as follows:

Private Vehicle The owner/driver shall be paid round-trip mileage at a rate determined annually by the Presbytery Council

Commercial Air Members will be reimbursed for expenses that shall not exceed the lowest coach fare with a fourteen (14) day advance purchase. This rate shall be determined by the Director of Finance and published to members.

Rental Cars: Members and Commissioners are urged to use prudence in selecting rental cars and requested to 'ride-share' as much as possible to keep costs minimal.

Lodging Members shall be reimbursed for the lodging cost not exceeding the block rate negotiated by the host church or the Stated Clerk.

Meals: For meals not provided for at the Presbytery meeting, members shall be reimbursed (excluding alcohol) at the following rates: Breakfast - \$18.00; Lunch - \$18.00; Dinner - \$38.00, accompanied by a receipt.

Non-residents In the case of non-resident members, mileage is determined from the first particular church of the PC (U.S.A.) upon entry of the presbytery bounds.

In extraordinary circumstances, Presbytery Council may approve reimbursement for others requested to attend Committee, Council, or Presbytery meetings who are not eligible for reimbursement. If you believe you have such a circumstance, please forward it to the Stated Clerk, who will submit it to the Council for determination.

Adopted	16 Sep 1996	Revised	11 Sep 2008	Revised	10 Mar 2019
Revised	05 Mar 1991	Revised	10 Jan 2009	Reviewed	15 Mar 2020
Revised	19 Sep 2000	Reviewed	11 Jan 2014	Revised	12 July 2022
Revised	21 Sep 2004	Revised	14 Jan 2017		

POLICY 6 PASTORAL CHANGES

Dissolving the Pastoral Relationship:

- A. When a pastor decides to conclude service to a particular church, he/she shall consult with the Committee on Ministry (COM) before taking such action and before notifying the session and congregation. The COM will interpret to the pastor the process of dissolution and the action to be taken.
- B. When the pastor announces the intent to terminate to the session, a member of the COM shall be present to interpret to the session the process of dissolution and actions to be taken, and provide advice on securing an interim pastor and the process for calling a new pastor.
- C. The PNC receives Pastor Information Forms (PIF) from any and all of several sources: Church Leadership Connection, Self-Referrals, the COM, members, etc. The PNC is careful to receive forms from qualified candidates without regard to age, sex, family composition, or other matters not bearing on the ability to fully perform the described job. Suitability is judged by the PNC and COM and personal interviews shall not be carried out before concurrence of the COM is received. Prior to said interview, the COM representative shall discuss the policies and programs of the Presbytery and answer questions relating thereto.
- D. When the PNC, COM, and the candidate are in agreement on the intention to call, the Session shall call for a congregational meeting, usually following a Worship service, for the purpose of VOTING on the recommendation of the PNC to call the candidate to the ministry of the particular church. The congregation shall also elect one or more commissioners to prosecute the call before presbytery, A COM member shall be present at this meeting.
- E. If Presbytery concurs with the call it shall proceed to examine, request a transfer if from outside the bounds of the presbytery, and enroll the candidate, and to ordain and/or install the pastor in the particular church, through its chosen commission elected for that purpose
- F. During the entire pastor-seeking process, it is understood that the PNC should keep all matters regarding candidates and their deliberations confidential. However, it is suggested that periodic general progress reports be made to the Session.

Adopted	16 Sep 1986	Reviewed	06 Mar 2006	Reviewed	17 Jan 2015
Revised	17 Sep 2001	Revised	11 Jun 2010	Reviewed	13 Jun 2020

POLICY 7 YOUNG ADULT ADVISORY DELEGATE GENERAL ASSEMBLY

REFERRED TO EQUIPPING COMMITTEE FOR REVISION 20 JAN 2024

The Young Adult Advisory Delegate (YAAD) to the General Assembly shall be elected at the Fall Meeting of Presbytery. The Stated Clerk will provide a rotating list of churches, and the dates the church had a YAAD elected and attended the General Assembly. A record of attendance by the church commissioners to presbytery stated meetings for the last five (5) years shall be provided. The YAAD must be between the ages of seventeen (17) and twenty-two (22) years on the date the General Assembly convenes. The session shall present to the presbytery on endorsement, along with a brief resume, outlining the leadership activities of the nominee in the church, community, school, and other pertinent data.

Adopted	15 Sep 1992	Reviewed	14 Jan 2006	Reviewed	17 Jan 2016
Reviewed	17 Sep 2001	Revised	11 Jun 2010	Reviewed	09 Jan 2021

POLICY 8 SPECIAL OFFERINGS

It is suggested that offerings received during Installations and/or Ordination Services be used to fund the Nevada Inquirers/Candidate Assistance, when appropriate. Should there be no candidates, the funds shall be used to assist CRE candidates to pursue accreditation. It is an Extra Opportunity Fund.

Adopted	21 Sep 1999	Reviewed	10 Jan 2009	Revised	17 Jan 2015
Reviewed	02 Mar 2004	Revised	11 Jun 2010	Reviewed	13 Jun 2020

POLICY 9 CHURCH INDEBTEDNESS

The trustees shall review annually and report to presbytery the health of each church, NCD's, and recognized Fellowships receiving grants, program aid, or has an indebtedness encumbering its property.

Adopted	21 Sep 1999	Revised	10 Jan 2009	Reviewed	12 Jan 2019
Revised	02 Mar 2004	Reviewed	11 Jan 2014	Reviewed	20 Jan 2024

POLICY 10 PREVENTION OF SEXUAL MISCONDUCT

REFERRED TO EQUIPPING COMMITTEE FOR REVISION SEP 2023

It is the policy of Nevada Presbytery that all persons in leadership positions; Pastors, Staff, Employees, Church Officers, and Volunteers shall maintain the integrity of ministerial and employment relationships at all times. Sexual conduct outside the bounds of marriage between church workers, volunteers, and others is a violation of the ministerial and employment relationship and is therefore **NEVER PERMISSIBLE**. All persons required to complete a Prevention of Sexual Misconduct Seminar must, within five (5) years of completion of their Prevention of Sexual Misconduct Seminar, attend an updated Seminar held in conjunction with one of The Presbytery of Nevada meetings, and must similarly update every five (5) years. Those persons required to complete the seminar are: Ministers of Word and Sacrament, including those Honorably Retired, CPM Members (Committee for Preparation of Ministry), PJC members (Presbytery Judicial Commission), COM members (Committee on Ministry), all CLP's (Commissioned Lay Pastors), and employees of Nevada Presbytery. Complete copies of this policy are on file with the Stated Clerk and the Committee on Ministry.

Each new pastor enrolled in Nevada Presbytery shall be given a copy of the Prevention of Sexual Misconduct Policy, along with an acknowledgment sheet, saying they have received and read the policy. The signed acknowledgment sheet shall be returned to the office of the Stated Clerk.

Adopted	21 Sep 1993	Revised	21 Sep 2004	Reviewed	09 Jan 2021
Revised	19 Sep 1995	Reviewed	10 Jan 2009		
Revised	20 Sep 2000	Reviewed	16 Jan 2016		

POLICY 11 HIRING OF PROGRAM STAFF

It is the policy of the Nevada Presbytery that any person who is contracted to serve on the staff of a particular church or new church development, who is ordained as a minister in a denomination other than PC(USA), shall first be approved by the Committee on Ministry for such service - prior to action being taken by the Session or Steering Committee.

Adopted	19 Sep 1995	Reviewed	10 Jan 2009	Reviewed	12 Jan 2019
Revised	25 Feb 2003	Reviewed	11 Jan 2014	Reviewed	20 Jan 2024

POLICY 12 APPOINTMENT OF SPECIAL DISCIPLINARY INVESTIGATING COMMITTEE

The Stated Clerk in consultation with the Moderator, Vice-Moderator, and the Presbytery Pastor is authorized to appoint the Special Investigating Committee when required by the Book of Order.

Adopted	04 Mar 1997	Reviewed	10 Jan 2009	Revised	17 Jun 2017
Revised	25 Feb 2003	Revised	11 Jun 2010	Reviewed	15 Jan 2022

POLICY 13 POLICY REVIEW

The Presbytery Council shall review and report to Presbytery, all Presbytery Policies, every five (5) years from the adopted/revised date, or as needed.

Adopted	21 Sep 1999	Reviewed	10 Jan 2011	Revised	12 Jan 2019
Revised	02 Mar 2004	Reviewed	11 Jan 2014	Reviewed	20 Jan 2024

POLICY 14 ALTERNATE COMMISSIONERS TO GENERAL ASSEMBLY

REFERRED TO EQUIPPING COMMITTEE FOR REVISION 20 JAN 2024

At the Fall Meeting of Presbytery, preceding the next General Assembly, the presbytery shall elect a Minister, nominated from the floor as the Alternate Minister Commissioner, who shall attend/observe that coming year's General Assembly. The Presbytery of Nevada shall pay all reasonable expenses, documented by receipts. Ordinarily, this individual shall be the Primary Minister Commissioner the following regular General Assembly.

At the Fall Meeting of Presbytery, preceding the next General Assembly, the presbytery shall elect an Elder Commissioner, as nominated from the rotating list of churches who shall attend/observe the coming year's General Assembly. The Presbytery of Nevada shall pay all reasonable expenses, documented by receipts. Ordinarily, this individual shall be the Primary Elder Commissioner at the following regular General Assembly.

Nominations are always open from the floor.

Adopted	19 Sep 2000	Reviewed	10 Jan 2009	Revised	31 May 2014
Revised	21 Sep 2004	Reviewed	11 Jan 2014	Revised	12 Jan 2019

POLICY 15 WHEN A PASTOR LEAVES A CALL

The departing minister shall not participate in the life of a ministry setting, or provide pastoral services for the congregation which he/she has left, or from which he/she has retired, except as approved by the COM. Nor shall he/she provide pastoral services to members of other congregations, except with the approval of the session and moderator.

The COM shall conduct an exit interview with the pastor and spouse (if there is one), and with the session to review the requirements of this policy.

Adopted	19 Sep 2000	Reviewed	11 Jan 2014	Reviewed	20 Jan 2024
Revised	21 Sep 2004	Revised	31 May 2014		
Reviewed	10 Jan 2009	Revised	12 Jan 2019		

POLICY 16 ACCOUNTING PRINCIPLES

The Nevada Presbytery follows Generally Accepted Accounting Principles (GAAP) for non-profit organizations, except where the Presbytery's CPA accounting advisor directs otherwise

Adopted	16 Sep 2003	Reviewed	31 May 2014	Reviewed	20 Jan 2024
Reviewed	10 Jan 2009	Reviewed	12 Jan 2019		

POLICY 17 ELECTRONIC VOTING

The Presbytery Council may take e-mail votes on business items (ordinary routine and non-controversial items). Adequate opportunity shall be given for discussion to all individuals consistent with Robert's Rules of Order which states, in part, "...there can be a motion to 'move to table' until adequate discussion has taken place". Anyone can make this motion, which moves the item from an email vote to the next electronic or in-person meeting. A response time of up to seven days shall be given. All such actions shall be reported at the next meeting.

Adopted	20 Sep 2004	Revised	31 May 2014	Revised	15 Jan 2022
Reviewed	10 Jan 2009	Revised	12 Jan 2019	Revised	20 Jan 2024

POLICY 18 PROCEDURE FOR ACCEPTING PASTORS ANY DENOMINATION

- A. Academic transcript from college or university and seminary (translated into English)
- B. Certificate of Ordination (translated into English)
- C. Take and pass from a Presbyterian Seminary two courses:
 - (a) Polity of the Presbyterian Church (USA) and
 - (b) Theology of the Reformed Tradition.These courses can be taken in your native language if available.
- D. Take and pass the Standard Ordinations Exams.
- E. Provide a Statement of Faith (in English) to the Committee on Ministry
- F. Be interviewed and examined by the Committee on Ministry and The Presbytery of Nevada

Adopted	20 Sep 2004	Revised	31 May 2014	Revised	09 Jan 2021
Reviewed	15 Sep 2009	Reviewed	12 Jan 2019		

POLICY 19 CONFERENCE/VIDEO CALLS

Council, committees, commissions, task forces and other groups elected/appointed by presbytery may meet by conference call when a face-to-face meeting is not possible or the best use of stewardship resources. All other requirements for a meeting shall be met, including the requirement that all participants in the meeting are able to communicate simultaneously with all others present.

Adopted	22 July 2006	Reviewed	11 Jun 2016
Reviewed	21 Sep 2011	Revised	15 Sep 2020

POLICY 20 COMMITTEE CHAIRS

Ordinarily, the Nominating Committee, in consultation with the committee members, shall nominate committee chairs from seated members.

Adopted	22 July 2006	Revised	11 Jun 2016
Reviewed	21 Sep 2011	Revised	09 Jan 2021

POLICY 21 INQUIRE/CANDIDATE INDEBTEDNESS

INQUIRERS AND CANDIDATES UNDER CARE:

- A. Inquirers are to consult with a Board of Pensions regional representative or the Presbyterian Foundation representative during the inquiry year to make a plan for financing the cost of seminary.
- B. During seminary education, inquirers/candidates will participate in a "Fiscal Fitness" workshop sponsored by the Board of Pensions of the PC(USA), as available.
- C. A designee of the presbytery's Committee on Preparation for Ministry will counsel with an inquirer/candidate regarding the level of indebtedness compared to expected salaries based on the current median income for the denomination. The CPM representative will also help the inquirer/candidate to determine the minimum effective salaries for geographic regions in which the inquirer/candidate is interested in serving.
- D. When appropriate, the Committee on Preparation for Ministry will be an advocate with the congregation of which the inquirer/candidate is a member, and with other congregations of the presbytery as appropriate, in order to generate financial support for the inquirer/candidate in the form of grants.

MINISTERS SERVING A FIRST CALL WITHIN THE PRESBYTERY

- A. Ministers serving in a first call following graduation from seminary shall show evidence of attending a financial planning workshop. If a minister has not attended such a workshop, she/he shall be required to do so within twelve (12) months of start-up. The cost of registration fees, travel, and accommodations for such a workshop shall be considered a legitimate reimbursable expense from study leave allowance and eligible for a continuing education grant from the Committee on Ministry.
- B. The Committee on Ministry shall encourage calling congregations to utilize further educational debt reduction as a point in negotiating salary with prospective pastors.

ELIGIBILITY FOR SEMINARY DEBT REDUCTION GRANTS

- A. Recognizing that each inquirer/candidate will have unique financial resources available upon entering seminary, unique financial needs during seminary, and differing salaries in a first call, endorsement for seminary debt reduction grants shall not be restricted by the above guidelines, nor shall following all the guidelines guarantee endorsement. Endorsement for seminary debt reduction grants shall be determined on a case-by-case basis.

Adopted	02 Mar 2004	Revised	10 Jan 2009	Revised	12 Jan 2019
Revised	11 Sep 2004	Reviewed	11 Jan 2014	Reviewed	20 Jan 2024

POLICY 22 STANDARDS FOR ORDINATION

Adopted	20 Sep 2006	Revised	21 Sep 2011	Rescinded	11 Jun 2016
---------	-------------	---------	-------------	-----------	-------------

POLICY 23

Rescinded	16 Jan 2016
-----------	-------------

POLICY 24 WEBSITE POLICY

The Presbytery of Nevada (Nevada Presbytery) operates a single website on behalf of the presbytery. All website registrations, licenses, and other digital assets are held by the stated clerk in trust for the Presbytery of Nevada.

The website editor is responsible for day-to-day operation of the site and works with the stated clerk to ensure it is maintained, updated, and available.

The stated clerk determines what content should be shared on the website guided by the Presbytery and council. Normally this includes Presbytery policies, Presbytery, council, and trustee meeting information, Presbytery minutes, contact information, and directories of churches, committees, and minister members.

To be eligible for posting on the Presbytery website content must be sponsored by:

- a congregation within the Presbytery
- a Presbytery committee, council, or Nevada Presbytery
- a mission supported by Nevada Presbytery
- another PC(USA) governing body
- a Nevada Presbytery staff member or officer

Submitting sponsored content does not guarantee the content will be posted. All submissions are subject to editing and should be in editable form. Photos should be sent separately at the highest resolution possible with the photographer named. Content providers are responsible for ensuring copyright permission has been obtained for web publication.

The following will appear on the website: "All links are provided for information only and do not necessarily represent the position of the Presbytery of Nevada."

Adopted	11 Mar 2009	Revised	12 Jan 2019
Reviewed	11 Jan 2014	Reviewed	20 Jan 2024

POLICY 25 COMMISSIONED RULING ELDERS

When the Presbytery of Nevada, in consultation with the session or another responsible committee, determines that its strategy for mission requires the authorization of a ruling elder to be commissioned to limited pastoral service at a validated ministry, the Presbytery policy is:

Titles

Commission Pastors (CP) may be referred to as CP, CRE, Elder or Pastor during their term of commissioning. (The Reverend title is reserved for Teaching Elders/Ministers of the Word and Sacrament.) The Presbytery of Nevada refers to Commission Ruling Elders (CRE) as Commissioned Pastors (CP).

General Authorizations

Commissioned Pastors are typically authorized to a particular congregation or validated ministry to preach the gospel, lead worship, pray with and for the people, teach and conduct Bible studies, provide pastoral and spiritual care, and moderate their assigned congregation's session. In addition, the CP as moderator may install and ordain officers of that congregation and administer the Sacraments of Baptism and Communion as authorized by the congregation's session. Finally, the authorization to lead worship services includes other services provided by the session, such as a service of witness to the resurrection (funerals) or services during Lent.

Wedding Authorization

After being approved by the appropriate state agency to officiate weddings in the state of the congregation served by the CP using the Presbytery of Nevada as the authorizing organization, the CP is authorized to officiate weddings,

Serving Other Congregations in the Presbytery

CPs may preside at congregational and session meetings and be authorized to perform the sacraments at any congregation in the Presbytery of Nevada when invited by the congregation through its session and with the permission of the Committee on Ministry through its chair.

Presbytery Membership and Oversight

The CP is enrolled as an elder commissioner to the presbytery during the term of the commission regardless of their session commissioning the CP to Presbytery.

The commission will have a term, typically three (3) years. However, the presbytery will review this commission every year. The presbytery may withdraw the commission for reasons it deems good and sufficient at any time.

All provisions of the current Book of Order apply to Commissioned Pastors. If those provisions conflict with the commission recorded here, the Book of Order is to be followed. The CP shall work under the supervision of the presbytery.

The presbytery assigns a minister of the Word and Sacrament to serve as mentor and supervisor.

Compensation

Any compensation will be negotiated between the CP and the validated ministry, with Presbytery approval in the same manner as other temporary supply positions.

POLICY NUMBER 26 PRESBYTERY SPONSORED MISSION TRIPS

The Presbytery of Nevada will occasionally sponsor/co-sponsor trips such as mission trips or trips for Christian ministry or faith development.

For a mission trip to be sponsored, the organizer will provide the information listed below at least **six months** before the commencement of the trip to the Stated Clerk of the Presbytery, including the items numbered below.

All requests are subject to approval by the Presbytery or Council acting as the Presbytery between meetings.

1. Information regarding who is organizing, leading, and sponsoring the trip.
2. A list of any partnering organizations in the trip.
3. A summary of the purpose and goal of the trip, including a statement of how the trip furthers the mission of the Presbytery of Nevada and serves the kingdom of God.
4. The dates for the trip.
5. The beginning location, overnight travel stops, and destination of the trip.
6. A statement explaining the transportation arrangements for the trip.
7. A statement describing the lodging arrangements.
8. A description of the trip participants. Adults, Youth, etc.
9. An explanation of how a Certificate of Insurance is being secured.
10. The number of adults and youth from the Presbytery of Nevada and their age ranges.
11. A statement from the organizer acknowledging the Presbytery of Nevada insurance, if used, only covers participants from the Presbytery of Nevada.
12. A projected budget.
13. After the trip, a report to the Presbytery or its designated committee on the outcome of the trip.
14. If this trip involves youth/children, a statement regarding the sexual misconduct policy in compliance with PCUSA and the Presbytery of Nevada is required.

Requirements To Receive Presbytery Scholarships

1. The trip must receive Presbytery approval for sponsorship.
2. A statement of how much money is requested for scholarships.
3. A statement of how the scholarship monies are allocated to the participants of the trip.
4. After the trip, a financial accounting of expended scholarship funds is shared at the next Presbytery or Council meeting.

Adopted

12 Sep 2023

POLICY NUMBER 27 ANTIRACISM POLICY

We understand that policy statements can be meaningful but committed, consistent, and on-going actions are the only tools that lead to positive change. We acknowledge that regardless of one's own race or ethnicity, individuals are at various points along this path. We also understand that bias can be unconscious or unintentional and that racism is the combination of social and institutional power plus racial prejudice. Identifying these two specific forms of oppression and disparate outcomes does not automatically mean that those involved intended a negative impact. Having these conversations requires courage, respect, and compassion, and may not always be or seek to be comfortable. We will purposefully strive to identify, discuss, and challenge issues of race, color, ethnicity, and their impacts.

The Presbytery of Nevada will strive to:

1. Acknowledge that racism is a societal and global problem that requires continuous education.
2. Provide antiracism and cultural humility training.
3. Work in partnership with mid-councils in their antiracism ministries
4. Develop and implement practices and strategies to help dismantle racism and oppression in the church and the world.

We recognize that confronting and combating racism is life-long work. As a community, we must be vigilant in our learning, listening, and action to advance change. Our goal is to be an inclusive, welcoming, safe environment where every member of our community, regardless of race, religion, gender, or socio-economic status, can thrive.

Resources:

Antiracism Statement: School of Social Work University of North Carolina

Antiracism Statement: Office of Equity, Diversity & Inclusion University of Pittsburgh

Adopted

12 Sep 2024

ARTICLES OF INCORPORATION
INCLUDING BY-LAWS

PRESBYTERY OF NEVADA
Manual of Administrative Operations

ARTICLES OF INCORPORATION, INCLUDING BY-LAWS

KNOW ALL MEN BY THESE PROVISIONS: That we, the undersigned citizens of the United States, being desirous of obtaining the benefit of the general incorporation laws of the State of Nevada, do hereby associate ourselves together as a body corporate under the laws of the said state and do hereby certify and declare:

1. The name of our said corporation shall be THE PRESBYTERY OF NEVADA, INCORPORATED.
2. The principal offices of our said corporation shall be located at 100 North Nevada Street in the City of Carson, County of Ormsby, State of Nevada
3. The objects or purposes for which our said corporation is organized are to have perpetual succession; to promote the spread of the Christian religion; to promote and provide the spread of the Christian religion; to promote and establish such charitable and benevolent enterprises and plans as the members of our said corporation may from time to time determine; to acquire property by all lawful means, including real estate, personal property, securities and choses in action; to lease, sell, pledge, hypothecates and otherwise dispose of the same, and in general to do all things incident to the objects and purposes above specified which its members may deem necessary or expedient to the prosecution of the aforesaid objects and purpose.

The powers of said corporation shall extend to all things unnoticed by, and its affairs shall be conducted in all respects as near as may be in accordance with the constitutions, rules, regulations, usages, customs, doctrines and polity of the Presbytery Church in the United States of America.

4. Our said corporation shall not exist for profit and shall have no capital stock. Its members shall consist of all those persons who may from time to time constitute the ecclesiastical body known as The Presbytery of Nevada organized and existing under the jurisdiction and authority of the Presbyterian Church in the United States of America.
5. The period of existence of our said corporation shall be perpetual.
6. The members of the governing board of our said corporation shall be styled trustees and shall be three in number during the first year of our existence as a corporation, and during the first year Hugh H. McCreery, Floyd E. Dorris and Otto A. Erdman shall be and constitute the Board of Trustees. The members of our said corporation shall have power, after the first year, to increase the number of trustees to ~~five~~. *the number deemed necessary to provide adequate governance to our said corporation as defined in our corporation's by-laws. (2011)*
7. The present Standing Rules of the aforesaid Ecclesiastical body known as The Presbytery of Nevada shall, for the time being and until the name be modified, amended, or added to, constitute the by-laws of our said corporation, and the members of our said corporation shall have power to establish and ordain such other by-laws, rules and regulations from time to time as they may deem expedient.

IN WITNESS WHEREOF, we have hereunto subscribed our names this 12th day of July in the year of our Lord one thousand nine hundred and nine.

Hugh H. McCreery | Otto A. Erdman | William Anderson
Articles of Incorporation, July 12, 1909 | Amended October 24, 2011