

Budget, Finance and Property Committee/Trustees

(Approved by the Presbytery of Hudson River: 5-23-17)

Purpose: The purpose of the **Budget, Finance and Property Committee/Trustees** (BFP) is to manage and oversee the financial and property resources of the Presbytery of Hudson River (HRP) and provide financial resources for the presbytery's mission and ministry.

Accountability: The BFP shall be accountable to HRP through the Council.

Membership: The committee shall consist of nine (9) voting members comprised of ministers of Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP; these persons will preferably have financial, investment, accounting, budgeting, legal and/or real estate knowledge and/or experience. The term of service is three (3) years with the eligibility to serve two (2) full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Committee of Representation and Nominations and elected by HRP for a one (1) year term and may be renewable. No two (2) members shall be members or serve the same congregation nor from the same family. The Treasurer and the Personnel Committee appointed staff liaison/s shall be ex officio members with a voice but no vote.

Meetings: BFP will meet as necessary, ordinarily monthly, not less than quarterly.

Responsibilities:

1. Serve as Trustees of the Presbytery of Hudson River, Inc., fulfilling any and all the corporate and legal requirements specified in the Articles of Incorporation, the Bylaws and the laws of the state.
2. Recommend to the presbytery, after seeking the Council's guidance and affirmation, the Per Capita amount and the mission giving percentages for the HRP, synod and General Assembly.
3. Educate the congregations about Per Capita and Mission Giving and develop and execute an annual campaign to provide the needed financial resources for HRP to achieve its mission and ministry goals.
4. Recommend to the presbytery, after seeking the Council's guidance and affirmation, the annual budget based on mission and ministry goals of HRP.
5. Oversee and manage all the HRP's finances and investments, receiving regular reports from the Financial Administrator and Treasurer for the regular monitoring of the budget by the committee.
6. Recommend a Treasurer to the Council for action by the presbytery as well as maintain a position description for the Treasurer.
7. Oversee the legal and property issues of HRP and its member congregations, including the HRP's insurance, and recommending to the Council, in their role as Trustees, when a congregation shall be able to encumber its property.
8. Provide, through its Stewardship Team, stewardship education and development to HRP's congregations.
9. Appoint, oversee and support the Disaster Preparedness Coordinator.
10. Fulfill the following Book of Order requirement found in G-3.0113: "A full financial review of all financial books and records shall be conducted every year..."

Committee on Ministry

(Approved by the Presbytery of Hudson River: 5-23-17)

Purpose: The purpose of the **Committee on Ministry (COM)** is to oversee all the appropriate requirements of the Presbyterian Church (U.S.A.) as related to the pastoral relationships with the presbytery's congregations and the status of all its members, in such a way that will create and sustain healthy, vital communities of faith and provide strong, transformative leadership for the Presbytery of Hudson River (HRP).

Accountability: COM shall be accountable to the HRP.

Membership: COM shall consist of between 24 to 30 voting member, comprised of ministers of Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP; these persons will preferably have knowledge of the PCUSA call process and pastoral search and/or systems theory as well as skills in conflict mediation and/or negotiation. The term of service is three (3) years with the eligibility to serve two full terms or a maximum of six (6) consecutive years. The chair/s shall also be nominated by the Committee of Representation and Nominations and elected by HRP for a one year term which may be renewable. The Personnel Committee shall appoint any staff liaison/s who shall be ex officio members with voice but no vote.

Meetings: COM will meet ordinarily meet monthly but not less than quarterly.

Responsibilities:

The **COM** shall have commission powers (G-3.0109) to act on behalf of and with the full authority of the presbytery in between meetings of the presbytery in the following ways:

1. Examine and receive Teaching Elders by transfer from other presbyteries for the purpose of accepting valid calls to ministry and membership in the Presbytery as well as for membership in the Presbytery as at-large and honorably retired.
2. Authorize the formation of and provide resourcing to a Pastor Nominating Committee following the departure of a pastor and approve the Ministry Information Form prior to its approved by the session.
3. Approve "Goodness of Fit" between congregations and potential new pastors prior to the congregational meeting to call a pastor including Terms of Call.
4. Approve calls following the action of a congregation and appoint administrative commissions for the purpose of ordaining and installing Teaching Elders and of commissioning Ruling Elders to particular pastoral service.
5. Approve terms of call and agreements for Teaching Elders and Commissioned Ruling Elders and set minimum standards.
6. Review and act on contracts for temporary pastoral services, counseling with sessions and pastoral leaders when necessary.
7. Act on matters relating to the dissolution of pastoral calls including the following: dissolving pastoral calls when there is concurrence between pastor and congregation; reviewing and bringing to the Presbytery for action matters related to the dissolution of pastoral calls when

there is not concurrence between pastor and congregation; and providing and guide the process for the dissolution of pastoral calls when necessary.

8. Act on matters related to presbytery membership, as requested and required, by receiving and dismissing teaching elder members who are in good standing.
9. Act on requests for validated ministries, requests for positions to be considered for ordination, and review annually the work of all teaching elders engaged in validated ministries outside the congregation, in accordance with Presbytery policy.
10. Approve moderators for sessions and congregations in need of moderators.
11. Approve services of ordination and/or installation of Teaching Elders and services of commissioning for Ruling Elders approved to receive a commission.
12. Dismiss teaching elders to other presbyteries.
13. Approve temporary pastoral positions (stated supply and interim) and their terms.
14. Approve persons to be on the pulpit supply list.
15. Approve honorable retirements and pastor emeritus status.
16. Approve ruling elders (who have successfully completed HRP's sacrament training) upon the request of a session to be given permission to do communion.

In addition, the COM is responsible for the following:

1. Consult with and counsel pastors and church councils/sessions regarding their life and ministry.
2. Appoint and oversee the Boundary Awareness/Sexual Misconduct Response Team, the Mediation Team and the Clergy Compensation sub-committees.
3. Prepare and propose an annual budget.

Committee on Representation and Nominations

(Approved by the Presbytery of Hudson River: revised 7-25-2017)

Purpose: The purpose of **Committee on Representation and Nominations (CORN)** is to nominate persons of deep faith, exceptional abilities and strong commitment to the presbytery and the Presbyterian Church (U.S.A.) to the Council, committees and Permanent Judicial Commission of the Presbytery of Hudson River (HRP) and to advise the council regarding implementation of principles of unity and diversity, striving for the “full expression to the rich diversity of the church’s membership” (F-1.0403 and G-3.0103) within the presbytery.

Accountability: CORN shall be accountable to the HRP.

Membership: CORN shall consist of six (6) voting member, comprised of ministers of Word and Sacrament and lay members in numbers as nearly equal as possible, nominated by the Council and elected by HRP; these persons will preferably have knowledge of the presbytery and its people. The term of service is three (3) years with the eligibility to serve two full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Council and elected by Presbytery of Hudson River for a one year term which may be renewable. The Personnel Committee shall appoint a staff liaison who shall be ex officio with voice but no vote.

Meetings: CORN will meet as necessary.

Responsibilities:

1. Fulfill the responsibilities described in G-3.0103, advocating for diversity in leadership and consulting with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.
2. Nominate, ordinarily early fall, persons for the following, filling vacancies when they occur and following the membership specifications for each particular entity:
 - Moderator-Elect of the presbytery who will automatically serve as Moderator upon installation of the new Moderator-Elect
 - At-large members to HRP’s Council
 - Budget, Finance and Property Committee (BFP) and its chair
 - Committee on Ministry (COM) and its chair
 - Committee on Preparation for Ministry (CPM) and its chair
 - Faith and Order Committee (F&O) and its chair
 - Grants Committee and its chair
 - Personnel Committee and its chair
 - Permanent Judicial Commission (PJC) and its moderator
 - the appropriate and equal amount of teaching and ruling elders to serve as commissioners and alternates to the General Assembly and to the Synod as well as any advisory delegates
 - commissioners to the Camp and Conference Board (Holmes)
3. Nominate other leaders as requested by HRP or its Council.
4. Consult periodically, no less than annually, with the moderators of HRP committees and other entities to determine their committees’ membership needs.

COUNCIL

(Approved by the Presbytery of Hudson River: 5-21-19)

Purpose: The purpose of the **Council** is to oversee the mission and ministry of the Presbytery of Hudson River (HRP) in order to focus, align and coordinate its resources toward the presbytery's approved ministry goals.

Accountability: The Council shall be accountable to the HRP.

Authority: (from the Bylaws of the Presbytery of Hudson River)

The Council may act on behalf of and with the full authority of the Presbytery in between meetings of the Presbytery (G-3.0109) in any and all matters and shall act on recommendations from Budget, Finance and Property Committee, Grants Committee and Personnel Committee.

Membership: (from the Bylaws of the Presbytery of Hudson River)

No less than nine (9) and no more than (12) voting members with two ex officio members:

- The Chairperson of or the year-long Chairperson Designee from Budget, Finance and Property Committee, Grants Committee and Personnel Committee.
- The Presbytery's current Moderator, Moderator-Elect and immediate past Moderator.
- At least three (3) and not more than six (6) at-large persons, each serving three year staggered terms nominated by the Committee on Representation and Nominations and elected by the presbytery.
- Two (2) ex officio members with voice but no vote: the General Presbyter, who will act as an ex officio resource, and the Stated Clerk, who shall record and distribute the minutes.

Overall composition shall strive to conform to principles of inclusiveness, representation and participation for race and gender, as well as the following principles:

- Voting members shall serve no more than two (2) successive terms or a maximum of six (6) years without at least a one (1) year interval of non-service.
- No at-large member shall serve concurrently on the Budget, Finance and Property Committee, Grants Committee and Personnel Committee.
- No more than one member shall be from or be serving a particular church.
- No two people shall be in the same family.

Quorum: (from the Bylaws of the Presbytery of Hudson River)

A quorum of the Council shall consist of majority of its membership and shall be required for business to be conducted.

Meetings:

- *Regular Meetings.* Council will ordinarily meet monthly.
- *Special Meetings.* Council shall meet upon the call of its Moderator or any three (3) members with vote. Notice of a special meeting shall be sent to each member not less than three (3) days in advance of such meeting.
- *Reports.* The Budget, Finance and Property Committee, Grants Committee, Personnel Committee and any teams or task forces of the Council will make regular reports, ordinarily a draft of their minutes, to Council.
- *Agenda.* The proposed Council agenda will be developed by the General Presbyter, in consultation with the Stated Clerk and HRP moderator. It may include, in addition to the proposed items, any other business necessary for the work of the presbytery between Stated Meetings of HRP.

Responsibilities:

1. Coordinate and evaluate the ministry and mission of HRP by overseeing the following: ongoing visioning and strategic planning that identifies ministry goals; communication strategies both within and beyond the presbytery; and a long range calendar.
2. Oversee, monitor and evaluate the ministry teams as well as any task forces and teams created by the Council.
3. Recognize, support and relate to the partnerships of HRP.
4. Support the Budget, Finance and Property Committee by: providing guidance for, then affirming its recommendation, for the annual budget, the amount of Per Capita and the percentage of Mission Giving for the presbytery, synod and General Assembly; assisting it in its responsibility to ensure that the financial resources are available for the work of the presbytery and aligned with the overall mission and goals of the presbytery; and recommending to presbytery the election of the Treasurer.
5. Support the Grants Committee by: acting on recommendations for grants awarded from Legacy Fund; and ensuring that grants are aligned with the overall mission and goals of the presbytery.
6. Support the Personnel Committee by: approving the overall staff design of the presbytery; and recommending to presbytery the election of the Stated Clerk.
7. Oversee the meetings of HRP, approving the place, time, date, and the general docket of all meetings of Presbytery and the coordination of worship including the authorization and celebrations of the sacraments. (Note: the docket will ordinarily be developed by HRP Moderator, Moderator-elect, Stated Clerk and General Presbyter who may then be tasked by Council to produce a final version.)
8. Nominate for election by HRP the members and moderator of the Committee on Representation and Nominations.
9. Recommend to HRP any needed revisions/amendments to the presbytery's Bylaws and Manual of Operations (G-3.0106). Faith and Order Committee will then evaluate and provide comment to HRP on any changes to the By-Laws as recommended by the Council.
10. Work with the HRP committees and staff, when necessary, to develop and maintain a positive and supportive connection with HRP's congregations and members.
11. Coordinate HRP's relationship with the General Assembly, Synod and other Presbyteries and our ecumenical partnerships.
12. Provide any needed support and counsel to the General Presbyter and Stated Clerk.

Committee on Preparation for Ministry

(Approved by the Presbytery of Hudson River: 5-23-17)

Purpose: The purpose of the **Committee on Preparation for Ministry (CPM)** is to nurture, guide, and support women and men as they discern/confirm God's call to ordination as ministers of Word and Sacrament or commissioning as ruling elder, assessing call and skills for ministry and overseeing all the appropriate requirements of the Presbyterian Church (U.S.A.).

Accountability: CPM shall be accountable to the HRP.

Membership: CPM shall consist of nine (9) voting members, comprised of ministers of Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP; these persons will preferably have knowledge and/or experience with the discernment process for one becoming a Teaching Elder or a Ruling Elder with a commission. The term of service is three (3) years with the eligibility to serve two full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Committee of Representation and Nominations and elected by the presbytery for a one year term which may be renewable. The Dean of the (Commission Ruling Elder) Seminar and the Personnel Committee appointed staff liaison shall be ex officio members with voice but no vote.

Meetings: CPM will meet as necessary, not less than quarterly.

Responsibilities:

The CPM shall have commission powers to act on behalf of and with the full authority of the presbytery in between meetings of the presbytery (G-3.0109) in the following ways:

For those who are pursuing ordination as a minister of Word and Sacrament (G-2.06):

1. Authorize and manage for inquirers and candidates such third party evaluations as may be required, including psychological evaluations and background screening.
2. Admit persons to inquirer status.
3. Admit persons to candidate status and present them to Presbytery for confirmation.
4. Transfer inquirers and candidates to other presbyteries and receive inquirers and candidates by transfer from other presbyteries.
5. Perform annual consultations with inquirers and candidates.
6. Remove an individual from inquirer or candidate status.
7. Approve candidates to sit for the standard ordination exams.
8. Certify candidates ready to receive a call and give them permission to circulate their Personal Information Form.

For those who are pursuing a commission as a commissioned ruling elder (G-2.10):

1. Develop a process and criteria for the training of ruling elders desiring to serve as a commissioned ruling elder within the presbytery.
2. Admit and remove persons to the program.

3. Oversee the preparation and training of those seeking to become commissioned ruling elders in accordance with those criteria.
4. Oversee the Dean of the Seminar, which is contracted, approving the position description, terms and pay.
5. Examine ruling elders who have completed all the requirements in order to determine whether or not to certify their readiness to receive a commission and communicate this to the Committee on Ministry.

In addition, the CPM is responsible for the following:

1. Educate and support councils/sessions on the importance of encouraging members to discern God's call to vocational ministry.
2. Consult with and counsel pastors and church councils/sessions regarding their inquirers and candidates.
3. Nominate readers for the standard examinations for ordination at the request of the General Assembly of the Presbyterian Church (U.S.A.) for election by the presbytery (G-2.0607b and G- 3.0302b).
4. Prepare and propose an annual budget.

Faith and Order Committee

(Approved by the Presbytery of Hudson River: 5-23-17)

Purpose: The purpose of the **Faith and Order Committee** (F&O) is to advise the Presbytery of Hudson River (HRP) on matters concerning theology and polity.

Accountability: F&O shall be accountable to HRP.

Membership: F&O shall consist of six (6) voting member, comprised of ministers of Word and Sacrament and lay members in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP; these persons will preferably have knowledge of Reformed theology, Presbyterian polity and the Constitution of the Presbyterian Church (U.S.A.). The term of service is three (3) years with the eligibility to serve two full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Committee of Representation and Nominations and elected by the presbytery for a one year term which may be renewable. The Stated Clerk shall be ex officio member with voice but no vote.

Meetings: F&O will meet as necessary.

Responsibilities:

1. Oversee and evaluate the alignment of HRP actions with Reformed theology.
2. Oversee and evaluate the alignment of HRP practices and procedures with Reformed polity.
3. Evaluate and provide recommendations on all overtures to the General Assembly of the Presbyterian Church (U.S.A.) and the Synod of the Northeast either originating with or being considered for concurrence by HRP.
4. Evaluate of and provide recommendation on all actions of the General Assembly of the Presbyterian Church (U.S.A.) and the Synod of the Northeast requiring HRP approval.
5. Evaluate and provide comment to HRP on any changes to the By-Laws recommended by the Council.

Grants Committee

(Approved by the Presbytery of Hudson River: 5-23-17)

Purpose: The purpose of the **Grants Committee** is to support the mission and ministry of the Presbytery of Hudson River (HRP) by faithfully ensuring that the grants under its purview support resurrection living, following the guidelines provided by HRP and partnering with those who are seeking effective ways to be the church in a changing world.

Accountability: The Grants Committee shall be accountable to HRP through the Council.

Membership: The Grants Committee shall consist of six (6) voting members, comprised of ministers of Word and Sacrament and lay members in numbers as nearly equal as possible nominated by the Committee on Representation and Nominations and elected by HRP, who possess passion/skills in seeing possibilities in new endeavors, analyzing grants and evaluating results. The term of service is three (3) years with the eligibility to serve two (2) full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Committee of Representation and Nominations and elected by HRP for a one (1) year term and may be renewable. No two (2) members shall be members of or serve the same congregation nor from the same family. The Personnel Committee shall appoint a staff liaison/s who shall be ex officio members with voice but no vote.

Meetings: The Grants Committee will meet as necessary.

Responsibilities:

1. Administer the grant funds (currently Peacemaking, Challenge to Change, and Legacy) which HRP has made available to churches, faith entities, organizations and individuals:
 - a. Promote and encourage use of the funds by our churches, ordinarily providing at least one annual training session on grant writing.
 - b. Receive inquiries and applications.
 - c. Review applications in a timely way, discern whether they meet criteria and decide whether to approve the applications; for the Legacy grants, given the potential of the significant amount of money, they will seek Council's final approval, having previously shared a brief summary of the Concept Paper which comes at the beginning of the process.
 - d. Ensure that funds are distributed appropriately.
 - e. Review progress reports, evaluate the effectiveness of the approved grants and determine continued support.
2. Support the HRP Self Development of People (SDOP) Committee:
 - a. Appointing committee members with guidance from the current chair and following the guidelines set forth by the Presbyterian Church (U.S.A.).
 - b. Receive regular reports from the liaison concerning SDOP work and actions.
3. To help HRP remain knowledgeable of other grants offered by our denomination and other sources.
4. To communicate funding needs expressed by churches to Council.
5. As time permits, to keep abreast of major trends in the grant world.

Personnel Committee

(Approved by the Presbytery of Hudson Presbytery: 5-23-17)

Purpose: The purpose of the **Personnel Committee** is to develop and provide, in collaboration with the General Presbyter/Head of Staff, oversight of personnel policies and procedures that will enable the Presbytery of Hudson River (HRP) to recruit, retain and motivate its paid staff in a supportive work environment.

Accountability: The Personnel Committee shall be accountable HRP through the Council.

Membership: The Personnel Committee shall consist of nine (6) voting members, comprising of ministers of Word and Sacrament and lay members in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP; these persons will preferably have human resource, personnel, supervisory and/or labor law knowledge and/or experience and shall be able to maintain confidentiality. The term of service is three (3) years with the eligibility to serve two (2) full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Committee of Representation and Nominations and elected by the presbytery for a one (1) year term and may be renewable. No two (2) members shall be members of or serve the same congregation, from the same family, nor be related to or members of or serve the congregation of any of the paid staff. The General Presbyter/Head of Staff shall be the ex officio member with voice but no vote.

Meetings: The Personnel Committee will meet as necessary, not less than quarterly.

General Presbyter/Head of Staff: The General Presbyter, as Head of Staff, is responsible for the management and supervision of the staff and for the implementation of approved personnel policies and will serve as staff to this committee. This committee will not meet without the General Presbyter/Head of Staff present, except when he/she knows the purpose of the meeting and agrees not to be present, or it is the time of review.

Responsibilities: While maintaining strict confidentiality in its deliberations, the Personnel Committee, in collaboration with the General Presbyter/ Head of Staff, shall do the following:

1. Maintain the Hudson River Presbytery's Personnel Manual as approved by the Presbytery and review and recommend updates to the Manual as appropriate.
2. Provide support, encouragement and a safe and nurturing work environment for all staff.
3. Ensure that all staff are accountable for the responsibilities found in their position description and, through the policies set forth in the Presbytery's Personnel Manual, treated fairly and equitably.
4. Work with the General Presbyter/Head of Staff to ensure that the staff structure and position descriptions are consistent with the vision and mission of the Presbytery, and that all position descriptions are accurate and up-to-date.
5. In collaboration with the General Presbyter/Head of Staff, approve the addition of all new paid staff and the development of staff position descriptions and oversee the search.
6. Hire and terminate all paid staff with the concurrence of the General Presbyter/Head of Staff with the exception of the General Presbyter who is called and installed by HRP and the Stated Clerk who is elected by HRP upon recommendation of the Personnel Committee.
7. Provide an annual review of all paid staff.
8. Review staff compensation annually and make recommendations for changes in compensation to the Council through the Budget, Finance and Property Committee.

Permanent Judicial Commission

(Approved by the Presbytery of Hudson River: 5-23-17)

Purpose: The **Permanent Judicial Commission (PJC)** shall adjudicate disciplinary and remedial cases for the Presbytery of Hudson River (HRP) which may come before it, using the Rules of Discipline (D-5.0000) found in the Book of Order of the Presbyterian Church (U.S.A.).

Accountability: The PJC shall be accountable to HRP and the Permanent Judicial Commission of the synod.

Membership: PJC shall consist of seven (7) voting member, comprised of ministers of Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP preferably with knowledge of Reformed theology, Presbyterian polity and the Constitution of the Presbyterian Church (U.S.A.), in particular the Rules of Discipline. The bi-annual term of service is six (6) years with the eligibility to serve another term only after four (4) years have passed. As per the Book of Order, the moderator and clerk shall be nominated and elected by the PJC for a two (2) year term which may be renewable. The Stated Clerk shall resource the PJC as appropriate.

Meetings: The PJC shall meet as necessary.

Responsibilities:

1. Carry out the task as outlined in the Rules of Discipline (D-5.0000) of the Book of Order of the Presbyterian Church (U.S.A.).