

Presbytery of the Pines  
210 N. Bonner Street  
RUSTON, LOUISIANA 71270  
318-255-6177 fax: 318-255-9122 www.pinespby.org

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TO: Minister Members  
Clerks of Session  
Moderators of Presbyterian Women  
Lay persons serving on Presbytery agencies

FROM: Committee on Recruitment and Representation

We ask you to assist us in identifying members in your congregation open to a call to serve the larger church. Presbytery has seven committees, as well as Synod and General Assembly agencies that this committee is responsible for recommending representatives. A description of the Presbytery committees is attached along with a form to nominate persons to fill these positions. The information and nomination form can be also be downloaded from the Information Desk on our website at [www.pinespby.org](http://www.pinespby.org) or contact Presbytery office for more copies.

Please take time to look around your church family, discuss with your Session, and other church leaders, to identify people who, in your opinion, would continue to strengthen the mission of Presbytery, Synod and General Assembly. The committee heavily depends on suggestions you submit as we begin the process to nominate persons to fill positions for 2017 and beyond. The committee is very receptive to self-referrals as well.

Completed forms need to be returned to the Presbytery office. There is no deadline, because the process is on-going.

We desire to have as broad a representation from as many churches as possible. Obviously, we seek those who have a commitment to the Presbyterian Church and desire to enrich the ministry of our part of the church. In addition, the Committee is guided by the principles of inclusiveness found in the *Book of Order* being sensitive toward equal participation and representation.

We appreciate your prayerful consideration of this request. Now, more than ever, we need people who can commit energy, time and imagination to the ministry of the higher church councils.

**Recommendation and Self-Referral Form  
The Committee on Recruitment and Representation**

**Return to:**  
**Presbytery of the Pines, 210 North Bonner St., Ruston, LA 71270**

\_\_\_\_\_  
**Please print the name of person being recommended**

\_\_\_\_\_  
**Preferred Mailing Address**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Home Phone**

\_\_\_\_\_  
**Church Name and City**

\_\_\_\_\_  
**Business Phone**

\_\_\_\_\_  
**E-mail Address**

Is the person a Ruling Elder? \_\_\_\_\_

1. Agency where this person could best serve: (prioritize 1,2,3,etc.)

- Business Affairs Committee
- Congregational and Pastoral Care Committee
- Vision and Mission Committee
- Recruitment and Representation Committee
- Permanent Judicial Commission
- Presbytery Leadership Council
- Ecclesiastical Business Committee

2. List previous service in local church or on Presbytery committees:

- Church School Teacher                       Deacon
- Church Committee Member                       Ruling Elder
- Lay Preacher                                       Presbytery Committee

3. Has this person been contacted and indicated an interest in serving?       Yes       No

4. Please use the back of this form to share other comments about this person's talents and abilities that prompt this recommendation.

Below is a section from the Presbytery's Manual of Operations

## **PART TWO: PRESBYTERY ORGANIZATION**

The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

The officers of Presbytery shall include: the Moderator and the Stated Clerk.

The Presbytery may designate by its own rules such committees and commissions as deemed necessary and helpful for the accomplishment of the mission of the church. Each committee established shall create an administrative handbook of procedures. As part of the operations of each Committee and Mission Network, balloting by electronic and mail means will be allowed. Such voting needs to be recorded in the minutes of the next meeting of the committee or network. Minutes of all committee meetings shall be submitted to the presbytery office for filing.

Membership on a presbytery committee will begin on January 1 of the succeeding year, if elected at the fall meeting of the presbytery, or immediately after any other presbytery meeting when elected. Moderators, Vice-Moderators and Clerks of committees shall be recommended for election by the Recruitment and Representation Committee. These persons shall be elected members of the committee. No moderator or vice-moderator of a committee shall serve more than two consecutive years.

## 2.1 Business Affairs Committee (BA)

Purpose - The Business Affairs Committee will be responsible for all financial and budget matters; stewardship; real estate; assurance that all Presbytery resources are managed in a competent, efficient, and transparent manner.

### Responsibilities

- Real Estate: Oversight and management of all presbytery properties. When necessary, a separate sub-committee may be formed to deal with specific issues pertaining to a specific property.
- Finance/Stewardship: Analysis of past year's budget in order to make recommendations for changes; Prepare and present to Presbytery an annual budget; Facility usage and costs; Promote congregational giving to sustain the Presbytery and promote Presbytery-wide mission; When necessary, work with other committees on cost analysis of programs, missions, etc.; Oversee the Presbytery insurance package
- The number of meetings per year shall be established by the committee with a minimum of three.

### Membership

- The committee shall be made up of a minimum of six members plus elected leadership
- All committee members shall be elected serve two-year renewable terms with a six year aggregate
- Additional persons may be called upon for specific needs and resources

### Staff Resource Support:

General Presbyter, Treasurer, Stated Clerk

## 2.2 Congregational and Pastoral Care Committee (CPCC)

Purpose- The Congregational and Pastoral Care Committee will provide nurturing support and assistance to congregations and pastors in order to further the ministry of Jesus Christ throughout the Presbytery of the Pines.

### Responsibilities

- The number of meetings per year shall be established by the committee, with a minimum of three.

### Congregational

- Consult and visit with sessions

- Work with congregations nearing the end of the congregational life-cycle, equipping them for ongoing needs for their ministry, such as worship leadership, sacramental celebration, session moderation, provision of pastoral care, and conducting funerals
- Act as a peacemaking team on behalf of presbytery to settle difficulties where possible and expedient.
- Other acts of caring ministry as the committee sees fit

### Ordered Ministries

- Facilitate the presbytery's oversight of inquirers and candidates
- Receive and oversee teaching elder members
- Approve calls for pastoral services and invitations for temporary pastoral services
- Appoint and oversee session moderators for congregations without pastors
- Dissolve pastoral relationships
- Dismiss teaching elder members to other presbyteries
- Commission ruling elders to particular pastoral service
- Provide oversight and planning for ordination/installation worship services
- Establish commissions for ordination and/or installation as provided elsewhere in this document
- Other duties as assigned by Book of Order

### Membership

- The committee shall be made up of a minimum of twelve members
- All committee members shall be either Teaching or Ruling Elders in approximately equal numbers and will serve two-year renewable terms with a six year aggregate
- Additional persons may be called upon for specific needs and resources

### Staff Resource Support:

General Presbyter, Treasurer, Stated Clerk

## 2.3 Vision and Mission Committee (VM)

Purpose - The Vision and Mission Committee will be responsible for helping the churches and the Presbytery vision their future as they fulfill God's call as disciples of Jesus Christ. The Vision and Mission Committee will be an equipping and encouraging resource for Presbytery and for congregational spiritual growth and disciple-making. It will identify, promote, and support mission, outreach by connecting congregations in shared missional opportunities and providing opportunities for ecumenical relationships.

### Meetings

- The number of meetings per year shall be established by the committee, with a minimum of three

#### Responsibilities

- The committee nurtures, trains, and equips congregations and Mission Networks to make disciples and support congregational (re)development specific to congregational needs
- The committee identifies, plans, and supports events, retreats, gatherings, education, and training for spiritual development, disciple-making, and congregational (re)development
- The committee identifies, promotes and resources missional response by congregations and Mission Networks
- This committee will establish and maintain ecumenical relationships (G.30301.a)

#### Membership

- The committee shall be made up of a minimum of twelve elected members, and a representative from Presbyterian Women
- All committee members shall be elected for two year renewable terms with a six year aggregate
- Additional persons may be called upon for specific needs and resources

#### Staff Resource Support:

General Presbyter, Stated Clerk, Treasurer

## 2.4 Presbytery Leadership Council (PLC)

Purpose - Provide guidance and coordination for Committees, with the primary goal of ensuring that our Mission Statement remains at the center of our life together.

#### Meetings

- The committee will, ordinarily, meet three times a year

#### Responsibilities

- Act as a communication hub for congregations, Presbytery committees, staff, and the Presbytery itself
- Act as an on-going discernment group
- Act with designated commission authority between presbytery meetings. Such commission authority shall be enumerated in this section when granted by the presbytery without requiring a manual amendment
- To review Presbytery Bylaws, Manual of Operations and policies periodically and make recommendations to Presbytery when needed
- Serves as the Personnel Committee
- Serves as the Legal Affairs Committee

#### Membership

- The Moderator, Moderator-Elect, Immediate Past-Moderator and Stated Clerk of

- the Presbytery
- Moderator and Vice-Moderator of each committee
- Designated representative from Presbyterian Women

Staff Resource Support:

General Presbyter, Treasurer

## 2.5 Recruitment and Representation Committee (R&R)

Purpose - The Recruitment and Representation Committee will be responsible for securing an adequate number of people to serve on committees of Presbytery and the church at-large. It shall function in accordance with G-3.0103 and F-1.0403 of the Book of Order in regards to a Presbytery. It shall promote diversity and inclusiveness on Presbytery committees.

### Responsibilities

- The number of meetings per year shall be established by the committee, with a minimum of three.
- Report nominations to Presbytery at least annually and more often as nominations are necessary
- Contact and secure people to serve on Presbytery committees
- Educate people of committee responsibilities
- Promote ways to interest people to serve on committees
- Present nominees to Presbytery for election

### Membership

- The committee shall be made up of a minimum of six members, representative of each of the regions of the Presbytery wherever possible
- All committee members shall be elected by the presbytery for two year renewable terms up to a six year aggregate
- Additional persons may be called upon for specific needs and resources

Staff Resource Support:

General Presbyter, Stated Clerk

## 2.6 Ecclesiastical Business Committee (EBC)

Purpose - The Ecclesiastical Business Committee will be responsible for any action that pertains to the work before the Presbytery.

### Responsibilities

- Compile and manage a presbytery policies manual containing all active policies approved by the presbytery
- To review amendments to the Constitution as received from General Assembly

- and recommend action on each to the Presbytery
- To be available to congregations and members of Presbytery for assistance in the process of writing and submitting overtures to upcoming General Assemblies. We encourage sessions and congregations to talk about the issues coming before the General assembly, and to raise issues of concern, and to consider submitting overtures to the General Assembly on matters that they deem important to the life of the denomination
- To receive and recommend to Presbytery or the Leadership Council any response to requests from other Presbyteries regarding support of overtures to upcoming General Assemblies
- Commissioners to General Assembly are also available to meet with sessions, congregations, and clusters, to share their reports and impressions of the work of the General Assembly
- To assist the Stated Clerk with the annual review of sessions minutes
- To assist the Stated Clerk in the formulation of the docket for presbytery meetings

#### Membership

- The committee shall be made up of a minimum of six members
- All committee members shall be elected by the presbytery for two year renewable terms with a six year aggregate
- The General Presbyter and Stated Clerk serve as resource persons
- Additional persons may be called upon for specific needs and resources

#### Staff Support:

General Presbyter, Stated Clerk

### 2.7 Permanent Judicial Commission (PJC)

Purpose - The Permanent Judicial Commission shall provide for dealings of disciplinary matters and secure people to serve in that capacity as positions become available. It shall provide equal opportunity for inclusiveness and diversity to serve in this capacity.

#### Responsibilities

- The commission will meet as disciplinary matters arise and as instructed by the Stated Clerk and Moderator of Presbytery.
- It shall be organized and function according to D-5.0000 through D-5.0206c of the Book of Order regarding a PJC of a Presbytery.
- It will follow the guidelines/requirements set forth in D-10.0100 through D-11.0800 of the current Book of Order in regards to a Presbytery.



- Together, the Stated Clerk and Moderator of Presbytery shall be empowered to form investigative committee as needed.

#### Membership

- The commission shall be made up of nine members, Teaching and Ruling Elders in approximately equal numbers.

#### Staff Support:

Stated Clerk