

**Manual of Administrative Operations**  
*of*  
**The Synod of Living Waters**

*a mid council of the Presbyterian Church (U.S.A.)*

**\*\*\* Revisions as of January 22, 2024 \*\*\***

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## *Section I – Mission and Vision*

### **1.01.00 Mission Statement**

- 1.01.10 As a council of the Presbyterian Church (U.S.A.) we affirm these guiding principles and acknowledge and declare that: **our synod forms, fosters and furthers relationships in ways that empower our congregations and presbyteries, inspire our leaders, and nurture the next generation of the church.**

### **1.02.00 Vision Statement**

- 1.02.10 “Synod is responsible for the life and mission of the church throughout its region and for supporting the ministry and mission of its presbyteries as they seek to support the witness of congregations, to the end that the church throughout its region becomes a community of faith, hope, love and witness.” (Book of Order G-3.0401)
- We envision the synod and its presbyteries directing their life, work and organization to provide a primary focus on congregations. We see strong, vital, witnessing congregations that prepare their members to live their faith as keystones for the service of the whole church in the whole world.
  - We envision a synod living into life and mission in the twenty-first century, honoring our heritage as a covenant people.
  - In addition to the constitutional requirements to provide judicial process and administrative review, we covenant together to remain open to the guidance and direction of the Holy Spirit in providing additional programs and services that are within our means, and therefore adopt the guiding principle of being a “focused function” synod as opposed to a “reduced function” synod as described in the Book of Order G-3.0404.

## ***Section II – Synod of Living Waters Defined***

### **2.01.00 Geography**

2.01.00 The synod geography includes the states of Kentucky, Tennessee, Alabama, Mississippi, and the northeastern part of Arkansas and the boot heel of Missouri.

### **2.02.00 Presbyteries**

2.02.10 Kentucky Presbyteries

- A. Mid-Kentucky
- B. Western Kentucky
- C. Transylvania

2.02.20 Tennessee Presbyteries

- A. East Tennessee
- B. Holston
- C. Middle Tennessee
- D. Mid-South (also includes churches in eastern Arkansas and the boot heel of Missouri)

2.02.30 Alabama Presbyteries

- A. North Alabama
- B. Sheppards & Lapsley
- C. South Alabama

2.03.40 Mississippi Presbyteries

- A. Mississippi
- B. St. Andrew

## ***Section III – Synod Staff***

### **3.00.00 Synod Staff**

- 3.00.01 The synod's staff shall consist of the synod executive and other staff as the synod may authorize.
- 3.00.02 The role of the synod's staff shall be to facilitate and enable the working together of the component parts of the system and to provide such specialized services as may be required by the synod. Staff advises, resources, and assists the various committees and entities of the synod, but is not expected to do the work of these groups.
- 3.00.03 The personnel policies as adopted by the synod shall be appended to this manual.

### **3.01.00 Synod Executive**

- 3.01.10 The synod executive shall be the chief administrative officer of the synod, elected for an indefinite term.
- 3.01.20 Responsibilities
  - A. Duties of synod executive shall be separately stated in the approved personnel policy appended to this manual.
  - B. Administrates and coordinates the synod's organizational system.
  - C. Represents the synod along with the moderator.
- 3.01.30 Relationships
  - A. Supervises the staff.
  - B. Serves on the Living Waters for the World Board of Directors with voice and vote.
  - C. Serves as a member of the presbytery and synod executive forums.
  - D. Serves as an ex-officio member of the Board.
  - E. Serves as an ex-officio member of all Board and synod committees.
- 3.01.40 Accountability & Review

A comprehensive review and evaluation of the synod executive shall be conducted annually by the Board.

### **3.02.00 Financial Administrator**

- 3.02.10 Responsibilities
  - A. Duties of the financial administrator shall be separately stated in the approved personnel policy appended to this manual.
  - B. Serves as the bookkeeper for the synod.
- 3.02.20 Relationships
  - A. Works under the supervision of the synod executive.
  - B. Serves as an advisor to the Board.
  - C. Serves as an ex officio member of the Board's Budget and Finance Committee
- 3.02.30 Accountability & Review

The work of the financial administrator shall be reviewed annually by the Board.

### **3.03.00 Other Administrative Staff – *Book of Order G-3.0110***

3.03.10 The synod may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity. *Book of Order F-1.0403*

#### 3.03.20 Responsibilities

Duties of all staff shall be separately stated in the approved personnel policy appended to this manual.

#### 3.03.30 Relationships

All staff, both exempt and non-exempt, shall be under the supervision of the Board through the synod executive, who shall be responsible for building and leading a synod staff team.

#### 3.03.40 Accountability & Review

- A. The work of all staff shall be reviewed annually by the Board.
- B. The work of all non-exempt staff shall be reviewed annually by the synod executive, then reported to the Board.

## ***Section IV – Officers of the Synod***

### **4.01.00 Moderator**

#### 4.01.10 Election & Term

- A. The synod shall elect a moderator for a two-year term from among its current or past commissioners at the annual stated meeting ending in odd-numbered years.
- B. The moderator shall serve until a new moderator is elected and installed.

#### 4.01.20 Responsibilities

- A. Presides at meetings of the synod during his/her term of office.
- B. Serves as a representative of the synod along with the synod executive.
- C. The moderator will ordinarily serve as the moderator of the Board at the conclusion of his/her term.

#### 4.01.30 Relationships

- A. Serves as a member of the Board.
- B. Works in concert with the stated clerk to run the annual stated meeting of the synod.

#### 4.01.40 Accountability

The moderator is accountable to the synod and his/her council of membership.

#### 4.01.50 Expenses

Expenses incurred in the discharge of official duties will be paid by the synod.

### **4.02.00 Vice Moderator**

#### 4.02.10 Election & Term

The synod shall elect a vice moderator for a two-year term from among its current or past commissioners at the annual stated meeting ending in odd-numbered years.

#### 4.02.20 Responsibilities

- A. Whenever the moderator is unable to fulfill the duties of the office, the vice moderator shall assume those duties.
- B. Ordinarily, the vice moderator will be nominated to be the next moderator.

#### 4.02.30 Relationships

- A. Serves as a member of the Board.
- B. Should the vice moderator become unable to fulfill the duties of the office, the Board shall appoint a person to complete that unexpired term from candidates named by the nominations and representation committee.

#### 4.02.40 Accountability

The Vice Moderator is accountable to the synod and his/her council of membership.

#### 4.02.50 Expenses

Expenses incurred in the discharge of official duties will be paid by the synod.

### **4.03.00 Stated Clerk – *Book of Order* G-3.0104**

#### 4.03.10 Election & Term

- A. The synod shall elect a stated clerk to serve as the chief ecclesiastical officer for a term of four years ending in an odd-numbered year. The stated clerk may be re-elected.
- B. The stated clerk shall be a minister of the Word and Sacrament or ruling elder and does not have to be a commissioner to the synod to be elected stated clerk.
- C. A staff person employed by the synod who is a minister of the Word and Sacrament or ruling elder may be elected to serve as stated clerk.

#### 4.03.20 Responsibilities

- A. Duties of stated clerk shall be separately stated in the approved personnel policy appended to this manual.
- B. Serves as the parliamentarian for the synod, appointing additional parliamentarians who shall be available to assist individuals and groups with advice regarding presentation of matters to the council.
- C. Serves as the official correspondent for the synod.
- D. Devises and implements a procedure for annual review of the presbyteries' minutes in consultation with the stated clerks of the synod's presbyteries.
- E. Records the transactions of the synod.
- F. Keeps the synod rolls of membership and attendance.
- G. Maintains any required registers, preserving the records and furnishing extracts from them when required by another council of the church or civil authority.

#### 4.03.30 Relationships

- A. The stated clerk shall report to the synod executive.
- B. The stated clerk serves as an ex-officio member of the Board without vote.
- C. The stated clerk serves as a resource to the PJC and other synod entities.

#### 4.03.40 Accountability

- A. In the event the stated clerk is unable to fulfill the duties of the office, a stated clerk from one of the synod's presbyteries, who is a minister of the Word and Sacrament or ruling elder, may be appointed by the moderator as the "acting stated clerk" until a new stated clerk shall be elected.
- B. A comprehensive review and evaluation of the stated clerk shall be conducted annually by the Board.

#### 4.03.50 Expenses

Expenses incurred in the discharge of official duties will be paid by the synod.

### **4.04.00 Recording Clerk**

#### 4.04.10 Election & Term

The synod may elect a recording clerk upon nomination by the stated clerk.

#### 4.04.20 Responsibilities

The recording clerk shall perform duties subject to the direction of the stated clerk. A person does not have to be a commissioner to the synod to serve as a recording clerk.



#### 4.04.30 Relationships

The recording clerk serves under the direction of the stated clerk.

#### 4.04.40 Accountability

The recording clerk shall be responsible to the stated clerk.

#### 4.04.50 Expenses

The synod will reimburse expenses of the recording clerk and may offer an honorarium.

### **4.05.00 Treasurer**

#### 4.05.10 Election & Term

The synod shall elect a treasurer for the four-year term ending in an odd-numbered year. The treasurer may be re-elected.

#### 4.05.20 Responsibilities

Duties of the treasurer shall be separately stated in the approved personnel policy appended to this document.

#### 4.05.30 Relationships

- A. The treasurer works under the direction of the synod executive.
- B. The treasurer serves as an ex-officio member of the budget & finance committee without vote.
- C. The treasurer serves as an ex-officio member of the Board without vote.

#### 4.05.40 Accountability

Funds shall be received and disbursed for the council according to policies and procedures established by the synod.

#### 4.05.50 Expenses

Expenses incurred in the discharge of official duties will be paid by the synod.

## *Section V – Organization of the Synod*

### **5.01.00 Administrative Board (Board)**

#### 5.01.10 Membership, Election, and Terms of Service

Members of the Board shall be PC(USA) ministers of the Word and Sacrament and ruling elders who are members of one of the synod's presbyteries. Voting Members include:

- A. Synod Moderator
- B. Synod Vice-Moderator
- C. Presbytery Executive Forum Representatives (3)

General/Executive Presbyters and/or stated clerk representatives of presbyteries shall be elected by the PEF for terms on a rotation basis, not to exceed four consecutive years.

- D. Entity Representatives (3) (unless they are not PC(USA) ministers of the Word and Sacrament or ruling elders, in which case they shall be advisory members with voice but not vote).

One representative from each of the synod's entity groups:

- 1. Living Waters for the World
- 2. Presbyterian Women
- 3. Cultural Affinity Group

- E. At-Large Members (4-8)

At least four, and no more than eight, at-large members are nominated by the nominations and representation committee, and elected by the synod, from among the current commissioners or alternates to the synod, for a term of two years with eligibility to be re-elected to one additional two-year term, provided they are still active commissioners or alternates.

In its selection of at-large members, the nominations and representation committee shall make every attempt to ensure that presbyteries share equally in representation on the Board, that parity between ruling elders and ministers of the Word and Sacrament is maintained as required by the *Book of Order* for commissions, and that the membership of the Board adequately represents the diversity of the synod's membership.

Ex officio members with voice but not vote (4)

- A. Synod Executive
- B. Synod Stated Clerk
- C. Synod Treasurer
- D. Financial Administrator

#### 5.01.20 Quorum

A quorum of the Board shall be a majority of its voting members.

#### 5.01.30 Responsibilities

The responsibilities of the Board shall include, but not be limited to, the following:

- A. Acts on behalf of the synod on matters which may arise between meetings of the synod, except the Board may not adopt any amendment to the Charter or Articles I-VI of this

Manual, nor may it terminate the employment of any staff member elected by the synod, or term of service of any officer elected by the synod except as otherwise herein provided.

- B. Prepares and proposes the synod's budget in consultation with the other entities, the presbyteries, and the appropriate unit of the general assembly.
- C. Monitors the budget and fiscal policies.
- D. Oversees all personnel and other required policies.
  - 1. Plans and carries out regular and required reviews of all exempt staff.
  - 2. Employs such additional staff as recommended by the personnel committee.
  - 3. Although the Board is the employing entity of the synod, it may not terminate any staff elected by the synod.
- E. Provides pastoral care and oversight of all personnel.
- F. Develops and monitors processes for planning and evaluating the work of the synod and its units.
- G. Coordinates the work of the committees.
- H. Plans the synod meetings in consultation with the synod executive and stated clerk.
- I. Makes recommendations pertaining to the structure and membership of the synod committees.
- J. Monitors the operation of the synod, its bylaws, and manual of administrative operations.
- K. Makes recommendations to the synod regarding specific programs or tasks and the organizational structures needed to implement them.
- L. Serves as the trustees/board of directors of the synod.

#### 5.01.40 Meetings

- A. The Board shall meet at least twice a year at the call of the moderator.
- B. Meetings may be conducted face-to-face or via electronic communications.
- C. Any action required or permitted to be taken at a meeting of the Board may be taken with like effect between meetings of the Board, provided that every member of the Board is contacted either in person or via email and no Board member objects.
- D. If contacted via email, verification must consist of an email reply stating, "no objections," or words to that effect. If any member objects or wishes to have discussion on the motion, then a special meeting is required to take the action. Such action, if taken, shall be recorded in the minutes of the next meeting of the Board as an action taken by unanimous consent of the Board between meetings.

#### 5.01.50 Committees

- A. The Board shall maintain six standing committees to assist with its work in accordance with *Robert's Rules of Order*.
- B. Election, Membership, terms of Service

Each standing and special committee shall be composed of at least three people. At least one member shall come from the current membership of the Board, and shall serve as moderator. The synod executive serves ex officio on all committees with voice but without vote. The Treasurer and Financial Administrator serve ex officio on the Budget and Finance Committee

with voice but without vote. Members shall serve for a term of two years and may be re-elected for an additional two-year term.

C. Quorum

A quorum shall be the majority of the voting members.

5.01.51 Personnel Committee

A. Responsibilities:

1. Administers the synod's personnel and other policies as required by the *Book of Order* and appended to this manual.
2. Develops and monitors processes for planning and evaluating the work of the synod regarding its staff and other support functions. This includes annual synod staff reviews.
3. Maintains all policies and recommends amendments to the Board for its approval.

B. Meetings

The committee shall meet at least twice a year at the call of the moderator.

5.01.52 Budget & Finance Committee

A. Responsibilities

1. Prepares and proposes the synod's budget in consultation with the other entities, the presbyteries, and the appropriate unit of the general assembly
2. Monitors the budget and fiscal policies.
3. Administers and updates the synod finance policy as listed in the Appendices to this manual.

B. Meetings

The committee shall meet at least twice a year at the call of the moderator.

5.01.53 Covenant Relations Committee

The Synod of Living Waters has covenant relationships with nine colleges and universities, two seminaries and two agencies. A listing of these covenant relationships is included in the Appendices of this manual. The covenant documents, with contact information, are available on the synod's website: [www.synodlw.org](http://www.synodlw.org).

A. Responsibilities

1. Serves as a point of contact with institutions with which the synod has a covenant relationship.
2. Ensures that covenant documents are reviewed and renewed as appropriate to reflect current practices, expectations, terminology, references to the *Book of Order*, etc.
3. Maintains a personal contact with our partners where bonds are strengthened, and motivation is increased, to more actively support these valuable relationships.

B. Meetings

The committee shall meet at least twice a year at the call of the moderator.

5.01.54 Communications & Technology Committee

A. Responsibilities

1. Prepares and distributes a succinct summary of the synod's actions at its meetings.

2. Develops and implements a communication strategy for regular inter-presbytery communication, including effective utilization of the synod's website and social media.

3. Encourages and facilitates inter-presbytery collaboration by means of electronic communication.

B. Meetings

The committee shall meet at least twice a year at the call of the moderator.

5.01.55 Synod Ministries Committee

A. Responsibilities

1. Recommends, develops, and oversees ministry efforts of the synod with an emphasis on the support of Cultural Affinity Groups and the synod's Matthew 25 commitment.

2. Encourages and facilitates inter-presbytery collaboration and engagement in areas of mutual concern.

B. Meetings

The committee shall meet at least twice a year at the call of the moderator.

5.01.56 Board Nominations and Recruitment Committee

A. Responsibilities

1. Develops and recommends the Board's structure and committee appointments annually, in consultation with the synod executive.

2. Assists committee moderators in the recruitment of non-Board members for their committees.

B. Meetings

The committee shall meet at least twice a year at the call of the moderator.

5.01.57 Special Committees

A. The Board may create special committees to assist in its work for the church.

B. Responsibilities

The responsibilities for any special committee formed by the Board shall be outlined in the motion made and approved to form the special committee. The special committee may adjust those responsibilities as needed during its work with approval from the Board.

C. Meetings

1. Special committees shall meet as often as needed at the call of the moderator to complete their assigned work.

2. When funds are required for face-to-face meetings or other needs, the Board must approve those funds in advance.

D. Completion of Work and Dissolution

1. Once its work is completed, the special committee shall prepare a report to be presented to the Board at its next scheduled meeting.

2. The Board may accept the report and act based on recommendations or may have the special committee continue its work.

3. All special committees are dissolved at the completion of their work.

## **5.02.00 Permanent Judicial Commission (PJC) – *Book of Order D-3***

### 5.02.10 Membership, Election and Terms of Service

The PJC shall consist of twelve members, one from each of the synod's presbyteries.

- A. Members shall be elected in three classes of four members each.
- B. The nominations and representation committee shall solicit recommendations from the presbyteries in such a manner that two ministers of Word and Sacrament and two ruling elders are nominated and elected by the synod for six year terms in each odd-numbered year.
- C. Members of the PJC shall ordinarily serve for six years. Members serving an unexpired term of three years or less are eligible for re-election to a full term.

### 5.02.20 Quorum

A quorum of the commission shall be the majority of the voting members.

### 5.02.30 Responsibilities

- A. Elects its own moderator and clerk.
- B. Fulfills responsibilities defined in the Book of Order D-3.

### 5.02.40 Meetings

The meetings of the PJC shall be held at such times and places as the synod shall direct, or if no directions are given, at such times and places as the commission shall determine.

### 5.02.50 Committees of Counsel

In accordance with D-4.0204b, the Board may appoint a committee of counsel on recommendation of the synod executive.

### 5.02.60 Investigating Committees

In accordance with D-7.0501a, should an investigating committee be required, it may be appointed by at least three of the following: The synod executive, the synod stated clerk, the synod moderator, the moderator of the Board.

### 5.02.70 Expenses

All necessary expenses of the PJC, investigating committees, and committees of counsel shall be paid by the synod.

## **5.03.00 Presbytery Executive Forum (PEF)**

### 5.03.10 Membership, Election & Terms of Service

- A. The synod executive
- B. A general/executive presbyter (or the individual staff person, whether in a temporary or installed capacity, whose job description includes leadership/executive functions) from each of the synod's presbyteries.

### 5.03.20 Quorum

A quorum for decisions related to funds over which the PEF has discretionary authority is a majority of the synod's presbytery representatives.

### 5.03.30 Responsibilities

- A. Supports council leaders through dialogue and discussion, worship, and brainstorming.
- B. Generates new vision for collaborative and connectional work of the Presbyteries.

- C. Executes additional responsibilities and duties as delegated by the synod or the Board.
- D. The PEF may submit recommendations for new Presbytery Ministry Partnerships between two or more presbyteries to the Synod Ministries Committee.

#### 5.03.40 Meetings

- A. The PEF meets semi-annually at times and locations agreeable to its members.
- B. Ordinarily, the synod executive convenes and presides at PEF meetings, and is responsible for communicating any actions taken to the Board.

### 5.04.00 Nominations and Representation Committee

#### 5.04.10 Membership, Election & Terms of Service

- A. The nominations and representation committee shall consist of twelve members, one from each of the synod's presbyteries.
- B. Members shall be elected in two classes of six members each, upon nomination by their presbyteries.
- C. Members shall serve a term of four years, with one class elected at the annual meeting in odd-numbered years. Members shall not be re-elected to the committee for at least two years.
- D. The synod shall elect a moderator for this committee from among the committee's voting members.
- E. The synod executive is an ex-officio member of the committee without vote.

#### 5.04.20 Quorum

A quorum of the committee shall be the majority of voting members.

#### 5.04.30 Responsibilities

- A. Develops guidelines for its work.
- B. Requests and reviews recommendations and suggestions from the presbyteries for all nominations.
- C. Nominates persons to be elected as synod officers, moderators and members of synod entities, ecumenical boards and boards of institutions according to the requirements of the *Book of Order*.
- D. Forwards to synod the names of members who have been nominated by the presbyteries for membership on the PJC and the nominations and representation committee.
- E. Advises the synod regarding the implementation of principles of unity and diversity, and advocates for diversity in leadership.

### 5.05.00 Other Entities

#### 5.050.10 Living Waters for the World (LWW)

- A. LWW is the global mission of the Synod of Living Waters.
- B. LWW operates as a separate 501(c)(3) non-profit corporation with its own bylaws, executive director, and board of directors.
- C. To maintain the synod's deep, covenant-based connection to LWW, the synod shall provide three representatives to serve on the Board of Directors, one of which is the synod executive.
- D. The synod's nominations and representation committee shall nominate the candidates for seats on the Board of Directors with approval by the synod.

E. LWW shall provide a representative to serve on the synod's Board.

#### 5.05.20 Presbyterian Women Synod (PWS)

PWS operates as a separate ministry within the synod with its own bylaws and organizational structure.

##### A. Membership

All women who are members of PC(USA) churches within the synod are considered members of PWS and may choose to participate in or be supportive of PWS at any level.

##### B. Quorum

A quorum for a gathering of PWS is members representing at least two-thirds of the presbyteries within the synod.

##### C. Responsibilities

1. Serves as a communication link between Presbyterian Women in the PC(USA) and the PWS Board regarding information, issues, resources, and needs.
2. Plans and implements regular gatherings of PWS.
3. Forms committees and special committees and appoints women for special tasks as needed.
4. Prepares an annual budget and authorizes expenditures, establishing a fiscal year consistent with that of the synods.
5. Maintains a working relationship with all appropriate synod staff.
6. Provides a representative to serve on the Board.
7. Makes an annual report to the synod.

##### D. Meetings

1. The PWS coordinating team gathers for one stated yearly meeting and called meetings as needed. Robert's Rules of Order, Newly Revised shall govern PWS in all cases in which they are applicable and to which they are not inconsistent with PWS Bylaws, the Bylaws of Presbyterian Women in the PC(USA), PWS Manual, and the Constitution of the Presbyterian Church (U.S.A.).
2. PWS ordinarily meet at Gatherings once every three years.

#### 5.05.30 Cultural Affinity Group

Becoming an intercultural church means living together with an awareness of each other's distinctiveness and valuing our differences. We do this by examining ourselves, building relationships, and distributing power fairly.

To this end, the Synod of Living Waters recognizes the following racial/ethnic groups that are currently active within the geographical bounds of the synod (as listed on pcusa.org):

African American – 44 congregations

Asian American – 2 congregations

Hispanic – 7 congregations/study groups

Korean - 17 congregations/worshiping communities

Middle Eastern – 2 study groups

##### A. Membership, Election & Terms of Service



1. The synod shall elect at least one representative from each of the known and/or interested cultural groups listed above to serve on this group.
2. Members of the cultural affinity group shall serve a two-year term, with the eligibility to be elected to one additional term.
3. The cultural affinity group will elect its own moderator.
4. The cultural affinity group will report to the Board on an annual basis.

B. Quorum

A quorum of the group shall be the majority of voting members.

C. Responsibilities

1. Leads the synod in recognizing, lifting up and celebrating the variety of cultures, history, unique ways of doing ministry that are represented in the synod.
2. Works with the nominations and representation committee to identify members who have unique gifts to bring to ministry of the synod in fulfillment of Book of Order G.3.0103.
3. Develops opportunities for dialogue within the synod that will combat racism.
4. Maintains a working relationship with all appropriate synod staff.
5. Provides a representative to serve on the Board who is a minister of the Word and Sacrament or a ruling elder.

D. Meetings

The group will meet at least once a year at a time and place set by the group.

## *Section VI –Synod Meetings*

### **6.00.00 Synod Meetings**

#### 6.01.00 Membership, Election, and Terms of Service – *Book of Order G-3.0401*

- A. In even-numbered years, each presbytery shall elect one minister of the Word and Sacrament and one ruling elder as commissioners to serve a two-year term beginning and ending when the annual meeting of the synod in odd-numbered years is called to order.
- B. Each presbytery shall also elect one minister of the Word and Sacrament and one ruling elder as an alternate commissioner to serve in the absence of a commissioner.
- C. All commissioners shall be eligible for re-election and may serve up to three consecutive two-year terms.
- D. The synod, through its nominations and representation committee, will keep the presbyteries informed of the current racial equity composition of the synod to fulfill principles of participation and representation. Book of Order F-1.0403, G-3.0103
- E. Each person elected moderator or other officer shall be enrolled as a member of the synod until a successor is elected and installed.
- F. Members of the Board are enrolled as members for their terms of service in accordance with G-3.0401.

#### 6.02.00 Quorum

A quorum of the synod shall be not less than four ministers of the Word and Sacrament and four ruling elders representing at least four presbyteries.

#### 6.03.00 Corresponding Members

- A. General/executive presbyters and stated clerks serving presbyteries within the synod shall be seated as corresponding members at all meetings of the synod with voice, but without vote, and may be assigned as advisory members to synod committees.
- B. Presbyters in good standing in other governing bodies of this church or comparable officers in any other Christian church, who are present at any meeting of the synod, may be invited by the synod to sit as corresponding members, with voice but without vote.

#### 6.04.00 Parliamentary Authority

- A. The parliamentary authority of synod meetings shall be the most recent edition of Robert's Rules of Order Newly Revised.
- B. The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of synod.
- C. The stated clerk shall serve as the parliamentarian for synod meetings.
- D. The hierarchy of rules governing the synod is:
  - 1. Federal, State and Local Law
  - 2. Corporate Charter of the Synod of Living Waters
  - 3. Organization: Constitution of the Presbyterian Church (U.S.A.)
  - 4. Manual of Administrative Operations (bylaws, special rules of order, standing rules, and policies)

#### 6.05.00 Meetings

- A. The synod shall hold a stated meeting at least once every two years, ordinarily in the month of January.
- B. The meeting will take place in a context of worship and celebration, including the Sacrament of the Lord's Supper.
- C. The meeting shall ordinarily be held at a cost-effective location.
- D. At each stated meeting, the synod shall set the date of the next stated meeting.

#### 6.06.00 Special Meetings

- A. The moderator may call a special meeting.
- B. The moderator shall call a special meeting, at the written request of three ministers of the Word and Sacrament and three ruling elders, representing at least three presbyteries, all of whom must have been commissioners to the preceding stated meeting of the synod.
- C. Should the moderator be unable to act, the vice-moderator shall, under the same conditions, issue the call.
- D. If both the moderator and the vice-moderator are unable to act, the stated clerk shall, under the same conditions, issue the call.
- E. Commissioners to a special meeting shall be the commissioners elected to the preceding stated meeting of the synod or their alternates.
- F. Presbytery may elect a commissioner or alternate to fill vacancies.
- G. The stated clerk shall send notice of a special meeting not less than fifteen days in advance to each commissioner elected to the preceding meeting of the synod and to the stated clerk of each presbytery. The notice shall state the purpose of the meeting and no other business shall be transacted.

#### 6.07.00 Docket

- A. The docket for the meetings of the synod will be prepared by the synod stated clerk, in consultation with the synod staff, and sent to commissioners at least ten days prior to the meeting.
- B. Any new business to come before any session of a stated meeting of the synod must be in the hands of the synod stated clerk prior to the adoption of the docket for that session.
- C. Any action of the synod that has an impact on the budget must be referred to the Board of the synod for review before being considered by the synod.

#### 6.08.00 Suspension and Amendment of the Manual, Standing Rules, Policies, and the charter and/or Bylaws of the Corporation

- A. Only those portions of Articles I-VI of this Manual that are "identifiable as in the nature of rules of order" may be suspended by a two-thirds vote of the commissioners at any synod meeting, provided notice was sent to the commissioners at least ten days prior to the convening of the Synod.
- B. Any portion of Articles I-VI of this Manual, as well as the Corporate Charter may be amended at any meeting of the synod by two-thirds vote, provided that notice was sent to the commissioners at least ten days prior to the convening of the synod.
- C. Policies and standing rules contained in the Appendices may be suspended by a two-thirds vote at any meeting of the synod, or by a majority vote with previous notice, and may be

amended by majority vote at any meeting of the synod, provided that notice was sent to the commissioners at least ten days prior to the convening of the synod. Otherwise, they may be amended by a two-thirds vote.

D. Ordinarily, amendments or changes to the charter and/or bylaws of the corporation should be forwarded to the Board for advice and counsel.

#### 6.09.00 Minutes

The moderator, stated clerk, and synod executive shall approve the synod meeting minutes prior to printing and distribution.

#### 6.10.00 Electronic Meetings

- A. The synod and any of its commissions, committees or other entities, is authorized to meet by electronic means, such as the internet or telephone, at the discretion of the moderator of the particular entity, provided the following conditions are met:
- B. The technology employed provides the opportunity for simultaneous aural communication among all participating members.
- C. The meeting notice includes adequate description for how to participate in the meeting (telephone numbers and codes to be dialed, links to meeting rooms, etc.)
- D. Arrangements satisfactory to the member can be made for the participation of any member who lacks the necessary equipment without incurring personal expense.
- E. All members can participate fully and can be recognized when they wish to speak.
- F. Any member has the right to demand a roll call at any time if they doubt the presence of a quorum, unless the technology employed can determine the number present in another way (such as through an electronic poll.)

#### 6.11.00 Displays

All displays at the synod meeting shall be approved by the synod executive, and shall ordinarily represent agencies, institutions, and ministries of the synod and the Presbyterian Church (U.S.A.).

#### 6.12.00 Expenses

The synod shall pay the expenses of commissioners in accordance with its financial policy.

### **List of Appendices**

- A. Corporate Charter – “Synod of Living Waters Reinstated Charter”
- B. Synod of Living Waters Covenants Listing
- C. Synod Fund Descriptions
  - 1. Designated
    - a. Mission Partnership Fund
    - b. Peacemaking
    - c. Mission Program Grants Fund
  - 2. Undesignated
    - a. Mildred Stock Fund
    - b. O.G. Henry Fund
  - 3. Donor Restricted

McDowell Fund – Missions

4. Permanently Restricted

Church Loan Fund

D. Policies

1. Sexual Misconduct Policy – *Book of Order* G-3.0106
2. Harassment Policy – *Book of Order* G-3.0106
3. Child and Youth Protection Policy – *Book of Order* G-3.0106
4. Antiracism Policy – *Book of Order* G-3.0106
5. Personnel Policy
6. Financial Policy approved 6-17-19
7. Volunteer Accountable Reimbursement Policy
8. Employee Accountable Reimbursement Policy

E. Applications

1. Peacemaking Grant Application
2. Presbytery Mission Partnership Guidelines
3. Presbytery Mission Partnership Application