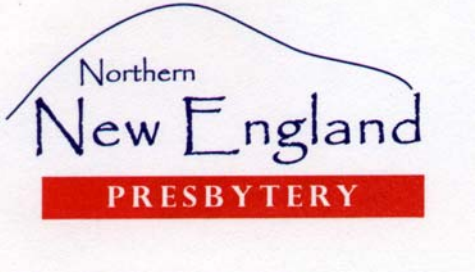
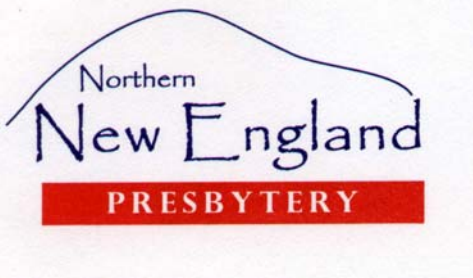


Administrative Commissions

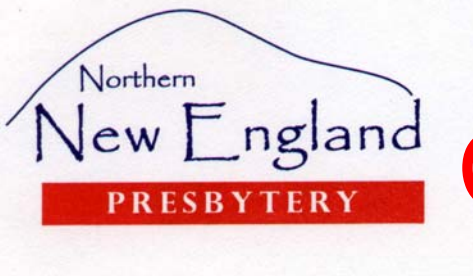


An Administrative Commission
is
Presbytery
(within the scope of the commission)



Basic Features (G-9.0502)

- Empowered to consider and conclude matters referred to it.
 - AC is given the specific scope of authority and responsibility.
 - Must keep a full record of proceedings.
-



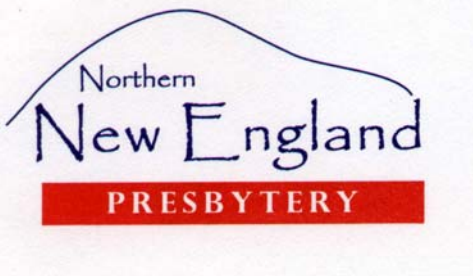
Commission vs. Committee

- Committee recommends
 - Commission concludes
 - COM / CPM
 - Committees with some Commission powers
-



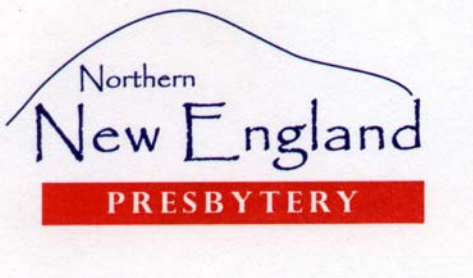
Functions of AC (G-9.0503a)

- (1) ordain ministers
 - (2) organize churches
 - (3) merge churches
 - (4) inquire into and settle differences
 - (5) receive candidates
 - (6) ordain elders & deacons
 - (7) pastoral inquiry
-



Dissolve Pastoral Relation (G-9.0505b(2))

- Authority must be specifically given by presbytery.
- Fair hearing.
- Pastor has right to hear and respond to concerns of congregation.



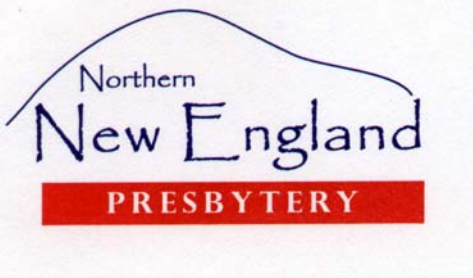
Membership (G-9.0504b)

- No fewer than 7 members.
- No two elders from same church.
- Half ministers and half elders (or close as possible)



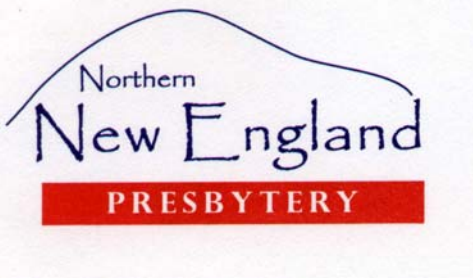
Quorum (G-9.0504c)

-
- A quorum is a majority of the commission members unless presbytery places a higher number.
 - With 7 members, quorum is 4.



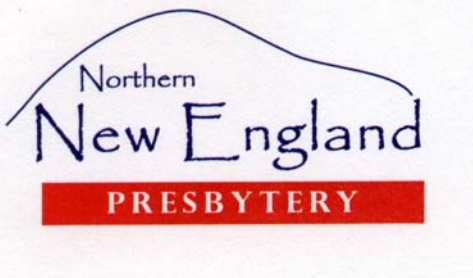
Decisions (G-9.0505a)

- Regular report to presbytery.
- All decisions must be transmitted in writing to the stated clerk who will announce them to presbytery.
- Actions do not need presbytery approval.
- Actions can be rescinded or amended in the same manner as any other decision of the presbytery.



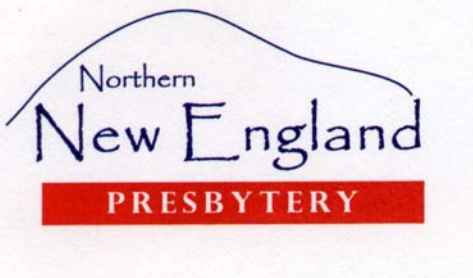
Responsibility

- AC is expected to conclude its mission in an efficient and timely manner.
 - AC determines how it will organize and operate.
 - AC cannot delegate its responsibilities or authorities to others.
-



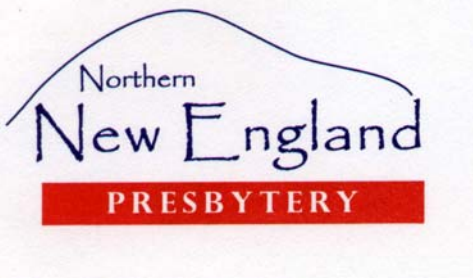
Leadership

- Moderator is appointed by presbytery.
 - AC may elect a vice moderator
 - AC must elect a clerk.
 - Recommend that these be fixed and not often change.
-



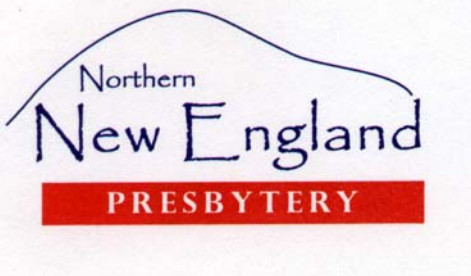
Minutes

-
- Minutes of the commission are presbytery minutes.
 - Write and review with the understanding that the Administrative Commission minutes will go into presbytery minutes verbatim.
-



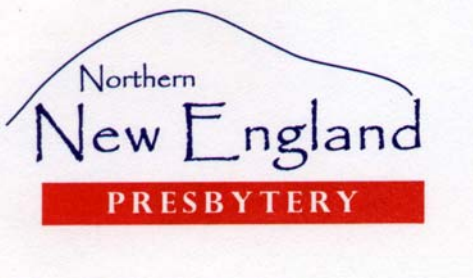
Minutes Details

- Time and place of meeting.
 - Name of moderator and statement of quorum present.
 - Open and close with prayer.
 - List of those present, absent and excused.
 - Record all motions passed.
 - Time of adjournment and time of next scheduled meeting.
-



Minutes

-
- All motions passed must be in the minutes.
 - Do not summarize controversial discussion in the minutes.
 - May include failed motions if constructive.
 - May include information of interest to those reading the minutes.
-



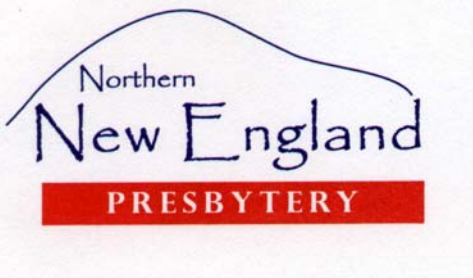
Minutes

- Minutes must be approved by vote in a subsequent meeting.
 - Minutes will be received, but not approved by presbytery.
-



Teleconference

- Often productive and minimizes travel.
 - PNNE Office will provide instructions.
 - Run it like a regular meeting – rules of order, minutes, etc.
 - Some things just need a face to face meeting.
-



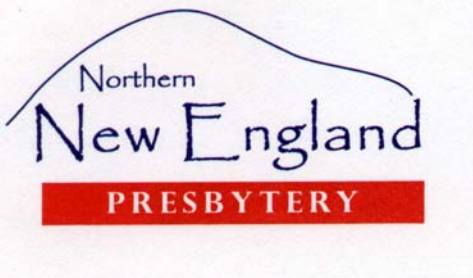
Email Meetings (Policy L)

- Only the chair puts motion to AC.
- Set date for conclusion of discussion and dates for vote.
- Used when a quick decision is necessary.
- Email motions must not be expected to be very controversial.
- All members must have email facility.
- Abort if anyone objects to using email.
- Always use “Reply to All” so everyone can see what everyone else writes.
- Abort if anyone casts a negative vote.
- Results must be recorded in minutes of next meeting.



Fair Hearing (G-9.0505b)

- When appointed to settle differences.
- Hearing where all persons of interest are given an opportunity to be heard.
- Fair notice must be given prior to the hearing.
 - Short plain statement.
 - Distribution to whole congregation and other interested parties (e.g. former members, friends of church, etc.)
 - Don't delegate distribution to session.



Original Jurisdiction (G-11.0102s)

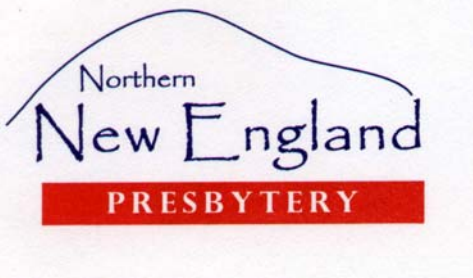
- Presbytery AC replaces the session.
 - Thorough investigation
 - Full opportunity of Session to be heard
 - Session unable or unwilling to manage wisely
 - Full power of Session
 - Existing Session cease all action in assumed area
 - Same or different Session may resume when AC allows.
-



Thorough Investigation

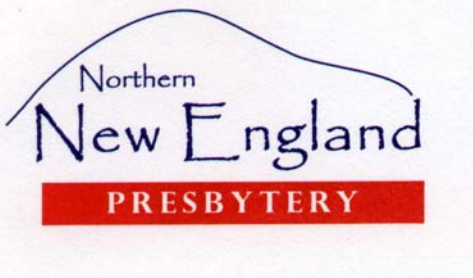
UPC, 1979, pp. 116-117, Cao v. NYC

- Full and impartial investigation
- Minimally must meet with Session
- Must give Session written notice of why they are unwilling or unable to manage the affairs of the church
- Notice must be given sufficiently in advance.
- Session must be accorded a full opportunity to be heard.



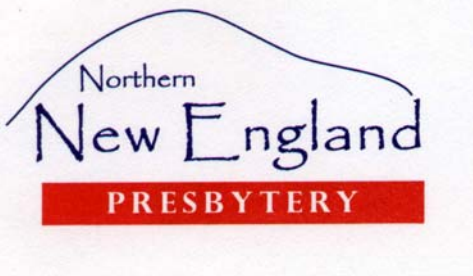
Original Jurisdiction

- May allow existing session to retain certain responsibilities under authority of the AC.
 - See G-10.0102 for list of responsibilities.
 - Boundaries must be clear to all.
-



Original Jurisdiction

- Last resort.
 - Looking back, leave no doubt everything was done and done correctly.
-



Judicial (G-9.0505d)

-
- AC should not undertake any judicial process other than as Session.
 - Any suspected offenses by a minister or governing body should be transmitted to the Presbytery Stated Clerk without delay.



Resources

- Scripture
 - Prayer
 - Book of Order
 - Stated Clerk
 - General Presbyter
 - You're not alone – don't hesitate to ask for help.
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