

THE MANUAL OF THE PRESBYTERY OF GREATER ATLANTA  
Revision — March 11, 2005

THE MINISTRY TEAMS OF PRESBYTERY<sup>115</sup>

**A. GENERAL**<sup>116</sup>

Presbytery shall have five Ministry Teams<sup>117</sup> to which specific responsibilities shall be assigned:

1. The Operations Ministry Team
2. The Camp and Conference Ministry Team
3. The Christian Education Ministry Team
4. The Outreach Ministry Team
5. The Congregational Ministry Team

The Ministry Teams shall meet as often as may be necessary. Ministry Teams shall seek the advice of the Coordinating Council in regards to their plans and proposals.<sup>118</sup> The programs and budgets of the Ministry Teams should reflect the adopted Mission Goals and Priorities of the Presbytery of Greater Atlanta.<sup>119</sup> Ministry Teams are encouraged to establish liaison relationships as needed.<sup>120</sup> A copy of Ministry Team meeting minutes shall be sent to the Coordinating Council, and an annual report shall be prepared by each Ministry Team and forwarded to the Coordinating Council for review.<sup>121</sup>

Ministry Teams shall provide encouragement, guidance, and resources to the churches in the areas of leadership development, church officer training, worship, nurture, witness, service, stewardship, equitable compensation, personnel policies, and fair employment practices.<sup>122</sup>

Events sponsored by an entity of the Presbytery and travel by individuals or groups on behalf of the Presbytery should adhere to the following guidelines:<sup>123</sup>

1. Serve a responsibility appropriate to Presbytery;
2. Be covered by an approved budget;
3. Take into consideration matters of timeliness, weather, safety, prevention of sexual abuse, security, etc. including contingency and emergency contact plans;
4. Receive prior approval from the appropriate Ministry Team or Staff supervisor;
5. Give notification to the Presbytery Office for placement on the planning calendar;
6. Make requests and reservations for use and set-up of facilities, equipment, transportation, etc. per established procedures;
7. Secure permissions, emergency contacts, medical consents, waivers, etc. as needed and verify appropriate insurance coverage;
8. Utilize cost effective means of promotion;
9. Be conducted decently and in order;
10. Clean up and restore as appropriate;
11. Account for costs, pay bills, and process reimbursements; and
12. Follow-up with an evaluation.

**B. MEMBERSHIP**<sup>124</sup>

Each Ministry Team of Presbytery, in consultation with the Coordinating Council, shall propose to Presbytery the appropriate number of members to fulfill its defined responsibilities.<sup>125</sup> The membership of Ministry Teams shall be representative as defined by the Committee on Representation.<sup>126</sup>

Presbytery shall elect members of each Ministry Team in three classes at the last Stated Meeting of Presbytery annually for terms of three years, and they shall take office on the first of January succeeding their election. The Nominating Committee shall make nominations for Ministry Team membership,<sup>127</sup> but the floor shall be open for the nomination of any other minister, elder, or layperson. Such nominations from the floor shall be made with due regard to representation.

Ministry Team members shall be eligible for re-election to a second three-year term. A person who has served a total of six consecutive years shall be ineligible for re-election to a Ministry Team for a period of at least one year. Ministry Team members shall be eligible for election to the Coordinating Council but shall not exceed the two-term six-year service limitation either as Coordinating Council or Ministry Team member.

The appropriate committee chairs of Presbyterian Women may serve by invitation as ex officio members of the appropriate Ministry Teams of Presbytery.<sup>128</sup>

### **C. CHAIRS OF MINISTRY TEAMS**

Each Ministry Team shall elect a Chair from its members who shall have completed at least one year of service on the Ministry Team. The term shall be one year, with eligibility for re-election for a second term. A Ministry Team may choose to elect a Chair-in-Nomination.

### **D. REPRESENTATION ON THE COORDINATING COUNCIL**

Each Ministry Team shall have one ex officio membership on the Coordinating Council.<sup>129</sup> Ministry Teams shall designate their representative to the Coordinating Council on a calendar year basis. Ministry Teams shall also designate an alternate to attend Coordinating Council meetings and respond to calls for Coordinating Council meetings in the absence of the designated Ministry Team representative.

### **E. SUB-GROUPS<sup>130</sup>**

The Ministry Teams are encouraged to do their work through committees or task forces as necessary.<sup>131</sup> Committees are for ongoing work, while task forces are for specific purposes and are to be concluded with appreciation when their task is completed. Both groups ordinarily will be appointed by the Chair of the Ministry Team and confirmed by the Ministry Team.<sup>132</sup> The membership of Ministry Team committees and task forces shall be representative as defined by the Committee on Representation.<sup>133</sup>

Ministry Teams are fully responsible for the actions of their committees and task forces. Ministry Teams committees and task forces shall meet as often as may be necessary and shall seek the advice of the Ministry Team in regards to their plans and proposals and shall work through the Ministry Team on items requiring Presbytery approval.<sup>134</sup> A copy of Ministry Team committee and task force meeting minutes shall be sent to the Ministry Team, and an annual report shall be prepared by each Ministry Team committee and task force and forwarded to the Ministry Team for review. The minutes and annual report of Ministry Teams shall incorporate significant items concerning their committees and task forces.

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115 Ref. Book of Order Section G-9.0901 – Councils, Commissions, Committees and Restructuring Panel Issues Record Section B 5.

116 Ref. Restructuring Panel Issues Record Section B 5 a.

117 The current Manual has eight Divisions: Administration, Calvin Center, Christian Education and Nurture, Church Growth and Ministry, Mission and Social Concerns, Pastoral Care, Preparation for Ministry, and Urban Church.

118 See Appendix H, Item 3. An overture from a Ministry Team does not need to be referred to the Committee on Bills and Overtures (Section VII, A, 6) because the Ministry Team should have greater expertise regarding the overture. However, the

Ministry Team shall seek the advice of the Coordinating Council regarding the overture.

119 Ref. Section I and Appendix B and Report on Questions, Issues, and Recommended Changes Regarding the Revised Manual of the Presbytery of Greater Atlanta (Issue 4) Item No. 29.

120 Ref. Report on Questions, Issues, and Recommended Changes Regarding the Revised Manual of the Presbytery of Greater Atlanta (Issue 4) Item No. 30.

121 Ref. Book of Order Section G-9.0407a – Annual Reporting.

122 Ref. Book of Order Section G-11.0103f – Presbytery’s Responsibilities.

123 See Appendix H, Item 10.

124 Ref. Restructuring Panel Issues Record Section B 5 a.

125 Ref. Restructuring Panel Issues Record Section E 3 a.

126 Ref. Revised Manual of the Presbytery of Greater Atlanta Section VII, A, 5; Book of Order Sections G-9.0104 – Participation and Representation and G-9.0105 – Committee on Representation; and Report on Questions, Issues, and Recommended Changes Regarding the Revised Manual of the Presbytery of Greater Atlanta (Issue 4) Item No. 31.

127 Ministry Teams should communicate to the Nominating Committee the names and qualifications of specifically desired members.

128 Ref. Report on Questions, Issues, and Recommended Changes Regarding the Revised Manual of the Presbytery of Greater Atlanta (Issue 4) Item No. 32.

129 Ref. Revised Manual of the Presbytery of Greater Atlanta Section IV B.

130 Ref. Book of Order G-9.0501 and Restructuring Panel Issues Record Section B 5 b.

131 The current Manual discourages committees and task forces. Ref. Restructuring Panel Issues Record Sections C 1 and E 3 a and Report on Questions, Issues, and Recommended Changes Regarding the Revised Manual of the Presbytery of Greater Atlanta (Issue 4) Item No. 34.

132 This procedure is specifically intended to allow for the co-opting of members for Ministry Team Subgroups.

133 Ref. Revised Manual of the Presbytery of Greater Atlanta Section VII, A, 5; Book of Order Sections G-9.0104 – Participation and Representation and G-9.0105 – Committee on Representation; and Report on Questions, Issues, and Recommended Changes Regarding the Revised Manual of the Presbytery of Greater Atlanta (Issue 4) Item No. 37.

134 Ref. Revised Manual of the Presbytery of Greater Atlanta Section II B.

## THE CAMP AND CONFERENCE MINISTRY TEAM<sup>157</sup>

The purposes of the Camp and Conference Ministry Team are to plan, develop, and promote an effective year-round Camp and Conference program for children, youth, adults, and congregations on behalf of the Presbytery of Greater Atlanta through Calvin Center, to develop and maintain the facility of Calvin Center, to resource and support other areas of mission and ministry in accordance with the priorities of the Presbytery, and to promote the availability of Calvin Center within and beyond the Presbytery.

The Camp and Conference Ministry Team shall have the following functions and responsibilities:<sup>158</sup>

1. To encourage the congregations of this Presbytery to participate fully in the opportunities offered, and to utilize the facilities for camp, conferences and retreats as a part of the larger Presbytery efforts;<sup>159</sup>
2. To work with the staff in developing and promoting the use of Calvin Center, beyond this Presbytery, at the Synod and General Assembly level, as well as in ecumenical, civic, government, industry and business areas; always aware that Presbytery's programs and use by local congregations take priority;<sup>160</sup>
3. To be a resource for the Calvin Center Staff in the day-to-day operation and maintenance of the Center;
4. To work with the Director of Calvin Center in the development of the annual budget;
5. In cooperation with Calvin Center Staff, promote an effective year-round program of camps and conferences which is planned by staff;<sup>161</sup>
6. To offer opportunities for special training and development, for staff, through institutes, seminars, and retreats;<sup>162</sup>
7. To encourage our ministers and professional educators to use Calvin Center as a place for retreat and fellowship;<sup>163</sup>
8. To develop the Calvin Center Endowment Fund and to assist the Director in other fund raising efforts;
9. To seek persons with special interests in Calvin Center to serve on either the Camp and Conference Ministry Team or as special consultants;
10. To assist in the development of the property and facilities and to develop long range plans; and
11. To prepare an annual report to Presbytery and forward it to Coordinating Council.<sup>164</sup> The primary Presbytery Staff liaison to the Camp and Conference Ministry Team shall be the Executive Director for Calvin Center.

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157 The Camp and Conference Ministry Team incorporates most of the responsibilities of the previous Division of Calvin Center. Ref. Restructuring Panel Issues Record Section B 5 d.

158 Ref. Book of Order G-11.0103f – Presbytery's Responsibilities and W-1.4009 – Presbytery Responsibility for Education.

159 Addresses Priorities 1A, 1B, 1C, 1D, 1E, 1F, 1G, 5A, 5B, and 5C.

160 Addresses Priorities 1A, 1B, 1C, 1D, 1E, 1F, 1G, and 5B.

161 Addresses Priorities 1C, 1E, 5A, and 5C.

162 Addresses Priorities 1G, 3A, 3E, and 5C.

163 Addresses Priorities 1E, 3E, and 5C.

164 Ref. Book of Order Section G-9.0407b – Annual Reporting. Addresses Priority 1C.

## **Recommended Mission Statement for the Presbytery of Greater Atlanta**

*The mission of the Presbytery of Greater Atlanta is to witness to the transforming power of the Gospel and to connect and empower congregations in their local and global ministries.*

### **Recommended Priorities of the Presbytery of Greater Atlanta**

#### **1. Communication**

Our vision for Communication is that we will celebrate our ministries and break down the barriers by making members of all congregations aware of what God is doing in our midst.

#### **2. Relationships**

Our vision for Relationships in the Presbytery is to build up the body of Christ by providing for inclusive spiritual fellowship, personal and communal nurture, and mutual support of one another.

#### **3. Leadership Training**

Our vision for Leadership is that members of all ages are inspired to recognize, celebrate, develop and nurture their gifts and offer them for the benefit of the church and the world; we will also be inspired to identify and call forth gifts in one another.

#### **4. Evangelism**

Our vision for Evangelism is to enable our communities of faith to joyfully witness to the transforming power of the Holy Spirit, by sharing the Good News, being open and inclusive, and honoring diversity as a visible sign of our new humanity in Christ.

#### **5. Social Witness**

Our vision for Social Witness is to discern what God is already doing in the world and where God calls us, to join in that work joyously and tirelessly.