

Administration Committee Manual

PREFACE:

Though there is no requirement in the Book of Church Order for a permanent committee of administration in the presbytery, the Presbytery of Covenant has adopted Standing Rules which includes the Administration Committee. The Standing Rules also specifies that the permanent committees should have manuals of operation which are approved by the presbytery and subject to presbytery alteration (5-2-h.).

PURPOSE:

Being "laborers together with God," (I Cor. 3:9) and desiring that "all things be done decently and in order," (I Cor. 14:40) and recognizing the unity of the Church (I Cor. 12:12) and the sovereignty of its Head, our Lord Jesus Christ (Col. 1:18); therefore, the Administration Committee of Covenant Presbytery undertake to minister and support the ministry of others unto the edification of the Church. In order to accomplish its major purpose, the Administration Committee is to give advisory assistance to the Stated Clerk, Recording Clerk, and Treasurer of the presbytery, as well as to the presbytery as a whole when such assistance is needed.

DUTIES:

1. The Administration Committee shall prepare, with the cooperation of the Stated Clerk, a proposed docket for each stated meeting of Covenant Presbytery.
2. The Administration Committee shall make provision for programs of special emphasis, and for speakers who represent particular causes which are the concern of Covenant Presbytery.
3. The Administration Committee shall prepare, in cooperation with the Treasurer, a proposed budget, after consideration of the financial requests from the several permanent committees of presbytery.
4. The Administration Committee shall receive and submit to Covenant Presbytery the invitations for future meetings of the presbytery.
5. In case a permanent committee of Covenant Presbytery does not report at least once during the year, the Administration Committee shall consider the duties of that committee and recommend necessary changes to the presbytery.
6. The Administration Committee shall receive and submit to Covenant Presbytery bills, overtures, resolutions, protests and complaints. Presbytery grants the Administration Committee the power of a commission to find a complaint in order and to hear the complaint in accordance with BCO 43-8 provided both the party complaining and the party complained against are agreeable to this.
7. The Administration Committee shall review the work of the Stated Clerk, Recording Clerk, and Treasurer yearly to make sure that each is doing his job adequately and completely. It shall make any recommendations to Presbytery relative to commendations for good work or corrections needed to improve each person's work.

8. The Administration Committee shall fulfill all other duties properly assigned by the presbytery.

CONSTITUENTS:

The Administration Committee shall be composed, according to the Standing Rules, of three teaching elders and three ruling elders of the presbytery, with one teaching elder alternate and one ruling elder alternate who may vote in the absence of principal members. Ex-officio members of the Administration Committee are presbytery's Stated Clerk, Treasurer and Moderator, along with the chairmen of the presbytery's permanent committees.

The quorum shall be one half of the number of the principal members.

The officers of the Administration Committee shall be a chairman and a secretary, both of which shall be elected at the discretion of the committee. When new officers are elected, the retiring officers shall transfer all files, records and reports of the Administration Committee to the new officers. New officers shall be elected annually.

MEETINGS:

The Administration Committee shall meet at least three weeks prior to each stated meeting of Covenant Presbytery. Members habitually absent shall be reported to the presbytery at its stated May meeting.

Committee meetings shall be opened and closed with prayer.

Business shall be considered, and the Administration Committee shall report its recommendations to the Presbytery.

Other meetings of the Administration Committee may be called when deemed essential to the progress of the church. The meetings shall be called at the determination of the committee chairman.