

**MANUAL OF OPERATIONS
PRESBYTERIAN OLDER ADULT MINISTRIES NETWORK (POAMN)**

INTRODUCTION

The Presbyterian Older Adult Ministries Network (POAMN) is a network of persons, congregations, governing bodies, retirement communities, health care facilities, religious and ecumenical organizations who are engaged in ministry with older adults. POAMN members work with presbyteries and synods, many are leaders in congregations, some serve in specialized ministries serving as chaplains in care facilities or retirement communities, and others are members of presbytery staffs developing and resourcing older adult ministry committees. POAMN is a 501(c)(3) non-profit organization affiliated with the Presbyterian Church (U.S.A.). Operations and procedures of POAMN are defined by the Bylaws of the Presbyterian Older Adult Network. In parliamentary matters, POAMN will be governed by the latest edition of Robert's Rules of Order and may use other less formal styles of governance such as group discernment and consensus.

MISSION

POAMN promotes the development of older adult ministries and the value of such ministries. POAMN's mission includes nurturing the faith community, equipping leadership, and resourcing congregations and other organizations who minister to, for, and with older adults. The POAMN seeks to encourage ministries which affirm the dignity and value of older adults with a focus on spirituality, wellness, care, and social involvement. Its purpose is to educate, advocate, develop and share resources, and train leaders by raising awareness around issues facing older adults and those who serve older adults, all in a covenant relationship with the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.).

MEMBERSHIP

Membership in the Presbyterian Older Adult Ministries Network is open to anyone who is promoting, stimulating, developing and advocating for older adult ministry with congregations, presbyteries, synods or institutions and organizations related to older adult ministry. Memberships run from January 1 to December 31 of each calendar year. The types of membership and annual dues are as follows:

Individual Member	\$ 50.00
Affiliate (Non-Voting) Member	\$ 35.00
Institutional, Church, and Judicatory Member	\$125.00
Couple Member	\$ 75.00

EXECUTIVE COMMITTEE

The Executive Committee shall manage the affairs, operations, business, and mission of POAMN. Responsibilities include but shall not be limited to the following: (1) conducting the business of POAMN between annual meetings of the POAMN membership, (2)

planning the Annual Conference and Meeting, (3) maintaining communication between POAMN and the General Assembly of the PC(USA), (4) reporting its actions to the next Annual Meeting of the POAMN, (5) keeping accurate financial records, (6) creating committees from the general membership to assist the work of POAMN, (7) providing means to support and equip members of the POAMN who are engaged in ministry with older adults, (8) offering a certification program for those involved in older adult ministry, (9) partnering, connecting, and working with synods, presbyteries, congregations, ecumenical agencies, academic institutions, denominational and nondenominational organizations to promote and further the mission of POAMN.

The Executive Committee shall decide all questions of interpretation of the Bylaws and Manuals of Operation. The Bylaws may be altered, amended, or repealed and new Bylaws adopted at any regular or special meeting of the Executive Committee by a two-thirds vote of the members present at the meeting at which a quorum is present. Items, procedures, and policies not regulated by the Bylaws may be adopted, altered, amended, or repealed by a simple majority of members present at a meeting in which a quorum is present.

The Executive Committee shall consist of at least nine (9) voting members. New positions may be created and filled at any regular meeting of the Executive Committee with a maximum of fifteen (15) voting members. Each Executive Committee Member shall be at least eighteen (18) years of age and a member of POAMN.

The Executive Committee may consist of the following: President, Vice-President, Secretary, Treasurer, the Editor of the POAMN Network News (PNN), the Coordinator of the Certification Program, the Conference Planning Chairman, the Nominating Committee Chairperson, the Membership Chairperson, the Communications Chairperson, and the Liaison to the Presbyterian Church (U.S.A.). The President Elect, the Treasurer Elect, the Conference Planning Chairman Elect are invited to serve on the Executive Committee with a voice but no voting privileges. An Administrative Assistant may be contracted to resource and support the Executive Committee.

MEETINGS OF EXECUTIVE COMMITTEE

Meetings of the Executive Committee are ordinarily held every other month by conference call with an annual face-to-face meeting scheduled prior to the Annual POAMN Conference.

It is noted that meetings held by conference call or electronically abide by the same policies and procedures as a face-to-face meeting. Minutes should be recorded and approved by the body at its next meeting.

OFFICERS, STAFF AND OTHER POSITIONS

OFFICERS

The officers of POAMN shall be a President, Vice President, Secretary, and Treasurer elected by the membership of POAMN present at the Annual Meeting of POAMN membership. Officers shall ordinarily be installed at the annual POAMN

conference at which they were elected. The officers of POAMN shall be as follows, with the duties set forth herein.

PRESIDENT

The President of POAMN shall be nominated by the Nominating Committee and elected by the membership. The President shall serve a three-year term and is eligible to serve two (2) consecutive terms. The President shall serve as Chairperson and preside at all meetings of the POAMN Executive Committee and represent POAMN to other entities and organizations. In the case of the President's absence, the Vice President shall preside. When both are absent, the members of the Executive Committee shall choose by majority vote a member to preside as Chairperson.

Should the President be unable to complete his or her term, the Vice President shall begin serving immediately and complete the unexpired portion of the term.

VICE PRESIDENT

The Vice President shall be nominated by the Nominating Committee and elected by the membership and shall serve a three-year term and is eligible to serve two (2) consecutive terms. The President may assign the Vice-President to serve the Membership in various capacities.

SECRETARY

The Secretary shall be nominated by the Nominating Committee and elected by the membership and shall serve a three-year term and is eligible to serve two (2) consecutive terms.

TREASURER

The Treasurer shall be nominated by the Nominating Committee and elected by the membership and shall serve a three-year term and is eligible to serve two (2) consecutive terms.

OTHER POSITIONS

POAMN NETWORK NEWS EDITOR

The Executive Committee shall elect an editor for its newsletter. This position has no term limit.

COORDINATOR OF THE CERTIFICATION PROGRAM

The Executive Committee shall elect a coordinator for the certification courses and program, working with the staff of Columbia Theological Seminary. This position has no term limit.

CONFERENCE PLANNING CHAIRPERSON

The Executive Committee shall elect an individual to coordinate the planning and organization of national, regional, and ecumenical conferences. This individual shall be elected for a three-year term and is eligible to serve two (2) consecutive terms.

MEMBERSHIP CHAIRPERSON

The Executive Committee shall elect an individual whose responsibilities include the recruitment of new members, the retention of current members, and the strengthening of the bonds of members. This individual shall be elected for a three-year term and is eligible to serve two (2) consecutive terms.

COMMUNICATIONS CHAIRPERSON

The Executive Committee shall elect an individual whose responsibilities include the dissemination of vital POAMN information in a regular, timely, and effective manner. This individual shall be elected for a three-year term and is eligible to serve two (2) consecutive terms.

NOMINATING COMMITTEE CHAIRPERSON

The Chairperson of the Nominating Committee has the responsibility of preparing a slate of candidates for officers and filling vacancies occurring on the Executive Committee. This individual shall be nominated by the President and elected by the Executive Committee for a three-year term and is eligible to serve two (2) consecutive terms.

LIAISON TO THE PRESBYTERIAN CHURCH (U.S.A.)

The person to fill this position will be nominated by the President and confirmed by the Executive Committee. The Liaison will serve for a two-year term and may be reconfirmed to serve two (2) additional consecutive terms.

ELECTED POSITIONS

The persons to fill the offices of President-Elect and Treasurer-Elect shall be nominated by the Nominating Committee and elected by the membership to serve the year prior to their election as officers. The Conference Planning Chairperson-Elect shall be nominated by the Nominating Committee and elected by the Executive Committee to serve the year prior to their election to that position.

OUTSIDE RESOURCES and POSITIONS

The Executive Committee may use outside resources as independent contractors as necessary to carry out its ministry.

ADMINISTRATIVE ASSISTANT

This position shall support and resource the POAMN Executive Committee and other committees created to carry out the work of POAMN.

EXPECTATIONS OF SERVICE

Executive Committee members are expected to regularly attend meetings of the Executive Committee, telephone conference calls, and committees or task forces to which they are elected or appointed. POAMN Position Descriptions detailing the responsibilities and duties of Executive Committee members are delineated herein.

CONFLICT OF INTEREST POLICY

As an organization that affiliates itself with the Presbyterian Church (U.S.A.) POAMN affirms the 1998 General Assembly's "Life Together in the Community of Faith: Ethical Behavior for Church Officers", to guide its ethical behavior in matters related to POAMN.

All Officers and members of the Executive Committee shall make every effort to avoid conflict of interest or the appearance of conflict of interest.

Certain conflicts of interest may exist: If there is a question about a possible conflict of interest, the individual with the potential conflict shall disclose the circumstances to the Executive Committee who shall determine whether a conflict of interest exists.

When a conflict of interest exists, that conflict shall be declared to the Executive Committee when the meeting agenda is being approved if possible, or at the first opportunity thereafter.

If it is believed an Executive Committee member has a conflict of interest but has not declared it, the body shall determine with a simply majority vote if a conflict of interest exists. The member shall abide by the body's ruling.

Those who declare a conflict of interest shall be excluded from the meeting room during the discussion and vote and may not speak to or vote on motions or amendments concerning the matter in the future. Members who declare a conflict of interest shall not attempt to exert personal influence with respect to the matter either at or outside the meeting.

Those who abstain from participation or leave the meeting because of their declared conflict of interest are still included as present in determining whether there is a quorum. The minutes must record all declarations of conflict of interest.

POAMN POSITION DESCRIPTIONS – Adopted by the Executive Committee, February 2014 and July 2015

ALL EXECUTIVE COMMITTEE MEMBERS (Officers, Members At-Large, Committee Chairpersons)

- Embrace, zealously promote, and actively support the mission and work of POAMN.
- Advocate and make visible the value of older adults and older adult ministry in the Church.
- Communicate with one another in a timely fashion, keeping the Executive Committee informed and up to date about tasks, work, and activities.
- Participate in the meetings of the Executive Committee, conference calls, and the Annual Meeting of the membership.
- Prepare and distribute reports for Executive Committee conference calls and meetings.
- Work with the President to develop an action plan within sixty days following the annual conference.
- Recruit new members and help to build up the POAMN organization.
- Publicize and encourage participation in the annual POAMN Conference.
- Attend the annual conference, serve as welcoming hosts, and assist the Planning Team as needed.
- Provide ideas, suggest initiatives, and share information with the entire Executive Committee so that POAMN may address the needs of older adults and assist those responsible for older adult ministries.
- Prepare a written summary of year's activities for distribution at the face-to-face Executive Committee meeting.

PRESIDENT

- Call and preside over Executive Committee meetings, be they face to face meetings or conference calls.
- Preside over the Annual Meeting of POAMN general membership, normally held at annual conference.
- Represent POAMN, its constituent members and interest to other related organizations and entities.
- Serve as an ex-officio member of the Nominating Committee.
- Delegate tasks and responsibilities to other POAMN Executive Committee members as needed to fulfill the mission and complete the work of the organization.
- Work with PCUSA entities to co-ordinate the receipt of funds held in Extra Commitment Opportunity accounts.

VICE PRESIDENT

- Preside over the Executive Committee meetings and conference calls if the President is absent.

- Preside over the Annual Meeting of the membership in absence of the President.
- Act on behalf of the President when necessary.
- Carry out special duties as delegated by the President.
- Serve as a Chairperson of a committee or task force when asked by President or Executive Committee.
- Complete the term of the President if the President is unable to serve a full term.

SECRETARY

- Participate in the Annual Meeting of the membership and record minutes of the proceedings.
- Record the minutes of all Executive Committee meetings and conference calls.
- Help support conferences and workshops.
- Serve as assistant to the President and Vice President as needed.
- Engage in correspondence on behalf of POAMN when requested by President or Executive Committee.

TREASURER

- Receive and record dues from membership, gifts, certification administration and course fees.
- Maintain an updated membership list. E-mail Support Staff updated list monthly.
- Compose financial articles for POAMN Network News.
- Maintain balance sheets and financial records. Make deposits and balance the checkbook on a regular basis.
- Work with the President and the Executive Committee in the development of an annual budget.
- Write checks for POAMN (1) to cover the expenses of POAMN officer, Executive Committee members., (2) to pay each month the hourly wages invoiced expenses of the Support Staff, (3) to pay for the printing, postage, and mailing of the POAMN newsletter, and (4) to award mission grants.
- Provide timely financial reports for Executive Committee meetings, conference calls, and the Annual Meeting of the membership.
- Participate in the meetings of the Executive Committee, conference calls, and the Annual Membership meeting.
- Orient the Treasurer-Elect to the duties of the office.
- Prepare, file, and send 1099 IRS forms on Administrative Assistant, Certification Coordinator, instructors, and others as required.
- Track and report to Executive Committee the balance of mission funds available for POAMN ministries.

CONFERENCE PLANNING CHAIRPERSON

- Consult with other conference planners, as appropriate, and the POAMN Support Staff in visiting and recommending future conference sites.

- Work with POAMN Executive Committee and others, as appropriate, to plan conference themes.
- Solicit suggestions for workshop themes and leaders, keynote speakers, and worship/music leaders.
- Work with conference planners to recruit workshop leaders, speakers, and other appropriate leaders.
- Communicate with conference staff leaders to confirm their participation, interpret their responsibilities, and respond to their expectations and requests for equipment support as requested by the POAMN Support Staff.
- Consult with other conference planners, as appropriate, and with the POAMN Support Staff to plan conference program and schedule.
- Consult with other conference planners, as appropriate, and with the POAMN Support Staff to develop registration forms, brochures, and publicity documents.
- Perform other logistical tasks and assignments during the conference
- Ensure that all leaders and sponsors receive thank you letters at the conclusion of the conference, in cooperation with other conference planners.

LIAISON TO THE PRESBYTERIAN CHURCH (U.S.A.)

- Attend on behalf of POAMN the biennial meetings of the General Assembly.
- Plan, host, and organize the POAMN display and exhibit at the General Assembly.
- Propose to the Executive Committee a budget for displays and exhibit materials.
- Advocate and represent the interests of POAMN and older adults as appropriate before General Assembly committees and entities.
- Submit a report of General Assembly activities and impressions with Executive Committee.
- Assist with the planning and arrangements for POAMN displays and exhibits at major Presbyterian gatherings when authorized by the Executive Committee.
- Serve as a link between POAMN and other Presbyterian entities such as the Presbyterian Mission Agency, the Office of the General Assembly, the Board of Pensions, the Presbyterian Foundation, and the Presbyterian Association of Homes and Services for the Aging.
- Work with the President to promote the mission and ministries of POAMN, focusing on Synod and Presbytery executives, Congregations, and Older Adult Ministry leaders.
- Help POAMN to establish connections with ecumenical agencies, denominational and nondenominational organizations, and religious groups active in older adult ministry.

NOMINATING COMMITTEE CHAIRPERSON

- Distribute a nomination form for the annual POAMN Conference and solicit suggestions for POAMN officers and Executive Committee members.
- Preside over the meetings and conference calls of the Nominating Committee.
- Submit two nominations to fill one-year terms on the Nominating Committee to the general membership at the Annual Meeting during the conference.

- Present nominations for each officer position to be filled on the Executive Committee to the general membership at the Annual Meeting during the conference.
- Present nominations for other positions to be filled on the Executive Committee to the Executive Committee.
- Participate in the meetings of the Executive Committee, conference calls, and the Annual Meeting of the membership.

POAMN NETWORK NEWS (PNN) EDITOR

- Establish themes for quarterly issues of PNN Newsletter with Executive Committee one year in advance.
- Solicit and collect articles related to the theme, poetry and other writings, and resource reviews to be in hand 6 weeks prior to publication.
- Receive regular columns from the POAMN President.
- Compose an editor's column (to be a summary of the issue's content) and include as space allows.
- Attend POAMN conferences. Write or solicit the lead article for the following issue to encapsulate the plenary content and other aspects of the event.
- Work with the POAMN President and Support Staff to coordinate editing, publication deadlines, and other such details.
- Participate in all the meetings of the Executive Committee, conference calls, and the Annual Meeting of the membership.

CERTIFICATION PROGRAM COORDINATOR

- Maintain list and status of program participants.
- Communicate with and facilitate networking of program participants.
- Provide information to participants and leaders on a timely basis.
- Assist in preparing course materials as needed.
- Promote the certification program and recruit participants using appropriate media.
- Expand the certification program as proposed by the Coordinator (or others) and approved by the Certification Committee/POAMN Executive Committee.
- Attend annual POAMN conference or site of certification training.
- Participate in the meetings of the Executive Committee, conference calls, and the Annual Meeting of the membership.

COMMUNICATIONS CHAIRPERSON

- Work to ensure that vital POAMN info is being communicated in a regular, timely, and effective manner.
- Assume primary responsibility for POAMN's web and Facebook pages, and open new avenues of communication when deemed appropriate.
- Develop and implement a plan in which all members of the Executive Committee take responsibility for posting info and articles.
- Solicit input from POAMN members, congregations, presbyteries, faith communities and distribute through appropriate media.

- Work with President to evaluate the effectiveness of current media efforts, address deficiencies, and arrange media training for members of Executive Committee.
- Keep in regular touch with Executive Committee members and other leaders helping them to publicize ministries and communicate information about activities and opportunities.
- Develop contacts with representatives from presbyteries and faith communities to promote POAMN activities, events, grants, and the advantages of membership.

MEMBERSHIP CHAIRPERSON

- Encourage communication, networking, and sharing among and between POAMN members.
- Strengthen the bonds between POAMN members, by promoting activities, opportunities, and benefits of membership through articles, photos, videos, etc.
- Develop and implement strategies aimed at attracting new members to POAMN.
- Collaborate with the Communications Chair and the Administrative Staff to build and maintain an up-to-date social media presence.
- Distribute and collect "Participant Interest Profiles" at Annual Meeting; compile, and forward info to Executive Committee.
- Publicize and oversee the process of awarding small church member, first time participant, and other scholarships for upcoming conferences.

PRESIDENT-ELECT

- Serve as a member of the Executive Committee, participating in its meetings and conference calls and the Annual Meeting of the membership.
- Work with the current President to insure a smooth transfer of responsibilities and the uninterrupted operation of POAMN programs and ministries
- Serve as a consultant to the Nominating Committee.
- Employ the year to plan for tenure as President
- Prepare for tenure by envisioning the future mission and vision of POAMN, by reviewing and evaluating current POAMN activities and structures, and by making recommendations for revisions and new emphases.
- Work with the Treasurer in the development of POAMN budget for first year of presidential term.

TREASURER-ELECT

- Serve as a member of the Executive Committee, participating in its meetings and conference calls and the Annual Meeting of the membership.
- Work with the Treasurer to ensure a smooth transition and the ongoing financial health of POAMN.
- Assist the Treasurer when asked with POAMN budgets and financial matters.
- Prepare for tenure as Treasurer by becoming well informed about the all aspects of the organization's finances.

CONFERENCE PLANNING CHAIRPERSON-ELECT

- Serve as a member of the Executive Committee.
- Work with the current Conference Planning Chair to assist with plans for upcoming conference.
- Consult with the Conference Planner and POAMN Support Staff to recommend future conference sites.
- Carry out logistical tasks and assignments during upcoming conference.
- Prepare for tenure by developing an understanding the various aspects of conference planning.

ANNUAL MEETING OF THE MEMBERSHIP

POAMN shall hold an Annual Meeting of its membership. Members of the POAMN whose dues are current shall be entitled to vote in the meeting. Members present, and voting shall constitute a quorum sufficient for proper conduct of business. The President of POAMN shall preside over the meeting and the Secretary shall record minutes of actions and activities. The purpose of the Annual Meeting includes but is not limited to electing officers, receiving reports from committees, officers, and ministry partners, promoting the mission and ministries of POAMN, and recognizing individual and organizational service.

NOMINATIONS and ELECTIONS

The Nominating Committee shall consist of three members of POAMN. The chairperson of the committee shall be nominated by the President and elected by the Executive Committee for a three-year term. The other two members of the committee shall be selected by the committee chairperson and confirmed by the Executive Committee. They shall be appointed for one-year terms. The President of POAMN shall serve on the committee as an ex-officio member.

In preparation for the election of Officers and Executive Committee members, the Nominating Committee will solicit suggestions from POAMN members, ascertain if a potential nominee is a fit for the position and willing to serve, submit a slate to the Executive Committee for approval one month prior to the Annual Meeting. Nominations for Officers will be presented at the Annual Meeting where other nominations shall be allowed from the floor. Nominations for other members of the Executive Committee shall be presented at the Executive Committee held in conjunction with the Annual Meeting where other nominations shall be allowed from the floor.

In the event of a vacancy in the office of President, the Vice President shall assume that office for the balance of the President's term. In all other offices or positions, when there is a vacancy, the Executive Committee shall fill the vacancy. At its discretion the Executive Committee may invite the assistance of the Nominations Committee.

COMMITTEES

The Executive Committee shall upon a majority vote, establish and dissolve standing committees. The scope of work, duties, authorities, and responsibilities for each standing committee shall be established by the Executive Committee. The chairperson of each committee shall be an officer or member of the Executive Committee. Other committee members shall be selected by the committee chairperson and confirmed by the Executive Committee. Meetings of all committees shall be on the call of the chairperson of the Committee. The presence of a simple majority of the committee members shall constitute a quorum.

The following standing committees have been established by the Executive Committee: Conference Planning Committee assists in the planning, organization, and publicity of the Annual Conference, regional conferences, and ecumenical events.

Membership Committee seeks to build the POAMN network by recruiting new membership, retaining membership, and strengthening the bonds between members.

Communications Committee ensures vital POAMN news and information is being communicated in a regular, timely, and effective manner.

Long Term Finance Committee works to develop new sources of funding, strengthen current streams of giving, and seek appropriate grants.

Nominating Committee will make recommendations to the membership and Executive Committee in preparation for the election of Officers and Executive Committee Members.

To further the work and mission of POAMN, the Executive Committee may establish ad hoc committees, teams, or task forces to address a specific purpose or situation.