



**The Presbytery Administration and Coordinating Team is responsible for:**

- Coordinating the work of the Presbytery
- Continuing to explore vision for the Presbytery's journey
- Serving as the interpreter for the ministry and mission of the Presbytery
- Organizing Presbytery meetings (planning, content and worship)
- Telling our story and communication
- Preparing the annual budget
- Overseeing the books, records and accounts of the Presbytery
- Encouraging the generosity of congregations
- Nominating the nominating committee
- Overseeing matters of personnel in relation to paid and volunteer staff
- Providing oversight of all continuing mission partnerships
- Relating to all other councils of the church

**The Presbytery commissions the Presbytery Coordinating & Administration Team to:**

- Serve as the Board of Trustees for the corporation, and to report actions of the Trustees at meetings of the Presbytery,
- Assume specific authority for the oversight of all continuing mission partnerships. A continuing mission partnership is defined as an established, ongoing, and recognized relationship that the Presbytery has with a particular mission organization.
  - Utilize existing Presbytery entities to manage each continuing partnership or to create new teams when needed
  - Propose to the Presbytery, as part of the annual budget process, the allocation of the funds for continuing mission partnerships
  - Approve expending funds for the support of a particular partnership or to delegate that approval to the appropriate entity.

- Act between Presbytery meetings on behalf of the presbytery in matters when it is not practical or expedient for the Presbytery to meet, and to report actions at meetings of the Presbytery, including:
  - Approving, modifying, adopting and interpreting procedures.
  - Approving descriptions of and appointing members for Administrative Commissions other than installation/ordination commissions.
  - Approving expenditures as required, including operating and capitalized expenses.

### **Meetings, Leadership and Membership**

The moderator of the ACT will be elected by the presbytery. The membership of the ACT will be 12 ( three classes of four) plus the Presbytery moderator, vice moderator and past moderator.

The Presbytery Leader, Stated Clerk, Financial Administrator and the Treasurer shall be ex-officio members. The ACT will meet at least 6 times a year and as called by the ACT moderator.