

**CHAPTER IV  
COMMISSIONS, DIVISIONS, COMMITTEES AND OTHER ENTITIES  
STRUCTURE AND ORGANIZATION**

**4.0.0 STRUCTURE**

The presbytery's mission and ministry is conducted through divisions, committees, commissions and other entities, and is coordinated by the Presbytery Council.

**4.1.0 EXPECTATIONS OF SERVICE**

- A. In keeping with the Book of Order, teaching elders are expected to serve the larger church through presbytery, synod and/or General Assembly. When elected to serve in Heartland Presbytery, teaching elders and lay persons are expected to regularly attend meetings of the Presbytery Council, committee, commission, task force or division to which they are elected or appointed.
  
- B. When any member or moderator misses three (3) consecutive meetings, the Committee on Nominations may request that members voluntarily resign from service. If the member does not resign the Committee on Nominations may recommend to presbytery that member's removal from service and then nominate an individual to fill the vacancy.

**4.2.0 PRESBYTERY DIVISIONS**

**4.2.1 CHURCH ORDER AND LISTENING DIVISION (COAL)**

**A. MEMBERSHIP**

This division shall consist of nine (9) members of teaching elders and ruling elders in numbers as nearly equal as possible, elected for three year terms in three classes of three members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

**B. FUNCTIONS**

The division shall:

1. Present to the Presbytery overtures coming from the General Assembly or Synod for a vote.
  
2. Receive from the churches and divisions of the Presbytery overtures to the Synod and to the General Assembly and present them to the Presbytery for action.
  
3. Give assistance to churches and divisions seeking the proper form by which an overture may be presented correctly to the appropriate governing body.
  
4. Conduct annual training events for clerks of session during the church officer leadership workshops utilizing the Presbytery's Stated Clerk.

5. Examine the session records of each church (minutes book and church register) in the Presbytery annually (FOG 3.0108a). The committee shall report to the Presbytery the names of those churches whose minutes are approved without exception, those whose minutes are approved with exception, and the names of those churches whose minutes were not presented.
6. Give assistance to the churches in writing by-laws, articles of incorporation, and manuals of operations.
7. Receive all requests and recommendations for amending the Manual of Operations. COAL will research and recommend, if necessary, amendments for the Manual to Presbytery Council. If Council has concerns or suggestions, Council shall refer changes back to COAL for reconsideration. Following Council's approval, the amendments will be presented to Presbytery for approval after their second reading.

#### **4.2.2 CHURCH PLANTING AND REVITALIZATION DIVISION (CPR)**

##### **A. MEMBERSHIP**

The division shall consist of twelve (12) members, six (6) teaching elders and six (6) laypersons, elected for three-year terms in three classes of four members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

##### **B. FUNCTIONS**

The division shall:

1. Develop a comprehensive mission strategy for congregational redevelopment within the Presbytery, with particular concern for rural and urban congregations.
2. Study and determine areas where new and creative forms of ministry may take place and interpret these opportunities to the entire Presbytery. This work may include:
  - a. Recommending appropriate locations and the purchase of property if necessary, where new ministries need to be developed or established.
  - b. Supporting the formation of larger parishes or yoked fields wherever that would tend to promote the common interest.
  - c. Develop and implement a strategic plan for funding for new church planting and revitalization projects.
  - d. Respond to the Commission on Ministry's requests for input

regarding churches seeking the approval of Presbytery to merge, relocate, or be dissolved.

### **4.2.3 CONGREGATIONAL MINISTRIES DIVISION (CMD)**

#### **A. MEMBERSHIP**

This division shall be composed of twelve (12) members, six (6) teaching elders and six (6) laypersons, elected for three-year terms in three classes of four each. Members are eligible to serve no more than two consecutive terms or portions thereof.

#### **B. FUNCTIONS**

1. Work closely with the churches of the Presbytery and the Church Resource Center to provide the necessary resources needed in order for congregations to carry out their educational ministry for all age levels.
2. Promote youth ministry, coordinate Presbytery-wide events and provide resources to local congregations to improve their ministries with youth.
3. Oversee the work of:
  - a. Heartland Presbytery Youth Council  
The Heartland Presbytery Youth Council is a partnership of adults and youth that have leadership over our presbytery-wide youth ministry.
    - i. Up to two youth from every congregation in the Presbytery may serve. It is up to the local church to decide who is chosen and the length of term they may serve.
    - ii. Six adult advisors will participate on Youth Council. They will be selected by the Congregational Ministries Division and will seek balance of gender as well as clergy and lay members.
  - b. Presbytery Resource Center
  - c. Communications forum  
To provide arenas for churches to explore options in best practice of communications. This can include technology and print forms of communication.
4. Develop and implement plans for encouraging evangelistic outreach in congregations and promote PC(USA) programs to develop effective evangelistic effort for spiritual growth and membership growth.
5. Plan and design training for educational leadership, church officer training, etc., which cannot be done at the local level, paying particular attention to promoting networking among congregations with particular

needs, i.e., rural and urban congregations.

6. Educate congregations in the use of various media as tools for mission and ministry.
7. Encourage the development of small groups within the Presbytery.

#### **4.2.4**

### **MISSION AND SOCIAL JUSTICE ISSUES DIVISION (MSJI)**

#### **A. MEMBERSHIP**

This division shall consist of fifteen (15) members, elected for three-year terms in classes of five members each. Members are eligible to serve no more than two consecutive terms or portions thereof. This division has permission to recruit members at large.

#### **B. FUNCTIONS**

This division shall:

1. Provide leadership and education for congregations to address social justice concerns
2. Serve as liaison in recommending and carrying out resolutions and actions concerning social justice issues enacted by the Presbytery.
3. Recommend funding to the Presbytery Council through its sub-committee on Business Affairs for those mission agencies under its purview and review their use of funds subsequently received from the Presbytery. The Division may provide support for various local mission organizations and activities as budgets allow.
4. Serve as a resource and promote international and national mission trips for collaborative multi-church mission involvement and support. This includes identifying and supporting mission projects within the bounds of Heartland Presbytery.

#### **C. CONNECTIONS**

Task forces and groups currently connected to and reporting to Presbytery through this Division include but are not limited to Earthkeepers, InterServ, Peacemaking, Advocates for Immigrants Rights & Reconciliation, Immigrant Justice Advocacy Movement, Maya Quiche Guatemalan Partnership, and Thwake Village Connection.

#### **4.2.5 STEWARDSHIP DIVISION (SD)**

**A. MEMBERSHIP**

The division shall consist of nine (9) members, elected for three year terms of three members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

**B. FUNCTIONS**

1. Promote stewardship commitment and develop training tools for congregational personal growth in stewardship.
2. Provide opportunities for congregations to share their mission stories.

**4.2.6 WORSHIP AND FELLOWSHIP DIVISION (W&F)**

**A. MEMBERSHIP**

This division will consist of six (6) members, three (3) teaching elders and three (3) laypersons, elected for three-year terms in three classes of two members. Members are eligible to serve no more than two consecutive terms or portions thereof.

**B. FUNCTIONS**

1. Plan worship and fellowship in Presbytery meetings in co-operation with the Stated Clerk.
2. Co-ordinate other worship and fellowship events for Presbytery.
3. Encourage the development of worship and fellowship among congregations, support groups, and covenant groups.

**4.3 PRESBYTERY COMMISSIONS**

**4.3.1 COMMISSION ON MINISTRY (COM)**

**A. MEMBERSHIP**

The commission shall consist of twenty-four (24) members (twelve (12) teaching elders and twelve (12) ruling elders) elected for three year terms in three classes of eight members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

**B. QUORUM**

A quorum of the Commission on Ministry shall consist of the majority of the members of the commission, provided that at least three teaching elders and three ruling elders are present.

**C. FUNCTIONS**

The Book of Order 2005-7 Chapter 14 is the adopted policy of the presbytery on “Ordination, Certification and Commissioning” as of September 18, 2007. The full text and all amendments made by action of Presbytery are included in Administrative Policy 12.

The Commission on Ministry shall:

1. Provide pastoral care for teaching elders and congregations, overseeing the pastor/congregation relationship.
2. Assist teaching elders seeking calls.
3. Examine the call, character, education, ecclesiastical status, and professional training of persons seeking admission into the Presbytery.
4. Recommend to Presbytery the ordination, reception, installation, discipline, and removal of teaching elders.
5. Appoint a sub-committee or a single member to serve as a liaison between the Presbytery and the Board of Pensions.
6. Carry out any other duties assigned to it by the Presbytery.
7. On behalf of Presbytery, “Authorize specific ruling elders, for periods not exceeding one year at a time, to administer or preside at the Lord’s Supper when it deems it necessary to meet the needs for the administration of the Sacrament (G.3.0301b).
8. Ensure that all candidates for installation or for membership in Heartland Presbytery shall:
  - a. Whenever possible, be examined by the full presbytery at a stated meeting.
  - b. When necessary, be examined by the full Commission on Ministry at one of its stated meetings, with approval requiring a two-thirds majority.
  - c. When absolutely necessary, be examined by a delegation (or sub-committee) of the Commission on Ministry, but only with three-quarters approval of the Commission on Ministry, and such examination not to be considered sustained until approved by the full commission at its next stated meeting.
9. Have the authority to recommend powers and membership on administrative commissions, directly related to the functions and

powers of the Commission on Ministry, to be elected by the Presbytery.

10. Have the authority to structure itself to accomplish certain Commission on Ministry delegated actions or decisions between Commission on Ministry meetings.
11. Carry out all other duties relating to ordination, certification, commissioning, and relationships between teaching elders and congregations in accordance with presbytery policy, as found in Administrative Policy 12.
12. Fulfill the requirements of Book of Order G-02.0503a, in respect to validated ministry.

#### **D. POWERS GIVEN TO THE COM BY HEARTLAND PRESBYTERY**

1. To receive and dismiss teaching elders.
2. To establish calls.
3. To dissolve calls in all cases where there is concurrence.
4. To approve Administrative Commissions to ordain and install.
5. To appoint moderators of sessions.
6. To grant the status of honorably retired.
7. To grant permission for teaching elders, who have a covenant or contract inside the bounds of another presbytery, to labor outside the bounds of Heartland Presbytery(G-3.0306).
8. To designate persons as Parish Associates.
9. To take appropriate actions related to the commissioning and placement of Commissioned Ruling Elders.
10. To grant relief of vacancy dues, where appropriate.
11. To act on routine issues related to Board of Pensions.
12. To authorize ruling elders to administer the Lord's Supper in accordance with G.3.0301b

13. The authority to call meetings of the sessions (G-3.0203) and meetings of congregations (G-1.0502).

**E. DIRECT ACCESS**

Direct access to this Commission shall be had at all times by teaching elders in the Presbytery, by all ruling elders in the Presbytery in active service, by all certified Christian Educators in the Presbytery in active service, and by sessions of the congregations of the Presbytery in all matters relating to the spiritual welfare of the churches in which they hold office.

**4.3.2 COMMISSION ON PREPARATION FOR MINISTRY (CPM)**

**A. MEMBERSHIP**

This Commission shall consist of twelve (12) members, six (6) ruling elders and six (6) teaching elders elected for three-year terms in three classes of three members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

**B. QUORUM**

A quorum of the Commission on Preparation for Ministry shall consist of the majority of the members of this Commission, provided that at least three ruling elders and three teaching elders are present.

**C. FUNCTIONS**

This Commission shall:

1. Inform sessions about their role in the inquiry and candidacy process. Particular counsel shall be given a session which has endorsed an inquirer or candidate.
2. Be responsible for the examination and reception of inquirers and candidates to be taken under care of the Presbytery.
3. Supervise all inquirers and candidates under care of the Presbytery until dismissed to the care of another Presbytery, or ordained.
4. Provide consultations at least annually for each person on the roll of candidates and inquirers. The Presbytery shall bear the necessary expenses of the consultation, subject to the approval of the Commission on an individual basis.
5. Consider requests for scholarship aid to inquirers and candidates.
6. Conduct all examinations of candidates for ordination on the floor of Presbytery.



7. Recommend for election by ruling and teaching elders to be readers of standard ordination examinations.
8. All inquirers applying for candidacy will be examined on the floor of Presbytery.
9. The CPM shall have the authority to enroll Inquirers on behalf of Presbytery.
10. Unique to Heartland Presbytery, the Commission on Preparation for Ministry will also require of all persons under their care:
  - a. Two field education experiences; including at least one unit of Clinical Pastoral Education (CPE).
  - b. Criminal background checks at the time of enrollment;
  - c. Attendance at a Presbytery hosted sexual misconduct prevention workshop either in Heartland Presbytery or attendance documented by the seminary which the student is attending;
  - d. Attendance at a “Fiscal Fitness” seminar conducted by the Board of Pensions.
  - e. A Psychological Examination, at a Commission of Preparation for Ministry approved site, prior to being enrolled as a candidate.

#### **4.4.0 PRESBYTERY COMMITTEES**

##### **4.4.1 COMMITTEE ON NOMINATIONS (NOM)**

###### **A. MEMBERSHIP**

The Presbytery shall elect a Committee on Nominations consisting of nine persons broadly representative of the member churches of the Presbytery, with a membership of teaching elders and lay men and women in numbers as nearly equal as possible. The names of candidates for the Committee on Nominations will be submitted to the Presbytery by the Committee on Nominations, for election at the last stated Presbytery meeting in a calendar year. Nominations may also be received from the floor. The members shall serve for a three-year term, except where a member is elected to fill a vacancy. Members are eligible to serve no more than two consecutive terms or portions thereof.

###### **B. QUORUM**

The quorum for the Nominating Committee shall consist of the majority of members of said committee.

Sessions and teaching elders shall be responsible for helping members of their congregations understand their connection to the greater church through other councils and shall encourage members to volunteer and serve according to their gifts. Teaching and Ruling Elders bear particular responsibility to respond positively to requests for service beyond the congregation in response to their ordination vows. Sessions and teaching elders shall suggest names of capable and committed persons to the Committee on Nominations for positions and responsibilities within Presbytery and in other councils.

If the Committee on Nominations cannot identify a sufficient number of capable and committed persons willing to serve in a particular responsibility, division, or committee, the Committee will make this known to the Presbytery Council and to Presbytery

### **C. FUNCTIONS**

1. This committee shall nominate persons in a timely manner to fill all vacancies in Presbytery offices and on continuing committees, divisions, councils, boards and other bodies that require election by the Presbytery. Except where otherwise mandated, care shall be taken to nominate an equal number of teaching elders and lay men and women.
2. The committee shall at all times observe all provisions of the Book of Order with respect to diversity of persons nominated and shall in all events give careful consideration to diversity in terms of geographical representation, size of church, various age groups and representatives of all racial ethnic groups in the Presbytery. The committee will consult with the Committee on Representation.
3. The Committee on Nominations will nominate a moderator for each presbytery committee or division for a one-year term. These moderators may be eligible for re-election for not more than one additional consecutive term.

#### **4.4.2 COMMITTEE ON REPRESENTATION (COR)**

##### **A. MEMBERSHIP**

The committee will be composed of six (6) members elected for a three-year term in three classes. Members are eligible to be re-elected for an additional consecutive term or portion thereof. Membership shall provide representation in person or through an advocate from among its members for men and women, seniors and youths, racially and ethnically diverse persons, persons with disabilities, and other classes desiring membership, participation, or affiliation within the church.

**B. QUORUM**

The number of members required to establish a quorum shall be not less than one third of the committee's membership.

**C. STRATEGY**

COR seeks periodically to identify an under-represented class or classes of people as the focus of a campaign to measurably increase representation and/or participation by this/these class(es) in the church. It shall work with the Nominating Committee to discern and address areas of under representation. In its fulfillment of G-3.0103 of the Form of Government, COR is available as an advocate for diversity in leadership and a resource on principles of unity and diversity. COR shall provide an annual report on its activities and outcomes to Heartland Presbytery.

**4.4.2 COMMITTEE ON COMMISSIONED RULING ELDERS (CCRE)**

**A. PURPOSE**

The basis of the CCRE is to “prepare all God’s people, specifically elders, for the work of Christian service in order to build up the body of Christ.” (EPH. 4:12). The primary purpose of the CCRE is to enhance the congregational vitality of small churches by providing them with a trained person(s) to lead them in their ministries. The CCRE reports to the Council, and its moderator is a member of Council.

**B. MEMBERSHIP:**

The CCRE consists of nine members. There will be at least one from and appointed by the Commission on Preparation for Ministry (CPM) and at least one from and appointed by the Commission on Ministry (COM). The presbytery’s nominating committee shall nominate the remaining members, giving consideration to persons who have previously served on COM or CPM. It is recommended that Teaching Elders and Ruling Elders be as evenly divided as possible on the committee. The term shall be for three years aligned such that three members would complete their term each year. Members shall not serve more than 6 consecutive years.

**C. FUNCTIONS:**

1. Promote the determining of and training for potential Commissioned Ruling Elders (CREs)
2. Manage the CRE program, including approval of instructors, materials, courses, and mentoring for CRE candidates while in training.
3. Provide for an ongoing process of discernment for potential CRE candidates.

4. Determine admission requirements and screen/accept candidates to become CREs.
5. Meet with and oversee the training of those admitted to the CRE program.
6. Prepare CRE candidates for examination and approval by COM as ready to be commissioned.

#### **4.5.0 RELATED ENTITIES**

##### **4.5.1 CHURCH RESOURCE CENTER (CRC)**

###### **A. STRUCTURE**

The Church Resource Center (CRC) is an ecumenical organization dedicated to serving the educational needs of its partner denominations: the Christian Church (Disciples of Christ) of Greater Kansas City, the Central States Synod of the Evangelical Lutheran Church in America, and Heartland Presbytery of the Presbyterian Church (USA) The CRC is located in the Harold Thomas Center for Reconciliation and is led by the CRC Director and a nine-member Advisory Board comprised of an equal number of representatives from each of the partner denominations. The CRC is funded by denominational budgets and user fees.

###### **B. MISSION**

The mission of the Church Resource Center is to partner with congregations in their faith journey and spiritual journey and spiritual growth to

- **Envision** a community of Lifelong learners
- **Evaluate** digital and print resources
- **Equip** leaders for effective congregational ministries as they
- **Educate** all ages

The CRC supports Christian educators, pastors, committees, sessions, and volunteers through consultations, monthly educators meetings, events, and by lending materials including books, videos and a portable labyrinth. The resources provided by the Church Resource Center may be borrowed for use in congregations or at denominational events, and include such categories as education, evangelism, mission, social justice, stewardship and worship.

##### **4.5.2 HAROLD THOMAS CENTER FOR RECONCILIATION (HTCR)**

HTCR provides office spaces and meeting spaces as a reconciling witness to Jesus Christ in the city. Currently Heartland Presbytery, the Church Resource Center, the Front Porch Alliance, and other community outreach groups in mission partnership with Heartland Presbytery office here and provide programming. The Harold Thomas Center for Reconciliation also hosts Alcoholics Anonymous and other community meetings on a regular basis and special events for the

neighborhood from time to time. The Executive Presbyter controls the use of the building on a daily basis. The Board of Trustees has oversight of the HTC.

#### **4.5.3 HEARTLAND PRESBYTERIAN CENTER**

##### **A. PURPOSE**

The Heartland Presbyterian Center (HPC) is a camp and conference center owned by Presbytery in Parkville, MO. It provides year-round opportunities for spiritual growth for people of all ages, as well as a summer camping program for youth. When the facilities are not in use for scheduled programs, they may be reserved for congregational retreats and other special programs. Non-profit and for profit organizations are also invited to make use of HPC.

##### **B. STRUCTURE**

HPC is a 501(c) tax exempt corporation, managed by an incorporated board made up of 21 representatives duly elected by Presbytery and three elected from the Presbytery of Northern Kansas. An Executive Director is called by Presbytery through the Center to provide leadership and oversight and to promote increased use and development of the Center. The Center Board recommends nominees to the presbytery's Committee on Nominations for election by the presbytery.

#### **4.5.4 PRESBYTERIAN URBAN AND IMMIGRANT MINISTRY NETWORK**

##### **A. PURPOSE**

The Presbyterian Urban and Immigrant Ministry Network (PUIMN) of Kansas City is an urban outreach ministry and mission of Presbytery. The mission of the Network is to empower and encourage congregations in ministries of justice and hope. The Network's Vision is: We are active, vibrant, alert congregations alive in Jesus Christ, creating ministries of unconditional love as we celebrate the gifts and respond to the needs of urban and immigrant communities.

##### **B. STRUCTURE**

The Network is incorporated as a not-for-profit corporation under the laws of the State of Missouri and qualifies as a 501 (c) (3) tax-exempt organization under the Internal Revenue Code. The board of the PUIMN includes a minister/teaching elder and one active member from each affiliated congregation.

#### **4.5.5 PRESBYTERIAN WOMEN IN HEARTLAND PRESBYTERY (PWHP)**

##### **A. PURPOSE**

Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build

an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

**B. STRUCTURE**

PWHP is governed by a board and elects its own moderator and board members at its Spring Gathering. PWHP plans fall and spring gatherings for study and fellowship. PWHP is an active part of Presbyterian Women in the Synod of Mid-America and regularly sends representatives to the triennial Presbyterian Women Church-wide gatherings.

**4.5.6 SAFE BOUNDARIES RESPONSE PANEL**

**A. MEMBERSHIP**

The Panel shall consist of twelve (12) members elected for three-year terms in three classes of four (4) members each, with permission to recruit additional members as needed. The Panel should consist as nearly as possible of equal numbers of teaching elders and lay people.

**B. FUNCTIONS**

The Panel's primary functions are found in the current Safe Boundaries Response Panel (Administrative Policy 4, Part II, Section B). They include:

1. Responding with care to those involved in an incident of sexual misconduct, be they the victim, the accused, family members, or any other affected persons.
2. Providing training for teaching elders on how to avoid sexual misconduct and how to respond to incidences of sexual misconduct.