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**PRESBYTERIAN CHURCH (U.S.A.)**

## **MINUTES**

**2011 STATED MEETING OF THE SYNOD  
August 9, 2011**

**VOLUME XXXVIII  
Number 5**

**ATTEST: Richard E. Melin, Stated Clerk**

**Meeting as delegated Synod by  
Telephone Conference Call**

**Published by the Synod of Alaska-Northwest  
under the direction of Richard E. Melin, Stated Clerk**

**These minutes were approved by the Synod  
August 29, 2011**

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# Synod of Alaska-Northwest

Presbyterian Church (U.S.A.)

Stated Meeting

Via WebEx

August 9, 2011

## Opening Prayer

The Moderator, Teaching Elder Leisa Carrick, called this Stated Meeting of the Synod of Alaska-Northwest to order at 4:04 p.m. Pacific Daylight Time.

The Moderator opened the meeting with prayer and a short reading from In His Steps – What Would Jesus Do?

## Attendance Roll

The Stated Clerk Richard E. Melin called the roll which was established as follows:

### COMMISSIONERS

Presbytery	Class	Name	Present	Absent
<b>Alaska</b>				
	11	Linda Wescott (TE)	x	
	13	Paul Wescott (RE)	x	
<b>Central Washington</b>				
	12	Jim Irwin (RE)	x	
	13	Bill Zeiger (TE)		x
<b>Inland NW</b>				
	11	Kathy Sandusky (RE)	x	
	12	Vacant (TE)		x
<b>North Puget Sound</b>				
	12	Eric Chavis (TE)	x	
	13	Sarah Beard (RE)	x	
<b>Olympia</b>				
	11	Vacant (TE)		x
	13	Ruth Moore (RE)		x

**Seattle**

11	Karen Cunningham (RE)	x	
12	Richard Erickson (TE)	x	

**Yukon**

11	Leisa Carrick (TE)	x	
12	Lois Hildenbrand (RE)		x

***Ex-Officio Members***

	<b>Present</b>	<b>Absent</b>
Joyce Emery (TE) Presbyter to Synod	x	
Richard E. Melin (TE) Synod Stated Clerk	x	

**Synod Staff**

Sarah Peniston (RE), Synod Director of Communications	<b>x</b>	
Martha Jean Hubbard, Synod Treasurer		x
Administrative Assistant, Erik Ivaska		x

**Seating of Corresponding Members**

The Synod enrolled the following as corresponding members and granted them the privileges of the floor:

	<b>Present</b>	<b>Absent</b>
Dottie Villevik (RE) Moderator Presbyterian Women of the Synod	x	
G. David Lambertson (TE) Central Washington Presbytery Executive Presbyter		x
Sheryl Kinder-Pyle (TE) Inland Northwest Transitional Executive Presbyter		x
Corey Schlosser-Hall (RE) North Puget Sound Presbytery Executive	x	
Lynn Longfield (TE) Olympia Presbytery General Presbyter		x
Scott Lumsden (TE) Seattle Presbytery Executive Presbyter		x
Curtis Karns (TE) Yukon Presbytery Executive Presbyter	x	
David Dobler (TE) Pastor to the Presbytery of Alaska	x	

Rob McClure (TE), Seattle Presbytery, Mission Development Certificate Loan Program		x
Dean Mielke MDC Executive Director		x
Jim Irwin (RE) Immediate Past Moderator of the Synod	x	
Steve Aeschbacher (RE) Synod Representative to the General Assembly Council		x
Clarence Antioquia (RE) Synod Representative to the General Assembly Council		x

### **Declaration of Quorum**

The Stated Clerk Richard E. Melin declared a quorum present in accordance with Book of Order G-3.0405 and the Synod of Alaska-Northwest’s requirement for four elders and four ministers representing at least three presbyteries to constitute a quorum.

The Synod **VOTED** to adopt the following docket which was distributed with the call of the meeting:

#### *Action Items:*

1. *Finance Committee requests* *Elder Sarah Beard*
  - a. *Approve \$7,500.00 for Mt. View (Seattle Presbytery) roof repair from emergency grants. The request is now in very good order.*
  - b. *Approve forgiveness of Yukon Presbytery’s 2010 per capita that is being held as amount payable. They have a policy that requires them only to pass on the per capita that they receive from congregations. The amount: \$12,271.27.*
2. *Holy Communion* *Stated Clerk Rick Melin*  
*Approve retroactively the service of communion to 20 participants at Transitional Ministry Education, Friday, August 5, Palisades, Federal Way, WA*
3. *Personnel* *Elder Ruth Moore*
  - a. *Request to move the Synod Stated Clerk position from a contracted position to a salaried position.*
4. *Set the Stated “Council” Meetings for the next twelve months:* *Stated Clerk Rick Melin*  
*Tuesday, September 13, 4:00 p.m. WebEx*  
*Tuesday, October 11, 4:00 p.m. WebEx*  
*Tuesday, November 8, 4:00 p.m. WebEx*  
*Tuesday, January 10, 4:00 p.m. Web Ex*  
*Friday – Sunday, February 17-19, 2012, Seattle Area, Retreat*  
*Tuesday, March 13, 2012, 4:00 p.m. WebEx*  
*Tuesday, May 8, 2012, 4:00 p.m. WebEx*  
*Tuesday, July 10, 2012, 4:00 p.m. WebEx*  
*Tuesday, September 11, 2012, 4:00 p.m. WebEx*

5. *Discuss and determine official response to June 23, 2011 letter from Seattle Presbytery Council.*
6. *Discussion and determination: Role of corresponding members in relationship to the Synod "Council."*
7. *"Manual of Administrative Operation" changes in light of nFOG. (Document attached.)*

*Information:*

1. *Thank-you from WIM scholarship recipients*
2. *Higher Education Strategy Team is being recruited.*

*Closing Prayer*

Ruling Elder Sarah Beard presented a report from the Finance Committee.

The Synod **VOTED** to approve \$7,500.00 for Mt. View (Seattle Presbytery) roof repair from emergency grants. The request is now in very good order.

The Synod **VOTED** to forgive Yukon Presbytery's 2010 per capita that is being held as amount payable. Yukon Presbytery has a policy that requires them only to pass on the per capita that they receive from congregations. The amount forgiven is \$12,271.27.

Stated Clerk Richard E. Melin presented a request from the Transitional Ministry Education Team to celebrate the sacrament of Holy Communion on August 5, 2011 at the Transitional Ministry Education event at Palisades in Federal Way, WA. The Synod **VOTED** to approve retroactively the request.

Kathy Sandusky presented a motion from the Personnel Committee changing the Stated Clerk of the Synod position from a contracted position to a salaried position. The Synod **VOTED** to approve the change.

It was reported that Teaching Elders Amy Ware (O) and Gary Foster (INW) have resigned as commissioners to Synod. The Stated Clerk will contact Olympia Presbytery and the Presbytery of Inland Northwest regarding the resignations and the need for replacements.

The Synod **VOTED** to set dates and format for the following stated meetings of the Synod:

Tuesday, September 13, 4:00 p.m. WebEx  
 Tuesday, October 11, 4:00 p.m. WebEx  
 Tuesday, November 8, 4:00 p.m. WebEx  
 Tuesday, January 10, 4:00 p.m. Web Ex  
 Friday – Sunday, February 17-19, 2012, Seattle Area, Retreat  
 Tuesday, March 13, 2012, 4:00 p.m. WebEx  
 Tuesday, May 8, 2012, 4:00 p.m. WebEx  
 Tuesday, July 10, 2012, 4:00 p.m. WebEx  
 Tuesday, September 11, 2012, 4:00 p.m. WebEx

The Synod discussed the June 23, 2011 letter from Seattle Presbytery's Council (**APPENDIX A**). The Synod **VOTED** to have representatives from Synod (Sarah Beard, Duncan Ferguson, Vice Moderator Eric Chavis and Presbyter to Synod Joyce Emery) meet with representatives of Seattle Presbytery's Council for further conversation on the concerns raised in the Council's letter.

The Synod discussed the role of corresponding members in relationship to the Synod "Council." The Stated Clerk reported that he will present proposed changes to the Bylaws to address the role of corresponding members at the next Synod meeting. There will also be proposed changes to the Synod's Articles of Incorporation and additional proposed changes to the Synod's Manual of Administrative Operations.

The Stated Clerk presented proposed changes to the Manual of Administrative Operations (**APPENDIX B**). The Synod **VOTED** to approve the proposed changes.

The Moderator reported that a number of thank you notes have been received from Whitworth Institute of Ministry Scholarship recipients.

The Moderator reported that the Higher Education Strategy Team is being recruited.

The Synod adjourned at 5:32 p.m. Pacific Daylight Time with prayer by Presbyter to Synod Joyce Emery.

Attest:



Richard E. Melin  
Stated Clerk

## INDEX

Attendance Rolls.....	1, 2, 3
Closing Prayer.....	5
Finance Committee.....	4
Manual of Administrative Operations Changes.....	5, Appendix B
Quorum.....	3
Seattle Council Letter.....	5, Appendix A
Stated Meeting Dates.....	4



# **Appendix A**

## **Seattle Presbytery Council Letter**

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Our mission is to participate, in word and deed, in  
God's transforming work through the Gospel of Jesus Christ

June 23, 2011

Dear Synod Assembly,

Greetings in Jesus Christ and blessings to you from Seattle Presbytery.

Thank you for your good work to bring greater clarity and direction to the work of our synod. We appreciate as well the work of our Presbyter to Synod, Joyce Emery, in leading the synod to a better place. However, the landscape of the Presbyterian Church (USA) continues to change and the ways in which we do Christ's work in the world also continues to change. The function of synods and the ways in which presbyteries relate to and cooperate with one another are very different now than even a decade ago.

At its June 21 meeting, the Seattle Presbytery Council unanimously passed a motion requesting a change in synod function. This motion places us on record as requesting that the Synod begin to put in place an action plan (with an accompanying budget) that would reduce the function of the synod to the levels afforded in the new Form of Government, which is in effect on July 10, 2011. Here is the motion:

"We, the Council of Seattle Presbytery, urge the assembly of the Synod of Alaska-Northwest to vote to reduce its function, per G-3.0404. We thank God for the faithful service of our Synod over many years, but now discern that there is no meaningful purpose for the Synod to exist any longer as a governing body, except for those purposes outlined in G-3.0401c (PJC and administrative review). Therefore, we urge action by the Synod Assembly to vote to reduce the function of the Synod of Alaska-Northwest to no more than judicial process and administrative review."

The discussion and vote included one commissioner to synod and the presbytery moderator of Presbyterian Women.

**By this action we are not criticizing the current synod council, staff, or the synod assembly.** We are merely stating our belief that the role of the synod has changed over time – especially in our context –and that the current structure and functions of the Synod of Alaska-Northwest are no longer relevant.

We are committed to a healthy process of transition to a new reduced function of the synod. We stand ready to work with you to bring about this change in synod function.

Your sister in Christ,  
Kathy Lueckert  
Council Moderator



## **Appendix B**

### **Proposed Changes to the Manual of Administrative Operations**

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1                   **MANUAL OF ADMINISTRATIVE OPERATIONS**  
2   **Synod of Alaska-Northwest**  
3

4           **1. Originating Documents and Statements**

5           The following documents and statements are foundational for the Synod of  
6           Alaska-Northwest. This *Manual of Administrative Operations*, developed in  
7           accordance with G-9-0405 3.0106, provides specific steps for carrying out the  
8           mission of the Synod and for implementing the authorizations in the documents  
9           and statements.

10           A. Bylaws of the Synod of Alaska-Northwest

11                   The Bylaws of the Synod are attached in **APPENDIX A**.

12  
13           B. Restated Articles of Incorporation

14                   The Restated Articles of Incorporation are attached in **APPENDIX B**.

15  
16           C. Amended and Restated Bylaws of the Synod Of Alaska-Northwest  
17                   Corporation

18                   The Amended and Restated Bylaws of the Synod Corporation are  
19                   attached in **APPENDIX C**.

20  
21           D. The Vision of the Synod of Alaska-Northwest

22                   *We are a regional community of faith that:*

- 23                           • *Connects, collaborates, and celebrates,*
- 24                           • *Builds and sustains vital and faithful relationships, and*
- 25                           • *Shares resources and supports mission and ministry as we seek to*  
26                           *follow God’s call.*

27  
28  
29           E. The Mission of the Synod of Alaska-Northwest

30                   *Our Synod of Alaska-Northwest, a faithful community of seven*  
31                   *presbyteries, will work together to:*

- 32                           • *Connect people with resources to build relationships and*  
33                           *partnerships that nurture mission and ministry,*
- 34                           • *Facilitate effective communication,*
- 35                           • *Provide financial services, and*
- 36                           • *Celebrate our cultures and our common calling in Christ.*

37  
38  
39  
40           **2. Nominating and Electing**

41           A. Nominating and Electing Commissioners to the Synod

- 42  
43                   1) The Presbytery of Alaska, the Presbytery of Central Washington, the  
44                   Presbytery of Inland Northwest, the Presbytery of North Puget Sound,

1 the Presbytery of Olympia, the Presbytery of Seattle, and the  
2 Presbytery of Yukon shall elect two Commissioners to Synod: an  
3 Elder Commissioner and a Minister of Word and Sacrament  
4 Commissioner for a total of fourteen commissioners.

- 5 2) The term for Commissioners shall be three years, and service in  
6 consecutive terms, either full or partial, shall be limited to six years  
7  
8 3) Upon the election of Commissioners to Synod the Stated Clerk of each  
9 presbytery shall provide the Stated Clerk of Synod the names, mailing  
10 addresses, telephone numbers, and email addresses of Commissioners,  
11 for recording by the Stated Clerk of Synod.

12 B. Nominating and Electing Persons to Serve on the Synod Nominating  
13 Committee

- 14 1) The Synod Nominating Committee shall be formed in accordance  
15 with ~~G-9.0800~~ 3.0111 and shall be composed of one (1) person from  
16 each of the seven (7) presbyteries.  
17 2) **The Synod Moderator, Vice Moderator and Stated Clerk in**  
18 **consultation with the Synod Committee on Representation shall**  
19 **nominate individuals to serve on the Nominating Committee and a**  
20 **member of the Committee to serve as Moderator of the Nominating**  
21 **Committee. Commissioners in consultation with the Synod**  
22 **Committee on Representation shall elect persons to the Synod**  
23 **Nominating Committee.**  
24 3) Commissioners shall elect **the members of the Nominating Committee**  
25 **and** a member of the Nominating Committee to serve as Chair of the  
26 Synod Nominating Committee.  
27 4) The term for those serving on the Synod Nominating Committee shall  
28 be three (3) years (~~G-9.0801~~), and the term shall begin upon election  
29 by the Synod. No person shall serve on the Nominating Committee  
30 more than three (3) consecutive years.

31  
32 C. Nominating and Electing Persons to Serve on the Committee on  
33 Representation

- 34 1) The Synod Committee on Representation shall be formed in  
35 accordance with ~~G-9.0105 and G-12.0301~~ **(F-1.0403) to fulfill its**  
36 **commitment to unity in diversity.**  
37 2) The Synod Nominating Committee shall nominate and the Synod shall  
38 elect persons to serve on the Synod Committee on Representation.  
39 The moderator shall be nominated by the Nominating Committee and  
40 elected by the Synod.  
41 3) The term for those serving on the Synod Committee on Representation  
42 shall be three (3) years, and the term shall begin upon election by the  
43 Synod. No person shall serve on the Committee of Representation  
44 more than three (3) consecutive years.  
45



1 D. Nominating and Electing Persons to Serve on the Synod Permanent  
2 Judicial Commission

- 3 1) The Synod Permanent Judicial Commission shall be formed in  
4 accordance with D-5.0000 and shall be composed of ministers and  
5 elders in numbers as nearly equal as possible to total eleven (11)  
6 members.  
7 2) The Synod Nominating Committee shall nominate and the Synod shall  
8 elect persons to serve on the Synod Permanent Judicial Commission.  
9 In each even-numbered year, one-third shall be elected to fill the  
10 vacancies then occurring. The Nominating Committee shall exercise  
11 care to provide equitable distribution of members among the  
12 presbyteries of the Synod. A vacancy due to resignation, death, or any  
13 other cause may be filled at any meeting of the Synod by the election  
14 of a person for the unexpired term.  
15 3) The term of those serving on the Synod Permanent Judicial  
16 Commission shall be six (6) years, and the term shall begin upon  
17 election by the Synod.  
18

19 E. Filling Vacated Positions

20 The Moderator of the Synod, in consultation with the Synod Nominating  
21 Committee, shall name persons to fill vacated positions until the Synod  
22 Nominating Committee arranges for an election at the next meeting of the  
23 Synod.  
24

25 **3. Task Forces**

- 26 A. When there is a specific task which will be accomplished in a defined  
27 period of time, Synod may use a Task Force. The Task Force will be  
28 dissolved at the completion of the task.  
29  
30 B. The Task Force shall carry out its designated work and shall report to the  
31 Synod the completion of its work or the desire for the continuation of its  
32 work.  
33

34 **4. Partnership**

35 The Synod of Alaska-Northwest encourages a network of relationships among the  
36 presbyteries in the Synod, functioning through collaboration, collegiality, and  
37 mutual support.  
38

39 Partnership is characterized by enduring commitment, equality, humility,  
40 openness, sensitivity, flexibility, and love. With God's guidance and the  
41 encouragement of the Holy Spirit, partnership is a process or journey upon which  
42 we embark as a family. This style of relating and decision-making is more than a  
43 goal. It is a way of being mutually supportive of each other in ministry and  
44 mission in this part of God's kingdom.  
45

- 46 A. Partnership activities will be initiated by two (2) or more presbyteries.

- 1 B. Each presbytery involved in initiating partnership activities will share
- 2 directly in the leadership, planning, cost sharing, and other support needed
- 3 for the activity as negotiated with the others.
- 4 C. All partnership activities will be accountable and responsible to the
- 5 presbyteries through whatever mechanism is most appropriate for that
- 6 presbytery.
- 7 D. The Synod's participation in the partnership activities will be accountable
- 8 to the Synod through its appropriate Synod structure.
- 9 E. The Synod will participate as a partner in activities as requested and
- 10 negotiated with the presbyteries.

11

12 **5. Meetings of the Synod**

- 13 A. The Synod shall have ~~an annual~~ stated meetings each year.
- 14
- 15 B. **During the final meeting of the year** ~~The date, time, and location and~~
- 16 **format (face to face, internet or telephone conference) for of the annual**
- 17 **stated meetings of the Synod for the coming year shall be set** ~~three (3)~~
- 18 **years in advance** by the commissioners.
- 19
- 20 C. The Synod Moderator, Vice Moderator, Presbyter to Synod and Stated
- 21 Clerk shall prepare the agenda for the meetings of the Synod and be
- 22 responsible for
  - 23 • Date and place recommendations,
  - 24 • Speakers,
  - 25 • Themes,
  - 26 • Emphases,
  - 27 • Worship.
- 28 The Synod Staff shall be responsible for the
  - 29 • Contracts,
  - 30 • Reservations for space and materials,
  - 31 • Registration,
  - 32 • Transportation,
  - 33 • Menus,
  - 34 • Needed supplies,
  - 35 • Mailings.
- 36
- 37
- 38 D. Mailings for meetings of the Synod shall be mailed to Synod
- 39 Commissioners, **emailed** or posted on the Synod website ten (10) days
- 40 prior to the date of the Synod meeting.
- 41
- 42 E. Special meetings of the Synod may be called by the Moderator or at the
- 43 request of three (3) commissioners. A fifteen (15) day notice shall be
- 44 required for special meetings.
- 45

1           **6. Officers**

2           The Synod of Alaska-Northwest shall elect the following officers:

3           A. Moderator

- 4           1) The Moderator shall be elected from among the commissioners for a  
5           one-year term and shall be installed at the conclusion of the meeting at  
6           which he/she is elected. Upon election as Moderator of the Synod the  
7           Moderator's Presbytery shall be entitled to elect a commissioner to  
8           replace the Moderator as a voting commissioner.  
9           2) The Moderator may be re-elected.  
10          3) The Moderator of the Synod shall also serve as the President of the  
11          ~~Board of Trustees of the Synod Corporation~~ **Trustees.**

12  
13          B. Vice-Moderator

- 14          1) The Vice-Moderator shall be elected from among the commissioners  
15          for a one-year term and shall be installed at the conclusion of the  
16          meeting at which he/she is elected.  
17          2) The Vice-Moderator may be re-elected. The Vice Moderator shall  
18          ordinarily be the nominee for Moderator. The Vice-Moderator of the  
19          Synod shall also serve as the Vice-President of the ~~Board of Trustees~~  
20          of the Synod Corporation **Trustees.**

21  
22          C. The Stated Clerk

- 23          1) The Stated Clerk shall be elected for a five-year term in accordance  
24          with ~~G-9.0203~~ **3.0104.**  
25          2) The Synod Nominating Committee shall nominate one (1) nominee for  
26          the position of Stated Clerk.  
27          3) The Stated Clerk may appoint a person to serve as Recording Clerk at  
28          meetings of the Synod.  
29          4) The Stated Clerk shall also serve as the Secretary of the Synod  
30          Corporation.

31  
32           **7. Synod Organization**

33  
34           A. At the Annual Stated Meeting Commissioners shall review the functional  
35           relationship between the Synod's structure and its mission.

36           B. The Synod shall elect a Personnel Committee. This committee shall be  
37           composed of not fewer than four (4) members, representing at least three  
38           (3) presbyteries. It shall be composed of not fewer than two (2)  
39           Commissioners and not fewer than two (2) persons (Elder or Minister of  
40           the Word and Sacrament) with skills and/or experience in personnel and  
41           human resources. Members shall be elected in three year rotating classes  
42           with no person serving more than three (3) consecutive years. This  
43           Committee shall address all personnel matters regarding staff employed by  
44           the Synod, in accordance with the Personnel Manual (Appendix M) and  
45           make recommendations to the Synod when required and/or appropriate. A  
46           Commissioner shall serve as Chair of the Personnel Committee.

1 C. The Synod shall elect a Finance Committee. This committee shall be  
2 composed of not fewer than four (4) members, representing at least three  
3 (3) presbyteries. It shall be composed of not fewer than two (2)  
4 Commissioners and not fewer than two (2) persons (Elder or Minister of  
5 the Word and Sacrament) with skills and/or experience in budget and  
6 finance. Members shall be elected in three year rotating classes with no  
7 person serving more than three (3) consecutive years. This committee  
8 shall be responsible for the Synod endowment funds. A Commissioner  
9 shall serve as Chair of the Finance Committee.

10  
11 **8. Committee on Representation**

12 The Committee on Representation shall assist the Synod in giving full  
13 expression to the rich diversity within its membership. It shall promote  
14 inclusiveness in all activities and programs of the Synod with respect to  
15 differing racial ethnic identities, ages, sexes, marital status, abilities, diverse  
16 geographical areas, and different theological positions consistent with the  
17 Reformed tradition.

18 A. The Committee on Representation shall have the following  
19 responsibilities:

- 20 1) Serve as an advocate for all groups with respect to participation in  
21 committees, Task Forces and programs;
- 22 2) Consult with the Nominating Committee as it recruits potential  
23 nominees and proposes nominations for committees and Task Forces;
- 24 3) Report annually to the Synod meeting and to the General Assembly  
25 with recommendations for necessary corrective action;
- 26 4) Request annual statistical reports from presbyteries and Synod staff;
- 27 5) Maintain relationships with various ethnic groups and congregations  
28 within the Synod to promote inclusive participation within the Synod;
- 29 6) Discover ways to improve inclusiveness and participation of diverse  
30 groups;
- 31 7) Advise the Synod on search processes and employment of personnel,  
32 in accordance with the principles of participation and representation  
33 and in conformity with a church-wide plan for equal employment  
34 opportunity (G-13.0201b);
- 35 8) Serve as a resource for the above named groups;
- 36 9) Develop a representational skills bank.

37  
38 B. The Committee on Representation administers an administrative budget  
39 for expenses incurred for meeting costs: travel, housing, meals, and  
40 telephone conference costs.

41  
42 C. The Committee on Representation has the following relationships:

- 43 1) Works cooperatively with other Synod of Alaska-Northwest  
44 committees and Task forces, especially the Nominating Committee;
- 45 2) Relates to presbytery Committees on Representation;

- 1                                   3) Serves as the Synod's liaison with the Committee on Representation of  
2                                   the General Assembly of the Presbyterian Church (U.S.A.).  
3

4                   **9. Nominating Committee**

- 5                   A. The Nominating Committee shall have the following responsibilities:  
6                   1) Nominate from among the Commissioners persons to serve as Synod  
7                   Moderator, and Vice-Moderator; The Vice Moderator shall ordinarily be  
8                   the nominee for Moderator and may be the nominee even if his/her term  
9                   as a commissioner will end before he/she would begin serving as  
10                   Moderator. If the Vice Moderator is unable or unwilling to serve as  
11                   Moderator the nominee shall be a currently serving Synod  
12                   Commissioner;  
13                   2) Nominate persons to serve on the Synod's ecclesiastical committees  
14                   (Permanent Judicial Commission and Committee on Representation);  
15                   3) Nominate persons to serve on the Synod's Personnel Committee and  
16                   Finance Committee;  
17                   4) Review candidates received from the MDCP and recommend for  
18                   election approval by the Synod Corporation Board of Trustees persons  
19                   to serve on the Board of Directors of the MDCP;  
20                   5) Nominate a person to serve as Stated Clerk of the Synod;  
21                   6) Assess the types of skills and gifts needed by the Synod's ecclesiastical  
22                   committees and consult with each presbytery Nominating Committee  
23                   concerning needed gifts or skills;  
24                   7) Consult with the Committee on Representation regarding all  
25                   nominations to ensure inclusive representation on all Synod entities;  
26  
27                   B. Budget Administration  
28                   1) Expenses incurred for meeting costs shall be allocated from the budget  
29                   for the Synod meetings.  
30  
31                   C. Procedures  
32                   1) Specific procedures, timelines, and forms are available in the  
33                   Nominating Committee Handbook developed and maintained by the  
34                   Committee. **APPENDIX D**  
35

36                   **10. Covenant Relationships**

- 37                   A. The covenant relationship with Whitworth University shall be reviewed every  
38                   five (5) years. **APPENDIX E**  
39  
40                   B. The covenant relationship with Sheldon Jackson College shall be reviewed  
41                   every five (5) years. **APPENDIX F**  
42  
43                   C. The covenant relationship with Presbyterian Retirement Communities  
44                   Northwest shall be reviewed every three (3) years. **APPENDIX G**  
45

- 1 D. The covenant relationship with the School of Theology and Ministry of  
2 Seattle University shall be reviewed every two (2) years. **APPENDIX H**  
3  
4 E. The covenant relationship with the Cooperating Ministries of Higher  
5 Education shall be reviewed every five (5) years. **APPENDIX I**  
6  
7 F. The covenant relationship with the Washington Association of Churches shall  
8 be reviewed every five (5) years. **APPENDIX J**  
9  
10 G. The covenant relationship with the Mission Development ~~Loan and~~ Certificate  
11 Program shall be reviewed every five (5) years. **APPENDIX K**  
12  
13 H. One (1) year before each covenant is due for review, the Synod shall name a  
14 committee to conduct the review. The committee shall report its findings and  
15 recommendations to the Synod.  
16

### 17 **11. Synod Corporation ~~Board of Trustees~~**

18 The management of the Corporation, in furtherance of the purposes of the Synod  
19 of Alaska-Northwest, shall be vested in a ~~Board of Trustees whose trustees are the~~  
20 Synod commissioners **who are the Corporation Trustees**. The Trustees shall  
21 receive, hold, encumber, manage, and transfer property, and facilitate the  
22 management of the Synod's civil affairs. The Trustees shall also ~~appoint~~ **approve**  
23 the Directors of the Mission Development Certificate Program. The Bylaws of  
24 the Corporation are attached hereto as **APPENDIX C**.  
25

### 26 **12. Mission Development Certificate Program**

27 The Mission Development Certificate Program ("MDCP") is separately  
28 incorporated and operates the Synod's program for borrowing funds from  
29 congregants and churches for the purpose of financing construction on properties  
30 of churches within the Synod. The Directors of the MDCP are proposed by the  
31 MDCP, reviewed by the Nominating Committee and ~~appointed~~ **approved** by the  
32 Trustees of the Synod Corporation.  
33

### 34 **13. Related Entities**

#### 35 **A. SELF-DEVELOPMENT OF PEOPLE COMMITTEE**

##### 36 **Membership**

- 37 1) Members: The Committee is composed of seven (7) members, one  
38 from each presbytery, in approximately equal classes. Members  
39 are nominated by presbyteries to the Synod Nominating  
40 Committee and elected by the Synod. Terms are three (3) years, and  
41 no one shall serve more than six (6) consecutive years.  
42 2) Moderator: He/she is nominated by the Synod Nominating Committee  
43 from the membership of the committee and elected by the Synod.  
44

45 The majority membership must be members of racial/ethnic minority groups.  
46 Members are sought on the basis of their vocational expertise and

1 understanding of self-development or disadvantaged communities. Persons  
2 who are not members of the Presbyterian Church (U.S.A.) may serve on this  
3 committee provided they do not comprise more than 25% of the committee  
4 membership.

5  
6 Responsibilities

- 7 1) Review and validate funding proposals from communities of need  
8 within the bounds of the Synod, encouraging such communities to  
9 apply for funding;  
10 2) Provide interpretation and publicity for Synod and presbyteries  
11 regarding self-development programs.

12  
13 Structure

14 The Committee shall form an executive committee responsible for interim  
15 decisions necessary between regularly scheduled meetings of the Committee.

16  
17 Meetings

18 The Committee shall meet as often as necessary to complete its work.

19  
20 Budget Administration

21 The Committee draws its operating and program funds from Self-  
22 Development of People Program of the Presbyterian Church (U.S.A.). The  
23 funds are held by the Synod and disbursed at the direction of the Committee.

24  
25 Relationships

- 26 1) The Self-Development of People Committee is a related entity to the  
27 Synod. It has independent authority over its programs and funds and  
28 seeks to maximize its mission effectiveness through relationship with  
29 the Synod, the Presbyterian Church (U.S.A.), ecumenical, and  
30 community organizations.  
31 2) All program and funding decisions will be made in accordance with  
32 the guidelines and criteria for the Self-Development of People  
33 Program as established by the Presbyterian Church (U.S.A.).  
34 3) The Committee reports annually to the Synod. Because this  
35 Committee is autonomous in its actions of validating proposals, no  
36 action by the Synod may be construed as a veto of the Committee's  
37 validation.  
38 4) The Committee works cooperatively with the presbyteries, seeking  
39 opportunities for consultation and joint programs. The Committee  
40 relates to the presbyteries through the Executive and General  
41 Presbyters and the Presbytery Stated Clerks. Committee members are  
42 encouraged to develop informal relationships with their presbytery and  
43 its social ministry units.  
44 5) The Committee is the Synod's liaison with the Self-Development of  
45 People Program of the Presbyterian Church (U.S.A.).  
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B. PEACEMAKING COMMITTEE

Membership

- 1) Members: The committee is composed of seven (7) members, one (1) from each presbytery, in approximately equal classes. Members are nominated by presbyteries to the Synod Nominating Committee and elected by the Synod. Terms are three (3) years, and no one shall serve more than six (6) consecutive years and the terms shall begin at the conclusion of the meeting at which members are elected.
- 2) Moderator: He/she is nominated by the Nominating Committee from the membership of the Committee and elected by the Synod.

Responsibilities

- 1) Manage the grant program related to peacemaking activities and ministries;
- 2) Publicize grant allocations to the Synod;
- 3) Interpret the Peacemaking Offering and program through the Synod’s newsletter;
- 4) Select nominee(s) and award recipient for the annual Helen Hamilton Peacemaking Award. Detailed procedures are available in the Award Guidelines. **APPENDIX L**

Budget Administration

The Committee has discretion over the presbytery and Synod share (25%) of the Peacemaking Offering. Peacemaking funds shall be used for grants at the direction of the committee and for appropriate meeting expenses.

Relationship

The Committee shall make an annual report to the Synod.

Meetings

The Committee shall meet as often as necessary to complete its work.

C. NATIVE AMERICAN CONSULTING COMMITTEE (NACC)

Membership

- 1) Members: The committee is composed of seven (7) members (one (1) Native American Presbyterian from each presbytery) in approximately equal classes. Members are nominated by presbyteries to the Synod Nominating Committee and elected by the Synod. Terms are three (3) years, and no one shall serve more than six (6) consecutive years and the terms shall begin at the conclusion of the meeting at which members are elected.
- 2) Moderator: He/she is nominated from Committee members by the Nominating Committee and elected by the Synod.



1 Responsibilities

2 Through the Native American Consulting Committee, the Synod shall  
3 develop, conduct, and fund programs that minister to the needs of Native  
4 Americans and assist the Synod in promoting inclusiveness in its organization  
5 and programming.  
6

7 Budget Administration

8 The Native American Consulting Committee will negotiate funding from the  
9 Synod with its budget dispensed at the discretion of the Committee.  
10

11 Relationships

12 In addition to the Synod, the Native American Consulting Committee shall  
13 relate to the corresponding group of the General Assembly. It shall make an  
14 annual report to the Synod through its designee who shall be a corresponding  
15 member of the Synod.  
16

17 **14. Chaperone Policy**

- 18
- 19 A. Two advisors shall be recruited for every 6-8 youth who participate. Two-Adult  
20 Rule.”
- 21 1) Advisors must be over eighteen.  
22 2) Advisors must be five years older than the oldest youth.
- 23 B. All advisors will be screened. (paid, volunteer, minister, elder)  
24 (See Forms in **APPENDIX N**)
- 25 1) Personal references will be required and checked.  
26 2) Consent to criminal background check form will be submitted.  
27 3) Criminal background checks will be performed at the expense of the Synod.  
28  
29  
30

31 **15. Modification of the Manual of Operations**

- 32 A. The Synod of Alaska-Northwest may repeal or amend this Manual of  
33 Operations by vote of the majority of commissioners present at any meeting of  
34 the Synod, provided that proposed amendments are distributed to  
35 commissioners forty (40) days prior to the meeting of the Synod at which the  
36 amendments are to be approved.  
37
- 38 B. The Manual of Operations may be suspended by vote of the majority of  
39 commissioners present at any Synod meeting.  
40

41 **16. Executive Forum**

- 42 A. The Synod Executive may convene the Executive and General Presbyters in  
43 an Executive Forum.  
44

45 **17. Administrative Staff**

- 46 A. Administrative staff may be secured in accordance with G-9.0700.

1 B. Specific guidance in personnel matters is found in the Personnel Manual.  
2 **APPENDIX M**

3

4 **18. Synod Policies**

5 The Synod shall keep an indexed and alphabetical record of all policies in an  
6 appendix to this Manual of Administrative Operations. **APPENDIX O**

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**APPENDIX A  
ECCLESIASTICAL BYLAWS OF THE SYNOD OF ALASKA-NORTHWEST**

**APPENDIX B  
ARTICLES OF INCORPORATION**

**APPENDIX C  
SYNOD OF ALASKA-NORTHWEST CORPORATION BYLAWS**

**APPENDIX D  
NOMINATING COMMITTEE MANUAL**

**APPENDIX E  
WHITWORTH UNIVERSITY COVENANT**

**APPENDIX F  
SHELDON JACKSON COLLEGE COVENANT**

**APPENDIX G  
PRESBYTERIAN RETIREMENT COMMUNITIES OF THE NORTHWEST**

**APPENDIX H  
INSTITUTE FOR ECUMENICAL THEOLOGICAL STUDIES OF THE  
SEATTLE UNIVERSITY**

**APPENDIX I  
COOPERATING MINISTRIES IN HIGHER EDUCATION**

**APPENDIX J  
WASHINGTON ASSOCIATION OF CHURCHES**

**APPENDIX K  
MISSION DEVELOPMENT CERTIFICATE PROGRAM**

**APPENDIX L  
HELEN HAMILTON PEACEMAKING AWARD**

**APPENDIX M  
PERSONNEL MANUAL**

**APPENDIX N  
CHAPERONE POLICY**

**APPENDIX O  
SYNOD POLICIES**