

**MOTION: The Session of West Nottingham Presbyterian Church and the Committee on Ministers and Congregations requests that the Presbytery form an Administrative Commission with the following charge and responsibilities to work with the West Nottingham session and congregation.**

Given the quick departure of the last two installed pastors and the request of the session for assistance, COMC recommends that the Presbytery form an Administrative Commission to inquire into the life of the congregation, recommend changes, and, if necessary, take authority in order to implement changes. The AC shall consist of no fewer than 3 and no more than 7 members divided as equally as possible between ruling elders and teaching elders with the Stated Clerk serving ex officio. The Presbytery Moderator is authorized to appoint members of this AC. The AC shall submit a report to the Presbytery on its work at each stated Presbytery meeting and will be subject to an annual review of their charge and work until Presbytery dissolves this commission. The AC shall have the following charge and the authority to fulfill these functions on behalf of the Presbytery:

1. Inquire into the reasons for departure of the last 2 installed pastors and recent staff.
2. Engage the congregation in conversation about their concerns regarding pastoral leadership and congregational culture.
3. Establish appropriate lines of power and authority between pastor, session, committees, deacons, and congregation.
4. Assist the session and congregation in discerning and implementing a process that supports long term congregational vitality.
5. Assist the session in securing pastoral leadership.
6. Conduct a review of the congregation's finances, including the finances of the Cemetery and Child Care Center.
7. Inquire into staff employment agreements and regularize those agreements.
8. Ensure that an appropriate building use agreement between the session and the Child Care Center is in place.
9. Discern with the session whether the Child Care Center should be separately incorporated with its own board and structure.
10. Review the congregation's current personnel policy and recommend changes as necessary.
11. Assume original jurisdiction if deemed necessary in order to accomplish the scope of this charge as provided for in G-3.0303e.