COORDINATING CABINET

meetings shall be 2 minutes. The time limit for reports at Presbytery meetings shall be 5
  minutes.

Reported **CC-1 PRESBYTERY MEETING ARRANGEMENTS**

CC-1.1 OFFICIAL AND UNOFFICIAL TABLES.
There shall be two tables at presbytery meetings: one for business papers and one for papers
  of an informational nature. Papers shall be germane to the programs and concerns of the
  Presbyterian Church (U.S.A.). Placing of papers one the tables must be approved by the
  Stated Clerk, the Executive Presbyter or a presbytery unit. The Stated Clerk shall be
  informed in advance of all papers, which are to be distributed at a presbytery meeting.
  Business papers shall ordinarily be available to commissioners at the Presbytery office
  by noon on the Friday before the meeting of Presbytery.

CC 1.2 DEADLINE FOR PAPERS FOR PRESBYTERY MEETINGS.
Papers to be included in the Pre-Presbytery posting must be in the Presbytery office ready to
  be filed by the 14th day before any meeting. Documents not received by the deadline may
  not be included in the posting.
Papers to be duplicated and distributed at Presbytery meetings shall be submitted to the
  Presbytery office by the Wednesday preceding each Tuesday meeting and the Friday a
  week before each Saturday meeting. (There is no guarantee that papers not submitted by
  the deadline for each meeting can be duplicated.)
No document will be printed or posted that has not been submitted to the Presbytery office in
  a timely way and in digital form.   *Amended 11/23/04*

CC 1.3 WEB POSTINGS FOR PRESBYTERY MEETINGS
Date Posted: The Friday or Tuesday eleven days before the Presbytery meeting. No
  documents will be added to the web site once posted.
   How Posted: On the web site, www.detroitpresbytery.org in pdf format.
 For presbytery meetings, a zip file will be available containing all documents available on the
  web site for that meeting. The zip file can be downloaded by anyone attending the
  presbytery meeting.   *Amended 9/15*
Contents of the posting:
    Call to the meeting, including an explanation of the arrangements
    Proposed Docket
    Minutes of the previous Presbytery meeting
    Report of the Coordinating Cabinet
    Report of the Trustees
    Other papers received by the
deadline. Distribution of Documents.
Documents posted on the web site will not be available at the Presbytery meeting.
  Documents received after the due date will not be posted on the web site.
Individual members of Presbytery, including former moderators, committee chairs, committee
  chairs, minister members, etc., are responsible for downloading and printing the
  documents, and bringing them to the Presbytery meeting.
Churches are responsible for downloading the documents and distributing them to
  their commissioners, for them to bring to the Presbytery meeting.
Churches or individuals who do not have the capability to download postings may come to the

Presbytery and do so on a Presbytery computer. Those who are unable to afford acquiring the capability to download postings may receive them by mail on payment of $45/year to cover the cost of the mailings. Those churches and individuals unable to afford the $45/year may apply to the Coordinating Cabinet to suspend this rule in their case.

Amended 11/23/04, 9/22/15

CC-2   INTERIM EXECUTIVE SEARCH COMMITTEE
When the Coordinating Cabinet has the task of searching for an Interim or Acting Executive Presbyter, pursuant to the Bylaws Article 5, §3, the committee conducting the search shall consist of the Presbytery Moderator, Vice-Moderator, and Chairperson of the Coordinating Cabinet. If the above three persons are all Caucasian, a fourth member who is a person of color shall be added to the committee.   *2/14/04*

CC-3   TIME LIMITS FOR REPORTS
The time limit for reports at Presbytery meetings shall be 5 minutes.

Reported to Presbytery 8/26/08
Amended 1/23/18

CC-5   ON COMPUTER FILE NAMES OF PAPERS
The computer file name of all papers posted for any meeting shall be identical to the name at the top of the document and shall include the date of the meeting to which it is submitted. Staff are authorized to rename any paper submitted for distribution in accord with this policy.

Reported to Presbytery 8/25/09

CC-6   ON THE PUBLIC ANNOUNCEMENT OF GRANT AVAILABILITY.
When non-budget funds or grants are available for use by units of the Presbytery of Detroit, the amount of the funds, the process for application, and the use of such funds shall be made public before making grants.

CC-7   WEBSITE POLICIES AND STANDARDS

Content Management Policies and Standards

Maintenance of Web Site -
Presbytery staff designee is responsible for maintaining the website with the following tabs on the Presbytery web site:
- Congregations
- Presbytery Meetings
- About Us
- Contact Us
- Give
- Calendar
- Announcements
- Documents/ Resources

Role of the Communications Work Group:

file type):
- o .jpeg image
- o .gif image
- o .jpg image
- o .png image

*Reported to Presbytery
10/27/13
Amended 4/26/11.
Amended 9/22/15*

Standards for Updating Website.   *Deleted 9/22/15*

CC-8 ON OVERTURE CONCURRENCE

The Coordinating Cabinet will receive and consider requests from sessions to endorse overtures submitted to the General Assembly. It will receive such recommendations and send them to the Presbytery with a recommendation of approval or disapproval, or with no recommendation at all. The Stated Clerk shall post in a convenient place the overtures received by the General Assembly as they are made available.

CC-4 PERSONNEL GUIDELINES