

QUESTIONS AND ANSWERS – Whitewater Valley Presbytery Standing Rules First Read, November 4, 2015

Q: Why are we revising our Standing Rules now?

A: In 2014, the Presbytery approved a new Mission Design. The revised Standing Rules define and focus that new design. We have not revised the Standing Rules since 2009.

Q: How and by whom were the First Read Standing Rules revised?

A: The Leadership Cabinet (formerly the Executive Committee of Coordinating Council) embraced this task. The Cabinet includes the moderators of the Presbytery and the Coordinating Council, representatives of all major commissioners and committees, and Presbytery staff including the executive presbyter, stated clerk, and financial consultant.

The Leadership Cabinet received, reviewed, and revised the revised Standing Rules at meetings September 9 and September 17, 2015

Q: What are the major changes?

A: The major changes are:

1. Leadership Cabinet (formerly Executive Committee of the Coordinating Council)
2. Commissions & Committees – revised and defined
3. Commissions – added Board of Directors and Coordinating Council as commissions
4. Committees – defined Standing Committees of Presbytery

Q: Why were the Coordinating Council and the Board of Directors changed to Commissions?

A: The work of both these groups, who have always had broad powers granted to them by the Presbytery, seem better aligned with Commission, rather than Standing Committee, work and ministry.

Q: What is the Manual of Administrative Operations?

A: The Manual of Administrative Operations is our current Policies and Procedures Manual. The revised title is consistent with the Book of Order. The Manual will specify the form and work of the Presbytery.

Q: What is the timeline for approval of the Standing Rules and The Manual of Administrative Operations?

A:	October 16, 2015	Standing Rules, first read - email to Presbytery Assembly Commissioners
	November 1, 2015	Presbytery Assembly - Standing Rules, first read
	February 20, 2016	Standing Rules – approval by Presbytery

Manual of Administrative Operations

March-June 2016	Commissions/Committees/leaders/staff - review/revise/edit their Manual sections
July 1-July 13, 2016	Council reviews Manual for distribution to Assembly
August 6, 2016	Presbytery Assembly –first review
Aug 6-Sept 15	Council revises as needed – distributes to Assembly
November 6, 2015	Presbytery Assembly – approval

Q: *MY QUESTION(S)... it will be helpful to submit these to the Stated Clerk and Presbytery Moderator prior to the meeting.*

Whitewater Valley Presbytery November 4, 2015

STANDING RULES FIRST READ

These first read Standing Rules has been revised/edited by the Leadership Cabinet (formerly the Executive Committee of the Presbytery) during two meetings September 9 and 17.

The Coordinating Council reviewed the Standing Rules October 7, 2015 recommending/approval they be submitted to the Presbytery Assembly as a first read.

PRESBYTERY OF WHITEWATER VALLEY Standing Rules Index

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1 **STATEMENT OF MISSION**

- 1.1 God calls Whitewater Valley Presbytery in covenant relationship with the Holy Spirit to Connect, resource, and empower disciples in Christ's name.

2 **GENERAL PROVISIONS**

- 2.1 This document shall be known as the Standing Rules of the Presbytery of Whitewater Valley of the Presbyterian Church (U.S.A.). The Presbytery is incorporated under the laws of the State of Indiana as Whitewater Valley Presbytery Inc.
- 2.2 The Presbytery of Whitewater Valley is the designated council composed of congregations and teaching elders operating in compliance with the provisions of the *Constitution (Book of Confessions and Book of Order) of the Presbyterian Church (U.S.A.)*. The Presbytery of Whitewater Valley is subject to the government and discipline of the Synod of Lincoln Trails (or its successor) and the General Assembly of the Presbyterian Church (USA) (herein referred to as PCUSA).
- 2.3 These Standing Rules are created by the action of the Presbytery of Whitewater Valley as authorized by the *Constitution of the Presbyterian Church (U.S.A.)*. Should any provision of the Standing Rules be in conflict with that Constitution, the Constitution shall prevail. The Presbytery shall provide any additional governance as may be required or appropriate and delegate any power permitted by the Constitution.
- 2.4 The Presbytery shall include all particular churches of the Presbyterian Church (U.S.A.) within the geographic boundaries of the Presbytery.

The Presbytery shall conduct its business under the conditions of the *Book of Order* G-3.0105 and G-3.03.

3 **MEMBERSHIP**

- 3.1 The Presbytery includes the congregations, teaching elders on the Roll of the Presbytery, and ministries under its care and jurisdiction.
- 3.2 A Commissioned Ruling Elder in active service to a Presbytery congregation or other authorized ministry shall be enrolled as a member of Presbytery for the duration of service in that particular position.
- 3.3 Sessions shall elect commissioners to the Presbytery, preferably for at least a year, and send a list of those ruling elders to the Presbytery Stated Clerk by January first of each year.
- 3.4 The number of ruling elders to be elected as commissioners for each congregation shall be set by policy and communicated to each member session. At a minimum, each session shall elect one commissioner.
- 3.5 All efforts shall be made to maintain a numerical parity of teaching elders and ruling elder commissioners.
- 3.6 Ruling elders who are elected members of the Coordinating Council Commission and Moderators or Vice Moderators of the Presbytery, the Commission on Ministry, and the Commission on Preparation for Ministry are members of the presbytery.
- 3.7 The members of the Coordinating Council Commission and members of the Board of Directors elected by the Presbytery shall constitute the membership of the Corporation of the Presbytery of Whitewater Valley, Inc.
- 3.8 For the purposes of conduction of business, teaching elders and ruling elders from other jurisdictions may be seated as corresponding members at the specific meeting of attendance.

4 **MEETINGS**

- 4.1 The meetings of the Presbytery and its related organizations shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except in cases where the *Constitution* or these Standing Rules provide otherwise. (G-3.0105)
- 4.2. There shall be at least four stated meetings per year. The Leadership Cabinet shall establish the dates, times, and locations for stated meetings of the Presbytery. Those dates will be announced and publicized at the final Presbytery meeting each year.
- 4.3 A quorum for meetings of the Presbytery shall be 20 (twenty) teaching elders present and 20 (twenty) ruling elder commissioners present providing at least 15 (fifteen) churches are represented.
- 4.4 Special meetings may be called by the Leadership Cabinet with ten days notice given to all members. The purpose of the special meeting must be included in the notice. Any two teaching elders and two ruling elders from two different congregations may request a special meeting. Persons requesting a special meeting of the Presbytery may be required to reimburse any incurred expenses.
- 4.5 All meeting notices shall be communicated by mail or electronically and posted on the Presbytery website.
- 4.6 The details of, and docket for, Presbytery meetings shall be determined by the Leadership Cabinet or its designated representatives, and the Stated Clerk. A draft docket shall be distributed ten days prior to the meeting by the Stated Clerk.
- 4.7 A member of the Presbytery is either present at a meeting or absent. There are no proxy votes.
- 4.8 Any Presbyterian who is a member of a congregation within the geographical boundaries of the Presbytery of Whitewater Valley is encouraged to attend Presbytery meetings and may be granted voice to speak upon approval of the body.
- 4.9 For the purposes of voting, the following members have voting privileges:
- A Teaching Elder as defined in G-2.0502 and G-2.0503
 - A Ruling Elder elected commissioner from a congregation within the Presbytery
 - A Commissioned Ruling Elder serving a congregation or other approved commission
 - All elected members of the Coordinating Council Commission
 - All members of the Leadership Cabinet
 - A Ruling Elder who is serving as Moderator or Vice Moderator of the Presbytery's Commission on Ministry or Commission on Preparation for Ministry
 - A Ruling Elder who is the President or Vice President of the Board of Directors
 - A Ruling Elder who is a past Moderator of the Presbytery
 - A Ruling Elder who is a Certified Christian Educator

Corresponding members and visitors may be given voice but not vote upon approval of the body.

- 4.10 Minutes of each meeting shall be recorded by the Stated Clerk (or designated representative) and copies posted on the Presbytery's website. Formal review and approval for the minutes shall be conducted by the Coordinating Council Commission.
- 4.11 If the Stated Clerk cannot be present at a meeting, a pro tempor clerk shall be elected by the Presbytery.

5 **OFFICERS**

5.1 Those eligible to serve as an elected officer of the Presbytery shall be a teaching elder, ruling elder, or commissioned ruling elder in active service. Ruling elders shall be members in good standing of a constituent church. Teaching elders who are not serving a congregation in a pastoral roll shall be affiliated with a constituent church. The guidelines of unity and diversity as defined in F-1.0403 shall be followed in the selection of nominees for the office. The terms of office will begin immediately upon installation, ordinarily the last stated Presbytery meeting of the calendar year.

5.2 Nominations for each officer of the Presbytery shall be made by the Committee on Representation with the election process and procedures specified in the Manual of Administrative Operations.

5.3 Any ruling elder elected to service as a Presbytery officer is enrolled as a member of the Presbytery for the duration of his or her term in office and need not be simultaneously a commissioner from a congregation.

5.4 **Moderator**

The term shall be one year immediately following one year as Vice Moderator and shall be ineligible for immediate succession after having served for a full term of one year.

The Moderator shall:

- be the presiding officer at Presbytery meetings;
- prepare the final docket with the assistance of the Stated Clerk;
- represent the Presbytery at official functions including ordinations and installations;
- visit member congregations within the Presbytery;
- serve as Moderator of the Leadership Cabinet;
- serve as a member of the Coordinating Council Commission
- serve as a member of a response team for critical Presbytery emergencies and actions;
- perform other duties integral to the functioning of the Presbytery.

5.5 **Vice Moderator**

The Vice Moderator shall be installed to the office of Moderator after a one year term as moderator-elect (Vice Moderator) and shall be ineligible for immediate succession after having served for a full term of one year.

The Vice Moderator shall:

- prepare for the office of Moderator by being trained in the skills of parliamentary procedure, the polity of the Presbyterian Church (U.S.A.) and the organizational functions of the Presbytery.
- become familiar with the responsibilities and activities of the other committees within the Presbytery as well as the duties of the Stated Clerk and Executive Presbyter;
- perform the duties of the Moderator in the absence of the Moderator or when requested by the Moderator;
- serve as a member of the Leadership Cabinet and the Coordinating Council Commission
- perform other duties integral to the functioning of the Presbytery as requested.

5.6 **Stated Clerk**

5.6.1 The Stated Clerk shall be a teaching or ruling elder within the Presbytery, *Book of Order* G-3.01014

5.6.2 Perform those responsibilities mandated in the *Book of Order* G-3.0104 as well as those functions stipulated in Presbytery's Manual of Administrative Operations.

5.6.3 The Presbytery shall elect the Stated Clerk for a three-year term and may be re-elected for successive terms.

5.6.4 The Stated Clerk may appoint one or more assistants as needed including a recording clerk to record and prepare the official minutes for Presbytery meetings.

5.7 Treasurer

- 5.7.1 The Treasurer shall be a member of Presbytery or a constituent church of Presbytery.
- 5.7.2 The Treasurer shall be elected to a three year term and may be re-elected for successive terms.
- 5.7.3 The Treasurer shall perform the functions and responsibilities stipulated in Presbytery's Manual of Administrative Operations.

6 **STAFF**

- 6.1 The Presbytery may employ professional staff as it deems necessary. The Personnel Committee shall recommend to the Presbytery, through the Coordinating Council Commission, the need for professional staff. They shall present a staffing rationale, salary recommendations, and a position description. When approved by the presbytery, these positions shall continue until the Personnel Committee recommends elimination of the position.
- 6.2 Temporary contract positions may be created by the Coordinating Council Commission and/or the Personnel Committee as stipulated in the Personnel Policies.

7 **LEADERSHIP CABINET**

- 7.1 The Leadership Cabinet is responsible for the coordination and communication amongst the major committees, commissions, and staff within the Presbytery to ensure all functional units receive effective support and assistance to carry out the mission and ministries of the Presbytery.
- 7.2 The composition, responsibilities, and functions of the Leadership Cabinet shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.

8 **COMMISSIONS OF THE PRESBYTERY**

- 8.1 Commissions shall consist of at least five (5) members of Presbytery or members of constituent churches within Presbytery, with no fewer than two (2) teaching elders and (2) ruling elders.
- 8.2 A commission quorum shall be a majority of its membership.
- 8.3 Each commission shall have a clear charge from the Presbytery that specifies their authority to act as the Presbytery, and the actions or areas of authority, if any, that are reserved to the Presbytery.
- 8.4 Commissions are directly accountable to the Presbytery for conduction of their duties and responsibilities.
- 8.5 The composition, additional responsibilities, and functions of the commissions shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.
- 8.6 The Committee on Representation (COR) shall create and present a nominations slate to the Presbytery Assembly, at its final stated meeting of the year, for the following commissions: Board of Directors, Commission of the Coordinating Council, Commission on Ministry, and Commission on Preparation for Ministry. When vacancies occur, nominations may be made at the next stated meeting.

9. Board of Directors

- 9.1 The Board of Directors shall have the responsibility to receive, hold, encumber, manage, transfer, dispose of, or convey property, real or personal, subject to the review and at the direction and approval of the Presbytery. *Book of Order* G-4.0101
- 9.2. The Board of Directors (BOD) shall consist of members of a commission of Presbytery as designated in the Manual of Administrative Operations, all of whom shall be members of Presbytery or a constituent church of the Presbytery, and the commission members and its moderator shall be elected by the Presbytery.
- 9.3. The Board of Directors shall meet at least twice a year, as part of a regular meeting, or in a special meeting when called by its moderator; or, at the request of two (2) members of the commission; or, when ordered by Presbytery.
- 9.4. The Board of Directors shall provide oversight to all legacies and bequest of all monies and property, real and personal, that may be given, granted, devised, or bequeathed to Presbytery and shall use, manage, and convey the same under the direction and instructions of Presbytery or as specified in the Manual of Administrative Operations.
- 9.6 The Board of Directors, with approval from the Personnel Committee and Presbytery's head of staff, may delegate administrative management and maintenance of documents and records to Presbytery staff.
- 9.7 Additional responsibilities, and functions of the Board of Directors shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.

10 Coordinating Council Commission

- 10.1 The Coordinating Council Commission (CCC) is the administrative body of the Presbytery. It is responsible for the general oversight and evaluation of the programmatic, fiduciary, mission, and outreach work of the Presbytery. The Coordinating Council Commission develops the long range plan for the Presbytery, setting the vision and goals.
- 10.2 The Standing Committees of the Presbytery are under the oversight and administration of the Coordinating Council Commission. These committees conduct their work independently but shall provide recommendations and reports of their activities to the Coordinating Council Commission.
- 10.3 The composition, additional responsibilities, and functions of the Coordinating Council Commission shall be specified by the Manual of Administrative Operations and as authorized by the action of the Presbytery.

11 Commission on Ministry

- 11.1 The Commission on Ministry (COM) shall serve as pastor, counselor and advisor to teaching elders, sessions and congregations, ruling elders commissioned to pastoral service, and certified Christian educators in accordance with mandates and provisions of the *Book of Order* G-3.0307.
- 11.2 The composition, additional responsibilities, and functions of the COM shall be specified by the Manual of Administrative Operations.

12 Commission on Preparation for Ministry

- 12.1 The Commission on Preparation for Ministry (CPM) guides, nurtures, and oversees those preparing to become ordained teaching elders in accordance with the mandates and provisions of the *Book of Order* G-2.06 and G-3.30307.
- 12.2 The Commission on Preparation for Ministry shall develop and maintain the process of preparation for becoming a teaching elder, and oversee the preparation of inquirers and candidates.
- 12.3 The composition, additional responsibilities, and functions of the CPM shall be specified by the Manual of Administrative Operations.

13 Permanent Judicial Commission

- 13.1 There shall be a Permanent Judicial Commission (PJC) and they shall function according to the rules and provisions of the *Book of Order* D-5.000
- 13.2 The PJC shall function according to the provisions of the *Book of Order* D-5.0000.
- 13.2 The PJC shall be composed of seven (7) members: three teaching elders, three ruling elders, and a seventh member either a teaching or ruling elder. The ruling elder members shall each come from different constituent churches.
- 13.3 The members shall be elected by Presbytery and shall serve a six-year term, subject to provisions of *Book of Order* D-5.0100.
- 13.4 The Stated Clerk shall keep a current roster of those members of the Permanent Judicial Commission whose terms have expired within the past six years and shall follow all the mandates and provisions in the *Book of Order* D.5.0206 b.

14 Commissions for Special Service

- 14.1 The Presbytery may elect other commissions for special administrative functions in service of the ministry and mission of the Presbytery.
- 14.2 Specially authorized commissions shall be clearly delineated in the initiating action as to function, funding, duration, and authority.
- 14.3 Commissions may establish sub-committees as needed. Sub-committees have no independent authority to act; are regularly reviewed by the establishing unit; and, are accountable to the unit that established them.

15 STANDING COMMITTEES OF THE PRESBYTERY

- 15.1 The Presbytery shall have the following Standing Committees that are accountable to the Coordinating Council Commission:
- Finance Committee
 - Committee on Representation *Book of Order* G-3.0108a
 - Personnel Committee
 - Session Records Review Committee
- 15.2 The committees required by the Standing Rules may establish their own sub-committee(s) as needed, assigning specific tasks or explorations. Sub-committee(s) are without independent authority, are accountable to and must report regularly to their establishing committee.
- 15.3 A committee quorum shall be a majority of its membership.

15.4 The composition, additional responsibilities, and functions of the Standing Committees shall be specified by the Manual of Administrative Operations.

15.5. The moderators and members of the Standing Committees shall be elected by the Coordinating Council Commission at their first stated meeting of the year.

16 Finance Committee

16.1 The Finance Committee shall develop and recommend annual budgets.

16.2 The composition, additional responsibilities and functions of the committee shall be specified by the Manual of Administrative Operations.

17 Committee On Representation

17.1 The Committee on Representation (COR) shall create and present a nominations slate to the Presbytery Assembly, at its final stated meeting of the year, for the following commissions: Board of Directors, Commission of the Coordinating Council, Commission on Ministry, and Commission on Preparation for Ministry. When vacancies occur, nominations may be made at the next stated meeting. Nominations shall reflect the church's commitment to unity and diversity. *Book of Order F-1.0403*

17.2 The COR shall create and present a nominations slate to the Presbytery Assembly for commissioners to the General Assembly of the PC(USA) and to the Synod of Lincoln Trails according to the timelines and requirements of those councils and the Presbytery's Manual of Administrative Operations.

17.3 The composition, additional responsibilities, and functions of the committee are specified in the Manual of Administrative Operations.

18 Personnel Committee

18.2 The Personnel Committee's (PC) primary responsibilities are to review and recommend a staffing model and positions for the Presbytery, including salary recommendations.

18.3 The composition, additional responsibilities, and functions of this committee shall be specified by the Manual of Administrative Operations.

19 Session Records Review Committee

19.1 The Session Records Review Committee (SRR) will have the primary responsibility of reviewing annually the record of proceedings and actions of the councils (sessions) of the churches of Presbytery. *Book of Order G-3.0108 a*

19.2 The composition, additional responsibilities and functions of the committee shall be specified by the Manual of Administrative Operations.

20 Committees for Special Service

20.1 Special committees or task forces may be established by Presbytery to fulfill its mission and program. *Book of Order G-3.0109*

20.2 Special Committees are accountable to the Coordinating Council Commission

21 **COMMISSIONERS TO THE GENERAL ASSEMBLY OF THE PRESBYTERIAN CHURCH (USA)
and THE SYNOD OF LINCOLN TRAILS**

- 21.1 Commissioners to the General Assembly shall be elected at Presbytery's last stated meeting in the year prior to a General Assembly meeting. Service as a commissioner is subject to training as offered by the Stated Clerk and the Synod of Lincoln Trails.
- 21.2 Commissioners shall report on actions of the General Assembly at the first stated meeting of Presbytery following the adjournment of the Assembly.
- 21.3 All overtures to and from General Assembly shall be referred to the Presbytery's General Assembly Commissioners for their advice and recommendation.
- 21.4 Commissioners to the General Assembly shall have oversight of bills or overtures, reviewing, recommending, and referring them to the Coordinating Council Commission.
- 21.5 Commissioners to the Synod of Lincoln Trails shall be elected at the Presbytery's last stated meeting or as vacancies require.
- 21.6 Commissioners to the Synod of Lincoln Trails shall report at least annually to Coordinating Council Commission and the Presbytery Assembly.

22 **THE MANUAL OF ADMINISTRATIVE OPERATIONS**

- 22.1 The Presbytery shall maintain a Manual of Administrative Operations for the specification of its policies and procedures. *Book of Order* G-3.0106
- 22.2 The Manual shall specify the form of the work of the Presbytery, enable its effective and efficient operation, and guide the operational nature of its mission and program.
- 22.3 Recommendations for amendments shall be submitted to the Coordinating Council Commission for consideration. The Leadership Cabinet will assure the manual is current.
- 22.4 The Manual may be amended at any stated or special meeting by a majority vote of Presbytery. Particular provisions may be suspended by a majority of Presbytery, unless such suspension conflicts with a provision of the Constitution of the PC(USA).

23 **AMENDMENT AND SUSPENSION OF THE STANDING RULES**

- 23.1 Any commissioner to this presbytery, congregation of this presbytery, or group constituted by this Presbytery or these Standing Rules, may present a proposed amendment at any stated meeting of Presbytery Assembly, or at any meeting specifically called for that purpose. Upon receiving a second, questions and answers are in order, but it shall not be debated at that meeting. The proposed amendment(s) shall immediately be referred to the Coordinating Council Commission for study and recommendation. The text of the proposed change(s) shall be included with the call for the next meeting of the Presbytery.
- 23.2 At its next stated meeting the Presbytery shall hear the report of the Coordinating Council Commission, together with its recommendation either for or against adoption.
- 23.3 Amendments to the language of the proposed amendment shall be governed by *Robert's Rules of Order*.
- 23.4 An affirmative vote of two-thirds of the teaching and ruling elder Commissioners registered at that meeting shall be necessary for adoption.

24 **SUSPENSION OF STANDING RULES**

- 24.1 Any of these Standing Rules except this one may be suspended for a particular purpose stated in the motion at any meeting of the Presbytery Assembly by an affirmative vote of two-thirds of the commissioners registered at that meeting.
- 24.2 Presbytery may suspend two readings of proposed amendments to the Standing Rules only if such action is proposed by the Coordinating Council Commission and the motion to suspend the second reading is approved by three-fourths of those registered at that Presbytery meeting.

25 **REVIEW OF THE STANDING RULES**

- 25.1 There shall be complete review and evaluation of these Standing Rules every five years. The review shall be the responsibility of the Coordinating Council Commission with a report of the review, and any actions required, submitted to the Presbytery.

***CURRENT STANDING RULES CROSS REFERENCE
FOR COMPARISON TO
STANDING RULES FIRST READ Nov. 4, 2015***

**STANDING RULES
PRESBYTERY OF
WHITEWATER VALLEY**

Revised and Approved

June, 2009

STANDING RULES INDEX

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ADDED STATEMENT OF MISSION SECTION 1

STANDING RULES PRESBYTERY OF WHITEWATER VALLEY

ARTICLE I - GENERAL PROVISIONS – REVISED SECTION 2

A. This document shall be known as the Standing Rules of the Presbytery of Whitewater Valley of the Presbyterian Church (U.S.A.). **2.1**

B. These Standing Rules are created by the action of the Presbytery of Whitewater Valley as authorized by the Constitution of the Presbyterian Church (U.S.A.). Should any provision of the Standing Rules be in conflict with that Constitution, the Constitution shall prevail. It is the purpose and intent of these Standing Rules to avoid repetition of the provisions of the Constitution, and to provide such additional governance as may be required or appropriate. The Presbytery may delegate any power permitted by the Constitution. **2.3**

The meetings of the Presbytery and its related organizations shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except in those cases where the Constitution or these Standing Rules provide otherwise. (G-9.0302)

C. The Presbytery shall include all particular churches of the Presbyterian Church (U.S.A.) within the following counties of the State of Indiana: **2.4**

Adams	Franklin	Jay	Shelby
Allen	Grant	Johnson	Tipton
Blackford	Hamilton	Madison	Union
Decatur	Hancock	Marion	Wayne
Delaware	Hendricks	Randolph	Wells
Fayette	Henry	Rush	

1. And the Zionsville Presbyterian Church within Boone County as of January 1, 1999 per General Assembly action in 1998.

2. All organizations, committees, and governing units of the Presbytery shall seek (wherever practical, feasible, and appropriate) geographic diversity from within the Presbytery.

D. Members of Presbytery: **SECTION 3**

1. Membership shall be as provided for in the Constitution (G-11.0101) **3.1.**

2. Sessions shall elect commissioners on an annual basis. **3.3**

3. Elder members of the Coordinating Council shall be at-large commissioners to Presbytery.

4. The members of the Coordinating Council and members of the Board of Directors elected by the Council shall constitute the membership of the Corporation of the Presbytery of Whitewater Valley, Inc.

E. Priorities of Presbytery. The Coordinating Council shall engage the Presbytery once every three years in the process of defining three major priorities for Presbytery. These priorities shall guide the Coordinating Council in defining programmatic and mission emphases during that period.

SECTION 10.1

ARTICLE II - MEETINGS – SECTION 4

- A. By September 30th of each year, the Presbytery shall establish the dates, times, and places for stated meetings of Presbytery during the coming year. Details of, and docket for, Presbytery meetings shall be determined by the Coordinating Council (or its designated representatives) and the Stated Clerk. There shall be at least four stated meetings per year. **4.2 4.4. 4.6**
- B. Special Meetings may be called according to the provisions of the *Book of Order* or by the Coordinating Council in a manner consistent with G-11.0201. **4.4**
- C. A member of Presbytery is either present at a meeting or absent. **4.7**
- D. A quorum for meetings of Presbytery shall be 10% of the minister commissioners and 10% of the elder Commissioners. **4.3.1**
- E. Certified Christian Educators who are ordained as elders shall have the privilege of the floor with voice and not vote and the meeting attendance record shall include registration of Certified Christian Educators.

ARTICLE III - OFFICERS – SECTION 5

The officers of the Presbytery shall be minister of the Word and Sacrament, elders or commissioned lay pastors in active service. The guidelines of diversity and inclusiveness (G-4.0400) shall be followed in the selection of nominees for the office. The terms of office will begin upon their installation, ordinarily the last stated Presbytery meeting of the calendar year.

1. Moderator **5.4**
The term shall be for one year during which the Moderator shall perform the duties of office as set forth in the *Book of Order*.
2. Vice Moderator **5.5**
The Vice Moderator shall be the moderator elect during the one year term, during which time the vice moderator shall prepare for the office of moderator by being trained in the skills of parliamentary procedure, the polity of the Presbyterian Church (U.S.A.), and the organizational functions of the Presbytery. The vice moderator shall preside at presbytery meetings as moderator in the absence of the moderator.
3. Stated Clerk **5.6**
The duties shall be those indicated in the Constitution of the Presbyterian Church (USA), the Standing Rules and the Presbytery-approved position description. The Presbytery shall elect the Stated Clerk for a three-year term and the Stated Clerk may be re-elected for additional terms at Presbytery's pleasure. The Stated Clerk may appoint one or more assistants as needed.
4. Recording Clerk: The recording clerk shall be elected by the presbytery and the term shall be recommended by the Personnel Committee. The recording clerk will present a draft of the presbytery minutes to the Stated Clerk within 30 days of a presbytery meeting, make necessary edits, and present a second draft to the Stated Clerk within 45 days of the meeting.
5. Treasurer **5.7**
The Presbytery treasurer is elected annually by the Presbytery.
The Treasurer shall be responsible for seeing that an accurate record is kept of all income and disbursements, that all bills are paid in a timely fashion once authorized by a properly-executed voucher, and for submitting timely financial reports to the Presbytery. In consultation and by invitation of the executive presbyter, the treasurer (or the treasurer's appointed representative) may serve as ex-officio staff to the Board of Directors and the Finance Committee.

The Presbytery may contract for additional financial management personnel and resources. The Coordinating Council shall determine such need, create a position description, establish compensation and, through the Personnel Committee, employ/terminate an individual to fulfill this position.

6. Board of Directors

INCLUDED SECTION 8 – COMMISSIONS OF PRESBYTERY 9.

The Board of Directors shall consist of six members. Two of the members shall be members of the Coordinating Council and four shall be members at-large nominated by the Nominating Committee and elected by the Presbytery at the December stated meeting of the Presbytery. The Board of Directors shall annually, at its first meeting of the calendar year, elect a President and a Vice President, At-Large members shall become members of the Corporation but not of the Council At large directors shall be elected for staggered four year terms and are not eligible for reelection. The board shall elect from its membership a secretary of the corporation who will work in consultation with the stated clerk. The secretary of the Board of Directors may direct the stated clerk of the presbytery to serve in her/his stead or in her/his absence.

The Executive Presbyter, Treasurer and Presbytery Administrator shall serve as ex-officio of the Board of Directors with the Executive Presbyter being the initial and primary staff contact when questions of process or advisement are sought.

ARTICLE IV - STAFF SECTIONS 6 & 15.1

The Personnel Committee shall recommend to the Presbytery, through the Coordinating Council, the need for specific administrative, executive and contract staff positions. They shall present a staffing rationale and a position description. When approved by the presbytery, these positions shall continue until the Personnel Committee recommends elimination of the position.

Temporary Contract Staff positions may be created by the Coordinating Council's Executive Committee and/or the Personnel Committee. Staff positions will be recommended to and approved by the Coordinating Council.

ARTICLE V - THE COORDINATING COUNCIL

SECTIONS 8 & 10

The Coordinating Council shall evaluate its organizational structure and effectiveness and have the authority to change the composition of the Council, its sub-units and membership size. The organizational changes shall be reported to Presbytery.

- A. The voting members of Council shall be the following:
 - 1. Council Moderator, whose term is one year
 - 2. Council Vice Moderator who serves a one-year term then succeeds the Council Moderator
 - 3. Presbytery Moderator
 - 4. Presbytery Vice Moderator
 - 5. 24 members of the Council that will include the moderator of the Finance Committee.
(TERMS TO BE INSERTED: SAME AS CURRENT)

- B. Ex-Officio
 - 1. Executive Presbyter
 - 2. Associate Executive Presbyter
 - 3. Stated Clerk
 - 4. Administrator
 - 5. Treasurer
 - 6. Moderators of ecclesiastical committees or designees.

- C. Duties of the Coordinating Council shall have all powers provided by the *Book of Order*. The Coordinating Council shall have the following additional duties, functions and powers: **SECTION 10**

1. Referred Business **Section 10.3**
To consider and act upon business as referred to it by the Presbytery.
 2. Meetings **Section 10.3**
To meet at times and places designated in an annual schedule recommended by the Executive Committee or for special meetings as determined by the Executive Committee.
 3. General Oversight **Section 10.1**
To have general oversight of the programmatic, fiduciary and mission work of the Presbytery.
 4. Recommendations **Section 10**
To submit recommendations to Presbytery on matters requiring the Presbytery's attention.
 5. Budget Recommendations **SECTIONS 10.1 15.1 16**
To present to the stated meeting of Presbytery a per capita budget for the following calendar year, the rate of per capita apportionment required to support it, and a Presbytery mission budget for the following year to be supported by voluntary giving by each church.
 6. Session Records **SECTION 15.1 & 19**
To assure the annual examination of session records by the Session Records Committee and their approval by Presbytery
 7. Service Teams **SECTIONS 15.2 & 20**
To establish and dissolve teams, task forces, partnerships, and committees that fulfill the presbytery's priorities, responsibilities and goals as determined by the Presbytery
 8. Nominate the Nominating Committee **SECTION 15.1 & 15.5**
To nominate members for the Nominating Committee of Presbytery.
 9. Approve the Presbytery Minutes **SECTION 10.3**
- D. Meetings **SECTION 10.3**
The Coordinating Council shall meet at least four times each year.
- E. Quorum **SECTION 8.2**
A quorum for meetings of the Coordinating Council shall be eight members.
- F. Executive Committee of the Coordinating Council **NEW SECTION 7 – Leadership Cabinet**
1. The Executive Committee of the Coordinating Council shall consist of Moderator and Vice Moderator of Council, the Moderator and Vice Moderator of Presbytery, the Executive Presbyter, Associate Executive Presbyter and Stated Clerk. The Treasurer and Administrator will be ex- officio.
 2. The Executive Committee shall meet at the call of any three members of the Executive Committee. It shall expedite the work of the Presbytery and Coordinating Council, and act on behalf of the coordinating council when a Coordinating Council meeting is not expedient. Decisions made or actions taken shall be reported at the next Council meeting.

Judicial Matters ***THIS WILL BE INCLUDED AND DEFINED IN
MANUAL OF ADMINISTRATIVE OPERATIONS FOLLOWING***

- a. In the event Presbytery becomes a respondent or complainant in a remedial case, the Moderator of Presbytery and the Moderator of Coordinating Council shall nominate persons for the committee of counsel (D-6.0302). The Coordinating Council or its Executive Committee shall elect them on behalf of the Presbytery.
 - b. In the event that an accusation is filed against a minister member of the Presbytery, the Moderator of Presbytery and the Moderator of Coordinating Council shall nominate persons for an investigating committee (D-10.0201). The Coordinating Council or its Executive Committee shall elect them on behalf of the Presbytery.
3. Administrative Commissions are elected by the Presbytery. The Executive Committee of the Coordinating Council, in consultation with the Stated Clerk, may nominate persons to an administrative commission. The nominees shall be elected at the next Stated Meeting of the Presbytery along with the approval of the Administrative Commission's scope of Powers (G-90502). ***SECTIONS 8 & 14***
- G. Policy Manual ***SECTION 22***
The Coordinating Council shall maintain a Presbytery Policy Manual which shall include all policies established committees and approved by the Coordinating Council. The Stated Clerk shall keep such manual current.

ARTICLE VI – ADMINISTRATION

INCLUDED IN VARIOUS REVISED SECTIONS

The Coordinating Council shall oversee all administrative responsibilities of the Presbytery.

1. Personnel Committee ***SECTION 15 – COMMITTEES OF THE PRESBYTERY***
 - a. The Personnel Committee shall consist of two members of Council and four classes of one member each. The moderator and vice moderator must be a member of Coordinating Council.
 - b. The Personnel Committee shall review, recommend to Coordinating Council, and implement all personnel and administrative policies pertaining to the employees of the Presbytery.
 - c. The Personnel Committee shall maintain the Personnel Policies of the Presbytery, recommending changes to the Coordinating Council for the Council's approval.
2. Session Records Review Committee
SECTION 15 – COMMITTEES OF THE PRESBYTERY

The Session Records Committee shall consist of two members of Council and four classes of one member each and the Chair shall be a member of the Coordinating Council. The Session Records Review Committee will be responsible for reviewing the records of the sessions of congregations within the Presbytery and for reporting on its review and recommendations of Session records to the Coordinating Council and to the Presbytery

3. Finance Committee ***SECTIONS 15.1 & 16***
 - a. The Finance Committee shall consist of two members of Council and four classes of one member each. Ex-officio members include the Executive Presbyter and Treasurer with the Executive Presbyter as the primary staff contact when questions regarding policy, process or advisement are sought.
No member of the Finance Committee shall have had a business relationship with the Presbytery during the previous four (4) years and may not have any business relationship with the Presbytery during and for four (4) years following their term of office.

- b. The Finance Committee, in consultation executive presbyter and the Coordinating Council, shall have oversight of all financial management and financial record keeping of the presbytery.
 - c. The Finance Committee serves in a liaison role between the Presbytery’s external auditing firm and the Presbytery’s Board of Directors.
 - d. Provide for an annual audit of the Presbytery's financial records.
4. Bills and Overtures ***SECTION 21 – 21.3 & 21.4***
 The Bills and Overtures Committee members are the elected General Assembly Commissioners from the most recent General Assembly. Their duties, in consultation with the stated clerk, are to review the general assembly amendments with the Presbytery body. The Bills and Overtures Committee may also recommend Presbytery overtures to the General Assembly.
5. Board of Directors ***SECTIONS 8 & 9***
 The Board of Directors is a body of the Coordinating Council and its membership is defined in Article III.6.
- Duties of the Board of Directors shall be:
- a. To maintain the Corporation of the Whitewater Valley Presbytery under the laws of the State of Indiana;
 - b. To hold title to all property of Presbytery and to serve as agent for receiving and disposing of property (including enforcement of G-8.0201);
 - c. To be the official agent of Presbytery in all corporate matters;
 - d. To examine, and make recommendations regarding all legal transactions where Presbytery approval is required.

ARTICLE VII – MISSION *SECTIONS 10 & 10.1*

The Coordinating Council shall facilitate the Presbytery’s mission, program and strategic planning.

- 1. Mission Partnerships
 Congregations, clusters of congregations, or ecumenical clusters of congregations (involving at least one congregation of this Presbytery), may apply to the Presbytery for a “partnership”. Partnerships may involve ecclesiastical, financial, leadership, or other forms of support by the Presbytery with the congregation(s) providing the initiative, people, and oversight of the actual project. Partnerships will be directly supported no more than three years.
- 2. Presbytery Mission
 Mission undertakings will involve all (or nearly all) congregations of the Presbytery, including both for support and participation. These projects must be validated the Coordinating Council and may be funded on a year to year basis.

ARTICLE VIII - ECCLESIASTICAL COMMITTEES

**INCLUDED IN VARIOUS REVISED SECTIONS 8 Commissions
and 15 Committees**

Ecclesiastical Committees are those mandated by the *Book of Order*, elected by the Presbytery, and are directly accountable to Presbytery.

- A. Committee on Ministry (COM) – Twenty-seven elected members **SECTIONS 8 & 11.**
1. The Committee on Ministry shall be responsible for carrying out those responsibilities delegated to it by the *Book of Order*.
 2. A quorum for the Commission on Ministry shall be at least 1/3 of the members with not fewer than five elders.
 3. This committee shall also be responsible for the care of persons seeking certification as Certified Christian Educators in the Presbyterian Church (U.S.A.).
- B. Committee on Preparation for Ministry (CPM) - 12 elected members **SECTIONS 8 & 12**
1. This committee is responsible for the care of persons received as inquirers and candidates for ordination to the office of minister of the Word. The responsibilities of the committee are listed in the *Book of Order* (G-11.0103L G-14.0300 - 14.0400) and the committee is granted commission powers relating to enrolling Inquirers (G-14.0303(e)).
 2. A quorum for the Committee on Preparation for Ministry shall be at least 1/3 of the members with not fewer than two elders.
- C. Committee on Nominations and Representation - 6 elected members
SECTIONS 15 & 17 (Committee on Representation)
- 1/3 laywomen, 1/3 laymen, 1/3 ministers PENDING RECOMMENDATION TO BE REVIEWED
1. This committee's membership criteria and responsibilities are listed in the *Book of Order* (G-9.0800).
 2. All nominations shall be made at the year's final stated meeting of Presbytery, except that, when vacancies occur, nominations shall be made at the next succeeding stated meeting.
 3. As far as is practical and possible, the committee shall nominate persons representing the diversity and the geography of Presbytery.
 4. The Nominating Committee shall submit one name only for each office, except for commissioners to General Assembly, for which two names are to be presented for each available position. Printed biographical material in lieu of nominating speeches shall be presented for Commissioners to General Assembly and for the office of Moderator and for the office of Vice-Moderator.
 5. Nominations from the floor are always in order, but shall include prior agreement that the individual will serve and prior arrangement for distribution of biographical material to members of Presbytery.
 6. The Committee on Representation is the Committee on Nominations.

ARTICLE IX - COMMISSIONERS TO HIGHER GOVERNING BODIES

SECTION 21

Commissioners to General Assembly

1. Commissioners shall be elected at Presbytery's December's stated meeting in the year prior to a General Assembly meeting and according to the policies & procedures established by the Presbytery. Service as a commissioner is subject to training as offered by the Stated Clerk and Synod. Election shall be contingent upon the individuals completing an
2. Commissioners shall report on actions of the General Assembly at the first stated meeting of Presbytery following the adjournment of the Assembly.
3. Commissioners to the General Assembly shall be Presbytery's Committee on Bills and Overtures.
4. All overtures to and from the General Assembly shall be referred to this Committee for its advice and recommendation.

ADDED SECTION 22 – The Manual of Administrative Operations

ARTICLE X - AMENDMENTS SECTION 23

These Standing Rules may be amended according to the following procedure:

- A. Any commissioner to this presbytery, congregation of this presbytery, or group constituted by this Presbytery or these Standing Rules, may present a proposed amendment at any stated or adjourned meeting of Presbytery, or at any meeting specifically called for that purpose. Upon receiving a second, questions and answers are in order, but it shall not be debated at that meeting, but shall immediately be referred to the Coordinating Council for study and recommendation. The text of the proposed change(s) shall be included with the call for the next meeting of the Presbytery.
- B. At its next stated meeting the Presbytery shall hear the report of the Coordinating Council, together with its recommendation either for or against adoption.
- C. Amendments to the language of the proposed amendment shall be governed by *Robert's Rules of Order*.
- D. An affirmative vote of two-thirds of the Ministers and Elder Commissioners registered at that meeting shall be necessary for adoption.

ARTICLE XI - SUSPENSION OF STANDING RULES

SECTION 24

- A. Any of these Standing Rules except this one may be suspended for a particular purpose stated in the motion at any meeting of Presbytery by an affirmative vote of two-thirds of the Ministers and Elder Commissioners registered at that meeting.
- B. Presbytery may suspend two readings of proposed Amendments to the Standing Rules only if such action is proposed by the Council and the motion to suspend the second reading is approved by three-fourths of those registered at that Presbytery meeting.

ADDED SECTION 25 – REVIEW OF STANDING RULES