

# 1 **STANDING RULES FOR THE PRESBYTERY OF LOS RANCHOS**

## 2 **3 SYNOD OF SOUTHERN CALIFORNIA & HAWAII**

4 {Throughout this document, “Vision Manual,” “Vision for Mission,” etc. are used as “place holders”  
5 until such time as The Odyssey Group completes its work and the presbytery adopts whatever  
6 recommendations and documents are proposed for governing the presbytery. At that time, appropriate  
7 wording will be inserted and deleted as EDITORIAL REVISIONS—including references to supporting  
8 documents & procedures such as Policy Manuals, Administrative Manuals, Personnel Policies, etc..}

### 9 **10 1.0 GENERAL PROVISIONS**

#### 11 **1.1 Standing Rules and Constitution**

12 This document shall be known as the Standing Rules of the Presbytery of Los Ranchos, a California  
13 Corporation. The Presbytery is an entity of the Presbyterian Church (U.S.A.) (Hereinafter known as the  
14 PCUSA). These Standing Rules were adopted by The Presbytery of Los Ranchos on \_\_\_\_\_ .  
15 The Presbytery shall be governed by the Constitution<sup>2</sup> of the PCUSA and, as consistent with that  
16 constitution, by these Standing Rules. It is the intent and purpose of these Standing Rules to avoid  
17 repetition of provisions of the Constitution.

#### 18 **19 1.2 Geographical Definition**

20 The Presbytery of Los Ranchos, organized January 4, 1968, is an organizational unit and governing body  
21 of the Presbyterian Church (USA) realized by the convocation of all ministers and elder members  
22 representing churches and ministries in the County of Orange, California and in those portions of the  
23 County of Los Angeles, California described as follows: Commencing at the intersection of the Pacific  
24 Ocean and the westerly city limits of Long Beach; then along the westerly city limits of Long Beach,  
25 Compton, Lynwood, South Gate, Huntington Park and Vernon; then easterly along the northerly city  
26 limits of Vernon to the Los Angeles River; then northerly along the Los Angeles River to Alhambra  
27 Avenue; then easterly along Alhambra Avenue to Daly Street; then southerly along Daly Street to Mission  
28 Road; then northeasterly along Mission Road to Valley Boulevard; then easterly along Valley Boulevard  
29 to Indiana Street; then southerly along Indiana Street to Medford Street; then easterly along the southerly  
30 city limits of Los Angeles to the westerly city limits of Monterey Park; then southerly and easterly along  
31 the city limits of Monterey Park to Pomona Boulevard; then easterly and southerly along the northerly  
32 and easterly city limits of Montebello to the Whittier Narrows Dam; then easterly along the Whittier  
33 Narrows Dam to the San Gabriel River; then northerly along the San Gabriel River to the crest of the  
34 Puente Hills; then southeasterly along the crest of the Puente Hills (including all of the City of La Habra  
35 Heights) to Fullerton Road; and then southerly along Fullerton Road to the Orange County line; **AND**  
36 **INCLUDING CATALINA ISLAND.** {Ed note: Catalina Island is addition}

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1 In this document, capitalization follows the format of denominational documents: presbytery and session are not capitalized unless named; titles of individuals are capitalized; moderator is not capitalized; official documents are capitalized when referring to a specific document.

2 The “Constitution” consists of Part I, The Book of Confessions and Part II, The Book of Order.

37 **1.3 Responsibilities. (Reference the Book of Order ON PRESBYTERIES.)**

38 As a corporate expression of the church consisting of all the churches and ministers of the Word and  
39 Sacrament within the area defined in section 1.1 of these Standing Rules, The Presbytery of Los Ranchos  
40 is responsible for the mission and government of the PCUSA churches throughout its geographical  
41 district. It therefore has the responsibilities and powers as defined in the Constitution, including the  
42 power to delegate any power so permitted by the Constitution.

43 **2.0 MEMBERSHIP**

44 **2.1 Membership of Presbytery**

45 The members of the Presbytery of Los Ranchos shall be 1) all Ministers of the Word and Sacrament  
46 (including honorably retired and members-at-large) on the active rolls of the presbytery; 2) commissioned  
47 lay pastors, 3) elder commissioners elected by sessions of the churches of this presbytery (in accordance  
48 with 2.2) and 4) all persons certified by organizations as provided for in the constitution (but without  
49 vote).

50 **2.2 Elder Members**

51 a) Each church shall be represented by elder members commissioned by the session (*should this*  
52 *read "as provided for in the Form of Government"?*) as follows:

53 Churches with membership up to 500 shall have one elder member representative:

|    |       |    |       |            |
|----|-------|----|-------|------------|
| 54 | 501   | to | 1,000 | : 2 elders |
| 55 | 1,001 | to | 1,500 | : 3 elders |
| 56 | 1,501 | to | 2,000 | : 4 elders |
| 57 | 2,001 | to | 3,000 | : 5 elders |

58 Above 3,000 members, there shall be an additional elder representative for each 1,000 additional  
59 members.

60 b) In addition, elders elected to or serving on Presbytery Council shall be named as commissioners;

61 c) Additional elder members may be commissioned by sessions of churches identified by presbytery  
62 if an annual January determination by the Stated Clerk indicates that the number of resident and able-  
63 to-attend Ministers of the Word and Sacrament members exceeds the number of elder commissioners  
64 identified in "a" and "b". [**should the following be moved to Policy Manual?**] The following  
65 process will be used to identify such sessions and to redress any imbalance:

66 50% of the number of elders needed to equalize commissioner balance will be distributed  
67 (rotating<sup>3</sup> alphabetically by city) among churches with only one elder commissioner and 50% will  
68 be distributed (rotating alphabetically by city) among churches with more than one elder  
69 commissioner.

70  
71 d) The Stated Clerk shall notify sessions of the total number of their elder commissioners on or  
72 before the first Presbytery meeting of the year, with all elder commissioners seated March 2 to March  
73 1 of the following year. The Stated Clerk shall report this information to the first presbytery meeting

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3 "Rotating " assumes that the list will begin each year with the church next following the last church receiving additional elder commissioners the previous year.

74 of the year. Notification of additional commissioners shall include a request that churches give  
75 consideration to representational concerns. (G-4.0403).  
76

### 77 **2.2.1 Elder Representation**

- 78 a) Each church session is invited to commission an elder or elders as members of presbytery  
79 as described above.
- 80 b) Elder members of presbytery shall normally be elected and commissioned for a term of  
81 one year. [Sessions may elect “rotating commissioners” (different elder for each  
82 meeting) provided they so indicate when informing the presbytery of commissioners].
- 83 c) Elder members of presbytery shall be enrolled by written notice from the session to the  
84 Stated Clerk of the name of the commissioner and of the alternate commissioner,  
85 complete with mailing address, **email address**, and telephone number.
- 86 d) If an elder commissioner is unable to attend a specific meeting, the alternate may attend,  
87 OR session may elect another elder to attend as alternate, provided presbytery is notified  
88 prior to the meeting of presbytery.

### 89 **2.3 Corresponding Members**

90 Presbyters (Ministers of the Word and Sacrament or elders) in good standing in other governing bodies,  
91 who are present at any meeting of the presbytery, may be invited to sit as *corresponding members*, with  
92 voice but without vote.

### 93 **2.4 Ministers**

94 Active members are expected to attend all meetings of presbytery unless an excused absence is requested  
95 through the Stated Clerk. Ministers should avoid business and personal time conflicts with presbytery  
96 meetings.

## 97 **3.0 THE CORPORATION**

### 98 **3.1 Corporation**

99 The presbytery shall be incorporated under the laws of the State of California to enable it to:

- 100 a) Receive, hold, encumber, manage and transfer such property and assets as may come under its  
101 jurisdiction.  
102 b) Manage its corporate business affairs as presbytery may direct from time to time.

### 103 **3.2 Members**

104 Members of the corporation of Los Ranchos Presbytery., shall consist of the members of the Presbytery.  
105 [7.1] {ed note: see G-8.0202 for this and following section}  
106

### 107 **3.3 Board of Trustees**

108 There shall be a “Board of Trustees” of the presbytery, properly constituted according to civil  
109 requirements and elected by the corporation. The roles, responsibilities, and terms of the Board may be  
110 incorporated into the work of an administrative body of the presbytery according to the following  
111 provisions:  
112

113 3.3.1 The Board shall consist of six members, elected by the members of the corporation, three  
114 of whom shall be Ministers of the Word and Sacrament. Elders, if not members of presbytery,  
115 become members by reason of election to the board. The corporation shall elect the President and  
116 Treasurer.

117 a) The president of the corporation shall be the moderator of the Board.

118 b) Board members shall be nominated by the Nominating Committee of presbytery and  
119 elected by the corporation.

120 c) The Stated Clerk of the presbytery shall be the corporate secretary, ex officio, without  
121 vote.

122 3.3.2 The board shall be responsible for securing and maintaining corporate and not for profit  
123 status and for serving as the legal/fiduciary agent of the corporation in civil matters. These include,  
124 but are not limited to a) holding title to property, b) oversight of the financial integrity of the  
125 corporation; c) examining and making recommendations of all instruments involving legal  
126 transactions requiring presbytery approval; d) signing all legal documents necessary to implement  
127 presbytery decisions. The President and Secretary shall sign all legal documents unless otherwise  
128 provided for by specific action.

#### 129 **3.4 TERMS OF OFFICE**

130 Officers and directors hold office for their designated term and until their successor is elected.

### 131 **4.0 MEETINGS OF PRESBYTERY**

#### 132 **4.1 Meetings**

##### 133 **4.1.1 Stated Meetings**

134 Presbytery Council shall establish regular meeting dates and times for each following calendar year and  
135 shall post them on the presbytery's web site. The date, time, and location for the next meeting shall be  
136 included at the end of each docket.

##### 137 **4.1.2 Adjourned Meetings**

138 Adjourned meetings may be held as presbytery (or its Presbytery Council) determines the need. (Robert's  
139 Rules of Order, current edition)

##### 140 **4.1.3 Special Meetings**

141 Special meetings of presbytery may be called according to the provisions of the Constitution or by the  
142 Moderator in consultation with the Presbytery Council. Paper and/or electronic notice of a special  
143 meeting shall be sent not fewer than ten days in advance to each minister, commissioner, and to the  
144 session of every church in the presbytery.

##### 145 **4.1.4 Documents**

146 The docket and all papers related to items to be voted on are to be established by Presbytery Council and  
147 electronically communicated to commissioners and posted on the web site at least seven days prior to the  
148 meeting. Items for action received late must be treated as New Business.

149 **4.2 Quorum**

150 One fifth of the membership shall be required for a quorum at any stated meeting of the presbytery. At  
151 special meetings of presbytery, a quorum shall be twelve minister members and twelve elder members,  
152 provided that at least six churches total are represented. If challenged, a quorum must be registered and  
153 present.

154 **4.3 Worship**

155 Each meeting of presbytery shall be opened and closed with prayer, and shall include worship coordinated  
156 through the Presbytery Council. The sacrament of the Lord's Supper shall be celebrated at least annually.

157 **4.4 Minutes**

158 Presbytery Council shall read, correct and approve the complete minutes of the presbytery meeting at the  
159 first meeting of Presbytery Council following the presbytery meeting. The Stated Clerk is responsible for  
160 creating the minutes and shall summarize the meeting online, and shall, when requested, provide  
161 members of presbytery the complete minutes.

162 {CONTROVERSIAL ISSUES TO POLICY MANUAL}

163 **5.0 OFFICERS AND STAFF**

164 **5.1 Positions**

165 The principal officers of the presbytery as an ecclesiastical organization shall be a moderator, a  
166 moderator-elect, a Stated Clerk. The presbytery staff shall include an Executive Presbyter and such other  
167 exempt and non-exempt personnel as shall be determined from time to time by the presbytery.

168 **5.2 Officer Election, Terms, Duties**

169 **5.2.1 Moderator**

170 The Moderator of presbytery shall ordinarily assume that role after having served as Moderator-elect and  
171 been elected by presbytery and shall be installed at the first stated meeting of the calendar year.

172 She or he shall moderate presbytery in accordance with the current Book of Order and the current  
173 Robert's Rules of Order. The Moderator normally moderates ordinations and installations and shall serve  
174 as Vice-Moderator of Presbytery Council.

175 The Moderator of Presbytery shall become the Moderator of Presbytery Council in the year following  
176 completion of their term as Moderator of presbytery.

177 **5.2.2 Moderator Elect**

178 The Moderator-elect of presbytery shall be elected by presbytery for a term of one year at the last stated  
179 meeting of the calendar year and installed at the first stated meeting of the new year. The Nominating  
180 Committee shall nominate a candidate for the position of moderator-elect. Nominations from the floor  
181 require prior consultation with, and agreement by, the proposed nominees.

182 The Moderator-elect shall perform the functions of the Moderator when requested by the Moderator or if  
183 the Moderator is unable to serve. If the Moderator ceases to be a member of the presbytery, the

184 Moderator-elect shall serve as Moderator and be eligible to be elected as Moderator the following year. If  
185 the Moderator-elect replaces the Moderator or is otherwise unable to complete their term, the presbytery  
186 shall elect another Moderator-elect.

187 **5.2.3** Ordinarily, the positions of Moderator and Moderator-elect shall rotate among Ministers of the  
188 Word and Sacrament and elders.

#### 189 **5.2.4 Stated Clerk**

190 The Stated Clerk is the primary ecclesiastical officer of presbytery. He or she shall normally be elected at  
191 presbytery's last stated meeting of the year for a term of up to five years to begin the first day of January  
192 following the election. If the Stated Clerk also is elected to serve in an executive staff position, the terms  
193 of the positions shall be coterminous. The Stated Clerk must be an ordained elder or Minister of the Word  
194 and Sacrament.

##### 195 **5.2.4.1 Responsibilities**

196 The responsibilities of the office of the Stated Clerk shall be those set forth in the Constitution and in the  
197 personnel policies of the presbytery including maintenance of all official documents and current, master  
198 copies of Standing Rules, Policies and Procedures, and Vision Manual.

199 The Stated Clerk also shall perform such additional duties as may from time to time be assigned by the  
200 presbytery, its appropriate committees, or the Executive Presbyter.

##### 201 **5.2.4.2 Minute Clerk**

202 The presbytery may appoint or contract with a minute clerk to assist the Stated Clerk in taking and  
203 creating minutes for presbytery, Presbytery Council and the Committee on Ministry (or its equivalent).

#### 204 **5.2.5 Treasurer**

205 The presbytery's Treasurer may be a volunteer position and shall be elected by the Corporation.

206 Responsibilities:

207 a) To consult with the appropriate presbytery body in the preparation of the ecclesiastical  
208 budget and in recommending the per capita apportionment needed to support this budget;

209 b) To be an ex-officio member of the presbytery body responsible for budgets.

#### 210 **5.2.6 Officer Vacancies**

211 a) Any officer vacancy created through any cause shall be filled by election procedures as  
212 stipulated in these Standing Rules.

213 b) When the Stated Clerk is unable to fulfill her or his duties, the moderator, with Presbytery  
214 Council concurrence, may appoint a temporary Stated Clerk to fulfill those responsibilities.

#### 215 **5.3 Staff Election, Terms, Duties**

216 The Committee on Staff Relations shall, from time to time, recommend to the presbytery, through  
217 Presbytery Council, the need for specific administrative, executive, and contract staff positions. When  
218 doing so, they shall present a staffing rationale, position description for each specific position, and a

219 financial impact statement indicating the effect on the appropriate budget(s). Once approved, these  
220 positions shall continue until such time as the Committee on Staff Relations or Presbytery Council  
221 recommends, and presbytery approves, modifications or elimination.

### 222 **5.3.1 Executive Presbyter**

223 The Executive Presbyter shall be the chief administrator and pastor for the presbytery, and shall be  
224 accountable to the presbytery, through the Presbytery Council, for the implementation of presbytery  
225 mission as well as matters of strategy, program, and allocation of resources. The Executive Presbyter  
226 shall provide other staffing services as set forth in the Manual of Administrative Operations or assigned  
227 by Presbytery Council.

228 The Executive Presbyter shall be called and elected by secret ballot following nomination by a special  
229 nominating committee elected by presbytery in accordance with the call for diversity in the Constitution,  
230 the provisions of the Manual of Administrative Operations, and, when required, in consultation with  
231 synod. A two-thirds vote shall be required for election and issuance of a call. The Executive Presbyter  
232 shall be installed for a definite term.

### 233 **5.3.2 Director of Finance & Property**

234 The Director of Finance & Property provides business and property management services for the  
235 presbytery, administers the Ecclesiastical and General Mission Budgets, arranges for an annual financial  
236 review, and performs additional tasks as specified in the personnel manual and/or as assigned by the  
237 Executive Presbyter. The Director supervises the accounting staff persons and reports to the Executive  
238 Presbyter and Presbytery Council.

### 239 **5.3.3 Other Presbytery Staff**

240 The presbytery may employ exempt program staff and non-exempt administrative staff as required to  
241 fulfill the connectional, supportive, and missional responsibilities of presbytery as determined through  
242 staffing rationales and the **Vision Manual**.

243 All staff shall be governed by the personnel policies administered by the Committee on Staff Relations.

## 244 **5.4 Staff Vacancies**

245 Staff vacancies, other than the position of Executive Presbyter, shall be filled in accordance with  
246 presbytery personnel policies and operation manuals.

## 247 **6.0 ORGANIZATION**

### 248 **6.1 Organizational Components**

249 To facilitate proper discharge of its various functions, presbytery is organized with the following  
250 components:

- 251 ✓ Presbytery Council
- 252 ✓ Corporation (Board of Trustees)
- 253 ✓ Nominating Committee

- 254 ✓ Committee on Staff Relations  
255 ✓ Such program, mission, and administrative groups as the presbytery shall from time to time  
256 determine are necessary to carry out its vision for mission.

## 257 **6.2 Election And Terms: Presbytery Council, Committees, and Corporation Members**

### 258 **6.2.1 Terms of Office**

259 The term of office for elected members of the Presbytery Council, any standing committees, and for the  
260 Board of Trustees shall be three years and/or until reelected or their successor shall be elected. In each  
261 instance, membership shall be divided into three approximately equal classes, with one class to be elected  
262 each year.

### 263 **6.2.2 Limitations**

264 No person on the Presbytery Council, on the Board of Trustees, or on a presbytery standing committee,  
265 shall serve in that capacity for more than six years. Any person having served six years shall be ineligible  
266 for another term in the same office until one year has elapsed. Ordinarily a member of presbytery shall  
267 serve on only one standing committee at a time.

268 Program, mission, and administrative groups created or validated to fulfill particular presbytery strategies  
269 are not subject to the limitations of 6.2.1 or 6.2.2.

### 270 **6.2.3 Elections**

271 Annual elections shall be held at presbytery's last stated meeting of the year. Terms of office shall begin  
272 on the first day of January next following election (or, where applicable, when installed).

273 Persons elected at other times of the year in order to fill vacancies, shall take office as soon as elected.

### 274 **6.2.4 Advisory Membership on Presbytery Committees**

275 Any committee of presbytery may enlarge its membership for advisory purposes by co-opting members  
276 without vote. Such co-opted members do not have to be ordained.

### 277 **6.2.5 Absenteeism**

278 If a member is absent from three consecutive meetings of the Presbytery Council or a standing committee,  
279 or 5 or more meetings in a given year, that group may declare the position vacant and request election of a  
280 person to fill the unexpired term.

### 281 **6.2.6 Quorum**

282 The quorum for the Presbytery Council, the Board of Trustees, and standing committees of the presbytery  
283 shall be one half the membership unless otherwise stipulated in these Standing Rules.

## 284 **6.3 Delegated Powers**

285 Powers delegated by presbytery to a program, mission, or administrative group may NOT be delegated to  
286 another body.

287 **7.0 PRESBYTERY COUNCIL**

288 **7.1 Members**

289 **7.1.1 Elected Members**

290 Upon nomination by the Nominating Committee, the presbytery shall elect nine persons as at-large  
291 members of the Presbytery Council. At large members shall be elected to rotating, three-year terms and  
292 may be elected for a second term, but may not serve for a total of more than 6 years without a two-year  
293 period between terms of service.

294 **7.1.2 Voting Members**

295 The following persons are members with-the right to vote in deliberations of the Presbytery Council:

- 296 1) Moderator of Presbytery Council  
297 2) Moderator and Moderator Elect of Presbytery (2)  
298 3) Moderators of the Los Ranchos Presbyterian Men and Presbyterian Women (2)  
299 4) Nine at-large members (9)  
300 5) Moderator (or designee) from standing committees, and moderators (or designees) of program,  
301 mission, and administrative groups when invited by presbytery.

302 When voting as a commission of presbytery, voters must be eligible to be members of presbytery.

303 **7.1.3 Ex Officio Members**

304 Exempt presbytery staff (executive or otherwise) shall be ex officio members of Presbytery Council,  
305 without vote.

306 **7.2 Powers**

307 The Presbytery Council shall serve as the primary means of coordinating the presbytery's mission:

- 308 1) through preliminary study, recommendations, and planning;  
309 2) through constitutional guidance and  
310 3) through oversight of the continuing ministries, partnerships, and programs of presbytery.

311 **7.2.1 General Powers**

312 The Presbytery Council is empowered to fulfill all functions charged to it by the Constitution, provided  
313 for in these Standing Rules and the vision and policy manuals, and delegated by presbytery.

314 The Presbytery Council, acting as a commission of presbytery between meetings of presbytery, has all  
315 powers permitted by the Constitution, with the provision such actions be reported at the next meeting of  
316 presbytery.<sup>4</sup>

317 Presbytery Council decisions (as a commission) shall be immediately operative when provided for above,  
318 with the right of administrative review reserved to presbytery.

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<sup>4</sup> Normally, this shall be construed as actions of a time sensitive nature or which require the immediate attention of presbytery for legal, judicial, or efficiency of time reasons

319 **7.3 Moderator**

320 The Moderator of presbytery shall become the Moderator of Presbytery Council following the  
321 conclusion of service as presbytery Moderator. If the Moderator of Presbytery Council is unable  
322 to serve or complete their term, Presbytery Council shall elect a Moderator from among its  
323 members.

324 **7.4 Reports**

325 The Presbytery Council shall report via the Omnibus Motion at each stated meeting of presbytery all  
326 business transacted by Presbytery Council.

327 **7.5 Docket Committee**

328 The Moderator, Moderator-Elect, Moderator of Presbytery Council, Stated Clerk, and Executive Presbyter  
329 shall constitute the Docket Committee of Presbytery Council which shall have responsibility for  
330 expediting the work of Presbytery Council, including setting the docket for Presbytery Council and  
331 recommending the docket for presbytery. The docket committee may also advise Presbytery Council on  
332 matters coming before the Presbytery Council.

333 It shall also be empowered to designate a Committee of Counsel, appoint an Administrative Commission,  
334 and contract for legal services on behalf of the presbytery when time constraints so demand, provided  
335 such actions are reported at the next meeting of Presbytery Council and presbytery.

336 **7.6 Meetings**

337 **7.6.1 Regular Meetings**

338 The Presbytery Council shall meet regularly at least three weeks prior to each stated meeting of  
339 presbytery.

340 **7.6.2 Special Meetings**

341 The Docket Committee may convene a special meeting of Presbytery Council and shall call a special  
342 meeting of Presbytery Council at the request of any four members of Presbytery Council representing not  
343 fewer than three churches.

344 **7.6.3 Who May Observe**

345 Presbytery Council may invite interested parties to observe.

346 **7.7 Nominations for the Committee on Nominations**

347 The Presbytery Council shall make nominations to the presbytery for members of the Nominating  
348 Committee, including Moderator of the Nominating Committee.

349 **8.0 BUDGETS**

350 **8.1 Presbytery Budgets**

351 The Presbytery Council shall present budgets to presbytery. These include a General Mission Budget and  
352 an Ecclesiastical Budget (the latter supported through per capita apportionment).

353 **8.2 General Mission Budget**

354 **8.2.1 Preparation**

355 The General Mission Budget shall be prepared under the supervision of Presbytery Council, in  
356 consultation with the appropriate mission/administrative group(s), from requests for support of the  
357 mission needs of presbytery submitted by the various program, mission, and administrative groups of  
358 presbytery. The General Mission Budget is based on the presbytery portion of Shared (Unified) Mission  
359 giving and designated contributions.

360 **8.2.2 Budget Adoption**

361 The presbytery shall adopt a General Mission Budget after consideration of Presbytery Council  
362 recommendations. Ordinarily, this budget will be adopted in November and finalized when mission  
363 pledges from congregations have been received.

364 **8.2.3 Shared (Unified) Mission Remittances**

365 All contributions for the Shared (Unified) Mission of the PCUSA shall be sent to presbytery for  
366 distribution to the appropriate governing bodies. For budget management purposes, it is hoped  
367 transmittals from congregations will be made monthly.

368 **8.2.4 Reallocation of Budgeted Funds**

369 After presbytery's final approval of a General Mission Budget, the program, mission, or administrative  
370 group responsible for specific expenditures may adjust line items provided the group's total expenditures  
371 do not exceed the group's budgeted total.

372 **8.2.5 Restricted Giving**

373 All donor restricted receipts will be applied in accordance with "Generally Accepted Accounting Principles".

374 **8.3 Ecclesiastical Budget**

375 **8.3.1 Preparation**

376 The Ecclesiastical Budget shall be prepared under the supervision of Presbytery Council, in consultation  
377 with the appropriate program, mission or administrative group(s), the Executive Presbyter, and the  
378 Director of Finance & Property. Funding for the ecclesiastical functions of the presbytery shall be  
379 derived from a presbytery approved apportionment of church members.

380 **8.3.2 Remittance**

381 Each church in the presbytery shall pay to the Treasurer of presbytery, on or before February 1 of each  
382 year, its per member apportionment in an amount approved by presbytery. These funds pay for  
383 ecclesiastical expenses and the presbytery bears its apportioned-share of synod and General Assembly  
384 operational expenses.

385 Financial Hardship: A church with a financial hardship may request (prior to February 1) permission to  
386 budget per capita payments over six months. Approval by presbytery must be obtained.

387 **8.3.3 Presentation**

388 The appropriate mission or administrative group shall present to the Presbytery Council its proposal for an  
389 Ecclesiastical Budget and for its related apportionment. Upon approval by the Presbytery Council, the  
390 proposed budget, with a per capita apportionment needed, shall be presented to presbytery for adoption.

391 **9.0 COMMISSIONS & JUDICIAL PROCESS**

392 **9.1 Investigating Committee**

393 When the need arises for an Investigating Committee and/or committee of counsel, procedures provided  
394 for in the Rules of Discipline shall be followed. The Stated Clerk, in consultation with the Docket  
395 Committee, may appoint an Investigating Committee or committee of counsel, provided the composition  
396 of the committee is reported at the next meeting of presbytery.

397 **9.2 Commissions**

398 Presbytery may appoint and empower commissions for the consideration and conclusion of specific  
399 aspects of presbytery's tasks, but each commission's actions shall require full review by presbytery, and  
400 shall require timely accomplishment of assignments. Procedures for creating and the functioning of  
401 commissions are provided for in the Form of Government and Rules of Discipline.

402 When time constraints demand it, the Docket Committee, in consultation with Presbytery Council, may  
403 appoint a commission, provided the composition and powers of the commission are reported at the next  
404 meeting of presbytery which may exercise administrative review.

405 **9.3 Judicial Commissions**

406 A permanent judicial commission shall be created and maintained as required by the Constitution to  
407 consider and decide cases brought under the requirements of the Rules of Discipline.

408 **9.4 Operational Criteria: Commissions**

409 **9.4.1 Membership**

410 Membership on and quorum for commissions shall be governed by the provisions of the Constitution.

411 **9.4.2 Expenses**

412 Normally, all necessary expenses of a presbytery commission shall be accommodated within  
413 presbytery's Ecclesiastical Budget and its supporting apportionment.

414 **9.4.3 Decisions**

415 The decision of a presbytery commission shall be the action of presbytery from the time of its  
416 completion by the commission and the announcement, where required, of the action to parties  
417 affected by it. Such decision shall be transmitted in writing to the Stated Clerk of presbytery, who  
418 shall report it to presbytery at the next meeting of presbytery. The Rules of Discipline and other  
419 applicable portions of the Constitution of the Presbyterian Church (USA) shall govern judicial  
420 commissions.

421 **9.4.4 Records**

422 Each commission shall keep a full record of its proceedings, submitting them to the Stated Clerk for  
423 preservation. Decisions of commissions shall be recorded in presbytery minutes as actions of  
424 presbytery itself.

425 **10.0 PROGRAM, MISSION, AND ADMINISTRATIVE GROUPS**

426 **THE EXISTING STANDING RULES REGARDING COMMITTEES SHALL CONTINUE UNTIL AT LEAST**  
427 **DECEMBER 31, 2008.**

428 Based upon a clearly articulated and presbytery adopted ***Vision For Mission***, the presbytery shall, upon  
429 recommendation from Presbytery Council, create, acknowledge, validate, or initiate program, mission,  
430 and administrative groups charged with the responsibility for fulfilling the strategic plan established to  
431 make that vision a reality. How presbytery organizes these groups to accomplish its ***Vision for Mission***  
432 shall be set forth in a **Vision Manual**. This manual shall be reviewed by Presbytery Council at least  
433 every three years to determine which ministries and programs are most critical and which are least critical  
434 to its ***Vision for Mission***, and which ones are administratively necessary.

435 ADMINISTRATIVELY NECESSARY: In the process of allocating resources, the **Vision Manual**  
436 shall provide for certain functions which are necessary for the ecclesiastical, fiduciary and constitutional  
437 integrity of the presbytery. [How these are ACCOMPLISHED and who does so is less important than that  
438 they are addressed.] Among these are the following:

- 439 a. Oversight of candidates for Minister of the Word and Sacrament and Commissioned Lay  
440 Pastors.
- 441 b. Oversight of relationships between ministers and presbytery and ministers and congregations.
- 442 c. Oversight of financial and legal matters of the presbytery (including property).
- 443 d. Board of Trustees (which may be assigned to “c” above)
- 444 e. Relationships with congregations.
- 445 f. Nominations.
- 446 g. Presbytery staff.

447

448 In creating and validating program, mission, and administrative groups, the **Vision Manual** shall  
449 articulate:

- 450 a. Membership of the group
- 451 b. Leadership of the group
- 452 c. Accountability of the group
- 453 d. Responsibilities/tasks of the group
- 454 e. Duration of the group
- 455 e. Staff needs of the group
- 456 f. Procedures for evaluation
- 457 g. Financial support needed for the group

458 **ONLY AFTER DETERMINING WHAT IS MOST NECESSARY FOR BRINGING ITS *VISION FOR***  
459 **MISSION INTO BEING AND ALLOCATING TO THOSE PROGRAMS AND MINISTRIES**  
460 **HUMAN AND OTHER RESOURCES ADEQUATE FOR THE TASK (STRAGETIC PLAN),**  
461 **WILL PRESBYTERY SEEK TO FULFILL MANDATES AND RESPONSIBILITIES ASSIGNED**  
462 **TO IT FROM OTHER SOURCES.**

### 463 **10.1 Flexibility**

464 Presbytery and its program, mission, and administrative groups shall organize first to fulfill presbytery's  
465 vision design and only then other functions and responsibilities not identified as integral to its mission.

### 466 **10.2 Reports**

467 Each program, mission, and administrative group shall report to Presbytery Council and presbytery as its  
468 assigned mission shall require.

### 469 **10.3 Expenses**

470 All necessary expenses of programmatic, mission, and administrative groups shall be accommodated  
471 within the approved ecclesiastical (operating) budget and its supporting per capita apportionment.

#### 472 **10.3.1 Fifty-Mile Limitation**

473 Travel greater than 50 miles round-trip without church reimbursement (for presbytery and programmatic,  
474 mission and administrative groups) will be paid for by presbytery at then current IRS rates.

### 475 **10.4 Budget Request**

476 Each program, mission, and administrative group shall present to the appropriate budgeting group at least  
477 eight (8) weeks before budget presentations, its estimate of expenses (mission and operating) for the  
478 coming fiscal year.

479 **10.5 Membership**

480 **10.5.1 Composition**

481 Programmatic, mission, and administrative groups of presbytery shall be composed of members as  
482 designated in these Standing Rules or Presbytery Policies or **Vision Manual**. Moderators of such groups  
483 shall be nominated by the Presbytery Council and elected by the presbytery. Each program, mission, and  
484 administrative group shall elect its own vice moderator.

485 **10.5.2 Minister Members**

486 Normally, not more than half nor less than a third of the members of programmatic, mission, and  
487 administrative groups of presbytery shall be ministers.

488 **10.5.3 Vacancies**

489 Vacancies occurring through death, resignation or other cause may be filled by election or appointment  
490 consistent with these Standing Rules.

491 **10.5.4 Sub-Groups**

492 A programmatic, mission, or administrative group of presbytery may appoint from its membership an  
493 executive committee and/or subcommittees and task forces, for the purpose of carrying out its assigned  
494 mission, with the provision that these sub-groups report regularly to the group that established them.

495 **10.6 Representation and Diversity**

496 Consistent with the Constitution, the Nominating Committee and all program, mission, and administrative  
497 groups shall seek to reflect the diversity of races, ages, and cultures in this presbytery. All groups shall  
498 seek a balance between male and female, minister and elder, and geographical representation.

499 **10.7 Standing Committees of Presbytery Presbytery Council**

500 Nominees for these committees shall be presented to the presbytery by the Nominating Committee.  
501 Moderators (or their designees) shall become members of the Presbytery Council.

502 **{Endowment Fund and Committee to Polity Manual}**

503 **10.7.1 Committee on Self-Development of People and Committee on Representation**

504 Responsibilities for Committee on Representation and Committee on Self-Development of People  
505 activities shall be assigned by Presbytery Council to an appropriate group on an “as needed” basis.

506 **10.7.2 Committee On Staff Relations**

507 **10.7.2.1 Membership**

508 This committee shall be composed of a moderator, who shall be a member of the Presbytery Council, and  
509 six other persons appointed by Presbytery Council, none of whom shall serve as the moderator of a  
510 presbytery program, mission, or administrative group. The Executive Presbyter shall be a member ex-  
511 officio without vote.

512 **10.7.2.2 Responsibilities**

513 a) To ensure that presbytery has personnel policies and practices which are consistent with  
514 those established in other governing bodies of the Presbyterian Church (USA). [The presbytery's  
515 personnel policies and practices shall incorporate Affirmative Action/ Equal Employment  
516 Opportunity requirements, using denominational guidelines.]

517 b) To implement personnel policies and practices as established by presbytery, and provide  
518 all presbytery staff with support, guidance and counsel,

519 c) To present nominations to the presbytery, through the Presbytery Council, for exempt  
520 members of the staff, together with the terms of the call and to select and hire non exempt  
521 administrative staff as needed

522 d) To review with the Executive Presbyter the schedule of compensation for staff members  
523 and prepare budget recommendations for the appropriate budget committees,

524 e) To make an annual review of the work and compensation of the Executive Presbyter and  
525 of each staff person, and provide a summary report to the Presbytery Council,

526 f) To conduct end of term comprehensive reviews of exempt staff prior to the end of the  
527 final year of their term and provide a summary report to the Presbytery Council.

528 **11.0 VALIDATED ORGANIZATIONS**

529 Other groups, not directly accountable to presbytery, but with special interests or constituencies consistent  
530 with the presbytery's mission, and composed of members of Los Ranchos congregations, may be  
531 validated by the presbytery and their relationship to presbytery governed by and in the **VISION MANUAL**

532 **12.0 CHURCH SESSIONS**

533 **12.1 Reports To Presbytery**

534 The Presbytery shall provide for an annual review of the records of the proceedings of each session.  
535 Presbytery shall determine from these whether the session is complying with the constitutional standards  
536 enumerated in a presbytery-provided checklist.

537 Each church shall present to the presbytery a copy of the current Articles of Incorporation and a copy of  
538 the current bylaws/standing rules of each church-connected corporation, and shall likewise provide a copy  
539 of revisions or rewrites of each such document.

540 **13.0 CONGREGATIONS**

541 **13.1** The mission and ministry of each congregation should, ideally, be reviewed every five years.  
542 When requested, the Presbytery shall provide individuals to assist in this process.

543 In addition, there may be times when a special review is required.

544 1) When a congregation dissolves a pastoral relationship and before it calls a new, installed pastor.

545 2) When a congregation is planning on a change in its real property or a change in its  
546 encombrances, it must consult with the presbytery and receive approval for those transactions  
547 specified in the Constitution.

548 **{Sections on Calls and Board of Pensions to Policy Manual}**

549 **13.2 Insurance**

550 Each church is “to obtain property and liability insurance coverage to protect the facilities, programs, and  
551 officers, including members of the session, staff, board of trustees, and deacons”. [G-10.0102.o.] All Los  
552 Ranchos congregations are covered by Covenant Presbyterian Insurance Program unless they have  
553 notified presbytery of alternative insurance.

554 **14.0 PROPERTY MATTERS**

555 Property of churches is governed by the constitution of the PCUSA. Pastors, congregations, sessions and  
556 presbyteries have a fiduciary responsibility to abide by these provisions. All loans and encumbrances  
557 approved by presbytery shall include a reversionary clause in the terms of approval.

558 **15.0 COMMISSIONERS TO HIGHER GOVERNING BODIES**

559 Presbytery shall establish policies for the election of commissioners to higher governing bodies which  
560 shall be part of the presbytery’s Policy Manual.

561 **16.0 AMENDMENTS AND SUSPENSION OF RULES**

562 **16.1 Amendments (“Two Readings Rule”)**

563 Changes to these Standing Rules may be made by two-thirds vote of members present at any stated  
564 meeting, provided that written notice of the proposed change is made at the previous stated meeting.

565 **16.2 Suspension**

566 Any portion of these Standing Rules may be suspended for a particular meeting or vote, by a three-fourths  
567 vote of the members registered at a stated presbytery meeting only.

568 **17.0 APPROVAL AUTHORITY AND REVISION HISTORY**

569 **17.1** These Standing Rules totally revised and updated \_\_\_\_\_

**STANDING RULES: THE PRESBYTERY OF LOS RANCHOS**  
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