

THE STANDING RULES

OF

The Presbytery of Los Ranchos

COMPLETE REVISION

APPROVED MAY 17, 2008

**REVISED TO COMPLY WITH THE ODYSSEY GROUP RECOMMENDATIONS APPROVED BY
PRESBYTERY, MAY 2009**

STANDING RULES FOR THE PRESBYTERY OF LOS RANCHOS

SYNOD OF SOUTHERN CALIFORNIA & HAWAII

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

1.0 GENERAL PROVISIONS

1.1 Standing Rules and Constitution

This document shall be known as the Standing Rules of the Presbytery of Los Ranchos, a California Corporation. This Presbytery is an entity of the Presbyterian Church (U.S.A.) (Hereinafter known as the PCUSA). These Standing Rules were adopted by The Presbytery of Los Ranchos on _____. The Presbytery of Los Ranchos shall be governed by the Constitution¹ of the PCUSA and, as consistent with that constitution, by these Standing Rules. It is the intent and purpose of these Standing Rules to avoid repetition of provisions of the Constitution.

1.2 Geographical Definition

The Presbytery of Los Ranchos, organized January 4, 1968, is an organizational unit and governing body of the Presbyterian Church (USA) realized by the convocation of all ministers and elder members representing churches and ministries in the County of Orange, California and in those portions of the County of Los Angeles, California described as follows: Commencing at the intersection of the Pacific Ocean and the westerly city limits of Long Beach; then along the westerly city limits of Long Beach, Compton, Lynwood, South Gate, Huntington Park and Vernon; then easterly along the northerly city limits of Vernon to the Los Angeles River; then northerly along the Los Angeles River to Alhambra Avenue; then easterly along Alhambra Avenue to Daly Street; then southerly along Daly Street to Mission Road; then northeasterly along Mission Road to Valley Boulevard; then easterly along Valley Boulevard to Indiana Street; then southerly along Indiana Street to Medford Street; then easterly along the southerly city limits of Los Angeles to the westerly city limits of Monterey Park; then southerly and easterly along the city limits of Monterey Park to Pomona Boulevard; then easterly and southerly along the northerly and easterly city limits of Montebello to the Whittier Narrows Dam; then easterly along the Whittier Narrows Dam to the San Gabriel River; then northerly along the San Gabriel River to the crest of the Puente Hills; then southeasterly along the crest of the Puente Hills (including all of the City of La Habra Heights) to Fullerton Road; and then southerly along Fullerton Road to the Orange County line; And including Catalina Island.

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

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

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

42 **2.0 MEMBERSHIP**

43 **2.1 Membership of Presbytery**

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

49 **2.2 Elder Members**

50 a) Each church shall be represented by elder members commissioned as provided for in the Form of
51 Government:

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

53 501 to 1,000 : 2 elders

54 1,001 to 1,500 : 3 elders

55 1,501 to 2,000 : 4 elders

56 2,001 to 3,000 : 5 elders

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

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

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

65 50% of the number of elders needed to equalize commissioner balance will be distributed
66 (rotatingⁱⁱ alphabetically by city) among churches with only one elder commissioner and 50% will
67 be distributed (rotating alphabetically by city) among churches with more than one elder
68 commissioner.

69
70 d) The Stated Clerk shall notify sessions of the total number of their elder commissioners on or
71 before the first presbytery meeting of the year, with all elder commissioners seated February 2 to
72 February 1 of the following year. The Stated Clerk shall report this information to the first presbytery
73 meeting of the year. Notification of additional commissioners shall include a request that churches
74 give consideration to representational concerns. (G-4.0403).

76 **2.2.1 Elder Representation**

77 a) Each church session is invited to commission an elder or elders as members of presbytery
78 as described above.

79 b) Elder members of presbytery shall normally be elected and commissioned for a term of
80 one year. [Sessions may elect “rotating commissioners” (different elder for each
81 meeting) provided they so indicate when informing the presbytery of commissioners].

82 c) Elder members of presbytery shall be enrolled by written notice from the session to the

83 Stated Clerk of the name of the commissioner and of the alternate commissioner,
84 complete with mailing address, **email address**, and telephone number.

85 d) If an elder commissioner is unable to attend a specific meeting, the alternate may attend,
86 OR session may elect another elder to attend as alternate, provided presbytery is notified
87 prior to the meeting of presbytery.

88 2.3 Corresponding Members

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

92 2.4 Ministers

93 Active members are expected to attend all Stated Meetings of presbytery. Ministers should avoid
94 business and personal time conflicts with presbytery Stated Meetings.

95 3.0 THE CORPORATION

96 3.1 Corporation

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

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

101 3.2 Members

102 Members of the corporation of Los Ranchos Presbytery. shall consist of the members of the presbytery.
103 [7.1] *{ed note: see G-8.0202 for this and following section}*
104

105 3.3 Board of Trustees

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

111 **3.3.1 Membership.** The Board shall consist of twelve members, elected by the members of the
112 corporation, six of whom shall be Ministers of the Word and Sacrament. Elders, if not members of
113 presbytery, become members by reason of election to the board. The corporation shall elect the President,
114 Vice President, and Treasurer .

- 115 a) The president of the corporation shall be the moderator of the Board.
116 b) Board members and Officers shall be nominated by the Nominating Committee of presbytery
117 and elected by the corporation.
118 c) The Stated Clerk of the presbytery shall be the Corporate Secretary, ex officio, without vote.

119 **3.3.2 Responsibilities.** The board shall be responsible for securing and maintaining corporate and not
120 for profit status and for serving as the legal/fiduciary agent of the corporation in civil matters. These
121 include, but are not limited to a) holding title to property, b) oversight of the financial integrity of the
122 corporation; c) examining and making recommendations of all instruments involving legal transactions
123 requiring presbytery approval; d) signing all legal documents necessary to implement presbytery

124 decisions, e) securing legal counsel as necessary. The President and Corporate Secretary shall sign all
125 legal documents unless otherwise provided for by specific action.

126 3.4 TERMS OF OFFICE

127 Officers and directors hold office for their designated term (normally three consecutive years, six
128 consecutive years maximum) and until their successor is elected.

129 4.0 PRESBYTERY GATHERINGS

130 4.1 PRESBYTERY GATHERINGS

131 The Presbytery of Los Ranchos shall gather four times a year, **normally** in February, May, August, and
132 November.

133 4.1.1 **Location.** All gatherings shall be held at the same location, with presbytery reimbursing the host
134 site for use of space. Participants shall share in the cost of a catered dinner.

135 4.1.2 **Schedule.** Gatherings shall normally be built around the following suggested timeframe:
136 3 Hour **Open Space.** Organized by the Strategic Coordinating Team of Council. Affinity groups,
137 activities, ceremonies, mission teams, ethnic ministries, conversations (formal and informal), prayer,
138 discernment, theological speakers, discussion, partnerships, learning opportunities in plenary, breakout
139 and workshop environments. Activities may be organized by any group recognized by Council or by
140 individuals if function is approved by Council. Multiple options will be provided at each meeting. A
141 schedule of events and activities shall be posted on the presbytery's web site at least two weeks prior to
142 the gathering and updated regularly.

143 1 ½ Hour **Meal and Worship** Common meal; catered; at cost. Worship provided through Council

144 2 Hour **Stated (Fiduciary) Meeting:** Only Presbytery Pastor's Report and action items of business (i.e.
145 examining candidates, retirements, vote on amendments, equalize commissioners, elections, budgets,
146 property/loans, receiving reports, session records, honorable retirements, formalizing partnership
147 agreements, challenged pastoral dissolutions, dissolutions of congregations, organize congregations, set
148 per capita, merge congregations, change by-laws, create policies.)

149 4.1.3 Stated Meetings

150 The docket for Stated Meetings of the presbytery shall be established by Council and posted on the
151 presbytery website and the date, time, and location for the next meeting shall be included at the end of
152 each docket.

153 4.2 Adjourned Meetings

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

156 4.3 Special Meetings

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

161 **4.4 Documents**

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

165 **4.5 Quorum**

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

170 **4.6 Worship**

171 Each Stated Meeting of presbytery shall be opened and closed with prayer, and worship shall be provided
172 by Council during the Gathering or immediately preceding the Stated Meeting.- The Sacrament of the
173 Lord's Supper shall be celebrated at least annually.

174 **4.7 Minutes**

175 Council shall read, correct and approve the complete minutes of the Stated Meeting at the first meeting of
176 Council following the Stated Meeting. The Stated Clerk is responsible for creating the minutes and shall
177 summarize the meeting online, and shall, when requested, provide members of presbytery the complete
178 minutes.

179 **5.0 OFFICERS AND STAFF**

180 **5.1 Positions**

181 The principal officers of the presbytery as an ecclesiastical organization shall be a moderator, a
182 moderator-elect, and a Stated Clerk. The presbytery staff shall include Presbytery Pastor/Head of Staff
183 (hereinafter "Presbytery Pastor") and such other exempt and non-exempt personnel as shall be determined
184 from time to time by the presbytery.

185 **5.2 Officer Election, Terms, Duties**

186 **5.2.1 Moderator**

187 The Moderator of presbytery shall ordinarily assume that role after having served as Moderator-elect and
188 been elected by presbytery and shall be installed at the first Stated Meeting of the calendar year.

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

192 **5.2.2 Moderator-Elect**

193 The Moderator-Elect of presbytery shall be elected by presbytery for a term of one year at the last stated
194 meeting of the calendar year and installed at the first stated meeting of the new year. The Nominating
195 Committee shall nominate a candidate for the position of Moderator-Elect. Nominations from the floor
196 require prior consultation with, and agreement by, the proposed nominees.

197 The Moderator-Elect shall perform the functions of the Moderator when requested by the Moderator or if
198 the Moderator is unable to serve. If the Moderator ceases to be a member of the presbytery, the
199 Moderator-Elect shall serve as Moderator and be eligible to be elected as Moderator the following year.
200 If the Moderator-Elect replaces the Moderator or is otherwise unable to complete their term, the
201 presbytery shall elect another Moderator-Elect.

202 **5.2.3 Rotation**

203 Ordinarily, the positions of Moderator and Moderator-elect shall rotate among Ministers of the Word and
204 Sacrament and elders.

205 **5.2.4 Stated Clerk**

206 The Stated Clerk is the primary ecclesiastical officer of presbytery. He or she shall normally be elected at
207 presbytery's last Stated Meeting of the year for a term of up to three years to begin the first day of January
208 following the election. If the Stated Clerk also is elected to serve in an executive staff position, the terms
209 of the positions shall be coterminous. The Stated Clerk must be an ordained elder or Minister of the Word
210 and Sacrament.

211 **5.2.4.1 Responsibilities**

212 The responsibilities of the office of the Stated Clerk shall be those set forth in the Constitution and in the
213 personnel policies of the presbytery including maintenance of all official documents and current, master
214 copies of Standing Rules, Policies and Procedures, and The Odyssey Group Report.

215 The Stated Clerk also shall perform such additional duties as may from time to time be assigned by the
216 presbytery, its appropriate committees, or the Presbytery Pastor.

217 **5.2.4.2 Minute Clerk**

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

220 **5.2.5 Treasurer**

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

222 Responsibilities:

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

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

226 c) To sign checks, review bank reconciliations, provide for annual audit, and such other duties as
227 provided for in the Personnel Manual or assigned by Committee on Staff Relations.

228 **5.2.6 Officer Vacancies**

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

231 b) When the Stated Clerk is unable to fulfill her or his duties, the Moderator of presbytery, with
232 Council concurrence, shall appoint a temporary Stated Clerk to fulfill those responsibilities.

233 **5.3 Staff Election, Terms, Duties**

234 The Committee on Staff Relations shall, from time to time, recommend to the presbytery, through
235 Council, the need for specific exempt and non-exempt staff positions. When doing so, they shall present
236 a staffing rationale, position description for each specific position, and a financial impact statement
237 indicating the effect on the appropriate budget(s). Once approved by presbytery, these positions shall
238 continue until such time as the Committee on Staff Relations and/or Council recommends, and presbytery
239 approves, modifications or elimination.

240 **5.3.1 Presbytery Pastor**

241 The Presbytery Pastor shall be the chief administrator, Head of Staff, and pastor for the presbytery, and
242 shall be accountable to the presbytery, through the Council, for the implementation of presbytery mission
243 as well as matters of strategy, program, and allocation of resources. The Presbytery Pastor shall provide
244 other staffing services as set forth in the Manual of Administrative Operations or assigned by Council or
245 The Odyssey Group Report and shall be responsible (in consultation with Committee on Staff Relations)
246 for employing and terminating the employment of non-exempt staff.

247 The Presbytery Pastor shall be called and elected by secret ballot following nomination by a special
248 nominating committee elected by presbytery in accordance with the call for diversity in the Constitution,
249 the provisions of the Manual of Administrative Operations, and, when required, in consultation with
250 synod. A two-thirds vote shall be required for election and issuance of a call. The Presbytery Pastor shall
251 be installed for a definite term.

252 **5.3.2 Other Presbytery Staff**

253 The presbytery may employ exempt and non-exempt staff as required to fulfill the connectional,
254 supportive, and missional responsibilities of presbytery as determined through staffing rationales and The
255 Odyssey Group Report.

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

257 **5.4 Staff Vacancies**

258 Staff vacancies, other than the position of Presbytery Pastor, shall be filled in accordance with presbytery
259 personnel policies and Manual of Administrative Operations..

260 **6.0 ORGANIZATION**

261 **6.1 Organizational Components**

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

- 264 ✓ Council
- 265 ✓ Corporation (Board of Trustees)
- 266 ✓ Nominating Committee
- 267 ✓ Committee on Staff Relations

268 ✓ Such program, mission, and administrative groups as the presbytery shall from time to time
269 determine are necessary to carry out its vision for mission and the requirements of the Form of
270 Government.

271 **6.2 Election And Terms: Council, Committees, and Corporation Members**

272 **6.2.1 Terms of Office**

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

277 **6.2.2 Limitations**

278 No person on the Council, on the Trustees, or on a presbytery standing committee, shall serve in that
279 capacity for more than six consecutive years. Any person having served six consecutive years shall be
280 ineligible for another term in the same office until at least one year has elapsed. Ordinarily a member of
281 presbytery shall serve on only one standing committee at a time.

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

284 **6.2.3 Elections**

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

287 Persons may be elected at other times of the year in order to fill vacancies and shall take office as soon as
288 elected.

289 **6.2.4 Advisory Membership on Presbytery Committees**

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

292 **6.2.5 Absenteeism**

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

296 **6.2.6 Quorum**

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

299 **6.3 Delegated Powers**

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

302 7.0 COUNCIL

303 Moderator and Moderator Elect of Presbytery, most recent former Moderator of Presbytery, Presbytery
304 Pastor, Executive Staff (non voting), nine at large members nominated by the Nominating Committee and
305 elected by presbytery, one person from each Council Team (three), and Moderator of Staff Relations.

306 The nine at large members will serve rotating, three year terms and may be elected to second
307 terms but may not serve more than six consecutive years, with at least two years off Council
308 before being eligible for election again.
309

310 7.1 Powers

311 Council serves as the primary leadership body of the presbytery. Its functions include:

- 312 a. Provides preliminary study, recommendation, and planning of strategic missions and fulfilling
- 313 presbytery's commitment to developing healthy, missional congregations;
- 314 b. Oversees fiduciary responsibilities of presbytery;
- 315 c. Aligns presbytery life to its Vision for Mission;
- 316 d. Evaluates presbytery effectiveness and faithfulness;
- 317 e. Designs Presbytery Gatherings;
- 318 f. Calls special meetings of the presbytery.
- 319 g. Names Moderators of Council Teams
- 320 i. Brings Proposed Amendments from GA to presbytery—reviews and recommends action to
- 321 Presbytery regarding overtures from Sessions to GA.
- 322 j. Negotiates and arbitrates processes, responsibilities, and functions of other groups and
- 323 committees
324

325 Council is empowered to fulfill all functions charged to it by the Constitution, Standing Rules, and Vision
326 for Mission—or delegated to it by presbytery.
327

328 Acting between meetings of presbytery, it shall act as a commission having all delegated powers
329 permitted by the Constitution, with the provision that such actions shall be reported at the next meeting of
330 presbytery. The right of administrative review is reserved to the presbytery.
331

332 7.2 Moderator

333 The Presbytery Pastor shall be the Moderator of Council. If the Moderator of Council is unable to
334 moderate or unavailable to moderate, the Moderator of Presbytery shall moderate. If both Presbytery
335 Pastor and Moderator of Presbytery are unable to moderate, the Council shall elect a Moderator from
336 among its members for the period of the meeting.
337

338 7.3 Reports

339 The Council shall report all business transacted by Council via the website and also through the Omnibus
340 Motion presented at each stated meeting of presbytery.

341 7.4 Docket Committee

342 The Moderator and Moderator-Elect of Presbytery, the Presbytery Pastor and Stated Clerk, and two
343 members of Council elected by Council shall constitute the Docket Committee. Its responsibility is to
344 expedite the work of Council by setting the docket for the Council and recommending the docket for the
345 Stated Meeting portion of Presbytery Gatherings. It may provide advisory recommendations to Council
346 on matters coming before Council

347
348 The Docket Committee is also empowered to name a Committee of Counsel, appoint an Administrative
349 Commission or Investigating Committee, and to contract for legal services on behalf of the presbytery
350 when time constraints so demand it is in the best interests of the presbytery to do so, provided such
351 actions are reported to Council electronically as soon as convenient and appropriate and reported at the
352 next meeting of Council and/or presbytery.
353

354 **7.5 Meetings**

355 Council shall normally meet six times per year at a working dinner. It shall meet four times within 25
356 days prior to the Stated Meeting of presbytery and twice a year at days of its choosing to focus on the
357 Generative work of the presbytery.
358

359 Special Meetings. The Moderator of Council may convene special meetings of Council and shall convene
360 a special meeting of Council at the request of any four members of Council representing not fewer than
361 three churches. Notice of such meetings must be provided all members at least five days prior to the
362 meeting.
363

364 **7.6 Open Meetings**

365 Council shall follow the open meeting policies of the denomination, reserving the right to go into
366 executive session as necessary for personnel or legal reasons, or for reasons related to the strategic best
367 interests of the presbytery.
368

369 **8.0 BUDGETS**

370 **8.1 Presbytery Budgets**

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

373 **8.2 General Mission Budget**

374 **8.2.1 Preparation**

375 The General Mission Budget shall be prepared by the Trustees under the oversight of Council, and in
376 consultation with the appropriate mission/administrative group(s), from requests for support of the
377 mission needs of presbytery submitted by the various program, mission, partnership, network, and
378 administrative groups of presbytery. The General Mission Budget is based on the presbytery portion of
379 Shared (Unified) Mission giving and designated contributions.

380 **8.2.2 Budget Adoption**

381 The presbytery shall adopt a General Mission Budget after consideration of Council recommendations.
382 Ordinarily, the final form (second reading) of this budget will be adopted by presbytery no later than the
383 final Stated Meeting of the year and finalized by presbytery when mission pledges from congregations
384 have been received.

385 **8.2.3 Shared (Unified) Mission Remittances**

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

389 **8.2.4 Reallocation of Budgeted Funds**

390 After presbytery’s final approval of a General Mission Budget, the program, mission, partnership,
391 network or administrative group responsible for specific expenditures may adjust line items, provided the
392 group’s total expenditures do not exceed the group’s budgeted total.

393 **8.2.5 Restricted Giving**

394 All donor restricted receipts will be applied in accordance with “Generally Accepted Accounting
395 Principles”.

396 **8.3 Ecclesiastical Budget**

397 **8.3.1 Preparation**

398 The Ecclesiastical Budget shall be prepared by the Trustees under the oversight of Council, and in
399 consultation with the appropriate program, mission or administrative group(s), and the Presbytery Pastor.
400 Funding for the ecclesiastical functions of the presbytery shall be derived from a presbytery approved
401 apportionment of church members.

402 **8.3.2 Remittance**

403 Each church in the presbytery shall pay to the Treasurer of presbytery, on or before February 1 of each
404 year, its per member apportionment (Per Capita) in an amount approved by presbytery. These funds pay
405 for ecclesiastical expenses and the presbytery bears its apportioned-share of synod and General Assembly
406 operational expenses.

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

409 **8.3.3 Presentation**

410 The Trustees shall present to the Council, a proposal for an Ecclesiastical Budget and for its related
411 apportionment. Normally, this shall be done so as to permit publication of proposed per member
412 apportionment in time for congregations to budget accordingly. Council shall present the Ecclesiastical
413 Budget for presbytery final approval no later than presbytery’s final Stated Meeting of the year.

414

415 **9.0 COMMISSIONS & JUDICIAL PROCESS**

416 **9.1 Investigating Committee**

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

421 9.2 Commissions

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

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

429 9.3 Judicial Commissions

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

432 9.4 Operational Criteria: Commissions**433 9.4.1 Membership**

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

435 9.4.2 Expenses

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

438 9.4.3 Decisions

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

445 9.4.4 Records

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

449 10.0 ADMINISTRATIVE, STRATEGIC, AND GENERATIVE TEAMS

450 Section 10 shall be reviewed by Council at least every three years to determine which ministries and
451 programs are most critical and which are least critical to its *Vision for Mission*, and which ones continue
452 to be administratively necessary.

453 10.1 Committees Accountable Directly to the Presbytery:**454 10.1.1 Ministerial Relations (24 members)**

455 All functions presently assigned by the Form of Government to the Committee on Ministry (or, if

456 adopted, those in the *Revised Form of Government*) governing members of presbytery, ministerial
457 relations, and calls to ministry. Responsibilities which may be delegated to Ministerial Relations
458 by presbytery as provided for in the Form of Government are considered so delegated.
459

460 **10.1.2 Preparing for Ministry** (15 members)

461 All functions presently assigned to the Committee on Preparation for Ministry (or if adopted,
462 those in the *Revised Form of Government*) for providing care and oversight of those preparing for
463 ordained and commissioned ministry. Responsibilities which may be delegated to Preparing for
464 Ministry by presbytery as provided for in the Form of Government are considered so delegated.
465

466 **10.1.3 Nominating Committee** (9 members)

467 Identify and secure leadership for Ministerial Relations, Preparing for Ministry, Council, the
468 Permanent Judicial Commission, Nominating Committee, and the “Teams” of Council
469

470 **10.1.4 Permanent Judicial Commission** (9 members).

471 All responsibilities as required by the Constitution and Standing Rules.
472

473 **10.1.5: Sexual Misconduct Response Team** (9 members)

474 All responsibilities assigned to the Response Team by the Prevention and Response Policy:
475 Sexual Misconduct of the Presbytery of Los Ranchos.
476

477 **10.2 Function Groups Accountable to, and Under the Direction of, the Council**

478 **Administrative Team**

479 **10.2.1.** Trustees (functions assigned to) (12 members + Treasurer) (Moderator on Council)

480 Responsible for ecclesiastical and civil financial & fiduciary matters, including loans, property,
481 budget (preparation and management), accounting, management of resources, investments,
482 endowment, interface with civil and legal authorities. Elected by the Corporation.
483

484 **10.2.2. Committee on Staff Relations.** Personnel and staff support. (seven)

485 **10.2.2.1 Membership.**

486 The Committee shall be composed of a Moderator, elected by Council, and six other persons
487 appointed by Council from nominations by the existing Committee. No member may be a
488 member of any other official body of presbytery. The Presbytery Pastor shall be a member ex
489 officio without vote and serves as Staff to the committee..
490

491 **10.2.2.2 Responsibilities**

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

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

498 c) To present nominations to the presbytery, through the Council, for exempt
499 members of the staff, together with the terms of the call and to select and hire non exempt
500 administrative staff as needed and in consultation with the Presbytery Pastor.

501 d) To review with the Presbytery Pastor the schedule of compensation for staff

- 502 members and prepare budget recommendations for the appropriate budget committees,
 503 e) To make an annual review of the work and compensation of the Presbytery Pastor
 504 and of each staff person, and to provide a summary report to the Council,
 505 f) To conduct end of term comprehensive reviews of the Stated Clerk and
 506 Presbytery Pastor and provide a summary report to the Council.
 507

508 **10.2.3. Records Review.**

509 An Annual Review of Records shall be provided by an Administrative Commission appointed
 510 annually by the Stated Clerk and confirmed by Council. To fulfill all constitutional requirements
 511 for administrative review of congregational records. Stated Clerk staffs.
 512

513 **10.2.4 Bills and Overtures.** Commissioners to the most recently completed General Assembly shall
 514 comprise the Bills and Overtures Committee. It shall present recommendations on all GA
 515 Proposed Amendments and overtures from Session to the Council. Stated Clerk Staffs.
 516

517 **10.2.5 Stated Clerk’s Office.** Records, Corporate Responsibilities, Ecclesiastical &
 518 Constitutional functions
 519

520 **10.3 STRATEGIC COORDINATING TEAM** (functions assigned to) (15 members) (Moderator on
 521 Council)
 522

523 Shall be responsible for those functions called for in the Vision for Mission and Mission Goals of
 524 the Presbytery through

- 525 o Helping create, maintain, support, and sustain partnerships of congregations
- 526 o Brokering resources for creating healthy congregations and for leader development
- 527 o Coordinating Presbytery Gatherings
- 528 o Coordinating Kenya Partnership for Presbytery
- 529 o Encouraging, facilitating, and supporting affinity and professional networks
- 530 o Providing resources to maintain and encourage ethnic ministries and NCD’s.

531 These functions may be carried out through the use of teams, partnerships, committees, task
 532 forces, commissions, or any other organization type body needed to fulfill the mission. In doing
 533 so, it shall make every effort to clarify and make public the membership of the group, leadership
 534 of the group, accountability for the group, responsibilities/tasks of the group, duration of the
 535 group, staff needs of the group, procedures for evaluation of effectiveness, and financial support
 536 needed for the group

537 **10.4 GENERATIVE CATALYST TEAM** (functions assigned to) (nine) (Moderator on Council)

538 **10.1. Responsibilities:**

539 This group is responsible for adaptive thinking, evaluation, interpretation, aligning budget,
 540 challenging presbytery and congregations. Oversight of media and communication for the
 541 presbytery. Providing theological reflection and guidance. Balcony view, big picture group, long
 542 view group. Presbytery Pastor staffs.
 543

544 **10.4.2 Membership:**

545 Three members appointed by Presbytery Pastor, three members appointed by a Moderator, (one
 546 per year), three members elected by presbytery. Appointed members serve only for three years—
 547 but may be reappointed for a second three year term.
 548

549 **10.5. VALIDATED ORGANIZATIONS**

550 Other groups, not directly accountable to presbytery or Council, but with special interests or
551 constituencies consistent with the presbytery’s mission, and composed of Los Ranchos
552 congregations and/or their members, may be validated **by** the Council and report **to** Council.

553 **10.6 Flexibility**

554 Presbytery and its generative, strategic and administrative groups shall organize to fulfill presbytery’s
555 missional vision design-

556 **10.7 Reports**

557 Each generative, strategic, and administrative group shall report to Council and presbytery as its assigned
558 mission shall require.

559 **10.8 Expenses**

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

563 **10.9 Fifty-Mile Limitation**

564 Travel greater than 50 miles round-trip without church reimbursement (for presbytery and generative,
565 strategic, and administrative groups) will be paid for by presbytery at then current IRS rates.

566 **10.10 Representation and Diversity**

567 Consistent with the Constitution, the Nominating Committee and all generative, strategic, and
568 administrative groups shall seek to reflect the diversity of races, ages, ethnic groups, and cultures in this
569 presbytery and insure compliance with Constitutional requirements for diversity. All groups shall seek a
570 balance between male and female, minister and elder, theological diversity, and geographical
571 representation.

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

573 **10.10.1 Committee on Self-Development of People and Committee on Representation**

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

576 **11.0 CHURCH SESSIONS**

577 **11.1 Reports To Presbytery**

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

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

584

585 **12.0 CONGREGATIONS**

586 **12.1** The mission and ministry of each congregation should, ideally, be reviewed every five years.
587 When requested, the presbytery shall provide individuals to assist in this process.

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

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

590 2) When a congregation is planning on a change in its real property or a change in its
591 encumbrances, it must consult with the presbytery and receive approval for those transactions
592 specified in the Constitution.

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

594 **12.2 Insurance**

595 Each church is “to obtain property and liability insurance coverage to protect the facilities, programs, and
596 officers, including members of the session, staff, Board of Trustees, and deacons”. [G-10.0102.o.] All
597 Los Ranchos congregations are covered by Covenant Presbyterian Insurance Program unless they have
598 notified presbytery and provided proof of “in force”-alternative insurance.

599 **13.0 PROPERTY MATTERS**

600 Property of churches is governed by the Constitution of the PCUSA and the policies of the presbytery.
601 Pastors, congregations, sessions and presbyteries have a fiduciary responsibility to abide by these
602 provisions. All loans and encumbrances approved by presbytery shall include a reversionary clause in the
603 terms of approval.

604 **14.0 COMMISSIONERS TO HIGHER GOVERNING BODIES**

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

607 **15.0 AMENDMENTS AND SUSPENSION OF RULES**

608 **15.1 Amendments (“Two Readings Rule”)**

609 Changes to these Standing Rules may be made by two-thirds vote of members present at any Stated
610 Meeting, provided that written notice of the proposed change is made at the previous Stated Meeting.

611 **15.2 Suspension**

612 Any portion of these Standing Rules may be suspended for a particular meeting or vote, by a three-fourths
613 vote of the members registered at a Stated Meeting only.

614 **16.0 APPROVAL AUTHORITY AND REVISION HISTORY**

615 **16.1 These Standing Rules totally revised and updated May 2009**

616

|

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

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**<TO BE REVISED AND EDITED WHEN
ADOPTED JULY 2009.**

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15

Total Number of Nominations for Which Nominating Committee is Responsible:

Council: 9 at large

Ministerial Relations 24

Preparing for Ministry 15

Nominating 9

PJC 9

Trustees 12

Strategic Coordinating Team 16

Generative Catalyst Team 3

Sexual Misconduct Response Team 9

TOTAL: 106

ⁱ 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.

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