

**STANDING RULES FOR  
THE PRESBYTERY OF SAN FERNANDO**

**Revised April 28, 2020**

**CHAPTER I GENERAL PRINCIPLES**

**SECTION 1.10 TERRITORY**

The Presbytery of San Fernando, organized on January 4, 1968, is the organizational unit and the seat of original authority of the Presbyterian Church (U.S.A.) realized by the convocation of all teaching and ruling elders representing churches and ministries within the State of California in that portion of Los Angeles County lying northerly of the following described line: commencing at the intersection of the Pacific Ocean and Mulholland Highway; thence northerly and easterly along Mulholland Highway to its intersection with Mulholland Drive; thence easterly along Mulholland Drive (excluding the Bel Air Presbyterian Church) to the Hollywood Freeway; thence southeasterly along the Hollywood Freeway to Franklin Avenue; thence easterly along Franklin Avenue to Western Avenue; thence southerly along Western Avenue to Sunset Boulevard; thence easterly along Sunset Boulevard to Fountain Avenue; thence easterly along Fountain Avenue to Hyperion Avenue to Rowena Avenue; thence southeasterly along Rowena Avenue to Fletcher Drive; thence northeasterly along Fletcher Drive to Metrolink; thence northwesterly along Metrolink to the southerly city limits of Glendale; thence easterly along the southerly and easterly city limits of Glendale to the city limits of Pasadena; thence northerly along the westerly city limits of Pasadena to the southerly boundary of the Angeles National Forest; thence easterly along the southerly boundary of the Angeles National Forest to the San Bernardino County Line.

**1.20 GOVERNMENT**

The Presbytery is governed primarily by applicable portions of The Constitution of the Presbyterian Church (U.S.A.) and secondarily by the following Standing Rules adopted at the first stated meeting of Presbytery on January 4, 1968, and last revised in 2013, and guided by the Standing Rules of the Synod of Southern California and Hawaii, and Robert's Rules of Order, latest edition.

**1.30 FUNCTIONS**

The Presbytery is a corporate expression of the Church consisting of all the churches and teaching elders within the district specified in Section 1.10. It is responsible for the mission and government of the Church throughout its geographical district. It has all the responsibility and power specified in the Chapter Three of the Book of Order.

## CHAPTER II MEMBERSHIP AND MEETINGS

### SECTION 2.10 MEMBERSHIP

#### 2.11 TEACHING ELDER MEMBERS

Membership of Teaching Elders in the Presbytery of San Fernando is determined by Categories of Membership in G-2.0503 and Membership of Presbytery in G-3.0306. Membership in the Presbytery will be determined by Presbytery vote on recommendation from the Committee on Ministry. Members shall abide by Presbytery's sexual misconduct policy.

#### 2.12 RULING ELDER MEMBERS

Each church within the geographical limits of Presbytery shall be represented by a ruling elder commissioned by the Session of the particular church. Churches with membership over 500 shall be entitled to commission the following numbers of ruling elder representatives. It shall be the duty of all ruling elder members to attend the meetings of Presbytery unless excused.

<u>Membership</u>	<u>Ruling Elders</u>
501-1000	2
1001-1500	3
1501-2000	4
Over 2000	5

Each ruling elder elected Moderator-Elect, Moderator, or Past Moderator shall be enrolled as a member of Presbytery for the term of office and need not be commissioned by a Session.

The Presbytery shall elect additional ruling elder commissioners to redress any imbalance in membership of teaching and ruling elders. For this purpose the Presbytery may elect as commissioners to Presbytery, in addition to the regular commissioners, any presbytery ruling elder who serves as committee chairperson, vice-chairperson, member of the Presbytery Lead Team, Synod Commissioners, the Stated Clerk, the Moderator and Clerk of the Permanent Judicial Commission and former presbytery moderators. The election of these persons and additional ruling elders necessary to correct the imbalance shall take place at the first second stated meeting of the calendar year.

Honorably retired teaching elders who have not attended a meeting of Presbytery in the past year will not be included in establishing a plan for parity between teaching and ruling elders at a meeting of the Presbytery.

Members of presbytery committees not elected as commissioners to Presbytery shall have the privilege of the floor without vote.

## **2.13 QUORUM FOR MEETINGS**

The quorum for stated meetings shall be at least ten (10) teaching elders and ten (10) ruling elder commissioners from five (5) different congregations. The quorum for special meetings shall be at least five (5) teaching elders and five (5) ruling elders from three (3) different congregations.

## **2.20 MEETINGS**

The Presbytery Moderator, the Stated Clerk and the Moderator of the Session where the Presbytery meeting is to be held will make arrangements for the meeting.

## **2.21 CALENDAR**

There shall be no less than four (4) stated meetings (one per quarter) of Presbytery each year, as determined by the Presbytery Lead Team.

## **2.22 TIME AND PLACE**

All stated meetings shall be held at hours and in churches or places determined by the Presbytery Lead Team. The time and place of a meeting shall be designated in the call.

## **2.23 ADJOURNED MEETINGS AND SPECIAL MEETINGS**

Adjourned meetings may be held from time to time as Presbytery may determine. Special meetings may be called by the Moderator or any two (2) teaching elders and two (2) ruling elders from two (2) different congregations (G-3.0304). Persons requesting a special meeting of the Presbytery may be required to reimburse the Presbytery for the cost of calling such a meeting, at the time of the request. The Property and Finance Committee of the Corporation shall be authorized to set the cost of calling a special meeting.

## **2.24 CHANGES**

Necessary changes in the date or place of stated meetings may be made by Presbytery at a preceding meeting or by the Presbytery Lead Team, provided that notification of such intention is sent by whatever means necessary to all members at least ten days prior to the earlier date.

## **2.25 NOTICES AND BUSINESS**

Notice of all meetings, other than adjourned meetings, shall be sent to all members not less than ten days before meetings, and shall specify the place, day and hour. All new business at Presbytery meetings shall be submitted in writing to the Stated Clerk and announced to the Presbytery by the end of the docketed reading period or at the time of the adoption of the docket if there is no docketed reading period.

## **2.26 WORSHIP**

Each stated meeting shall include a period of worship with the Lord's Supper observed.

#### **2.27 MILEAGE EXPENSE**

The Presbytery shall provide for the expenses incurred by its members in attending meetings of presbytery or its committees by granting mileage allowances based on specific recommendations by the Property and Finance Committee of the Corporation.

#### **2.28 MINUTES**

Minutes of each stated meeting shall be recorded by the Stated Clerk and copies posted on the Presbytery's website within thirty (30) days after adjournment, with formal approval given at the succeeding meeting of Presbytery. Circulation of the minutes as noted above shall eliminate the reading of said minutes. G-3.0305

### **CHAPTER III OFFICERS**

#### **SECTION 3.10 TITLES**

Titles of officers of Presbytery shall be Moderator, Moderator-Elect, Past Moderator, Stated Clerk and Executive Presbyter. The Executive Presbyter and Moderator are authorized to speak to the media on behalf of the Presbytery.

#### **3.20 MODE OF ELECTION: TERMS: DUTIES**

##### **3.21 MODERATOR**

The Moderator shall be installed at the final stated meeting of the year and shall serve for one year beginning 01 January of the following year. In the event the Moderator is unable to serve, the Moderator-Elect will succeed to the office of Moderator. The Moderator shall be a member of the Presbytery Lead Team with vote. The duties of the Moderator shall be those described in G-3.0104.

##### **3.22 MODERATOR-ELECT**

The Moderator-Elect shall be elected to a 3-year term (Moderator-Elect, Moderator, Past Moderator) at the final stated meeting of Presbytery with the term beginning 01 January of the following year. If the Moderator-Elect is unable to serve, the Presbytery shall elect another person to take office. The Moderator-Elect shall be a member of the Presbytery Lead Team with vote. The duties of the Moderator-Elect shall be those assigned by the Moderator.

##### **3.23 PAST MODERATOR**

The Moderator becomes Past Moderator upon the installation of a new Moderator with the term beginning 01 January of the following year. The Past Moderator shall be a member of the Presbytery Lead Team with vote and shall serve as Chairperson of the Presbytery Lead Team while serving as Past Moderator. Additional duties may be assigned to the Past Moderator by the Moderator or the Presbytery Lead Team. If the Past Moderator is unable to serve, the Presbytery shall elect another person to take the office.

### **3.24 STATED CLERK**

The Stated Clerk shall normally be elected at the final stated meeting of the year and shall serve for a term of three (3) years beginning on 01 January following election or until his or her successor is elected. Duties are defined in G-3.0104. In particular:

1. Prepare the docket for the Presbytery Meeting;
2. Transcribe the minutes of each meeting of Presbytery which upon approval shall constitute the official record of Presbytery, and serve as custodian of these and other significant files not in current use by one of the committees of Presbytery;
3. Maintain an accurate roll of Presbytery's members and churches, certified church educators, parish associates and candidates under care (G-3.0104);
4. Issue the following communications and others as directed by Presbytery;
  - a. Notices of the meetings of Presbytery as set forth in these rules, together with the docket of the meetings as prepared by the Presbytery Lead Team;
  - b. Notification of the election or appointment of members of Presbytery committees;
  - c. Correspondence concerning the reception or dismissal of members of the Presbytery;
  - d. Actions of General Assembly and Synod which require special notices;
  - e. The annual statistical report from the Office of the General Assembly to each session;
5. Serve as the secretary of the Presbytery Lead Team and the Committee on Ministry; the Stated Clerk shall be an ex officio member, without vote, on the Presbytery Lead Team and the Committee on Ministry;
6. Provide appropriate services for the work of the committees of the Presbytery, e.g.;
  - a. Transmit communications received from other agencies to the proper committee;
  - b. Counsel committees on appropriate times for reports and recommendations.

### **3.25 EXECUTIVE PRESBYTER**

An Executive Presbyter may be elected by the Presbytery and employed to serve for an indefinite term as chief administrator and is accountable to the Presbytery through the Personnel Committee. The duties and responsibilities shall be outlined in the position description and approved by Presbytery. The Executive Presbyter shall be an ex-officio member, without vote, on the Presbytery Lead Team and all committees. The Executive Presbyter may have additional presbytery and synod assignments. An annual review shall be conducted by the Personnel Committee.

### **3.26 VACANCIES**

Any officer may resign at any time by giving thirty (30) days notice to the Stated Clerk, except that the Stated Clerk shall resign to the Moderator. Any vacancy so created, or created by death, permanent disability, disqualification, or any other cause, shall be filled by regular election procedures. The Presbytery Lead Team on recommendation of the Personnel Committee shall have the power to make temporary appointment to the office of Stated Clerk, in the event the office should be vacated between meetings of Presbytery. Such appointment is subject to approval by Presbytery, and Presbytery shall in regular manner elect such person at its earliest convenience.

### **3.27 COMPENSATION**

Presbytery shall make provision for the remuneration and expenses of the Presbytery officers and staff. The amount of the remuneration shall be determined annually by Presbytery on recommendation of the Personnel Committee.

## **CHAPTER IV ORGANIZATION**

### **SECTION 4.10 COMPONENTS**

Presbytery is organized with the following components: a Presbytery Lead Team, a Corporation and several committees.

### **SECTION 4.11 ELECTRONIC MEETINGS AND VOTING**

#### **A. ELECTRONIC VOTING POLICY**

1. From time to time a matter of routine business needs to be acted on between meetings of the Presbytery Lead Team, a Committee or Commission. At the discretion of the Chair of the entity, it may be determined reasonable to provide for a vote by email by the members of the entity in the interest of time and efficiency. This procedure is not intended to be used casually or to circumvent healthy discussion regarding a piece of business but rather as a means of conducting non-controversial or routine business expeditiously when necessary.
2. When this method of voting is used, all members must be notified electronically and will have 48 hours to respond. At minimum, a quorum of the members will have to vote on the measure and the votes of those responding will have to be unanimous in order for the measure to be approved. If any member asks for face-to-face discussion of the item the email vote will not be pursued. The measure approved will be recorded in the minutes of the subsequent meeting of the entity.

#### **B. TELECONFERENCE VOTING POLICY**

1. Occasionally an urgent matter of business may need to be acted upon between the regular meeting dates of the Presbytery Lead Team, a Committee or Commission. At the discretion of the Chair of the entity, it may be determined

reasonable to provide for a discussion and subsequent vote on the matter via conference call/video among the members of the entity.

2. When this method of discussion and voting is used, the Chair must notify all members of the matter to be acted upon and the time and date of the conference call at least 48 hours in advance of the call by email/text/telephone call. At minimum, a quorum of the members of the entity must participate in the conference call/video. After discussion of the matter, a majority of those participating in the call must support any measure voted upon in order for it to be approved. The measure approved will be recorded in the minutes of the subsequent meeting of the entity.
3. Under no circumstances shall an electronic vote or teleconference vote be utilized when a quorum of the Presbytery is present in a physical location.

#### **4.20 ELECTION AND TERMS OF SERVICE**

- 4.21 All members of the Presbytery Lead Team, Trustees and committees shall serve terms of three (3) years, and shall be divided into approximately equal classes, one class to be elected each year.
- 4.22 No member shall serve consecutive terms, either full or partial, aggregating more than six (6) years, and having so served, shall be ineligible for another term until one year has elapsed.
- 4.23 Annual elections shall be held at the final stated meeting of the year. Terms of office shall begin 01 January following election.
- 4.24 Vacancies occurring by death, resignation or other causes shall be filled by election of Presbytery after nomination by the Nominating and Representation Committee.
- 4.25 When a member of the Presbytery Lead Team, Trustees or the committees of Presbytery has been absent without excuse for three (3) consecutive meetings, the member shall be considered to have resigned by that body. The vacancy shall be reported at a Presbytery Meeting after contact by the chairperson of that body to the Stated Clerk, who shall direct the Nominating and Representation Committee to nominate another person to fill the unexpired term.

### **CHAPTER V PRESBYTERY LEAD TEAM**

#### **SECTION 5.10 MEMBERS**

The Presbytery shall elect a Presbytery Lead Team for the coordination of mission programs. The Presbytery Lead Team shall consist of twelve (12) voting members as follows:

1. Chairperson - the immediate Past Moderator of the Presbytery Vice-chairperson - elected from the Lead Team

2. Committee on Ministry Chairperson
3. Committee on Preparation for Ministry Chairperson
4. Communication and Church Support Committee Chairperson
5. Evangelism and Church Growth Committee Chairperson
6. Property and Finance Committee Chairperson
7. Nominating and Representation Committee Chairperson
8. Personnel Committee Chairperson
9. Polity and Records Committee Chairperson
10. Moderator of the Presbytery
11. Moderator-Elect of the Presbytery
12. Member-at-Large

The Stated Clerk shall be an ex-officio member without vote and serve as secretary of the Presbytery Lead Team. The Executive Presbyter shall also be an ex-officio member without vote.

## **5.20 RESPONSIBILITIES**

The Presbytery Lead Team shall:

1. Approve the docket for the meeting of Presbytery;
2. Correspond with the Synod and the General Assembly;
3. Review and endorse the Property and Finance Committee of the Corporation's annual budget recommendations prior to presentation to Presbytery for approval;
4. Appoint committees from its own membership for special purposes;
5. Nominate members and chairperson for the Nominating and Representation Committee to be elected by Presbytery;
6. Review regularly the functional relationship between Presbytery's structure and its mission and recommend action to Presbytery;
7. Coordinate the work of the committees of Presbytery to increase Presbytery efficiency through preliminary study and planning;
8. Coordinate the long and short range planning processes of the Presbytery.

## **5.30 EXPENSES**

Expenses of the Presbytery Lead Team shall be provided as prescribed in these Standing Rules (7.30).

## **5.40 MEETINGS**

The Presbytery Lead Team shall meet regularly at least two (2) weeks prior to each stated meeting of Presbytery and upon call of the chairperson or any two (2) members of the Lead Team.

## **5.50 EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Presbytery Lead Team for the purpose of preparing the Lead Team agenda, drafting proposed Presbytery dockets for the Lead Team's consideration, and performing such tasks as may be assigned to it by the Lead Team or the Presbytery. The Executive Committee shall be



composed of the Past Moderator serving as the Chairperson, the Moderator and Moderator-Elect of Presbytery, the Executive Presbyter and the Stated Clerk.

## **CHAPTER VI THE CORPORATION**

### **SECTION 6.10 FORMATION AND DUTIES**

The Presbytery shall form a Corporation (or corporations) under the laws of the State of California to enable it to:

1. Purchase, sell, rent, lease, receive, hold, encumber, manage and transfer such property as may come under its jurisdiction, subject to the approval of Presbytery.
2. Receive, hold, invest, disburse, loan and manage financial resources as directed by the Presbytery.
3. Manage its corporate affairs as Presbytery may direct from time to time.
4. Establish the fiscal year as the calendar year.
5. Serve as Trustees for the Corporation.
6. Elect Corporate Officers.

### **SECTION 6.11 PROPERTY AND FINANCE COMMITTEE OF THE CORPORATION**

1. Membership: The Committee shall consist of nine (9) members selected in accordance with the provisions of Sections 7.23, 7.24 and 7.41 and elected by the Presbytery. The membership shall be divided into three (3) classes of three (3). The nine members of the Presbytery's Property and Finance Committee are also elected by the Presbytery to serve as Trustees of the Corporation. Five Members/Trustees shall be necessary to constitute a quorum for the transaction of Trustee business. Three members of the Committee shall be elected by the Trustees to the positions of President, Vice-President and Secretary to serve as Officers of the Corporation.
2. Functions: The Committee shall relate to both the financial management and property management of the Presbytery with the following functions:
  - a. Develop a process for short and long range budget planning and evaluating;
  - b. Coordinate the financial management program of the Presbytery, and be responsible for the receipt and disbursement of all presbytery funds;
  - c. Formulate and coordinate budget recommendations for Presbytery. Budget recommendations shall be presented to the Presbytery Lead Team for review and endorsement prior to presentation to Presbytery. The proposed budget will be distributed to all Presbyters prior to presentation to Presbytery;
  - d. Present a report of the financial condition of the Presbytery at each stated meeting of Presbytery and an annual report;
  - e. Maintain a proper accounting system; provide proper authorization for payment of obligations;
  - f. Make recommendations for the amount of per capita apportionment to meet the ecclesiastical expenses in consultation with appropriate committees, Executive Presbyter and Stated Clerk, and present to Presbytery through the Presbytery Lead Team (Section 11.30);

- g. Notify churches, through the Presbytery, of the amount of per capita apportionment due for Presbytery, Synod and General Assembly, and collect and disburse all such apportionments;
  - h. Recommend mileage allowances to Presbytery (Section 2.27);
  - i. Consult with committees on program budget recommendations and monitor the status of those funds;
  - j. Direct committees to adjust expenditure plans when financial reports indicate a substantial budget variance;
  - k. Monitor churches' mission giving;
  - l. Consult with Personnel Committee regarding salary changes;
  - m. Provide for the management and usage of property owned by Presbytery;
  - n. Be responsible for an audit of Presbytery accounts and those of all related organizations;
  - o. Review particular churches' insurance coverage (Section 11.60);
  - p. Make recommendations to Presbytery concerning requests relating to property of congregations (Section 11.70);
  - q. Develop policies and procedures for carrying out the Presbytery's oversight role and responsibilities with regard to Church Property;
  - r. Establish a reserve funds polity for the Presbytery budget.
3. Presbytery Budget: Presbytery shall initiate the budget through its Property and Finance Committee of the Corporation to assure provisions for the distribution of mission funds in the light of:
- a. Churchwide policies, goals, objectives and priorities;
  - b. Churchwide needs and issues;
  - c. Presbytery goals and mission responsibilities;
  - d. Other income of the governing bodies; and
  - e. The potential for other income.
4. Reports: The Committee shall share its actions with the Executive Presbyter and the Presbytery Lead Team and report all recommendations to Presbytery for action.

## **SECTION 6.20 ARTICLES AND BYLAWS**

Copies of the Articles of Incorporation of the Presbytery and Corporation Bylaws are on file in the Office of the Presbytery.

## **CHAPTER VII PRESBYTERY COMMITTEES**

### **SECTION 7.10 DEFINITION**

**7.11** The committees of Presbytery shall be of the following types:

- 1. Permanent committees with responsibility for the recurring concerns and functions of Presbytery;
- 2. Special committees with membership, terms and duties specified by Presbytery in each instance.

## **7.20 GENERAL PRINCIPLES FOR COMMITTEES**

- 7.21 Committees shall have the responsibilities as defined in G-3.0109 with authority herein granted to execute plans for the better function of Presbytery in the areas of concern assigned to them.
- 7.22 Each permanent committee shall report at least annually.
- 7.23 The Presbytery, through its Nominating Committee, shall elect teaching elders and laypersons in approximately equal numbers to serve on its committees in compliance with G-3.0109.
- 7.24 Annually the chairperson of each committee shall be elected by the Presbytery, and a vice chairperson shall be appointed by the committee. These persons, if not teaching elders, shall be ruling elders.

## **7.30 EXPENSES**

- 7.31 All expenses of Presbytery committees shall be accommodated within the Presbytery Budget.
- 7.32 Presbytery Committees are free to designate budget categories, shift funds from one category to another and expend funds as long as the total expended does not exceed the approved total committee budget for the year.

## **7.40 MEMBERSHIP**

- 7.41 A committee may appoint an executive committee or subcommittee and task forces. A committee may co-opt advisory members who shall have the privilege to deliberate and advise, but not vote. The number of advisory members shall not exceed one-half of the committee.
- 7.42 A quorum for a meeting of the Presbytery Lead Team or a committee of the Presbytery shall be at least one-half of its members, unless specifically stated otherwise. A quorum for the Committee on Ministry shall be at least one-half of its members, except for called meetings, at which a quorum will be one-third plus one of its members. Every report to Presbytery shall indicate that a quorum was present or shall request hearing the report prepared without a quorum.

## **7.50 PERMANENT COMMITTEES**

There shall be the following permanent committees:

1. Committee on Ministry (7.51)
2. Committee on Preparation for Ministry (7.52)
3. Communication and Church Support Committee (7.53)
4. Evangelism and Church Growth Committee (7.54)
5. Property and Finance Committee of the Corporation (6.11)
6. Nominating and Representation Committee (7.55)

- 7. Personnel Committee (7.56)
- 8. Polity and Records Committee (7.57)

## **7.51 COMMITTEE ON MINISTRY**

### **1. Membership**

Committee shall consist of eighteen (18) members, and equal number of teaching elders and ruling elders, selected in accordance with the provisions of Sections 7.23, 7.24 and 7.41.

### **2. Functions**

- a. Shall have all the responsibilities set forth in G-2.0502, G-3.0306, G-3.0307 and W-1.4002;
- b. Shall examine each teaching elder who seeks membership in the Presbytery and shall make recommendations to Presbytery. In this function it shall follow the criteria and procedures set forth in G-2.0502 and G-3.0306;
- c. Shall approve Administrative Commissions for the purpose of ordination and/or installation of teaching elders in the Presbytery; the Commission shall be made up of five (5) members; either 3 teaching elders and 2 ruling elders or 2 teaching elders and 3 ruling elders with the Moderator of Presbytery as one of the Commission members. At least three (3) congregations shall be represented on the Commission;
- d. Express the concern of Presbytery for chaplains within the bounds of or related to Presbytery or its churches;
- e. Procure and preserve the biographical records of deceased teaching elder members of Presbytery; and shall make an annual necrology report at the February meeting, to include the names of teaching elder and ruling elder members of Presbytery deceased during the past calendar year;
- f. Be the source of information and services pertaining to pensions and welfare assistance for teaching elder members, and name one of its members as Pensions Chairperson. The committee is responsible for securing assistance for individuals from denomination's welfare funds;
- g. Recommend annually to the Presbytery the minimum teaching elder's salary (base salary plus housing);
- h. Shall have the authority to find in order calls issued by churches, to approve and present calls for services of ministers, to approve the examination of ministers transferring from other presbyteries required by G-3.0306, to dissolve the pastoral relationship in cases where the congregation and teaching elder concur, and to dismiss teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery (G-2.0502, G-3.0307);
- i. Shall consult and mediate with teaching elders and congregations in times of disagreement with the authority to recommend to presbytery the dissolution of pastoral relationships when necessary for the health and mission of a particular congregation;
- j. Shall recommend to Presbytery for approval the commission and responsibilities for Ruling Elders Commissioned to Particular Pastoral service and annually review their work (G-2.10).

## **7.52 COMMITTEE ON PREPARATION FOR MINISTRY**

1. Membership

Committee shall consist of twelve (12) members, an equal number of teaching elders and ruling elders, selected in accordance with Sections 7.23, 7.24 and 7.41.

2. Functions

- a. Basic duties of this committee are enumerated in G-2.06.
- b. Be responsible for the enlistment, registration and care of persons interested in church vocations;
- c. Be responsible for relationships with theological seminaries;
- d. When a call to an ordained position in our Presbytery is received for the services of a candidate, the Committee shall refer the call to the Committee on Ministry.
- e. To facilitate preparation and instruction for ruling elders commissioned to particular service (G-2.1002).

### **7.53 COMMUNICATION AND CHURCH SUPPORT**

1. Membership

Committee shall consist of four (4) members selected in accordance with the provisions of Sections 7.23, 7.24 and 7.41.

2. Functions

- a. Develop and coordinate a program for stewardship promotion and missions interpretation (including production of Presbytery newsletter); encourage increased mission support of the Presbyterian Church (U.S.A.);
- b. Coordinate and serve as liaison with the Presbyterian Foundation, so its services and resources may be made known and available to the churches and members;
- c. Interpret and implement, when possible, the programs of the denomination, including justice and peace, the National Council of Churches, and the World Council of Churches.
- d. Oversee efforts to foster communication and disseminate information via electronic media.
- e. Be responsible for the Justice, Peace and Integrity of Creation Subcommittee.

3. Structure Committee will appoint sub-committees and/or task forces in the major areas of responsibility. Each sub-committee or task force shall have one elected member and a minimum of three co-opted members. The Committee will approve all co-opted members who will serve as long as needed to complete the task. Subcommittees/task forces may authorize the expenditure of funds allocated by the committee for the work of the subcommittee/task force.

### **7.54 EVANGELISM AND CHURCH GROWTH COMMITTEE**

1. Membership Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members selected in accordance with the provisions of Sections 7.23, 7.24 and 7.41.

2. Functions

- a. Develop, provide and oversee contracts for training opportunities and coaching services for evangelizing unchurched people and discipling Christians;
- b. Develop, provide and oversee contracts for training opportunities and coaching services for leaders working toward transformation within existing congregations;
- c. Provide counsel and assistance to congregations in the areas of evangelism and discipleship, leading transformation in the church, and incorporating new members;
- d. Provide evangelism interpretation and resources to presbytery;
- e. Share and promote the meaning of evangelization, missional engagement, Christ-following communities and starting new churches;
- f. Provide support and evaluation services to existing congregations in the development of their mission strategy;
- g. Identify, assess and support leaders for establishing new Christ-following communities and new congregations;
- h. Provide assistance in developing strategy for racial/ethnic ministries and congregations;
- i. Provide counsel and assistance to fellowship groups seeking to meet the minimum requirements for chartering a new congregation;
- j. Provide counsel and strategic input to the Property and Finance Committee, the Presbytery Lead Team and Presbytery about the use and processes for use of property owned by the Presbytery as it relates to missional engagement, Christ-following communities, New Church Development and Transformation.

## **7.55 NOMINATING AND REPRESENTATION COMMITTEE**

1. Membership Committee shall consist of at least six (6), but not more than nine (9) members selected in accordance with the provisions of F-1.0403, G-3.0103 and G-3.0109. Nominations for the chairperson and committee members shall be made by the Presbytery Lead Team for election by the Presbytery.
2. Functions
  - a. Nominate persons for presbytery committees as necessary and appropriate, implementing the principles of participation and inclusiveness to ensure fair and effective representation in decision-making and ministry and considering both teaching elders and members of congregations (G-3.0109);
  - b. Will advocate for diversity within the leadership of the Presbytery. Committee members will hold before themselves the principle of diversity in leadership as it exercises the nominating function assigned to it. If requested or directed by the Presbytery, the Committee will also consult with the session of particular member churches.
  - c. Nominate Presbytery officers (excluding the Stated Clerk and the Executive Presbyter) and the chairpersons and members of committees and commissions;
  - d. Nominate the members of the Permanent Judicial Commission;
  - e. Nominate the commissioners to Synod;
  - f. Nominate the teaching elder commissioners to General Assembly;
  - g. Consult with Presbytery staff regarding specific needs for increased representation when requested for names of persons to serve on or to be the chairperson for

- committees and administrative commissions and with the Personnel Committee on the employment of Presbytery staff;
- h. Advise sessions and congregations with respect to the principles of participation and inclusiveness as they apply to particular churches;
  - i. Advise Presbytery regarding implementation of the principle of unity in diversity by reviewing the Annual Statistical Report developed and generated by Presbytery staff. The Committee will receive and review a summary of the complete report and forward to Presbytery a summary of the results where and when appropriate.
  - j. Inform the Presbytery of its progress toward fair representation of racial ethnic groups, different ages, both sexes, disabilities, marital conditions (married, single, widowed, or divorced) and different theological positions consistent with the Reformed tradition.

## **7.56 PERSONNEL COMMITTEE**

1. Membership Committee shall be composed of six (6) members selected in accordance with the provisions in sections 7.23, 7.24 and 7.41.
2. Functions
  - a. Perform duties described in the Personnel Policy statement of the Presbytery;
  - b. Present to the Presbytery Lead Team for nomination any exempt staff to be elected by Presbytery. Non-exempt staff are employed by the Personnel Committee.
  - c. Conduct regular conferences with all Presbytery staff, including an annual review and evaluation;
  - d. Conduct annual salary reviews with Presbytery staff and determine recommendations in consultation with the appropriate committees;
  - e. Report to Presbytery annually on the review of staff performance;
  - f. Administer Presbytery's Sexual Misconduct Policy for the non-ordained staff.

## **7.57 POLITY AND RECORDS COMMITTEE**

1. Membership Committee shall consist of five (5) members, selected in accordance with the provisions of Sections 7.23, 7.24 and 7.41.
2. Functions
  - a. Review all proposals for amendments to the Book of Order transmitted by the General Assembly for Presbytery vote and recommend appropriate action by this Presbytery (G-6.04c);
  - b. Provide for the annual review of the minutes and registers of all particular churches of Presbytery, including the general review of the minutes of the Presbytery Lead Team and all standing and special committees of Presbytery on behalf of Presbytery, and shall submit a full report of the reviews to Presbytery (G-3.0108a);
  - c. Review and recommend changes in Presbytery's Standing Rules;
  - d. Review proposed revisions to a church's Articles of Incorporation or Bylaws prior to adoption of the changes by the congregation.

## **7.60 SPECIAL COMMITTEES**

### **7.61 COMMITTEE OF COUNSEL**

The Committee of Counsel (D-6.0302) shall be appointed by the Moderator in consultation with the Stated Clerk and the Executive Presbyter.

## **CHAPTER VIII PRESBYTERY COMMISSIONS**

### **SECTION 8.10 DEFINITION**

#### **8.11**

The Commissions of the Presbytery shall be of the following types (G-3.0109):

1. Administrative
2. Judicial

#### **8.20 GENERAL PRINCIPLES FOR COMMISSIONS**

**8.21** Commissions shall have responsibilities as defined in G-3.0109.

**8.22** Members and chairs of administrative commissions

1. Nominations for members to serve on administrative commissions shall be made by the Presbytery committee most closely responsible for the related ministry such as the Committee on Ministry (for ordinations, installations, session oversight), the Evangelism and Church Growth Committee (for ethnic ministries, new church development/ redevelopment), Property & Finance Committee (for property matters), etc.
2. Chairpersons for newly formed commissions will be named by the nominating body at the time the commission is formed and will serve for the first year. Commissions continuing more than one year shall elect their own chairperson annually.
3. The Nominating Committee of Presbytery may be consulted for names of persons to serve on and/or be chairperson of administrative commissions.

**8.23** Presbytery Permanent Judicial Commission

1. The Permanent Judicial Commission shall consist of nine (9) members, five (5) teaching elders and four (4) ruling elders, elected in three (3) classes, for a term of six (6) years. No more than one teaching or ruling elder member shall be from any one of its constituent churches. No member having served a full term of six (6) years shall be eligible for re-election until four (4) years have elapsed. The commission shall elect its own moderator and clerk. The powers and responsibilities of the commission shall be as specified in D-5.0202.
2. The Investigating Committee (D-10.0201) shall be appointed by two or three of the following individuals: Stated Clerk, Presbytery Moderator, Executive Presbyter, Committee on Ministry Chairperson or Presbytery Moderator-Elect.

## **CHAPTER IX TEACHING ELDERS**

### **SECTION 9.10 ATTENDANCE**

It shall be the duty of all teaching elders to attend the meetings of Presbytery unless excused. Teaching elders are to avoid scheduling meetings of sessions, boards or committees on dates which are meetings of Presbytery.

#### **9.20 PRESBYTERY RESPONSIBILITY**



It is expected that every teaching elder in the Presbytery, if nominated and elected, shall serve on a committee or commission of the Presbytery or Synod.

### **9.30 EXAMINATION OF TEACHING ELDERS ENTERING THE PRESBYTERY**

Teaching Elders seeking to become members of the Presbytery shall be examined at a Presbytery meeting. If possible, it should be done at a stated meeting and not at a called special meeting. Voting on approval of the motion to accept them into the Presbytery shall be by ballot.

## **CHAPTER X CHURCH SESSIONS**

### **SECTION 10.10 RULING ELDER REPRESENTATION**

#### **10.11**

Each church session is required to elect a ruling elder commissioner(s) to attend each meeting of Presbytery in numbers according to Section 2.12. Each session is urged to elect ruling elder commissioner(s) for a year, and to elect alternate(s);

#### **10.12**

The Presbytery may request a session to elect ruling elder commissioner(s) in addition to those provided for in Section 2.12, generally for the purpose of balancing ruling elder/teaching elder representation in Presbytery.

### **10.20 REPORTS TO PRESBYTERY**

Sessions shall adopt and forward to the Stated Clerk of Presbytery the following annual reports:

1. The statistical report in the form required by General Assembly as soon as practical after 01 January;
2. The annual review of pastor's salary and any other changes in terms of call to be reported to the Committee on Ministry after the annual meeting of the congregation.
3. The review of session records shall be in accordance with G-3.0108a.

## **CHAPTER XI CHURCHES**

### **SECTION 11.10 NEW CONGREGATIONS**

New congregations may be established by the Presbytery upon study and recommendation by the Evangelism and Church Growth Committee.

### **11.20 MISSION STUDY FOR CHURCHES**

#### **11.21**

Churches receiving aid shall conduct a mission study when requested in order to receive continuing aid. These studies are to be updated every two (2) years, or at the request of the Evangelism and Church Growth Committee;

#### **11.22**

A church with a vacant pulpit shall complete a mission study before its Pastor Nominating Committee begins to work. This study shall be supervised and approved by the Committee on Ministry. If a mission study was completed one (1) year before the pulpit is declared vacant, only an update may be required.

### **11.30 PER CAPITA APPORTIONMENT**

#### **11.31**

Presbytery, Synod and General Assembly, as ecclesiastical bodies, have their expenses met from per capita funds.

#### **11.32**

Each church shall pay to the Presbytery on or before 01 February of each year its apportionment as follows:

1. Based on the number of active members reported to Presbytery as of the end of the previous calendar year;
2. New churches formally organized on or after 01 July shall be excused from payment of the apportionment in the first year after organization;
3. New churches organized previous to 01 July shall be assigned an apportionment based on one-half the enrollment at the time of organization;
4. Churches delinquent in payment of per capita apportionments for the calendar year prior to the year General Assembly is held shall not be eligible to nominate commissioners to General Assembly, except for those churches that are in financial duress;
5. No church may pay any amount of its apportionment in installments without permission of the Property and Finance Committee of the Corporation.

### **11.40 SALARIES**

#### **11.41**

Each church shall pay the salary or salaries of its pastors and any other staff persons, ordained or non-ordained, in regular monthly or semi-monthly installments.

#### **11.42**

In the dissolution of pastoral relationships, churches shall be in compliance with the Presbytery's Policy for Termination of Teaching Elders and Associate Teaching Elders revised January, 1995.

#### **11.43**

A new pastor may not be installed until the church fulfills its financial obligations to the former minister.

#### **11.44**

Pastors and any other staff persons, ordained or non-ordained, shall normally take vacation in the year it is earned. With prior approval of the Session, vacation time may be carried over for one (1) year. Vacation may not be accrued in excess of two (2) years accumulation.

### **11.50 PENSION PLAN PARTICIPATION**

#### **11.51**

A pastoral call shall always contain provision for participation of both the teaching elder and the employing organization in The Benefits Plan of the Presbyterian Church (U.S.A.).

**11.52**

Churches shall continue to pay dues to The Board of Pensions during a period of pulpit vacancy.

**11.53**

The Committee on Ministry shall counsel with churches delinquent on payment of Pension Plan dues and develop a plan for payment.

**11.60 INSURANCE****11.61**

Every church shall maintain insurance for the adequate protection of its property, and public liability insurance in an amount recommended by Presbytery, and provide Workers Compensation coverage as required by state law for all employees and volunteer workers (G-3.0112).

**11.62**

Property held by Presbytery shall be insured adequately as required by the Property and Finance Committee of the Corporation.

**11.70 PROPERTY TRANSACTIONS**

When a congregation contemplates the selling or leasing of its real property, or the acquisition of property or the borrowing of money for any purpose which involves the encumbering of property, it shall, through its session, first secure the permission of Presbytery as required by G-4.0206 a, b. A request for such permission to encumber, sell or lease real property must be filed by the church with the Property and Finance Committee of the Corporation on approved forms in duplicate, at least thirty (30) days before the meeting of Presbytery at which time action is to be taken. The Property and Finance Committee of the Corporation as the Board of Trustees, shall present the request to Presbytery with its recommendations.

**11.80 MISSION REMITTANCES**

It is recommended that all offerings and funds for the mission of the church be sent monthly to the Presbytery of San Fernando, and that these funds be distributed in accordance with the plan adopted annually by Presbytery, unless otherwise specifically designated.

**CHAPTER XII GENERAL ASSEMBLY COMMISSIONERS****SECTION 12.10 TIME AND MANNER OF ELECTION**

The commissioners to General Assembly shall normally be elected not later than the last stated meeting of Presbytery in the year before General Assembly convenes or as required to meet General Assembly requirements. The Presbytery shall be represented by equal numbers of teaching elders and ruling elders as specified in G-3.0501. A majority vote is required for election which shall be by ballot taken separately for teaching elder and ruling elder commissioners. Change 12.10 to elect GA commissioners and YADs to normally the last meeting of the year before a General Assembly

**12.20 NOMINATION AND ELECTION**

## **12.21 PRESBYTERY LEAD TEAM RESPONSIBILITIES**

At least eight (8) weeks prior to the election, the Presbytery Lead Team will publicize the set of questions for the Teaching Elders, Ruling Elders, and Young Adult Advisory Delegates to respond to as part of the election process. These questions will pertain to the nominee's ability to be a commissioner and the issues which may be brought before the General Assembly.

## **12.22 TEACHING ELDER COMMISSIONERS**

1. Before election of commissioners, the Stated Clerk shall present in writing a list of active teaching elders who are members of the Presbytery, the format identical with that of Presbytery's report to General Assembly, except that the names shall be listed chronologically according to last commissioning to General Assembly or ordination, whichever is more recent.
2. Any teaching elder who meets the following criteria shall be eligible for nomination:
  - a. Has not attended General Assembly as a commissioner representing any presbytery within the five (5) preceding calendar years.
  - b. Has been a member of this Presbytery for at least three (3) years as of the date of the General Assembly meeting.
3. Teaching Elder Commissioner(s) shall be nominated by the Presbytery Nominating Committee in numbers allowed by the membership count of the Presbytery by the General Assembly (G-3.0501). These nominations shall be based on the qualification to deal with the particular issues coming before General Assembly, faithfulness in the work of the Presbytery and the chronological data. Teaching Elders nominated shall provide a one-page statement stating why they are qualified and called to be a General Assembly Commissioner and shall respond in writing to questions from the Presbytery Lead Team. These statements shall be received by the Presbytery Office at least two weeks (2) before the election and distributed with the Presbytery packet to all Presbytery commissioners.
4. Any commissioner who cannot attend General Assembly shall at the earliest opportunity return the commission to the Stated Clerk, who shall deliver it to an alternate, observing the order of the highest votes received.

## **12.23 RULING ELDER COMMISSIONERS**

1. Before the election of Ruling Elder Commissioners, the Stated Clerk shall present in writing a list of churches in order of the longest time since a member has been elected as commissioner to General Assembly; or, if they have not been represented, since their organization. This notification shall be given to the churches at least sixty (60) days prior to the election of commissioners.
2. Nominations for Ruling Elder Commissioner shall come from the session of the church of membership.
3. Any ruling elder who meets the following criteria shall be eligible for nomination:
  - a. Has not attended General Assembly as a commissioner representing any church within the five (5) preceding calendar years.
  - b. Has been a member of the church from which they are being nominated for at least three (3) years as of the date of the General Assembly meeting.

4. Ruling Elder Commissioner(s) shall be nominated based on the qualification to deal with the particular issues coming before General Assembly, faithfulness in the work of the Presbytery and the chronological data. Sessions nominating a candidate for Ruling Elder Commissioner shall submit a statement of qualifications, which should include information on the service of the particular ruling elder to the Presbytery and the congregation in which the ruling elder is a member. Ruling Elders shall provide a one-page statement stating why they are qualified and called to be a General Assembly Commissioner and shall respond in writing to questions from the Presbytery Lead Team. These statements shall be received by the Presbytery Office at least two (2) weeks before the election and distributed with the Presbytery packet to all Presbytery commissioners.
5. Any commissioner who cannot attend General Assembly shall at the earliest opportunity return the commission to the Stated Clerk, who shall deliver it to an alternate, observing the order of the highest votes received.

#### **12.24 YOUNG ADULT ADVISORY DELEGATES**

Young Adult Advisory Delegates shall be nominated by the session of the churches of which they are members and shall be elected by the Presbytery at the same time as commissioners. Young Adult Advisory Delegates nominated shall provide a one-page statement stating why they are qualified and called to be a Young Adult Advisory Delegate. The Young Adult Advisory Delegate nominees shall also respond in writing to questions from the Presbytery Lead Team. These statements shall be received by the Presbytery Office at least two (2) weeks before the election and distributed with the Presbytery packet to all Presbytery commissioners.

#### **12.25 NOMINATIONS FROM THE FLOOR**

In each of the above provisions regarding Teaching Elders, Ruling Elders, and Young Adult Advisory Delegates, in addition to those nominated, further nominations may be made from the floor provided that any such nominee shall have given prior consent. Those nominated from the floor should be prepared with a one-page statement stating why they are qualified and called to be a commissioner or delegate and answer the questions submitted by the Presbytery Lead Team either in writing or verbally at the time of election.

#### **12.26 QUESTIONING OF NOMINEES**

Teaching Elders and Ruling Elders shall respond to questions from the floor prior to voting. Understanding that commissioners are not chosen based on how they will vote but upon their knowledge and ability to deal with the particular issues coming before General Assembly, questions regarding the nominee's view on any subject or overture may be asked, but they may not be asked directly how they will vote on an overture. Each question raised by presbytery commissioners from the floor will be asked of each nominee with the order of the nominee's responses to be determined by lot before the meeting. With each succeeding question, opportunity to respond first will rotate in an ordered sequence. The process shall continue for a period not to exceed the number of teaching elder and ruling elder nominees times ten (10) minutes, or one (1) hour, whichever is shorter, unless altered by a vote of the Presbytery.

#### **12.27 BALLOTING**

Election shall be by ballot taken separately for Teaching Elder and Ruling Elder Commissioners and the Young Adult Advisory Delegate. In the event of no one receiving a majority vote after two (2) ballots, the nominee with the fewest votes shall be dropped from the ballot for the next round of voting. This process shall continue until a majority is reached. The person receiving the second most votes shall be the alternate commissioner or delegate.

## **CHAPTER XIII SYNOD COMMISSIONERS**

### **SECTION 13.10 TIME OF ELECTION**

Commissioners to Synod shall be elected at the last stated meeting of the year.

#### **13.20 NOMINATION AND ELECTION**

##### **13.21**

An equal number of teaching elders and ruling elders shall be elected by Presbytery as commissioners to Synod to serve for one year. The Presbytery shall be represented by one teaching elder and one ruling elder for each 4,000 church members or major fraction thereof, the number to be determined by the Stated Clerk of the Synod.

##### **13.22**

A minimum of two (2) teaching elders and two (2) ruling elders shall be elected by Presbytery as alternates to serve for one year. They may serve in place of regular commissioners when so authenticated by the Stated Clerk of Presbytery.

##### **13.23**

Any teaching elder or ruling elder within Presbytery shall be eligible for this election, except that a commissioner shall be ineligible for re-election until one (1) year has elapsed.

## **CHAPTER XIV AMENDMENTS AND SUSPENSION OF RULES**

### **SECTION 14.10 AMENDMENTS**

Amendments to these rules may be made by two-thirds vote of members present at any stated meeting, provided that written notice of the proposed change shall have been made at the previous stated meeting. Proposed changes shall be reviewed by the Polity and Records Committee, per provisions of Section 7.57.

#### **14.20 SUSPENSION**

These rules may be suspended by a two-thirds vote of the members present at a stated meeting only.