

PREFACE

The Presbytery of San Diego is structured to achieve effective ministry, establish healthy congregations and pastors, and transform lives in accordance with the mission and ministry envisioned in the Presbytery of San Diego Mission Study, revised February 2000, and the final report of the Task Force to Evaluate Mission Programs of Presbytery of San Diego, issued November 2002.

Emphasis has been placed on establishing the Presbytery of San Diego as the “leadership cadre and catalyst for the churches within its boundaries, celebrating the Lordship of Jesus Christ under the authority of Scripture, empowering churches to minister to their congregations and communities, demonstrating what God intends for all humanity.”

The Presbytery of San Diego (hereinafter “the [or this] Presbytery”) formerly primarily was a governing body, now is primarily a relational agency, and we hope to become primarily a mission agency. Changes to the *Book of Order (BoO)* have been intended to move the Presbyterian Church (U.S.A.) (PC(USA)) “toward a more flexible, less regulatory polity.” This *Manual of Administrative Operations of the Presbytery of San Diego* (this *Manual*) may be revised from time to time as deemed necessary. A review will be made of all changes adopted by each General Assembly and approved by the presbyteries, with appropriate updates to this *Manual*.

Councils that govern the PC(USA) are composed of officers elected by the people (see *BoO*¹ F-3.0202) and are united by nature of the church and share with one another responsibilities, rights, and powers as provided in the Constitution of the PC(USA). The Presbytery is a council of the PC(USA) pursuant to *BoO* G-3.0101. This Presbytery is the next higher council for each member church. The Synod of Southern California and Hawaii (the Synod) and the General Assembly of the PC(USA) are the councils of jurisdiction over this Presbytery.

Additional advisory handbooks to enhance or secure the ministry of this Presbytery in carrying out its responsibilities are:

- (1) Committee on Ministry Handbook;
- (2) Committee on Preparation for Ministry Process Chart;
- (3) Budget, Property and Finance Committee financial policies; and
- (4) Employee Handbook.

This *Manual* provides policy, guidance, operational procedures, Standing Rules, and the administrative structure of the Presbytery, as presented as Figure 1. The Presbytery of San Diego has a simple structure with emphasis on a small number of standing committees and commissions of Presbytery and the Executive Committee’s focus.

Key terms used to describe the Presbytery of San Diego’s structure include:

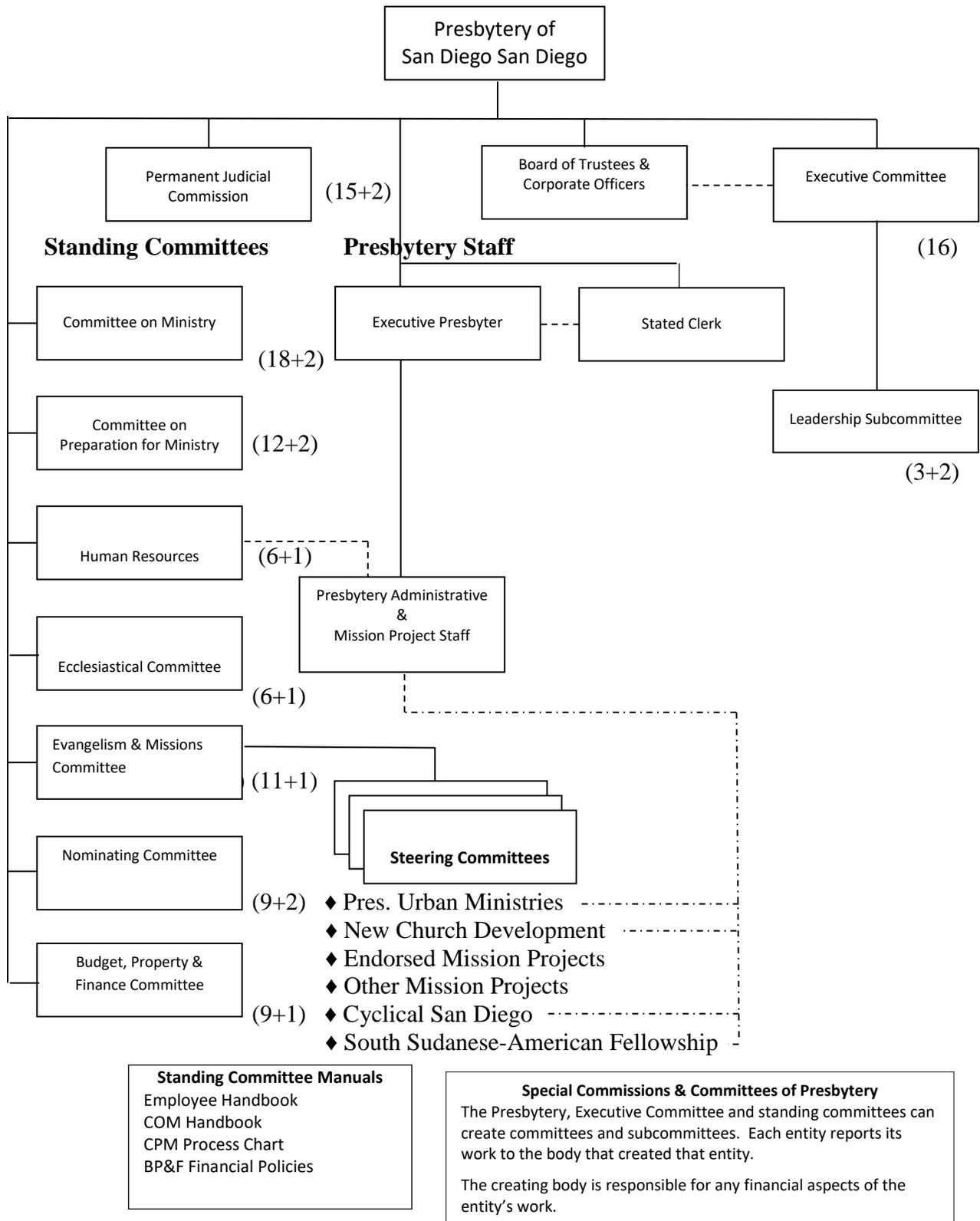
¹ All references to the *BoO* throughout this *Manual* are to The Constitution of the Presbyterian Church (U.S.A.) Part II, *Book of Order* 2017/2019.

- ❑ **Standing Committees of Presbytery** — a committee that carries out duties of the Presbytery as defined by the *BoO* and/or this *Manual*. Standing committees of Presbytery are established or disestablished upon amendment of this *Manual*; specific details are provided in Chapters 7 through 16 herein.
- ❑ **Mission Projects and their Steering Committees** — groups formed to oversee and manage specific mission projects the Presbytery. Mission projects are formed upon the recommendation of the Mission and Evangelism Committee of the Presbytery; specific details are provided in Chapter 12 of this *Manual*.
- ❑ **Leadership Subcommittee of the Executive Committee** — officers of the Presbytery responsible for administrative work in support of the Executive Committee as described in Chapter 6 of this *Manual*.

The Presbytery's structure is based on conforming to the requirements of *BoO* G-3.03 for a presbytery as a council of the church. Benefits of the structure of the Presbytery include:

- ❑ Responsive to change as the Holy Spirit leads us;
- ❑ Streamlined organizational structure to enhance ministry;
- ❑ Uses steering committees to control the work of the organizations that carry out the Presbytery's mission projects; and
- ❑ Encourages the Presbytery to establish clear responsibilities, delegate authority closer to the front lines of ministry, and demand accountability.

All organizations of this Presbytery are to be open to the leading of the Holy Spirit in directing the Presbytery as a council. Reformed theology believes that the Holy Spirit is best received and discerned when believers are gathered together for debate and discussion. Therefore, in-person meetings of all organizations of this council are encouraged.



(n+m) = committee membership + *ex officio* membership

Figure 1. Presbytery of San Diego Organizational Structure

CHAPTER ONE
THE PRESBYTERY

I. The name of this presbytery is The Presbytery of San Diego.

II. Boundaries

The Presbytery of San Diego, which was organized on 4 January 1968, is the organizational unit and the seat of original authority of the PC(USA) realized by the convocation of all teaching and ruling elders representing churches and ministries within the counties of San Diego and Imperial, in the State of California, with the exception of that portion of Imperial County lying east of a line beginning at a point in the Colorado River two miles west of the community of Picacho, California, and proceeding on a straight line in a southwesterly direction to a point on the United States–Mexico border, two miles west of Andrade, California; and with the exception of that portion of Imperial County lying on the extreme northwesterly corner of that county, up to four miles south from the Riverside County line and up to twelve miles east from the San Diego County line.

III. Membership of the Presbytery (see *BoO* G-3.0301)

A. The Presbytery is a corporate expression of the church consisting of all the churches and teaching elders duly enrolled. Each church’s session elects ruling elder commissioner(s) as follows:

300 or fewer	— 1 ruling elder
301 – 600	— 2 ruling elders
601 – 900	— 3 ruling elders
901 – 1200	— 4 ruling elders
1201 – 1500	— 5 ruling elders
1501 and more	— 6 ruling elders.

Teaching elders are also called ministers of Word and Sacrament. The term “teaching elder” is used throughout this document, and should be understood to also mean ministers of Word and Sacrament.

B. The following shall also be enrolled as members of the Presbytery for their respective terms of office:

1. A ruling elder elected Moderator or Vice-moderator, whether or not commissioned by his/her session.
2. Officers of the Presbytery and chairs of the standing committees of Presbytery identified by Figure 1, and members of the Presbytery Executive Committee.
3. The Stated Clerk and Executive Presbyter.

- C. Annually, during the month of January, the Stated Clerk ascertains the number of teaching elders who are members of this Presbytery, the ruling elders that are enrolled as members of the Presbytery pursuant to paragraph A, above, and the number of ruling elders the churches are entitled to send as commissioners. When the number of teaching elders is larger than the total number of ruling elders enrolled as members, the Stated Clerk brings the imbalance to the attention of the Presbytery at its first meeting of a calendar year with a recommendation for redress.
 - 1. Presbytery redresses the imbalance and the Stated Clerk invites sessions to elect additional ruling elder commissioners.
 - 2. All ruling elders elected as a commissioner are enrolled as members of the Presbytery upon written notification to the Stated Clerk from the commissioners' sessions.
- D. Commissioned Ruling Elders (CREs) may be given voice and vote at Presbytery meetings as specified by their commission.
- E. Presbyters (teaching or ruling elders) in good standing in other governing bodies of this church or any other Christian church, who are present at any meeting of the Presbytery, may be invited to participate with voice but without vote.

IV. Purpose, Mission, Ministry, Powers and Duties, and Government

- A. The Presbytery is a council whose purpose is to nurture, guide, and govern those who witness as part of the PC(USA) to the end that such witness strengthens the whole church and gives glory to God (see *BoO* G-3.0101).

The Presbytery supports, nurtures, and equips its churches for effective ministry in the name of Christ to achieve the Great Ends of the Church (see *BoO* F-1.0304). The Presbytery may facilitate mission projects that are beyond the scope of individual congregations.

- B. We affirm that the Presbytery is the catalyst of Presbyterian life, enthusiasm, and leadership in San Diego and Imperial Counties and those additional areas where member-churches are within the boundary of this Presbytery. Rather than do ministry on behalf of congregations, both the Presbytery's staff and its committees are called upon to enable congregations to do ministry between and among them.

The mission of this Presbytery is to serve its congregations so that they are healthy and vital as evidenced by their fruit in bringing others to Christ, by their vibrant worship, and by their active participation in the mission of Christ's Church.

- C. The ministry of the Presbytery is to promote the worship, fellowship, nurture, and growth of its members and congregations.

- D. The members of the Presbytery are spiritual, missional and relational leaders assisting and supporting congregations to become communities of faith, hope, love and witness.
- E. The powers and duties of Presbytery are in accordance with *BoO* G-3.0301–0303.
- F. Presbytery is governed primarily by applicable portions of the Constitution of the PC(USA) and secondarily by this *Manual*.
- G. Meetings of the Presbytery, commissions, and committees shall be conducted in accordance with the most recent edition of Robert’s Rules of Order, except in those cases where *BoO* G-3.0105 or this *Manual* provide otherwise.
- H. The Presbytery constantly strives to be inclusive, within the guidelines set forth in the *BoO*, particularly soliciting the contributions of disaffected minorities. This encourages maximum use of resources across the whole Presbytery and acknowledges the pluralistic reality of life.
- I. Each committee, commission, officer, employee and enrolled member of the Presbytery shall not take any legal actions on behalf of the Presbytery Corporation that are outside the authority to act that is expressly stated for that position, within this *Manual*.

V. Meetings of Presbytery

- A. There are four stated meetings of Presbytery each year, held during the months of February, May or June, September and November. The Executive Committee proposes the meeting dates and venues to the presbytery each year. All churches of the Presbytery are encouraged to invite the Presbytery to meet at their facilities.
- B. Adjourned meetings may be held as Presbytery may determine. Special meetings may be called as directed by the Synod in accordance with *BoO* G-3.0304 and as prescribed below.
- C. Necessary changes in the date or place of stated meetings or calling special meetings may be made by Presbytery at a preceding meeting, by the Executive Committee, or by the Presbytery Moderator in an emergency, provided notification of such intention is sent to all members and to the session of every church at least ten days prior to the earlier of the dates.
- D. Notice of all meetings, other than adjourned meetings, is distributed to all members of the Presbytery and to the session of every church not less than ten days before meetings, specifying place, date, and hour. The Stated Clerk posts on the Presbytery web site the call of each meeting and material appropriate for broad dissemination, no later than ten days prior to each meeting. Business to be conducted at special meetings shall only be that stated in the call for the meeting.
- E. Each stated meeting of the Presbytery is opened and closed with prayer and includes worship planned by the Moderator and the host church. Once a year, the Sacrament of the Lord’s Supper is celebrated and ordinarily includes a necrology report by the Committee on Ministry, assisted by the Stated Clerk, and a sermon by the retiring Moderator.

- F. Minutes of each stated and special meeting are the responsibility of the Stated Clerk and are distributed, in a timely manner, to the members of Presbytery. Approval of the minutes will be asked for at a succeeding stated meeting of Presbytery. Minutes of stated meetings are posted electronically on the Presbytery web site no later than ten days prior to the next stated meeting.
- G. Quorums of the Presbytery shall be any eight teaching elder members and an equal number of ruling elder members physically present, provided that at least eight churches are represented by ruling elders and the teaching elders serve in at least six different churches or other validated positions of the Presbytery, not including the Executive Presbyter and the Stated Clerk. A quorum may not be established by proxy vote.
- H. It is the responsibility of each teaching elder member and each ruling elder commissioner to be present at all stated meetings of the Presbytery. Requests for excused absences from all or part of a meeting will ordinarily be submitted to the Stated Clerk no later than one day preceding that meeting. Sessions are responsible for electing alternate ruling elders to attend. Teaching elders who have been granted the status of honorably retired (HR) will be automatically excused without a written request unless they are serving in a temporary pastoral position following the granting of the HR status.
- I. The intent to introduce an item of new business not already docketed or to reconsider a previous Presbytery action at a prior stated meeting of the Presbytery, shall be made in writing to the Stated Clerk within one hour after a stated meeting has been called to order. The Moderator shall announce at the next appropriate interval the item to be introduced.
- J. Ordinarily, reports distributed to the members are not read unless one-third ($\frac{1}{3}$) of the members present so request, except for those reports coming from either the COM or CPM that are the statements of faith from candidates applying for membership in the Presbytery or for ordination. Reading of statements of faith published at least 10 days in advance of a meeting may be waived by an action of the Moderator with the unanimous consent of those present at that meeting. Full opportunity is given for any member present to ask questions on any part of the reports coming from any committee prior to action by Presbytery.
- K. All voting at stated, adjourned and called meetings is by those physically present; voting by proxy is not allowed.