

Manual of Administrative Operations of the Presbytery of San Diego

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Presbytery of San Diego

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RECORD OF CHANGES

Change Number	Date	Description	Page(s)
1	2/4/03	Added Stated Clerk to membership of the Executive Committee of Council	3, 35
2	11/16/04	1. Numerous editorial changes. 2. Revised terms for members-at-large of General Council.	1, 5, 7–15, 22, 32, 33, 35–37, 39 & 40
3	10/18/05	1. Revisions to incorporate Mission Projects and Steering Committees per the Task Force to Evaluate Mission Programs of Presbytery. 2. Deleted the Worship Ministry Team, which was dissolved at the September 2005 Presbytery meeting. 3. References to Presbytery commissions; clarified various types of committees' duties. 4. Revised the size of a quorum. 5. Changes to reflect the shift from annual to bi-annual meetings of the General Assembly. 6. Revisions to delete the CFO position, which was eliminated at the January 2005 Presbytery meeting; converted to the staff position of Financial Director. 7. Incorporated the concept of Commissioned Lay Pastors. 8. Numerous minor substantive changes. 9. Numerous editorial changes.	All pages of this <i>Manual</i> are impacted by one or more of these items.
4	11/17/12	1. Revisions to bring various portions into conformance with the nFOG changes. 2. Revised the geographic description of the Presbytery to include a portion of Hawaii. 3. Eliminated “Standing Committees of Council” category. Relocated Ecclesiastical Committee to Chapter 10. Kept the Human Resources Committee in Chapter 14. Relocated Budget, Property and Finance Committee to Chapter 15. Relocated Executive Committee to Chapter 6. And Renumbered Chapter 6 to 7. 4. Revised the number of ruling elder commissioners to Presbytery based on congregation size. 5. Identified certain personnel practices and clarified others related to employees of the Presbytery and teaching elders installed in pastoral relationships. 6. Identifies standing committee meeting standards, including electronic means. 7. Transferred responsibilities of the Committee on Representation to the Nominating Committee. 8. Identified certain functions for which the Committees on Ministry (COM) and Preparation for Ministry (CPM)	1. All pages of the <i>Manual</i> 2. Chapter 1 3. All pages of the <i>Manual</i> 4. Chapter 1, §III 5. Chapters 2, 3, 8, 14 & 17 6. Chapter 4, §II 7. Chapter 7 8. Chapter 8, §IV &

		<p>are designated as administrative commissions.</p> <p>9. Authorized CPM to act as a commission of Presbytery for certain actions.</p> <p>10. Consolidated Evangelism & Missions in Chapter 11. Relocated Ministry Teams to Chapter 13.</p> <p>11. Identified the fiduciary relationship between the Presbytery and the Budget, Property and Finance Committee (BP&F).</p> <p>12. Established a policy for travel reimbursement by the Presbytery.</p> <p>13. Clarify responsibilities for control of various budget elements.</p> <p>14. Identified special funds and the committee responsible for each fund’s administration.</p> <p>15. Brought standing rules into alignment with current Presbytery practices.</p> <p>16. Updated Standards of Ethical Conduct and clarified to whom those standards apply.</p> <p>17. Deleted “Special Organizations” section</p> <p>18. Numerous editorial changes.</p>	<p>Chapter 9, §IV</p> <p>9. Chapter 9, §IV</p> <p>10. All pages of the <i>Manual</i></p> <p>11. Chapter 15, §II & §III</p> <p>12. Chapter 15, §III</p> <p>13. Chapters 11–12 & 15</p> <p>14. Chapter 15, §III</p> <p>15. Chapter 16</p> <p>16. Chapter 16, §VI</p> <p>17. Chapter 16, §VII</p> <p>18. All pages of the <i>Manual</i></p>
5	11/17/15	Give authority to BP&F as a “commission” to do certain things on behalf of the Presbytery	
6	11/13/18	<p>1. Eliminated ministry teams as an organizational entity.</p> <p>2. Identified the mission budget; assigned responsibility for that budget to E&M Committee.</p> <p>3. Streamlined oversight and budget responsibilities for mission projects.</p> <p>4. Adjusted number of members for certain standing committees.</p> <p>5. Numerous minor substantive changes.</p> <p>6. Numerous editorial changes including those required as a result of making Chapter 13 reserved for future use.</p> <p>7. Revised description of Presbytery boundaries and payments for travel within the Presbytery.</p> <p>8. Clarified stated clerk position requirements and membership in Presbytery.</p> <p>9. Clarified annual review and administrative reporting relationships for Presbytery staff personnel, and the role of the HR Committee.</p> <p>10. Added process to follow when the Permanent Judicial Commission is unable to reach a quorum.</p>	<p>1–6. All pages of this <i>Manual</i> are impacted by one or more of these items.</p> <p>7. Chapters 1, §II & 15, ¶III.C</p> <p>8. Chapter 2, ¶II.B</p> <p>9. Chapters 3 & 12, ¶V.B & 14, §III</p> <p>10. Chapter 5, §I</p>

	<p>11. Aligned Presbytery meetings for elections with current practices.</p> <p>12. Updated requirements for electronic voting via e-mail.</p> <p>13. Expanded authority of CPM to certify candidates</p> <p>14. Clarified definition of mission projects and role of mission project steering committees for administrative and financial aspects of those committees.</p> <p>15. Clarified duties and relationships of the HR Committee.</p> <p>16. Clarified types of funds maintained by the Presbytery</p> <p>17. Noting that Ministers of the Word and Sacrament are called teaching elders throughout this <i>Manual</i>.</p> <p>18. Identified requirements for congregations to provide certain documents to the Presbytery</p> <p>19. Clarified commissioned ruling elder (CRE) appointments.</p> <p>20. Added requirements for driving vehicles for Presbytery purposes.</p> <p>21. Added sexual misconduct prevention and child & youth protection policies.</p>	<p>11. Chapters 2, §II & 6, §III & 7, §III & 16, ¶VII.A</p> <p>12. Chapters 6, §I & 16, ¶XI.B</p> <p>13. Chapter 9, §IV</p> <p>14. Chapter 12</p> <p>15. Chapter 14, §III</p> <p>16. Chapter 15, ¶III.B</p> <p>17. Chapter 16, ¶II.A</p> <p>18. Chapter 16, III.B</p> <p>19. Chapter 16, ¶¶IV.C & D</p> <p>20. Chapter 16, ¶VI.K</p> <p>21. Chapter 16, §VII</p>

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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:

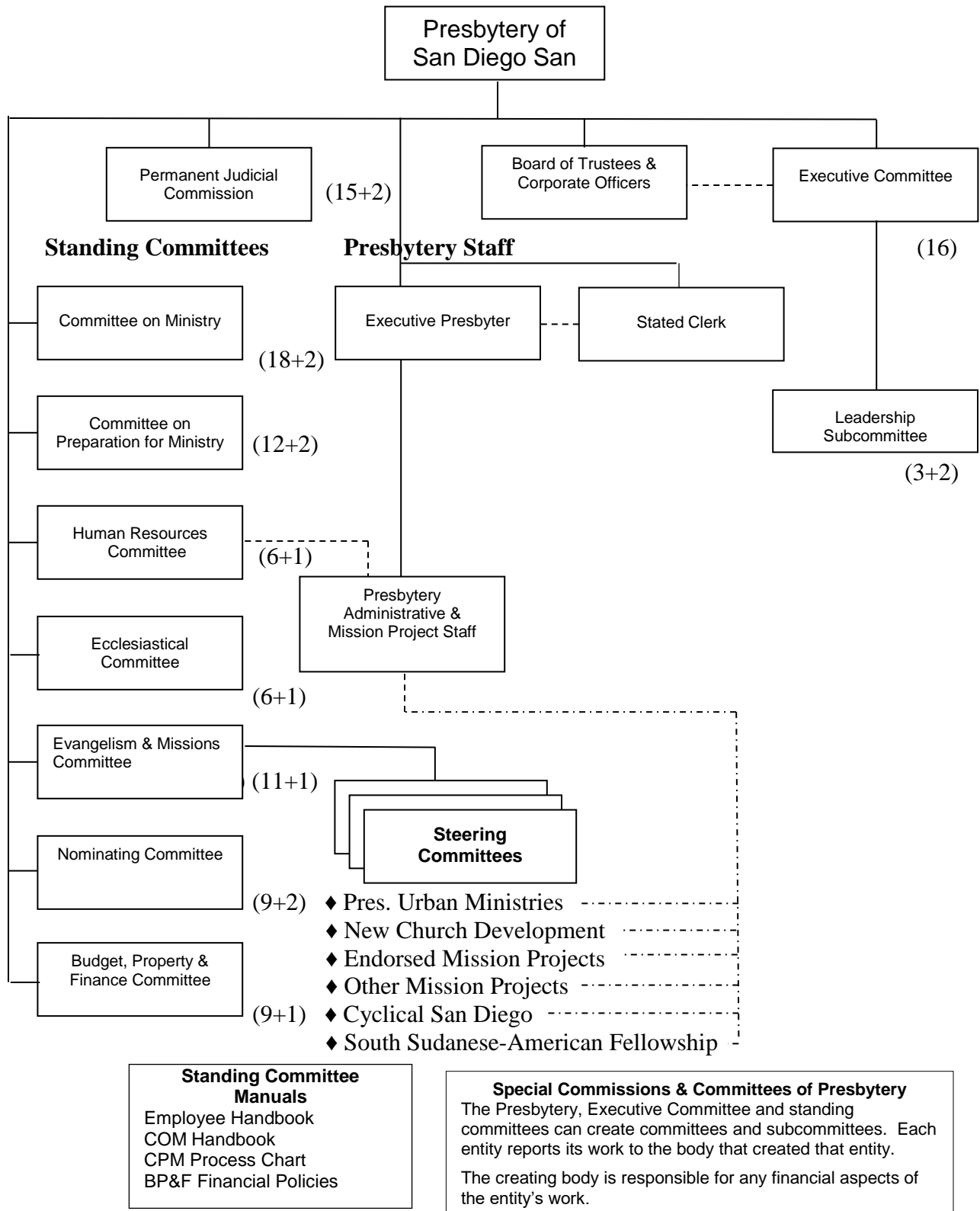
¹ All references to the *BoO* throughout this *Manual* are to The Constitution of the Presbyterian Church (U.S.A.) Part II, *Book of Order* 2017/2019.

- ❑ **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.

CHAPTER TWO
OFFICERS OF THE PRESBYTERY

I. Principal Officers

The principal officers of Presbytery are the Moderator, Vice-moderator, and Stated Clerk. All officers must reside within the bounds of the Presbytery. Those officers that are ruling elders shall be an active member of a church of the Presbytery.

II. Mode of Election, Terms and Duties

A. Moderator and Vice-moderator

1. The Moderator is elected at the November stated meeting of Presbytery for a term of one (1) year, to take office on the subsequent January 1.
 - a. The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the Presbytery. He/she convenes and adjourns the Presbytery and may, in an emergency, convene the Presbytery by written notice at a time and place to be designated in the notice. The Moderator also performs any other duties assigned by this *Manual* and/or the Presbytery.
 - b. The Moderator creates and appoints (in consultation with the Stated Clerk and/or Presbytery attorney) members of an investigating committee (IC) upon receipt of notice from the Stated Clerk that a written statement of an alleged offense(s) has been received. The Presbytery is notified when an IC has been appointed, but not the composition or purpose (see *BoO* D-10.0103 & 10.0201).
 - c. The Moderator creates and appoints (in consultation with the Stated Clerk and/or Presbytery attorney) members of a committee of counsel upon receipt of notice from the Stated Clerk that a written statement of a complaint of a remedial offense(s) has been received. The Presbytery is notified when an committee of counsel has been appointed (see *BoO* D-6.0302 & 6.0303)
 - d. The Moderator appoints (in consultation with the Stated Clerk and Executive Presbyter, as appropriate) members of administrative commissions, subject to approval of the Presbytery.
 - e. The outgoing Moderator becomes the Chair of the Presbytery Executive Committee beginning January 1. In the event this person cannot serve as Committee Chair, the most recent past Moderator residing within the bounds of the Presbytery becomes the Chair.
2. The Vice-moderator is elected at the November stated meeting of Presbytery for a term of one (1) year, to take office on the subsequent January 1.

- a. The Vice-moderator ordinarily will be the only nominee for Moderator presented by the Nominating Committee for the succeeding year.
 - b. The Vice-moderator serves in the absence of the Moderator or when requested by the Moderator to do so.
3. In the absence of the Moderator and Vice-moderator, the next previous Moderator residing within the bounds of the Presbytery present shall perform the duties of the Moderator.
4. Ordinarily, the Moderator for a year during which a General Assembly meeting will be held, is a nominee for election as a commissioner to General Assembly, or if not a commissioner, may attend General Assembly at the expense of the Presbytery. If the Moderator is unable to attend the General Assembly, the Vice-moderator ordinarily will be a nominee for commissioner.
5. At the November stated meeting of Presbytery, the Nominating Committee presents nominations for Moderator and Vice-moderator, ordinarily alternating annually between teaching and ruling elders.
 - a. Nominations are made after consideration of the following criteria:
 - i. General knowledge of the PC(USA);
 - ii. Tenure as a member of, and service to, the Presbytery;
 - iii. Availability and adaptability to serve three consecutive years in the positions of Vice-Moderator, Moderator, and Chair of the Presbytery Executive Committee;
 - iv. Commitment to the theology and polity of the Reformed tradition
 - v. Availability to serve as a commissioner to stated and called meetings of the General Assembly;
 - vi. General knowledge of parliamentary procedures; and
 - vii. A commitment to the PC(USA).
 - b. Nominations for Moderator and Vice-moderator may be made from the floor with the consent of the individual to be nominated.
 - c. In the notice of the November stated meeting that is posted on the Presbytery web site, the Stated Clerk includes written statements or printed material regarding the Vice-moderator nominee(s), and the Moderator nominee(s) if not currently serving as Vice-moderator.

B. Stated Clerk

1. The Stated Clerk is elected at a November stated meeting of the Presbytery and serves for a term of three (3) years, beginning January 1 following his/her election. A new Stated Clerk is elected to fill partial terms as described below. The Stated Clerk may be either a teaching or ruling elder. When the individual is a teaching elder, this is a validated ministry when the individual is not serving in an installed position in a congregation.
 - a. Whenever a vacancy occurs in the office of the Stated Clerk, or when the Stated Clerk Evaluation Committee recommends that the incumbent not be reelected to another term, the Presbytery elects a Stated Clerk Search Committee. This special committee is responsible to the Presbytery to nominate a successor.
 - b. The Stated Clerk Search Committee consists of five (5) members, with at least two (2) each teaching and ruling elders. It identifies and evaluates potential candidates for the position after advising the Presbytery of the individual to whom suggestions and applications should be submitted. It accepts suggestions and applications for a period of not less than 30 days after it has posted notice of the open position.
 - c. The Stated Clerk Search Committee presents a nomination to the Presbytery for election to a full 3-year term. A newly elected Stated Clerk, if a teaching elder that is not a member of this Presbytery, is approved for membership in the Presbytery as described in section III of Chapter 1 of this *Manual*, upon installation in the position.
2. The duties of the Stated Clerk are those specified at *BoO* G-3.0104 and G-3.0305 and any other requirements of the *BoO* and this *Manual*, to include:
 - a. Providing the Executive Committee and the Presbytery with polity guidance regarding the *BoO*, interpretation of this *Manual*, and application of Robert's Rules of Order;
 - b. Reporting to Presbytery the receipt, disposition and/or referral of all correspondence and communications to the Presbytery;
 - c. Arranging with host churches for the logistics of Presbytery meetings;
 - d. Preparing and sending official correspondence directed by the Presbytery;

- e. Conducting training for session clerks at least annually, in cooperation with the Ecclesiastical Committee;
 - f. Preparing with the Leadership Subcommittee of Executive Committee and the Executive Presbyter, the docket for that Committee's meetings;
 - g. Maintaining a record of all standing committees of Presbytery, copies of minutes of their meetings, and rosters of their membership;
 - h. Serving *ex-officio* without vote and supports the standing committees and steering committees of the Presbytery as identified by this *Manual*;
 - i. Advising administrative commissions for new church developments on the ecclesiastical and secular (corporate) tasks that must be completed prior to a new congregation becoming a stand-alone, member church of this Presbytery;
 - j. Providing for the permanent safekeeping of the Presbytery's records, including transfer to the Presbyterian Historical Society; providing for safekeeping of records from any church of the Presbytery for which the congregation is dissolved;
 - k. Directing the activities of the Minute Clerk, if one is appointed;
 - l. Referring to the PJC any written complaint alleging an irregularity in a particular decision or action, or alleged delinquency;
 - m. Referring to the Presbytery Moderator notice of a written statement of an alleged offense(s) (but not the name of the individual against whom the offense is made) and requesting the Moderator appoint an IC (see *BoO* D-10.0103); and;
 - n. Performing other administrative tasks designated by Executive Committee or Presbytery.
3. Accountability

The Stated Clerk is accountable to the Presbytery through the Executive Committee in his/her performance of the constitutional requirements of the position. The Stated Clerk is accountable to the Executive Presbyter for performance of the administrative responsibilities of the position.

4. Evaluation of Performance

- a. An annual performance review is conducted by the Human Resources (HR) Committee, which solicits input from the various constituencies of the Presbytery, and in consultation with the Executive Presbyter. Should the HR

Committee determine that the Stated Clerk's performance during the preceding year has been unsatisfactory, one of the two following is accomplished:

- i. The Stated Clerk implements a set of remedial steps agreed upon with the HR Committee, with periodic review of progress during the succeeding year; or
 - ii. The HR Committee recommends to the Presbytery that the term of office be terminated and, upon vote of the Presbytery, the process to fill a vacancy in the office is initiated, as described in this Chapter (see *BoO* G-3.0104 & G-3.0110).
- b. In the third year of his/her term, an in-depth evaluation is conducted by a special committee of (5), nominated by the Presbytery Nominating Committee and elected by the Presbytery, to include representation from the HR Committee. This Stated Clerk Evaluation Committee reviews the service of the Stated Clerk and the anticipated needs of the Presbytery for the future, and makes a recommendation regarding the possible re-nomination of the Stated Clerk to an additional term. The Evaluation Committee is elected no later than the spring of the final year of the Stated Clerk's 3-year term.
 - c. The Stated Clerk Evaluation Committee notifies the Executive Committee no later than September 1 of the third year of the Stated Clerk's term that the Stated Clerk has notified the Evaluation Committee if he/she does not wish to be considered for reelection or if it will not recommend reelection. A recommendation for reelection is presented to the November stated meeting of the Presbytery, during which meeting a vote is held.
5. A Minute Clerk of Presbytery may be appointed by the Stated Clerk at the November meeting of Presbytery for a term of one (1) year, to begin service on January 1 following his/her appointment.
- a. The Minute Clerk works under the direction of the Stated Clerk and assists him/her in the following ways:
 - i. Writing the original draft of all minutes of Presbytery and Executive Committee meetings;
 - ii. Maintaining proper records for all stated and called Presbytery meetings that are held during the term of office.
 - b. An acting Minute Clerk may be appointed by the Stated Clerk, for the balance of an incomplete term, any time the office becomes vacant for any reason.
 - c. The appointment of the Minute Clerk or acting Minute Clerk is ratified by the Presbytery at its next stated meeting.

III. Vacancies

- A. Any officer except the Stated Clerk may resign by giving at least thirty days' notice to the Stated Clerk. Any vacancy by resignation or created by death, permanent disability, disqualification, or any other cause, the balance of the term shall be filled by regular election procedures at the Presbytery's earliest convenience.
- B. The Stated Clerk presents his/her resignation, allowing for at least thirty days' notice, to the Moderator. The Nominating Committee nominates a replacement to fill the unexpired portion of the Stated Clerk's term following the process described above, when a vacancy occurs in the Stated Clerk's office by any cause, for a period of one (1) year or longer. The balance of the term is filled by regular election procedures at the Presbytery's earliest convenience. The Executive Committee is authorized to appoint an acting Stated Clerk in the event that office should be vacated between meetings of Presbytery or with less than one (1) year remaining in a 3-year term; such appointment is subject to ratification by Presbytery.

IV. Compensation

- A. The Presbytery provides remuneration for the services of the Stated Clerk and Minute Clerk, if they are not volunteers. The amount of remuneration for the Stated Clerk is determined annually by Human Resources Committee based on the budget allocated by the Presbytery for personnel expenses. Any remuneration for the Minute Clerk is provided from the Stated Clerk's budget.
- B. Presbytery makes provisions for the expenses of the Moderator, Vice-moderator and Stated Clerk, when those expenses are related to performance of the duties of the office.

CHAPTER THREE **PRESBYTERY STAFF**

I. Executive Presbyter

- A. The Presbytery may employ an Executive Presbyter to provide encouraging leadership for the Presbytery to fulfill its stated purpose. An individual so employed, or another individual fulfilling the role of the Executive Presbyter, is a member of the administrative staff. The Executive Presbyter may be either a teaching or ruling elder. In providing this leadership, the Executive Presbyter:
1. Implements strategic partnerships among pastors, ruling elders and congregations within the Body of Christ in the local community and throughout the world, in order to fulfill the Great Ends of the Church;
 2. Coordinates the implementation of the Presbytery mission and decisions;
 3. Serves *ex-officio* without vote and supports the standing committees, steering committees of the Presbytery as identified by this *Manual* in maintaining accountability and integrity in their work;
 4. Implements the church-wide plan for equal employment opportunities and the Presbytery's affirmative action plan;
 5. Leads Presbytery personnel as head of staff for administrative staff members, including conducting annual reviews of all staff personnel;
 6. Supervises paid Presbytery mission project staff for administrative purposes;
 7. Serves as liaison to Synod and General Assembly;
 8. Serves as the spiritual, business and organizational leader of the Presbytery;
 9. Obtains references and reports of past performance from counterparts (or other appropriate individuals) in the presbytery (or denomination) of membership for teaching elders seeking to become members of this Presbytery;
 10. Works collaboratively with congregations and transitioning personnel to support the transition of pastors and commissioned ruling elders (CREs);
 11. Provides personal nurture and support to the individual members of the Presbytery;
 12. Serves as the official spokesperson for the Presbytery; and
 13. Performs any other responsibilities assigned by the Presbytery, Presbytery Executive Committee, or this *Manual*.

- B. The Executive Presbyter is employed to serve an indefinite term. When the individual is a teaching elder, this is a validated ministry when the individual is not serving in an installed position in a congregation.
- C. Performance reviews are conducted as follows:
1. An annual performance review is conducted by the Human Resources (HR) Committee, which solicits input from the various constituencies of the Presbytery. Should the HR Committee determine that the Executive Presbyter's performance during the preceding year has been unsatisfactory, one of the two following is accomplished:
 - a. The Executive Presbyter implements a set of remedial steps agreed upon with the HR Committee, with periodic review of progress during the succeeding year; or
 - b. The HR Committee recommends to the Presbytery that employment be terminated and, upon vote to terminate, the process to fill a vacancy in the office is initiated, as described below (see *BoO* G-3.0110).
 2. Every five (5) years of his/her service in this call, an in-depth evaluation of the Executive Presbyter's position is conducted by the HR Committee. This review evaluates the performance of the incumbent Executive Presbyter and the anticipated needs of the Presbytery for the future, as identified by the Executive Committee.
- D. A special committee of Presbytery is elected to search for a new Executive Presbyter should the office become vacant for any reason.
1. The Nominating Committee nominates an Executive Presbyter Search Committee of seven (7) members, to include at least three (3) each teaching and ruling elders, and to include at least one member of the HR Committee. The Search Committee is elected by the Presbytery and conducts a broad search for a new Executive Presbyter.
 2. The HR Committee reviews the existing position description and, after consultation with other Presbytery committees as deemed appropriate, recommends to the Executive Presbyter Search Committee a position description and range of compensation.
 3. This Executive Presbyter Search Committee reviews the duties of the Executive Presbyter and the anticipated future needs of the Presbytery. The Committee conforms to any Synod requirements for such search committees. It accepts suggestions and applications for a period of not less than 30 days after it has posted notice of the open position. After completion of the search process, it makes a recommendation to the Presbytery regarding the call of a new Executive Presbyter.

4. The Executive Presbyter Search Committee, in consultation with the HR Committee develops the position description to be used in the search process. The Executive Committee then reviews the position description for final approval.
5. The Presbytery votes to approve the employment and terms for an Executive Presbyter by a majority vote of those presbyters present and voting.
6. An Executive Presbyter, upon election to the position, is approved for membership in the Presbytery as described in section III of Chapter 1 of this *Manual*.

II. Administrative Staff

A. Presbytery office administrative staff positions may be created for the Presbytery to accomplish its purposes. Position descriptions for these staff members are the responsibility of the HR Committee.

1. Employment of administrative staff originates with the HR Committee and is reported to the Executive Committee.
2. Bookkeeper for the Presbytery

The job description for the Bookkeeper includes, but is not be limited to, the following responsibilities, as expressly approved by the HR Committee in consultation with the Budget, Property and Finance (BP&F) Committee:

- a. Support BP&F in the annual Presbytery budget process, which includes the budgets for the Presbytery missions (*e.g.*, Presbyterian Urban Ministries and South-Sudanese American Presbyterian Fellowship);
- b. Maintain current all required local and State of California non-profit organization filings for the Corporation of the Presbytery;
- c. Provide financial oversight of, and review financial reports of, Presbytery mission projects for compliance with good business practices and the Presbytery's financial policies, and advise the BP&F Committee regarding financial support for those Projects;
- d. Present monthly financial reports to the BP&F and E&M Committees and advise those body about financial matters;
- e. Maintain financial records for the Presbytery;
- f. Serve as a resource on call to the BP&F Committee, the Executive Committee, the Board of Trustees, and the standing committees of Presbytery;

- g. Support the BP&F Committee in its implementation of the Presbytery's Financial Policy;
- h. Maintain current, appropriate and adequate insurance, as described in the Standing Rules of this *Manual*, for the Presbytery and copies of such coverage for each church of the Presbytery; and
- i. Maintain all financial records in accordance with Generally Accepted Accounting Principles.

B. Evaluation of administrative staff performance

1. An annual performance review of each administrative staff member's performance is conducted by the Executive Presbyter in consultation with the HR Committee.
2. The process of employment, the method of annual evaluation of work, and the termination of employment are set forth in the Employee Handbook.

III. Presbytery Mission Project Staff

- A. Each steering committee for a mission project may create one or more paid staff positions to accomplish the work necessary to meet that mission project's approved mission statement.
 1. The steering committee is responsible for developing a position description and terms of employment for each position, working collaboratively with the HR Committee. Maintaining current the position descriptions and terms of employment for these staff positions is the responsibility of the steering committee.
 2. The steering committee reports changes in necessary paid staff positions for its mission project to the Evangelism and Missions (E&M) Committee. The Committee on Ministry shall immediately be informed of any decision to hire or terminate a teaching elder in a mission project staff position. All calls to teaching elders to serve in a staff position also follow the process for admission into membership of the Presbytery as described in the Standing Rules of this *Manual*.
 3. Evaluation of mission project staff performance.
 - a. An annual performance review of each staff member's performance is conducted by the Executive Presbyter in consultation with the project's steering committee.
 - b. Annual evaluations shall be completed in sufficient time to support requests for compensation for the subsequent year.

- B. Employment, the method of annual evaluation of work and the termination of employment are set forth in the Employee Handbook.
 - 1. The director of each mission project, within guidelines set by the HR Committee, requests salaries for paid mission project staff. Salaries are established by E&M through the budget process.
 - 2. The process of employment, the method of annual evaluation of work, and the termination of employment are set forth in the Employee Handbook.

IV. Human Resources Policies

- A. Matters concerning employment hiring, responsibilities, benefits and termination of all staff members are defined in the Employee Handbook.
- B. All paid staff members employed pursuant to this *Manual* and all volunteers that serve the Presbytery or its committees or its mission projects in any capacity or manner are subject to, and shall conform to, the Standards of Ethical Conduct found in the Standing Rules of this *Manual*.
- C. Pursuant to California Labor Code Section 3363.6(a), persons who perform voluntary service without pay are deemed an employee of the organization while performing such service, for the purposes of Worker's Compensation coverage.

V. Accountability

- A. All Presbytery administrative and mission project staff members are accountable to the HR Committee through the Executive Presbyter, as head of staff.
- B. Each paid mission project staff member is accountable to the E&M Committee, through the steering committee, for operational aspects of that project.

CHAPTER FOUR **OPERATIONAL STRUCTURE**

I. General Principles

- A. In order to discharge its ecclesiastical and mission functions in the work of the church, Presbytery is a council organized with the following components:
- Presbytery Executive Committee, with its Leadership Subcommittee;
 - Standing and special commissions and committees of Presbytery; and
 - Mission projects with associated steering committees.
- B. In order to discharge its civil functions, the Presbytery is organized as a corporation that is described below.
- C. The fiscal year of the Presbytery is the calendar year.

II. Organizational Bodies

A. Presbytery Executive Committee

1. The Executive Committee is directly accountable to the Presbytery. It makes a full report to Presbytery of its meetings and its recommendations that require action by Presbytery for implementation. Presbytery may, from time to time, delegate stated and specific responsibilities to the Committee, in which case the Committee makes a full report of its actions to Presbytery at its next stated meeting or special meeting called for the purpose of hearing that report.
2. In any calendar month in which Presbytery does not have a stated meeting, the Executive Committee may, if necessary, exercise any of the responsibilities otherwise appropriate to Presbytery, with the provision that all actions so taken shall be reported to the next stated meeting of Presbytery.
3. The power and responsibilities of the Executive Committee is limited to those powers and responsibilities assigned by this *Manual* in Chapter 6. The Committee is allocated funds to support its activities through the approved operations budget.
4. The Executive Committee holds stated meetings in the months where there is not a regular stated meeting of the Presbytery, as deemed necessary by the Committee's Chair.
5. The Chair of the Executive Committee, in cooperation with its Leadership Subcommittee, may call an emergency meeting of the Executive Committee when needed.

B. Standing Commission and Committees of Presbytery

1. The standing committees of Presbytery are:
 - Committee on Ministry (COM),
 - Committee on Preparation for Ministry (CPM),
 - Nominating Committee,
 - Evangelism & Missions (E&M) Committee, and
 - Budget, Property and Finance (BP&F) Committee,
 - Human Resources Committee, and
 - Ecclesiastical Committee.
2. The standing committees of Presbytery are directly accountable to the Presbytery and report directly to it.
3. A purpose is identified in this *Manual* for each standing committee identified above. That purpose identifies the portion of the responsibilities for the Presbytery to accomplish its mission that is assigned to the committee, in accordance with *BoO* G-3.0109. Committees develop procedures and processes to achieve the desired outcome related to that area of responsibilities. Standing committees also study and recommend actions and carry out decisions of the Presbytery as appropriate to that committee's area of responsibility.
4. Standing committees of Presbytery hold stated meetings with a periodicity determined appropriate by that committee.
5. The standing commission of Presbytery is the Permanent Judicial Commission (PJC).

C. Special Committees and Commissions

1. The Presbytery or Presbytery Executive Committee may appoint special committees. Appointments include the chair and members to facilitate the mission or special purposes to achieve a desired outcome. Such committees perform the duties and exist for such length of time as determined by the appointing entity when establishing the committees, either a date or event(s) certain.
2. Each special committee is accountable to the body that established it.
3. The special committees of Presbytery that are routinely nominated and elected by the Presbytery, as required by this *Manual*, are:
 - a. Executive Presbyter Search Committee (elected when a vacancy in office occurs see Chapter 3, paragraph I.D);
 - b. Stated Clerk Search Committee (elected when a vacancy in office occurs, see Chapter 2, paragraph II.B.1); and

- c. Stated Clerk Evaluation Committee (triennial, see Chapter 2, paragraph II.B.4).
4. The Presbytery may designate an administrative commission to carry out a specific action or actions as provided for by *BoO* G-3.0109b. Each commission so designated is accountable to the Presbytery within the scope of authority of the designating action. Typical administrative commission authority includes, but is not limited to:
 - a. Ordaining and/or installing pastors called to service of a particular congregation;
 - b. Guiding new church developments on the ecclesiastical and secular (corporate) tasks that must be completed prior to a new congregation becoming a stand-alone, member church of this Presbytery; or
 - c. Inquiring into troubled congregations as recommended by the COM and implementing authorized corrective actions.

D. Subcommittees

1. The Presbytery subcommittees are established by the Executive Committee and standing committees to carry out the work and mission of that committee.
2. Subcommittees are established and discontinued as determined necessary by the parent committee.
3. Subcommittees include ruling and teaching elders, deacons and church members with expertise in the area for which the subcommittee is created. Subcommittees may include advisory members that are not under the ecclesiastical authority of this Presbytery. The chair and membership of each subcommittee is determined by the parent committee as a whole.
4. The powers and responsibilities of subcommittees shall be those expressly granted by the sponsoring committee, provided that such powers and responsibilities are not in conflict with the requirements of this *Manual* for the sponsoring committee.
5. Any reports of subcommittees that need to be brought to the attention of the Presbytery are presented to the Presbytery by the parent committee.

E. Mission Projects

1. The Presbytery authorizes each mission project to be organized within the Presbytery. It also authorizes any funds to be expended by each mission project as part of the Mission budget. The E&M Committee is responsible for organizing each authorized mission project.

2. Proposals for new mission projects first are presented to the E&M Committee for refinement and presentation to the Presbytery. The E&M Committee may favorably endorse or negatively recommend authorization.
3. Presbytery mission projects are constituted and governed as described in Chapter 12. Project steering committees perform the duties described in this *Manual*.
4. The Executive Presbyter, based on the recommendation of the E&M Committee, reviews and approves if appropriate any applications for grants for mission projects. Such grant applications are reported to the Executive Committee at its next stated meeting. Any funds received as a result of a grant application must be expended in strict accordance with the conditions related to the grant.

III. Organization Principles

A. Membership

1. All members of the Executive Committee, the standing committees of Presbytery, the steering committee chairs, and any special committees that may be elected or appointed shall be on the active member roll of a church of the Presbytery or teaching elders that are enrolled in the Presbytery.
2. All members of the Executive Committee, CPM, COM, and the PJC shall be either ruling elders that are members of a church of the Presbytery or teaching elders that are enrolled in the Presbytery. The members of the remaining standing committees and steering committee chairs may be teaching or ruling elders, deacons or members on the active roll of a church of the Presbytery.
3. For standing committees of Presbytery, consideration is given to having teaching elders or other officers in ordered ministry and/or church members as described herein by the chapter addressing those committees.
4. For the Executive Committee, consideration is given to equal numbers of teaching and ruling elders.
5. Individuals may serve on no more than two standing committees of Presbytery. Members of steering committees may be members of other committees authorized by this *Manual* except for the standing committee of the Presbytery that sponsors the mission project.

B. Nomination and Election

1. The membership of the Executive Committee, the standing committees of Presbytery, with the exception of the Nominating Committee, shall be nominated by the Nominating Committee in accordance with the *BoO* and the requirements of this

Manual, and be elected by a majority vote of Presbytery. Standing committee chairs shall be elected for one-year terms to be effective 1 January.

2. The steering committees' chairs shall be nominated by the standing committee of the Presbytery that sponsors the mission project, and elected by a majority vote of the Executive Committee. Steering committee chairs shall be elected for a one-year term to be effective 1 January, and may be re-elected for not more than five additional consecutive terms (for a total service of six (6) years).
3. The membership of each mission project steering committee other than the chair is nominated by the chair of that committee. Each steering committee determines its own size, length of term (if terms are used), and composition. An individual may serve on a steering committee without limitation on the length of time served. Membership of steering committees is reported to the Leadership Subcommittee of the Executive Committee.
4. The chair and members of the Presbytery Nominating Committee are elected annually by a majority vote of Presbytery following nomination by the Executive Committee pursuant to the process described in section III of Chapter 6.

C. Absence

When an at-large member of the Presbytery Executive Committee or a member of any standing committee has been absent without approved written excuse from three (3) meetings in a one-year period, then on recommendation of the chair of the Executive Committee or the affected standing committee, as appropriate, the Presbytery may declare the position vacant. Any vacancies will be referred by the Stated Clerk to the Nominating Committee to fill the unexpired term.

D. Resignation

All resignations from the Executive Committee, standing committees of Presbytery, commissions elected by Presbytery, or steering committee chairs should be submitted in writing to the Stated Clerk (with a copy to the appropriate committee chair), who reports the resignation to Presbytery and refers the resulting vacancy to the Nominating Committee.

E. Conflicts of Interest

1. Anyone who has a personal interest in a matter before Presbytery, Executive Committee, any commission of Presbytery, or any committee of Presbytery, including any person who has an affiliation with a congregation or community organization that is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance for any purpose, will be regarded as having a conflict of interest. Anyone with a close family member (*i.e.*,

spouse, parent, sibling or child) who has such a personal interest or affiliation also will be considered to have a conflict of interest. "Affiliation" is construed to mean membership in a congregation, a community organization, group that is connected to a community organization, or a salaried or unsalaried staff person of any such entity.

2. Any individual with a conflict of interest shall be bound by the following:
 - a. At any meeting of the Executive Committee, or a standing committee of Presbytery, or a special committee, or a steering committee, or a commission elected by Presbytery, no person may speak about, or advocate for, matters relating to any situation in which he or she may have a conflict of interest without first disclosing to that committee, commission, or team the existence of the conflict of interest. Furthermore, a person having a conflict of interest in matters coming before the Executive Committee, a committee, or commission shall always be recused from the meeting during voting on such matters.
 - b. At any meeting of Presbytery, no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest. No one with voting rights at a meeting of the Presbytery may participate in the discussion unless asked a specific question during the proceedings of a constituent church or sponsored mission project are being reviewed, such as, but not limited to:
 - A report (*e.g.*, report of an administrative commission) when a ruling elder is a member of, or a teaching elder is in an installed position at, the church about which the report is made; or
 - A report on a mission project for which a ruling or teaching elder is a member of the steering committee for that project.

Such persons with a conflict of interest shall always be recused from the meeting during voting on such matters.

- c. No person may preside as Moderator of the Presbytery, as chair of the Executive Committee, as chair of a standing or special committee of Presbytery, or as moderator of a commission, or as chair of a steering committee at any meeting during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on.
- d. If a person that is presiding at a meeting desires to participate in the debate, that person must excuse themselves from moderating the body through such time as the matter is resolved by a vote or other parliamentary method.

3. Any individual with a conflict of interest shall not be elected to a commission of the Presbytery that is established for any purpose related to the matter that causes the conflict of interest.

IV. The Presbytery of San Diego Corporation

A. The Corporation

1. The Presbytery was incorporated by the State of California on January 30, 1968, with Articles of Incorporation filed with the State on February 19, 1968, as a non-profit religious corporation. The Presbytery Corporation (and other corporations that may be formed as needed) enable it to:
 - a. Purchase, receive, hold, encumber, lease, manage and transfer such property as may come under its jurisdiction; and
 - b. Manage its corporate affairs as Presbytery may direct from time to time.
2. This Corporation is organized and operated exclusively for religious purposes within the meaning of Internal Revenue Code section 501(c)(3).
3. A copy of the Articles of Incorporation of the Presbytery of San Diego and original Corporation Bylaws and any amendments thereto are on file with the Stated Clerk and recorded in the Official Minutes, Volume One.

B. The Trustees and Officers

1. The members of the Executive Committee, by virtue of their office, and any Officers of the Board of Trustees listed below, collectively serve as trustees of the Corporation and constitute that Board as provided herein. This Board is responsible to the Presbytery according to the *BoO*, and this *Manual*, and to the Corporation according to the laws of the State of California. The trustees also are “directors” of the Corporation as defined by the laws of the State of California.
2. All actions of the Board of Trustees and the individual trustees are under the provisions of *BoO* G-4.01, “Incorporation and Trustees,” and G-4.02, “Church Property.” The powers and duties of the trustees shall not infringe upon the powers and duties of either the Executive Committee or the various committees and commissions elected by the Presbytery.
3. The Officers of the Board of Trustees of the Corporation serve by virtue of their position in the Presbytery organization and shall be:
 - President — Chair of the Executive Committee
 - Vice-president — Vice-chair of the Executive Committee
 - Secretary — Presbytery Stated Clerk

- Treasurer — Chair of the Budget, Property and Finance Committee.
4. The Board of Trustees from time-to-time promulgates an Authority to Act that identifies by name and/or position those individuals that are authorized to sign documents of any type on behalf of the Corporation. The Board also shall designate on an annual basis those individuals authorized to sign financial transaction documents (*e.g.*, checks, electronic fund transfers).

CHAPTER FIVE
PERMANENT JUDICIAL COMMISSION

I. Membership

- A. The members of the Presbytery Permanent Judicial Commission (PJC) are nominated by the Presbytery Nominating Committee and elected by majority vote of the Presbytery.
- B. The PJC consists of seven (7) members, three of whom shall be teaching elders and three shall be ruling elders, broadly representative of the member churches of the presbytery. The additional member may be either a teaching or ruling elder. The PJC shall be divided into three classes, two of two members and one of three members. There shall be at least one ruling elder and one teaching elder in each class.
- C. A quorum is a majority of the members present in person (see *BoO* D-5.0204). When the PJC is unable to reach a quorum, the process of *BoO* G-5.0206 shall be followed.
- D. The Stated Clerk shall maintain a roster of former PJC members who continue to be members of the Presbytery or members of churches of the Presbytery.

II. Terms of Office

The term of office for each member of the PJC shall be six (6) years. No person having served on the PJC for a full term of six years shall be eligible for reelection until after a period of four (4) years has elapsed (see *BoO* D-5.0105). No person shall serve on more than one permanent judicial commission (*i.e.*, on the Presbytery, Synod, or General Assembly Permanent Judicial Commission) at the same time (see *BoO* D-5.0105).

III. Powers and Duties

- A. The PJC elects from its members a moderator and a clerk, and, in the cases transmitted to it, has the powers prescribed by, and conducts its proceedings according to, the Constitution of the PC(USA) and rules governing the procedure in such cases (see *BoO* D-5.0201 & D-5.0202).
- B. The PJC acts only upon reference by the Stated Clerk or an investigating committee, in accordance with the *BoO*. Its decisions, unless appealed, are final and shall be reported to Presbytery and entered in the Minutes.
- C. The Stated Clerk provides Constitutional advice and direction to the PJC. The Stated Clerk may consult with Synod and General Assembly staff persons as necessary in providing such advice.
- D. The PJC may incur expenses associated with its procedures pursuant to the *BoO* Rules of Discipline (*e.g.*, hiring counsel for the accused). The PJC moderator notifies the BP&F Committee of anticipated expenses other than those that are de minimis.

IV. Accountability

The PJC is accountable to the Synod Permanent Judicial Commission through the appeal process.

CHAPTER SIX
EXECUTIVE COMMITTEE

I. Membership

A. The Presbytery Executive Committee consists of fourteen (14) members that serve by virtue of their position or are nominated by the Nominating Committee and elected by the Presbytery.

1. The members of the Executive Committee are:

- Chair of Executive Committee
- Presbytery Moderator
- Presbytery Vice-moderator
- Chair of Committee on Ministry (COM)
- Chair of Committee on Preparation for Ministry (CPM)
- Chair of Nominating Committee
- Chair of Evangelism and Missions (E&M) Committee
- Chair of Budget, Property and Finance (BP&F) Committee
- Chair of Human Resources (HR) Committee
- Chair of Ecclesiastical Committee
- Member-at-Large for two-year term (elected in even-numbered years)
- Member-at-Large for two-year term (elected in even-numbered years)
- Member-at-Large for two-year term (elected in odd-numbered years)
- Member-at-Large for two-year term (elected in odd-numbered years).

2. A quorum of the Executive Committee is a majority of the above-listed members present in person for that meeting. Meetings may be conducted in person or by teleconference. Electronic voting is conducted as described in Chapter 16, paragraph XI.B.

3. *Ex-officio* members of the Executive Committee, without vote are:

- Executive Presbyter
- Stated Clerk.

4. The Officers of Executive Committee are:

- a. The chair is the most recent past Moderator, residing within the bounds of Presbytery, and assumes office on January 1 of the year following service as Moderator;
- b. A vice-chair from the remaining above-listed members is appointed for a 1-year term by the chair at the first Executive Committee meeting of the calendar year.

B. The Leadership Subcommittee of Executive Committee consists of the Chair of the Executive Committee, the Presbytery Moderator, the Presbytery Vice-moderator, the Stated Clerk and the Executive Presbyter. The Executive Presbyter and Stated Clerk are *ex-officio* members, without vote.

C. Executive Committee Members-at-Large

1. Members-at-large are ruling elders on the active member roll of a church of the Presbytery or teaching elders that are enrolled in the Presbytery. Each year's class normally is elected to provide a balance in the number of each when considering total Committee membership.
2. No more than one member-at-large, whether ruling or teaching elder, may be from the same church.
3. Member-at-large terms may not be served consecutively after any other term on Executive Committee.
4. Members-at-large that have completed a full 2-year term are not eligible for re-election to a subsequent member-at-large term until at least two (2) years have passed after completion of that term. A member-at-large that has been elected to fill the remainder of a term, and has served for fewer than 18 months, is eligible for re-election to a member-at-large term after one year following completion of the partial term.

II. Accountability

- A. The Executive Committee works with and supports the congregations of the Presbytery, sets goals and does strategic planning for Presbytery; has general oversight of the ministry teams; and oversees the ecclesiastical responsibilities of this Presbytery as a governing body.
- B. The Executive Committee is accountable to the Presbytery for actions within its authority to act as described below. It is to be open to the leading of the Holy Spirit in directing the Presbytery.
- C. The power and responsibilities of the Executive Committee are limited to those powers and responsibilities assigned by this *Manual* or by Presbytery. Its expenditures shall be within its approved budget.

III. Duties and Responsibilities

- A. The Executive Committee has the following duties, responsibilities and powers in accordance with *BoO* G-3.0106:

1. Arranges the docket of business for meetings of Presbytery, with the assistance of the Stated Clerk;
 2. Considers and reports to Presbytery upon all new program proposals and any appeals for monies not included in either a designated fund or the approved operational or missions budgets;
 3. Reviews and evaluates the work of Presbytery in light of the goals, priorities, and directions developed by the Presbytery, Synod and General Assembly;
 4. Provides an input to the Human Resources Committee that identifies the anticipated needs of the Presbytery for the future for that Committee's use in conducting its in-depth evaluations of the Executive Presbyter, or to the Executive Presbyter Search Committee when such a committee has been elected;
 5. Reviews and comments on a proposed budgets to be presented to Presbytery by the BP&F and E&M Committees;
 6. Selects nominees for the Nominating Committee by the following process:
 - a. The Leadership Subcommittee, no later than October, presents nominees for chair and members of the Nominating Committee.
 - b. The Nominating Committee chair is elected for a one-year term to be effective 1 January, and may be re-elected for not more than one additional term.
 - c. Executive Committee presents nominees for chair and membership in the Presbytery Nominating Committee to Presbytery at its November stated meeting, for election by majority vote.
 6. Hears reports from its subcommittees, commissions and standing committees, upon request, and acts upon them;
 7. Acts on items that have been assigned to it by the Presbytery (to be reported to Presbytery in assembly) for action between meetings of Presbytery;
 8. Receives, acts on, and/or refers correspondence that is directed to the Executive Committee; and
 9. Prepares a report for each stated meeting of Presbytery including items of business transacted by the Executive Committee.
- B. The Presbytery Executive Committee may appoint special committees as needed to facilitate its mission or for special purposes. Unless otherwise provided, the Committee names the chair and members of these special committees.

- C. The Leadership Subcommittee has the following duties, responsibilities and powers:
1. Carry out specific tasks on behalf of the Executive Committee, as assigned by that Committee, within its duties and responsibilities.
 2. Recommends individuals and groups to be included on the agenda for each Presbytery meeting.
 3. Determine the need for, and agenda for, meetings of the Presbytery Board of Trustees.
 4. Supports the nominating process as described above.
- D. Expenses of the Presbytery Executive Committee are provided as prescribed in this *Manual*. The Committee submits its budget for inclusion in the annual, unified budget.

IV. Authority to Act

- A. The decisions of the Executive Committee become immediately operative wherever the Presbytery has conferred power. Decisions may be reviewed and reversed by the Presbytery.
- B. The Presbytery has broad power to delegate its responsibilities to the Executive Committee. Any delegation beyond that expressly identified by this *Manual* is made upon a majority vote of the Presbytery.
- C. The Executive Committee has authority to act as set forth at paragraph II.A.2 in Chapter 4 of this *Manual*.
- D. The following responsibilities of the Presbytery may not be delegated to the Executive Committee:
1. The responsibilities and powers, as enumerated at *BoO* G-3.0301–.0303, that are basic to the life and work of the Presbytery:
 - a. Developing strategy for the mission of the church;
 - b. Organizing new churches and receiving or uniting churches;
 - c. Dividing, dismissing or dissolving churches;
 - d. Controlling the location of new churches and of churches desiring to move within the bounds of this Presbytery;
 - e. Assuming original jurisdiction when it is determined that a session cannot exercise its authority; and

- f. Maintaining regular and continuing relationship to the higher governing bodies of the church, including electing commissioners to the synod and to the General Assembly.
2. Other functions:
- a. Electing officers;
 - b. Electing an Executive Presbyter;
 - c. Electing Presbytery Executive Committee and the Permanent Judicial Commission;
 - d. Acting on overtures to, and on proposals for constitutional change received from the General Assembly; and
 - e. Delegating any of power of the Presbytery, whether or not that power has been delegated to the Executive Committee.

CHAPTER SEVEN

NOMINATING COMMITTEE

I. Membership

This committee consists of six (6) members, broadly representative of the member churches of the Presbytery, divided into three classes of two each. These will be balanced as equally as possible between teaching and ruling elders, including both women and men, all nominated by the Presbytery Executive Committee. Special attention should be given to persons who are completing terms of service on other Presbytery committees for service on this Committee. The Executive Presbyter and Stated Clerk serve as *ex-officio* members without vote.

II. Purpose and Accountability

A. Purpose

The purpose of the Nominating Committee is to:

1. Identify and present to the Presbytery officers in ordered ministry of this Presbytery and its churches and members of its churches for service on committees and commissions of the Presbytery pursuant to *BoO* G-3.0109.
2. Nominate individuals to serve in positions requiring election by the Presbytery pursuant to *BoO* G-3.0111.
3. Provide opportunities for officers in ordered ministry and members of the Presbytery and its churches to participate in the missional activities as well as the administrative decision making process of the Presbytery pursuant to *BoO* G-3.0103.

B. The Nominating Committee implements the principles of participation and inclusiveness in decision making of the church in order to ensure fair and effective representation, regardless of race ethnicity, sex, age, geography, disability, or theological conviction. (see *BoO* G-2.0401, G-3.0103, and F-1.0403)

C. The Nominating Committee consults with the Executive Committee and each standing committee of Presbytery concerning a description of positions to be filled.

D. The Nominating Committee is accountable to the Presbytery and reports directly to it in all matters.

III. Duties

The Nominating Committee:

- A. Serves as a committee on nominations, seeking to discover and develop the most effective possible personnel for all Presbytery committees and representatives and commissioners to higher level councils (*i.e.*, Synod of Southern California and Hawaii and the General Assembly).
- B. Nominates persons to fill all vacancies on standing committees and commissions of Presbytery as provided for by Chapter 4 of this *Manual*, boards and other bodies that require election by Presbytery or Synod, on an ongoing basis.
- C. Nominates individuals from the Presbytery to commissions and committees of higher level councils.
- D. Presents nominations for Moderator and Vice-moderator of Presbytery pursuant to section II of Chapter 2 of this *Manual*.
- E. Presents nominations for the chairs of all standing committees of Presbytery and the Executive Committee (except the Standing Committee on Nominations) at the November meeting of Presbytery.
- F. Considers qualified teaching and ruling elders, deacons, and members from the particular churches, who are recognized for their commitment to Jesus Christ and who are available for service at Presbytery, Synod, and General Assembly levels.
- G. Maintains records sufficient to ensure that no committee member serves for consecutive terms on a committee, either full or partial, aggregating more than six (6) years, and having so served, a member shall not be eligible for another term on that committee until one year has elapsed. A partial term of six (6) months or less shall not count toward the above limitation.
- H. Nominates delegates (*e.g.*, young adult advisory delegates) to meetings of the General Assembly in accordance with the requirements of that council.
- I. The General Assembly commissioner and delegate nominations shall be made no later than the November stated meeting of Presbytery for election at the first meeting of a year in which a General Assembly meeting will be held pursuant to section VIII of Chapter 16 of this *Manual*.
- J. The Synod commissioner nominations shall be made no later than the November Presbytery meeting pursuant to section IX of Chapter 16 of this *Manual*.
- K. Makes other nominations as directed by Presbytery.

IV. Nomination and Election Procedures

- A. The Nominating Committee places in nomination only persons who have consented to serve in a particular position. The floor shall be opened for nominations as part of each

election by the Presbytery; members and commissioners may make nominations provided that: (i) each person nominated has consented to serve; and (ii) the nomination(s) from the floor are made prior to the Moderator of Presbytery declaring nominations to be closed for election to that position.

- B. Elections are by voice vote except when there are two (2) or more nominees for the same position, in which case election shall be by written ballot. A majority vote shall be required to elect, with subsequent rounds of voting held until a majority is reached. When more than two nominees are presented for a position, the nominee with the lowest number of votes shall be excluded from each required subsequent round of voting.
- C. Nominations to vacancies are made, whenever possible, no later than the stated meeting following the announcement of the vacancy by the Stated Clerk. When notified in sufficient time, nominations are included in the notice of each stated meeting of the Presbytery that is posted on the web site.

V. Participation and Representation

The Nominating Committee develops procedures and mechanisms for promoting and reviewing the Presbytery's implementation of inclusiveness and representation on committees and commissions of the Presbytery. It fulfills the following functions (see *BoO* G-3.0103):

- A. Advises the Executive Committee and the Presbytery as a whole on implementation of principles of unity and diversity (see *BoO* F-1.0403).
- B. Advocates for diversity in leadership of the Presbytery and its constituent organizations.

CHAPTER EIGHT

COMMITTEE ON MINISTRY

I. Membership

- A. The Committee on Ministry consists of eighteen (18) members divided into three classes of six each. The membership of each class is divided between ruling and teaching elders to maintain an equal balance between each category at the time each new class is elected (to include any members elected to fill unexpired terms).
- B. The COM chair is nominated by the Nominating Committee and elected by the Presbytery. The Committee Chair appoints the number of vice-chairs needed by the COM in order to effectively carry out its business.
- C. A quorum is a simple majority of the elected members present in person.
- D. The Stated Clerk serves *ex officio* on the Committee, without vote, and is the COM's secretary, taking the minutes at meetings and conducting correspondence as related to calls or as requested.
- E. The Chair, in consultation with the Executive Presbyter, may appoint qualified persons to serve on subcommittees to assist in its work. Such individuals have the privilege of voice, but not a vote, at COM meetings, when the COM is discussing matters with which that individual is directly related.

II. Purpose and Accountability

A. Purpose

The purpose of the COM is to:

- 1. Provide and execute effective processes related to calling, ordaining, installing and dissolving pastoral relationships with teaching elders in this Presbytery pursuant to *BoO* G-2.07, 2.08 and 2.09.
- 2. Provide and execute effective processes related to calling, commissioning and dissolving relationships with commissioned ruling elders and certified Christian educators in this Presbytery pursuant to *BoO* G-2.10 and 2.11, respectively.
- 3. Maintain effective communications and relationships with sessions of the Presbytery pursuant to *BoO* G-3.0303.
- 4. Examine teaching elders and candidates seeking membership in this Presbytery and recommend to the Presbytery its action pursuant to *BoO* G-3.0306.

5. Examine ministers of another Christian church that have been called to work properly under the jurisdiction of the Presbytery pursuant to *BoO* G-2.0505.
 6. Maintain communications regarding the life and ministry of congregations, teaching elders, certified Christian educators and commissioned ruling elders pursuant to *BoO* G-3.0307.
 7. Settle difficulties on behalf of the Presbytery where possible and expedient pursuant to *BoO* G-3.0307.
- B. The COM is directly accountable to, and reports directly to, the Presbytery.
- C. The COM holds stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Committee after consultation with the Executive Presbyter and/or Stated Clerk.

III. Duties

The COM:

- A. Assists the Presbytery in fulfilling its functions related to teaching elders, commissioned ruling elders and congregations as required by the *BoO*;
- B. Represents the interest of the Board of Pensions in the Presbytery and provides advice to members of the Benefits Plan and to the particular churches on matters relating to the Plan and the Board;
- C. Nominates to the Presbytery administrative commissions for pastoral ordinations and/or installations and reports the completion of such to the next stated meeting of Presbytery following completion of each commission's work;
- D. Recommends to the Presbytery that it take action to create administrative commissions to inquire into pastoral relationships with congregations or conditions within congregations when deemed appropriate after exhausting all other methods to resolve conflict;
- E. Maintains a pastoral relationship to all teaching elders, and particularly to retirees, special-need cases and to their families;
- F. Maintains a process to validate ministries in which teaching elders that are members of the Presbytery are working, when other than an installed pastoral position or temporary pastoral relationship (see *BoO* G-3.0306); and
- G. Maintains a process for temporary pastoral relationships (see *BoO* G-2.0504b):
 1. Consults with sessions regarding teaching elders, candidates, or ruling elders being considered for temporary pastoral relationships.

2. Maintains oversight of temporary pastoral relationships as identified by the Standing Rules of this *Manual*.
- H. Maintains a process for certified Christian educators (CCEs) and associate CCEs (see *BoO* G-2.1103b):
1. Minimum requirements for compensation and benefits;
 2. Recommend Presbytery status with regard to participation in Presbytery meetings.
- I. Maintains a process for commissioned ruling elders (CREs) (see *BoO* G-2.1001 & .1002):
1. Establish training and other requirements to become a CRE;
 2. Examine ruling elders that apply to become a CRE, in consultation with a session;
 3. Recommend to the Presbytery ruling elders to be commissioned and the authority of their commission;
 4. Maintain a pastoral relationship to all CREs during the time of their commission.
- J. Provides for appropriate recognition for teaching elder members of Presbytery at the time of their retirement, including, when appropriate, recommendation that the Presbytery transfer that individual to the honorably retired status (HR) (see *BoO* G-2.0503c);
- K. Prepares annually and submits to Presbytery a report of the compensation received by teaching elders and commissioned ruling elders of the Presbytery and recommends annually to Presbytery minimum terms of compensation for installed teaching elders (see *BoO* G-3.0303c):
1. Minimum terms do not apply to teaching elders in validated ministries or temporary pastoral relationships, including employees of the Presbytery;
 2. Minimum terms are pro-rated for part-time installed positions proportionate to the number of hours worked per week pursuant to an individual's call;
- L. Confers with sessions of churches without pastors with respect to compensation and reimbursement to temporary session moderators appointed by Presbytery;
- M. Designates a moderator of session and congregational meetings for each church of the Presbytery without an installed pastor; such moderators are teaching or ruling elder members of the Presbytery;

- N. Authorizes the times and places for teaching elders that are not serving in an installed pastoral positions to administer the Sacraments;
- O. Provides consultative services to congregations in the conducting of congregation mission studies. A current mission study is a prerequisite to the pastoral call process beginning and is subject to the approval of the Committee on Ministry as follows:
 - 1. The COM may waive, by majority vote, completion of a mission study for the call of a designated pastor. Notwithstanding the provisions of paragraph XI.B of Chapter 16, of this *Manual*, this requirement for a mission study may be waived by a two-thirds majority vote of the Committee for all other pastoral calls;
 - 2. Congregations are encouraged to conduct a mission study every five years and update it as appropriate; and
 - 3. Maintains and fulfills any additional requirements specified in the Committee on Ministry Handbook.

IV. Authority to Act

- A. The COM is empowered to do the following, provided that all such actions are reported to the next stated meeting of the Presbytery (see *BoO* G-2.0804, G-3.0106):
 - 1. Review and present to the Presbytery for approval calls for services of installed teaching elders and commissioned ruling elders; and
 - 2. Examine each teaching elder requesting a transfer from another Presbytery on his or her Christian faith and views of theology, the Sacraments and the government of this church, as required by *BoO* G-3.0306, and make a recommendation to Presbytery. Present the teaching elder to Presbytery for its examination prior to a vote to admit the minister into membership of the Presbytery. This requirement may not be waived for any teaching elder requesting to join this Presbytery.
- B. The COM is empowered to do the following as a commission of the Presbytery, pursuant to *BoO* G-3.0109b, provided that all such actions are reported to the next stated meeting of the Presbytery for incorporation in its records:
 - 1. Find in order terms of call issued by churches and any revisions thereto (see *BoO* G-3.0109b(3));
 - 2. Dissolve the pastoral relationship in cases where the congregation and the pastor concur;
 - 3. Grant permission to labor within or outside the bounds of this Presbytery; and

4. Dismiss teaching elders to other presbyteries provided that no allegations or charges are pending against that individual and all financial obligations to the last place of employment or call have been met.

CHAPTER NINE
COMMITTEE ON PREPARATION FOR MINISTRY

I. Membership

- A. The Committee on Preparation for Ministry (CPM) consists of nine (9) members, divided into three classes of three each. The membership of each class is divided between ruling and teaching elders to maintain an equal balance between each category at the time each new class is elected (to include any members elected to fill unexpired terms).
- B. The Stated Clerk of the Presbytery serves *ex-officio* on the CPM, without vote, for the purpose of conducting correspondence pertaining to this Committee, its inquirers, and candidates. The Executive Presbyter also serves *ex-officio* on this Committee, without vote.
- C. A quorum is a simple majority of the elected members present in person.

II. Purpose and Accountability

A. Purpose

The purpose of the CPM Committee is to:

- 1. Guide the preparation of those who are members of churches of this Presbytery to become teaching elders pursuant to *BoO* G-3.0301a and G-3.0307.
- 2. Maintain covenant relationships with individuals of the Presbytery seeking to become teaching elders and with their sessions and congregations pursuant to *BoO* G-2.0601.
- 3. Fulfill the Presbytery's responsibilities related to those preparing for ministry as defined by *BoO* G-2.06.

- B. The CPM is directly accountable to, and reports directly to, the Presbytery.

III. Duties

The CPM:

- A. Assists the Presbytery in fulfilling its functions related to inquirers and candidates as required by the *BoO*;
- B. Administers scholarship funds according to the policies and directives of Presbytery;
- C. Counsels with pastors and sessions as they relate to "Inquirers" and "Candidates" from particular churches; and

- D. Fulfills any additional requirements specified in the CPM Process Chart.
- E. Receives inquirers and candidates from other presbyteries. This process shall include obtaining concurrence of the committee in the presbytery of membership to release the individual and transfer responsibility for oversight to this Presbytery. Such transfers might occur when:
 - 1. That individual is a member of a church that is admitted to this Presbytery through transfer from another presbytery; or
 - 2. That individual relocates to this area and joins a church of this Presbytery.

IV. Authority to Act

The CPM is empowered to do the following as a commission of the Presbytery, pursuant to *BoO* G-3.0109b and G-2.06, provided that all such actions are reported to the next stated meeting of the Presbytery for incorporation in its records:

- 1. Enroll individuals as inquirers;
- 2. Advance inquirers to candidate status;
- 3. Dismiss inquirers or candidates from the preparation process;
- 4. Certify candidates ready to receive a call. Candidates are presented to the Presbytery for celebration once the candidate has been certified.
- 5. Transfer inquirers or candidates to another presbytery upon request of the inquirer or candidate and agreement by that presbytery to receive the individual and assume oversight (see *BoO* G-2.0608).

CHAPTER TEN
ECCLESIASTICAL COMMITTEE

I. Membership

- A. The Ecclesiastical Committee consists of six (6) members, divided into three classes of two each. They are balanced as equally as possible between teaching and ruling elders or deacons.
- B. The Stated Clerk is an *ex-officio* member without vote and provides Constitutional advice when appropriate.

II. Purpose and Accountability

A. Purpose

The purpose of the Ecclesiastical Committee is to:

- 1. Provide an adequate structure for the ecclesiastical jurisdiction of this Presbytery pursuant to *BoO* G-3.0102.
- 2. Ensure full and accurate records are maintained pursuant to *BoO* G-3.0107.

- B. The Ecclesiastical Committee is directly accountable to, and reports directly to the Presbytery.

III. Duties

- A. Assists the Presbytery in fulfilling its ecclesiastical functions as required by the *BoO*;
- B. Provides training and support for the clerks of session of the churches of Presbytery in cooperation with the Stated Clerk;
- C. Conducts an annual review of session minutes and registers of all churches in the Presbytery and recommends appropriate action to Presbytery;
- D. Maintains a file of the Bylaws, manuals of administrative operations, and Articles of Incorporation of all churches in the Presbytery;
- E. Reviews and recommends to the Presbytery any action on overtures received from churches within this Presbytery or from standing committees of this Presbytery or from other presbyteries. Overtures to be acted on at the bi-annual meeting of General Assembly must be received by the Ecclesiastical Committee no later than 60 days prior to the due date for submission to the General Assembly;

- F. Reviews all overtures sent from General Assembly and recommend approval or disapproval to Presbytery;
- G. Serves as the committee on review and revision of this *Manual* in accordance with changes submitted to the committee;
- H. Conducts as deemed necessary an annual review of minutes of the standing committees of Presbytery; and
- I. Develops changes as necessary, reviews changes recommended by other committees or sessions, and recommends action to maintain this *Manual* as a current and accurate description of Presbytery processes.

CHAPTER ELEVEN
EVANGELISM & MISSIONS COMMITTEE

I. Membership

- A. The Evangelism & Missions (E&M) Committee consists of twelve (12) members divided into three classes of three each. The Committee is to be balanced as closely as possible to one-half teaching elders and one-half ruling elders, deacons or church members.
- B. The Executive Presbyter and director of each mission project sponsored by the Committee serve *ex-officio* on the Committee, without vote. Mission project directors' participation is for the specific purpose of interacting with the Committee with respect to his or her respective project's activities and progress, financial performance, and coordinating Presbytery support for that project.
- C. At least two (2) members of the Committee, in two (2) different classes, shall have financial expertise,
- D. A quorum is a simple majority of the elected members present in person.

II. Purpose and Accountability

A. Purpose

The purpose of the E&M Committee is to:

- 1. Serve as a catalyst for Presbytery-wide efforts of New Church Development and New Worshipping Community functions (NCD and NWC, respectively) to proclaim the gospel to the community pursuant to *Book of Order (BoO)* G-3.0301b.
- 2. Provide guidance to individuals in training to become ruling elders and deacons and members of the NCD congregation regarding its expectations for a member church pursuant to *BoO* G-3.0303.
- 3. Provide guidance to uniting persons and teaching elders that desire to be organized as a congregation of the PC(USA) and recommend to the Presbytery when such a congregation is prepared be admitted into its membership pursuant to *BoO* G-1.02;
- 4. Provide leadership in helping local congregations become more missional in their communities, and connect to mission opportunities around the world pursuant to *BoO* G-3.0301.
- 5. Support the Budget, Property & Finance (BP&F) Committee in managing the financial affairs of the Presbytery mission projects.

- B. The E&M Committee is directly accountable to, and reports directly to, the Presbytery. It has a **fiduciary duty** to act in the best interest of the Presbytery in all matters related to the finances of mission projects.
- C. The E&M Committee holds stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Committee through its Chair.

III. Duties

- A. In fulfilling its role in evangelism and missions, the Committee:
 - 1. Encourages, supports and provides opportunities for mission interpretation for local missions and Presbytery-wide mission projects.
 - 2. Upon request from individual churches or clusters of churches, provides speakers to assist in interpretation and education of the Committee's work, the work of its sponsored mission projects, and potential new mission projects.
 - 3. Provides education, awareness and assistance to congregations seeking guidance in determining their mission giving to Presbyterian mission efforts (local, national and global), ecumenical ministries and inter-faith services.
 - 4. For each NCD and NWC mission project:
 - a. Provide a mentor for the church developer for each NCD. Assist the administrative commission for each NCD as requested by that commission.
 - b. Help the steering committee determine the staff that is needed for the mission project to operate.
 - c. Provide liaison between each NCD church developer and the Presbytery for actions not under the purview of the administrative commission for that NCD.
 - d. Work with the administrative commission and church developer to train potential ruling elders and deacons to serve the NCD in its transition into a self-sustaining congregation.
 - 5. Recommends to the BP&F Committee allocations for NCDs in the Presbytery Mission budget.
 - 6. Identifies endorsed mission projects within the geographical bounds of the Presbytery for support by the churches of the Presbytery.
 - 7. When requested, inquires as to whether a ministry is a candidate for validation under *BoO* G-2.0503a and this *Manual*.

8. Distribute Peace and Global Witness Offerings.
 9. Reviews and recommends grant applications to be submitted by the Presbytery on behalf of mission projects. Reviews and approves periodic progress reports for any monies received under grants to the Presbytery for mission projects.
 10. Manage the finances of Presbytery mission projects.
 - a. Review each NCD and NWC budget at the September E&M Committee meeting.
 - b. Coordinate with the BP&F Committee to provide mission financial reports including budgets and performance to budget.
 - c. Prepare and present the mission project budgets for the following year at the November Presbytery meeting.
 - d. Manage the reporting framework for any financial reports required by entities that make grants for mission projects.
 11. Train members of the Committee in requirements and processes of this *Manual*, as they apply to the work of the Committee.
 12. Evaluate requests and determine distribution of funds identified by Chapter 15, paragraph III.B of this *Manual*. Administer those funds as necessary.
 13. Oversees the work of each mission project steering committee to ensure personnel requirements of this *Manual* are met for all paid and voluntary staff positions. Coordinate with the Human Resources Committee as necessary for staffing of mission projects.
 14. Maintain a record of all steering committees, including the mission project that each controls, the minutes of their meetings, and the rosters of their membership.
- B. In fulfilling its role in evangelism, the Committee leads a deliberate effort to reach out to our non-Christian neighbors nearby and around the world to introduce them to a personal saving faith in Jesus Christ and active discipleship in the fellowship of the church through a focus on:
1. Mission projects described in Chapter 12 of this *Manual*. In doing this, the Committee:
 - a. Works directly with mission project steering committees to provide ongoing support, nurture, stability and growth of authorized mission projects within the Presbytery.

- b. Studies demographic research, identifying future NCD possibilities while taking into consideration on racial and ethnic NCDs.
 - c. Works in consultation with the BP&F Committee to consider future property issues.
 - d. Recommends to the BP&F Committee allocations for the Presbytery Mission budget to provide financial support to mission projects and how much each project will need to raise for itself.
2. Encourages church revitalization by assisting churches in enhancing their evangelistic outreach ministry into immediate neighborhoods.
3. Applies for grants through:
- a. Identification and research of various funding sources through the Synod and General Assembly for NCD, NWC and church redevelopment.
 - b. Identification and research of other outside funding sources for evangelism and redevelopment ministries. Such funding is not restricted to entities of the PC(USA).
 - c. Identification of sources of Presbytery funding or allowable in-kind contributions that are contingent for any specific grant application.
- C. In fulfilling its responsibilities to the Presbytery, the Committee reports on evangelism and mission activities that are under cognizance of the Committee.

CHAPTER TWELVE **MISSION PROJECTS**

I. Definition of Mission Projects

- A. The Presbytery authorizes mission projects that are that are established by and accountable to the Evangelism and Missions (E&M) Committee. The Presbytery receives both undesignated funds that are disbursed through the Presbytery Mission budget and designated funds that are passed through to each mission project. Mission projects are under the Presbytery's IRS Code 501(c)3 registration with the Federal and State of California governments.
- B. The Presbytery endorses various mission projects that are established as independent IRS Code 501(c)3 entities. The Presbytery also receives designated funds from member churches and other entities that are passed through to the endorsed organizations.
- C. Each mission project shall have a clear, concise mission statement that is aligned with the theology of the Reformed tradition, and falls within the purpose, mission and ministry of the Presbytery pursuant to Section IV of Chapter 1 of this *Manual*. Such mission statements shall identify the bounds of the mission project, both geographically and functionally.

II. Mission Project Reviews

- A. The E&M Committee conducts semiannual reviews of each mission project sponsored by the Presbytery.
 - 1. The first review, conducted in April, evaluates the project's activities in meeting the approved mission statement and the project's financial viability.
 - 2. The second review, conducted in September, receives the project's proposed budget for the following year and evaluates for inclusion in the Presbytery Mission budget. This review also evaluates performance to the current year budget.
- B. The Committee reports to the Presbytery at either the May or June stated meeting with a recommendation to either continue (with any recommended changes to the mission statement) or discontinue each project.

III. Steering Committees

- A. Steering committees serve as "boards of directors" for the mission projects established by the Presbytery. Each mission project has a steering committee that is responsible to the E&M Committee for oversight and management of all aspects of that Project.
- B. Each steering committee:

1. Has five to nine members serving three-year terms, who are eligible for re-election. Steering committee size is based on the number of people that it considers necessary to meet the E&M Committee’s responsibilities for that committee as related to that specific mission project.
 2. Includes ruling and teaching elders, deacons and church members, provided they have a passion for the project. The chair and membership of each steering committee is determined as described in Chapter 4 of this *Manual*.
- C. A point of contact is identified for each mission project that is endorsed by the Presbytery. That individual, normally the chair of the steering committee, is responsible for compliance-appropriate provisions related to committee chairs and steering committees for such projects, as identified in this Chapter of the *Manual* and providing any information required by the E&M Committee and the Presbytery.
- D. Each steering committee ensures that all paid and voluntary staff members fully comply with the Standards of Ethical Conduct, including the Child and Youth Protection Policy and Sexual Misconduct Policy on Chapter 16 of this *Manual*.

IV. Mission Project Accountability

- A. The chair of each steering committee is directly accountable to, and reports directly to, the E&M Committee for the administration of the mission project and its financial status.
- B. The director of each mission project is directly responsible for the project’s activities meeting the approved mission statement for that project, and reports to the steering committee for operational aspects of the mission projects activities.
- C. Each steering committee holds monthly meetings. Other meetings may be held as determined necessary.

V. Duties of Steering Committees

- A. The activities of each mission project are carried out under the guidance, and with the support, of a steering committee that is established for that purpose.
- B. Each steering committee:
 1. Determines its administrative structure and processes, which include:
 - a. The frequency and location of its meetings;
 - b. Reports to the E&M Committee on the annual budget, receipt and disbursement of funds, and financial reports as required by this *Manual*;

- c. Written, internal processes for managing, tracking and approving mission project expenses; and
 - d. With concurrence of the E&M and the Budget, Property & Finance (BP&F) Committees, maintain a checking account at a Presbytery-approved financial institution, to facilitate handling the project's funds.
 - i. The steering committee names all individuals that are authorized to sign checks or use debit cards drawn against the mission project's accounts in accordance with Chapter 15 of this *Manual*.
 - ii. The steering committee ensures the project director never writes checks or uses a debit card in a manner that would result in an overdrawn condition in any account maintained by the project.
 - iii. The steering committee ensures that receipts for any funds disbursed through check or debit card are made available to the Presbytery upon request to enable reconciliation of bank accounts.
2. Administers grants from the Synod or General Assembly and other organizations as may be appropriate to that mission project's purpose.
- a. Applications for mission projects under \$25,000 are prepared, approved and monitored through the steering committee for the mission project applying for such grants. Grant applications for other purposes and for mission projects that exceed \$25,000, or require matching funds, guarantee, or other support by the Presbytery, submitted for Presbytery approval through the E&M Committee.
 - b. Annual progress reports for any such grants received by the Presbytery are prepared for submission by the E&M Committee.
 - c. Ensures that any requirements for Presbytery contributions, either cash or in-kind, are met as required as a condition of the grant.
 - d. Ensures that any reporting and/or performance requirements associated with grants from the Synod, General Assembly or other organizations are met.
3. Determines the staffing necessary to carry out the work of the mission project, as identified in the approved mission statement. Such staffing can be paid or voluntary workers. Paid mission project staff positions can be full- or part-time.
- a. Develops a position description for each paid position. Those position descriptions are submitted to the Human Resources (HR) Committee for approval prior to advertising for an open position.

- b. Conducts all actions required by Chapter 3 of this *Manual* for paid mission project staff positions.
 - c. Ensures that all voluntary staff positions are filled by individuals that meet the requirements of the Presbytery pursuant to the Standards of Ethical Conduct in the Standing Rules of this *Manual*.
 - d. Identifies the location at which each mission project staff position will carry out the duties and responsibilities of that position.
 - e. Conducts a review of the position description for each position that becomes open prior to coordinating with the HR Committee to employ another person for that position. A triannual review of each position description is conducted when not accomplished sooner for another reason.
4. Defines the role of the director for each mission project.
 5. Works in consultation with E&M Committee to determine the annual budget for the mission project.
 - a. Annual budgets include monthly projections of expenditures and income.
 - b. Budgets are adequate to support the compensation of the paid staff. Budgets also include allowances for compensation of the Presbytery for shared use of administrative staff personnel (*e.g.*, bookkeeper).
 - c. Presents a final proposed budget to the E&M Committee no later than the September stated meeting of that Committee.
 6. Develops sources of funding to support the mission project's annual budget. Provides funding proposals for each annual budget.
 7. Through the year, adjusts planned spending from budgeted levels to avoid spending that exceeds the projected mission project income, including budgeted amounts in the Presbytery Mission budget. Adjusts the subsequent-year budget to "re-pay" the Presbytery for any deficit that the Presbytery was required to cover during a completed year.
 8. Provides adequate financial information on the mission projects income and expenses to support filing tax reports and any other reports required of the Presbytery to maintain its 501(c)3 status.
 9. Oversees the facilities necessary to carry out the project's mission statement.
 - a. Determines, together with the E&M Committee, the facilities necessary to carry out the work of the mission project.

- b. Ensures any real and/or personal property is maintained in an adequate condition for safe use.
 - c. Ensures any vehicles owned by the mission project (with title to the Presbytery) and any other vehicles operated on behalf of the mission project fully comply with the “Transportation for Presbytery Purposes” provisions of Chapter 16 of this *Manual*.
10. Provides to the E&M Committee semiannual reports on the mission project to support the reviews described in paragraph II.A, above.
 11. Works in consultation with churches both within and outside the Presbytery that have an interest in a particular mission project.
 12. Works in cooperation with an administrative commission elected by the Presbytery to transition a mission project to a new worshiping community, starting the process to become a chartered church of the Presbytery.

CHAPTER THIRTEEN

Reserved for Future Use

CHAPTER FOURTEEN
HUMAN RESOURCES COMMITTEE

I. Membership

- A. The Human Resources Committee consists of six (6) members, divided into three classes of two (2) each. They include teaching and ruling elders and deacons.
- B. The Stated Clerk may be called upon as a resource to this Committee and the Executive Presbyter serves *ex-officio*, without vote.
- C. Care is taken to nominate a Committee member that has experience in personnel matters.

II. Purpose and Accountability

A. Purpose

The purpose of the Human Resources (HR) Committee is to maintain an effective process for employment of administrative and mission project staff pursuant to *BoO* G-3.0110.

B. Accountability

- 1. The HR Committee is guided by this *Manual* and the Employee Handbook.
- 2. The HR Committee is responsible to Presbytery but reports through the Executive Committee.

III. Duties

A. Provide advice and support to the Executive Presbyter in all human resource related matters including, but not limited to:

- 1. Provide inputs to annual performance evaluations of all paid staff positions;
- 2. Advise in matters of employment, termination, and evaluation of all staff members;
- 3. Recommend, following consultation as prescribed below, the termination of employment at any time, of a member of the administrative or mission project staff;
- 4. Recommend, in the event of a vacancy in the administrative staff or need for temporary staffing needs, appropriate personnel for temporary employment;

B. Maintain an Employee Handbook that sets forth the personnel policies and practices of the Presbytery for all administrative and mission project staff members that are Presbytery employees;

- C. Engage in evaluation and counseling with all Presbytery administrative staff members as requested by the Executive Presbyter; engage in evaluation and counseling with all Presbytery mission project staff members as requested by the Executive Presbyter or mission project steering committee;
- D. Ensure performance evaluations of all Presbytery administrative and mission project staff members are conducted on an annual basis (or more frequently if determined appropriate), as described by Chapter 3 of this *Manual*.
 - 1. Provide guidelines for administrative review of administrative and mission project staff, including procedures for appeal to the Human Resources Committee;
 - 2. Receive and review reports of the performance reviews; and hear appeals as needed;
- E. Conduct periodic reviews of the Stated Clerk and Executive Presbytery as described by Chapters 2 and 3 of this *Manual*, respectively.
- F. When dealing with employment, termination, or evaluation of staff, consult with the chair or another representative chosen by any committee to which the staff person is related by position description;
- G. After completion of consultations with the appropriate committee or mission project steering committee, completion of background checks, and selection of a candidate for an administrative or mission project staff position, issue offers of employment;
- H. Review annually and recommend to the BP&F Committee, for inclusion in the Presbytery operations budget, the individual salaries of administrative staff;
- I. Review annually mission project steering committee proposals for salaries and recommend to the E&M Committee for inclusion in the Presbytery missions budget, the individual salaries of mission project staff;
- J. Keep current position descriptions for each administrative and mission project staff member;
- K. Assist churches of the Presbytery, as requested, in the formulation and review of personnel policies, guidelines or procedures for congregational staff;
- L. Provide advice and support to mission project steering committees regarding in all human resource related matters including, but not limited to position descriptions, employment of staff members, routine personnel administration during the period of employment and, if warranted, termination of employment for mission projects;
- M. As requested, provide day-to-day human resource related advice and consultation; and
- N. Fulfill any additional requirements specified in this *Manual* and the Employee Handbook.

CHAPTER FIFTEEN
BUDGET, PROPERTY AND FINANCE COMMITTEE

I. Membership

The Budget, Property and Finance (BP&F) Committee consists of nine (9) members, divided into three classes of three each. These will be balanced as equally as possible between teaching elders and ruling elders or deacons or members of a church of this Presbytery.

- A. Care is taken that the Committee chair has experience in budget and finance matters.
- B. The Stated Clerk and Bookkeeper serve as a resource to this committee as requested.
- C. The Executive Presbyter serves as an *ex-officio* member, without vote.

II. Purpose and Accountability

A. Purpose

The purpose of the BP&F Committee is to:

- 1. Manage the financial affairs of the Presbytery pursuant to *BoO* G-3.0113.
- 2. Consider and make recommendations to the Presbytery regarding member church requests to take action regarding real property pursuant to *BoO* G-3.0303f and G-4.0206.
- 3. Maintain adequate insurance pursuant to *BoO* G-3.0112.

- B. The BP&F Committee is subject to the Presbytery's financial procedures regarding financial processes (*e.g.*, vouchers, monitoring committee budgets, how to apply for budgeted funds, unbudgeted funds).
- C. The BP&F Committee is responsible to, and reports to, the Presbytery. It has a **fiduciary duty** to act in the best interest of the Presbytery. It has a **fiduciary obligation** because the Presbytery has a special trust in the Committee to negotiate financial and property matters on its behalf and relies on the Committee to exercise its discretion and expertise in acting for the Presbytery.

III. Duties and Responsibilities

A. The Committee prepares and presents a Presbytery operations budget by:

- 1. Conferring with all standing committees and officers of the Presbytery and the Executive Committee concerning their respective budget needs for the following year, including any anticipated significant revisions or events that affect their work;

2. Preparing and submitting to the Executive Committee a preliminary budget divided between ecclesiastical and mission expenses, which identifies the recommended per capita apportionment and anticipated shared mission giving to fund the expenditures identified in the Per Capita and Shared Mission portions of the budget;
3. Publishing the proposed budget divided between ecclesiastical and mission income and expenses, with the Executive Committee's recommendation for approval;
4. Submitting the proposed operations budget for adoption by the Presbytery in November.
5. Coordinating with the Evangelism and Missions (E&M) Committee to provide the combined operations and mission financial reports including budgets and performance to budget.
6. Managing and recommending usage of any Presbytery-owned property.
7. Following action of the trustees of the corporation to offer property for lease or rental, engaging and serving as the point of contact for any agency that manages rental property on behalf of the Presbytery.
8. Reviewing and making recommendations to Presbytery concerning all requests from particular congregations desiring to take property actions as described at *BoO* G-4.0206.
9. Dealing with particular churches regarding property matters, upon request.
10. Providing oversight for mission project performance to budget (*e.g.*, Presbyterian Urban Ministries (PUM)), which may include offering guidance for maintaining records and making financial reports.
11. Providing accounting financial consulting services to any mission project or other entity of the Presbytery that receives a grant. The E&M Committee manages the reporting framework any financial reports required by the entity that made the grant.
12. Designating those individuals, by name and position, who are authorized to sign checks drawn on, or use debit or credit cards, or withdraw monies from accounts maintained by the Presbytery.
13. Obtaining an annual review or audit (an audit shall be performed at least every five (5) years) of the Presbytery books by an independent public accountant (see *BoO* G-3.0113).

B. Manages and oversees gifts and grants to the Presbytery that are managed through the funds listed below. Supports the Presbytery organization that is designated below for administration of each fund.

1. Funds maintained by the Presbytery are categorized as follows:
 - a. Permanently Restricted Funds include principal for that fund, which is permanently set aside as an endowment to produce income for the purpose stated.
 - b. Donor-restricted Funds are permanently used for the purpose stated by the donor. Both income generated by the fund and principal may be expended for that purpose.
 - c. Presbytery-designated Funds have been set aside by the Presbytery for the purpose stated, and may be changed by an act of the Presbytery.
 - d. Undesignated funds have not been allocated to a particular purpose. Such funds provide a reserve to be used through the Presbytery budgeting process. While restricted and designated funds are administered by the Presbytery committee identified in paragraph 5, below, undesignated funds are administered by the committee identified at the time the fund expenditure is authorized.
2. Funds are maintained in investment accounts as determined by the BP&F Committee. Income (including interest) that is generated by those investments is allocated to each specific fund on a pro-rated formula for any fund that exceeds \$10,000 in principal value.
3. BP&F exercises oversight over funds administered by the designated committee. Fund administration includes, but is not limited to:
 - a. Ensuring funds withdrawn during each year do not exceed the income unless otherwise provided for within the Presbytery's annual budget.
 - b. Validating and approving any monies disbursed from funds.
 - c. Advising the Bookkeeper on the account to credit for any monies received other than those processed through the Presbytery's accounting system prior to their being made available for use through that system.
4. Disbursement of designated and other funds administered by the Presbytery is reviewed by BP&F. Specifically with regard to grant applications for Presbytery funds, BP&F has a fiduciary responsibility to the Presbytery to ensure, to the extent possible through review of documentation available:

- a. The disbursement of funds from a source (*e.g.*, a higher level council of the PC(USA) that include restrictions on use of those funds is in strict accordance with the rules of uses for the restricted funds from that source.
 - b. The financial capabilities and stability of the intended recipient organization; this would include ability to provide any requisite matching funds.
 - c. Metrics or measurable *objective* data to determine that progress is being made over time to warrant continuation of multi-year grants.
 - d. The organization should have a realistic financial model for the planned activities to be funded by the grant. The importance of a careful, thorough review of that model is directly proportional to the amount of the grant as a percentage of the overall funds required for those activities.
5. Funds maintained by the Presbytery and designated committees for fund administration are:
- a. Permanently Restricted Fund
 - W. James Scholarship Fund — an endowed fund for scholarship grants to Iglesia Presbyteriana Emmanuel Christian ministry students; Evangelism & Missions Committee through the Iglesia Administrative Commission.
 - b. Donor-restricted Funds
 - (i) Sudanese Operating fund — funds received for operation of the Sudanese ministry; E&M Committee through the South Sudanese Steering Committee.
 - (ii) Sudanese Rebuilding Hope fund — funds received for mission trips to and building churches in the Sudan; E&M Committee through the South Sudanese Steering Committee.
 - (iii) Committee on Ministry Benevolence Fund — donations received for support of emergency needs; Committee on Ministry (COM).
 - (iv) Disaster Relief Fund — grants received from Presbyterian Disaster Relief and local contributions received to provide disaster preparedness and relief from disasters occurring within the bounds of the Presbytery; Leadership Subcommittee through the Presbyterian Disaster Assistance Team, when active.
 - (v) William MacInnes Scholarship Fund — initially funded by memorial contributions and continued through offerings taken at ordinations and installations of teaching elders, used for scholarships and loans to seminary students; Committee on Preparation for Ministry.

- (vi) Frances Klema Fund – initially a fund of the First Presbyterian Church of Honolulu, designated for Presbyterian women and youth programs; E&M Committee.
- (vii) Wittich Youth Fund – initially a fund of the First Presbyterian Church of Honolulu, designated for a retreat for youth leaders; E&M Committee.
- (viii) PUM Operating Fund — current-year contributions and income received from fund-raising special events, all for operation of PUM; E&M Committee.

c. Presbytery-designated funds

- (i) Missional Training Grants — grant received from La Jolla Presbyterian Church for missional training events; COM.
- (ii) Peacemaking Fund — offerings received from the Peacemaking Offering, used for peacemaking efforts; Leadership Subcommittee.
- (iii) Vitalizing Congregations fund — funds received from the Ramona Church Fund to be used for events or programs that revitalize existing congregations; E&M Committee.
- (iv) PUM Reserve Fund — the investment account for funds set aside for PUM including carry-over income from prior years and residual balance from the Pratt-Kurz Fund upon it being disestablished; E&M Committee.
- (v) Missional (Fallbrook) Fund — funds received from the Synod resulting from sale of its Wilshire Drive property and revenue received from sale of the Fallbrook church property, dedicated to missional “experiments”; E&M Committee as approved by the Executive Committee.
- (vi) New Church Development (NCD) Fund — received from various sources to support NCD activities within the geographic bounds of the Presbytery, including any required matching funds for higher level council NCD grants; Executive Committee through the E&M Committee.
- (vii) Anchor City Operating Fund — (allocated from NCD Funds); E&M Committee
- (viii) Cyclical SD Fund — Funds set aside in 2017 for worshiping community development under the 5-year Cyclical program; E&M Committee.

C. Expenditures

1. Not used
2. After approval of the budget by Presbytery, proposals for new programs or for expenditures of funds for unbudgeted items must be presented to the Executive Committee through the appropriate committee(s). If the Executive Committee concurs with establishing the new program or expenditure, it refers the item to the BP&F Committee. The BP&F Committee, after consultation with the committee(s), sets forth the total estimated costs and proposed source of funding.
3. Reimbursed travel for authorized Presbytery business outside the geographic bounds of the Presbytery must be approved in advance by the chair of the commission, standing committee or Executive Committee for which the travel is budgeted. Reasonable, necessary and actual travel expenses will be reimbursed after travel is complete. Travel expenses for spouses, other family members or guests will not be reimbursed. Economy or tourist-class airfares are to be used when travelling on Presbytery business. Expense reports for travel must be approved by the chair of the commission, standing committee or Executive Committee that sponsored the trip. Committee chairs' travel is approved by the Executive Presbyter. The Executive Presbyter's travel is approved by the Chair of the Human Resources Committee.
4. Reimbursed travel for authorized Presbytery business inside the geographic bounds of the Presbytery must be included in the budget for the commission, standing committee, or Executive Committee for which the travel occurs. Officers and members of churches may be reimbursed for travel as follows:
 - a. Travel to stated and called meetings of the Presbytery that are at a location that exceeds 80 miles from the church, as members of the Presbytery or commissioners to the meeting;
 - b. Travel to meetings of committees and commissions, as members of the committee or commission elected by the Presbytery; and
 - c. Incidental expenses such as working lunch meals or supplies required in performing the business of the entity for which the expense is incurred.
5. The Presbytery office does not issue checks that cause a class code to exceed the amount included in the budget approved for that year without approval of the BP&F Committee.

D. Financial Records & Reports

1. All persons handling funds of the Presbytery, its committees, and activities under the auspices or purview of the Presbytery, shall maintain records sufficient to account for the sources and expenditures of those funds, itemized by Per Capita and/or Shared Mission budget line items.

2. Review financial and/or property documents on behalf of the Presbytery, upon written request by the cognizant standing committee or officer of the Presbytery;
3. Financial reports by Presbytery committees, mission project steering committees administrative commissions shall be made in sufficient detail to demonstrate that expenditures were for authorized purposes.
 - a. Reports should provide summary lines that allow direct comparison to the Presbytery's budget line items.
 - b. Reports should be in a format sufficiently like that of the approved budget for that entity to allow comparison with that document.

E. Authority to Act

The Budget Property & Finance Committee is empowered to do the following as a "commission" of the Presbytery, pursuant to *Book of Order* G-3.0109b, provided that all such actions are reported to the next stated meeting of the Presbytery for incorporation in its records:

Finding in order issues of encumbering congregational property, (G-4.0206a) and leasing congregational property (G-4.0206b).

CHAPTER SIXTEEN **THE STANDING RULES**

I. Membership

The following standing rules are mandatory for all members of the Presbytery. Those standing rules that apply to individual churches shall be incorporated by the session of each member-church when developing policies and procedures for that church.

II. Standing Rules Related to Teaching Elders

A. Attendance (see *BoO* G-2.0503a(5))

1. It is the duty of all teaching elders to participate in the work of the Presbytery and its stated meetings unless excused in accordance with Chapter 1 of this *Manual*.
2. Teaching elders shall participate in the life of a congregation of this Presbytery or a church in correspondence with the PC(USA).
3. Ministers of the Word and Sacrament also are called teaching elders and pastors, pursuant to *BoO* G-2.0501. This Manual generally uses the term “teaching elder” to indicate Ministers of Word and Sacrament. “Pastors” generally are understood to be teaching elders serving in a called or temporary relationship with a congregation.

B. Presbytery Membership

1. Every teaching elder of the PC(USA) engaged in a validated ministry within the bounds of this Presbytery shall ordinarily be a member of this Presbytery.
2. Presbytery shall determine the number of teaching elders who are installed in a pastoral relationship or serving in a temporary relationship with a congregation of this Presbytery, are members-at-large, are engaged in a validated ministry within the bounds of this Presbytery or are honorably retired (HR). On or before 31 December of each year, the Stated Clerk shall determine the category of membership of each continuing member in accordance with the relevant sections of *BoO* G-2.0503 and cause appropriate record of such determination to be made and reported to the Presbytery.
3. Members of Presbytery may be designated as HR teaching elders. This status may be granted in accordance with *BoO* G-2.0503c.

C. Reception

Teaching elders of the PC(USA) with letters of dismissal from other presbyteries shall ordinarily be examined and received by a majority vote of Presbytery on recommendation of the Committee on Ministry (COM).

D. Temporary Pastoral Relationships

Teaching elders that are members of this Presbytery may be appointed as stated or interim supplies on recommendation of the COM. The relationship shall be established only by permission of Presbytery and shall extend for a period not to exceed twelve (12) consecutive months subject to renewal by both the appropriate session and the Presbytery (*BoO* G-2.0504b). Teaching elders appointed to temporary relationships are not members of the session of the congregation being served. However, teaching elders serving as a temporary pastor may be designated by the COM as the moderator of that session.

1. A stated supply is invited to serve by the session of a congregation that does not have an installed pastor or associate pastor and is not currently in the search process for calling a teaching elder to that position. Stated supply contracts typically are for 12-month periods, subject to an indefinite number of renewals with approval of the Presbytery. They also are subject to cancellation with a 30-day notice by either the session or the teaching elder.
2. An interim pastor is invited to serve by the session of a congregation that does not have an installed pastor or associate pastor and is in the search process for calling a teaching elder to that position. Interim contracts typically are for up to 12-month periods, subject to renewal with approval of the Presbytery. They also are subject to cancellation with a 30-day notice by either the session or the teaching elder.
3. A parish associate is invited to serve by the pastor of a congregation that has an installed pastor (and may have additional associate pastors). The relationship is between the installed pastor, that teaching elder, and the church's session, with the Presbytery's approval. A teaching elder invited to become a parish associate may serve in some validated ministry other than a local parish, or be a member-at-large of the Presbytery, or be honorably retired. A parish associate is responsible to the pastor, as head of staff, on an "as needed, as available basis," and serves with, or without, remuneration. The agreement between the session, the parish associate, and the Presbytery shall terminate when the call to the installed pastor is dissolved or with a 15-day notice by either the installed pastor or the parish associate.

E. Designated Pastors, Designated Associate Pastors and Designated Co-pastor(s)

A designated pastor, associate pastor, or co-pastor is a teaching elder approved by the COM to be elected and installed for a term of not less than two (2) years or more than four (4) years, by a vote of the congregation (see *BoO* G-2.0805). The process to call and renew designated pastoral relationships is described by the COM Handbook.

F. Service Within or Beyond Jurisdiction of the Church

Teaching elders that are members of the Presbytery may be engaged in a validated ministry within congregations of the PC(USA), in a validated ministry in other service of the Church, or a validated ministry in service beyond the ecclesiastical jurisdiction of the PC (USA) but within the geographic bounds of the Presbytery (*BoO* G-2.0503a).

1. In the latter case, the teaching elder may be engaged in a nondenominational religious organization or other organization in which this Church has no official participation, or may serve temporarily as pastor or in another capacity in another denomination. Before entering upon such service, the teaching elder shall request permission of the Presbytery through the COM. Permission shall be subject to renewal annually.
2. The COM shall review annually the work of all teaching elders engaged in validated ministries outside a congregation of this Presbytery (see *BoO* G-2.0503a).

G. Ordained Ministers from Other Denominations

1. An ordained minister of another denomination may serve as a member on the administrative (but not pastoral) staff of a church in this Presbytery by invitation of the session of that church (see *BoO* G-2.0504 for “pastoral relationships”). However, such ministers are not granted privilege of the floor or voting rights at meetings of the Presbytery or its committees unless enrolled as described below.
2. Ministers from other Christian churches may serve and be enrolled in Presbytery in accordance with *BoO* G-2.0505 and temporarily have the rights and privileges of membership. When so enrolled they may be employed in pastoral staff positions by a church or serve in staff positions for Presbytery mission projects.

H. Resignations

Any teaching elder proposing to dissolve the relationship with any church as pastor, co-pastor, associate pastor, stated or interim supply or designated pastor or resign as director of a mission project in this Presbytery shall notify the COM chair or the stated clerk before presenting his/her resignation to that organization.

I. Failure to Engage in Validated Ministry

Teaching elders that are members of the Presbytery must continue in a validated ministry or fulfill the criteria for minister-at-large, or be HR as described in paragraph II.B.2, above. When they fail to do so they shall be removed from the roll of the Presbytery as described at *BoO* G-2.0508.

J. Directors of Mission Projects

When the steering committee of a mission project issues a call for a director that is a teaching elder, a preliminary job analysis shall be furnished to both the COM and the Evangelism & Missions (E&M) Committee before those Committees recommend

approval. The COM shall confirm that the envisioned position is a validated ministry of this Presbytery.

III. Standing Rules Related to Church Sessions

A. Ruling Elder Commissioners to Presbytery

1. Each church session shall elect ruling elders as commissioners to Presbytery in the number pursuant to Chapter One, section III, of this *Manual*. Ruling elders so elected do not necessarily need to be currently serving on that church's session.
2. When requested by Presbytery, church sessions shall elect additional ruling elder commissioners.

B. Reports to Presbytery

1. Each session shall complete, approve and forward through its clerk, to the Presbytery, the following annual reports:
 - a. A copy of the statistical report submitted to the General Assembly;
 - b. A statement that during the year just ended the contractual provisions of the call(s) or invitation(s) to the pastor(s) have been fulfilled; and a statement that, prior to the adoption of the annual budget of the church, the session has conducted a review of their compensation of the called teaching elders;
 - c. A list of the names and addresses of the moderator, clerk of session, and ruling elder commissioner(s) and alternate(s) to Presbytery;
 - d. An annual compensation report required by paragraph VI.D.3, below; and
 - e. Evidence of insurance required by paragraph VI.F, below.
2. Each session shall forward through its clerk of session, to the Presbytery, the following documents as they may be revised from time to time:
 - a. Articles of incorporation for the congregational corporation (see *BoO* G-4.0101);
 - b. Church bylaws and/or manual of administrative operations;
 - c. Copies of any leases of congregational real property and certificates of insurance required by such leases; and
 - d. Copies of the sexual misconduct policy and a child and youth protection policy (see *BoO* G-3.0106).

IV. Standing Rules Related to Commissioned Ruling Elders

A. Attendance

It is the duty of all Commissioned Ruling Elders (CREs), also known as commissioned pastors, to participate in the work of the Presbytery and its stated meetings unless excused in accordance with Chapter One of this *Manual* (see *BoO* G-2.0503a(5)).

B. Presbytery Membership

1. Every CRE shall ordinarily be a member of this Presbytery when membership is included in the Presbytery's authorization for that position. They shall be included in the number of ruling elder commissioners for purposes of parity.
2. CREs who are listed as active members of the Presbytery are entitled to speak, vote and hold office.

C. Appointment to Limited Pastoral Service

CREs that are members of a church of this Presbytery may be commissioned to limited pastoral service or service in a validated ministry of the Presbytery on recommendation of the COM (see *BoO* G-2.1001). The relationship shall meet the requirements for temporary pastoral relationships as described above pursuant to *BoO* G-2.1001. CREs appointed to temporary pastoral relationships do not automatically become a member of the session of a congregation being served. However, CREs serving in such a relationship may be designated by the COM as the moderator of that session.

D. Service Within the Jurisdiction of this Presbytery

The commission for CREs shall be for specific work within the bounds of this Presbytery, for a term not to exceed three (3) years, which shall be renewable. Service as a CRE shall expire upon leaving that service. Before entering upon such service, the ruling elder shall request permission of the Presbytery through the COM, with concurrence of the validated ministry to be served. Permission shall be reviewed annually.

E. Resignations

Any CRE proposing to dissolve the relationship with the validated ministry to which commissioned shall notify the chair or secretary of the COM before presenting his/her resignation to that organization.

V. Standing Rules Relating to Administrative and Judicial Commissions

A. Composition of Administrative and Judicial Commissions

1. Administrative and judicial commissions of this Presbytery shall be composed of teaching and ruling elders in numbers as nearly equal as possible. When the commission consists of an odd number of members, the additional member may be either a ruling elder or a teaching elder.
2. Administrative commissions shall comprise not fewer than seven (7) members, with not more than one (1) of its ruling elder members from any one of the constituent churches and not more than one (1) of its teaching elder members serving in installed positions at the same church.

B. Administrative Commissions for Ordination and/or Installation

Administrative commissions for the purpose of ordaining and/or installing teaching elders shall comprise not fewer than five (5) members with not more than one (1) of the ruling elders from any one church.

VI. Standing Rules Related to Churches and Mission Projects

A. Churches

1. The right to organize new churches and control the location of new churches is vested only in the Presbytery (*BoO* G-3.0301a). The strategy and planning for the location and building of new churches are done in this Presbytery through the E&M Committee. The process to initiate a new church development is described in Chapter 11 herein.
2. The Presbytery has the responsibility, in consultation with churches and their members, to receive, unite, divide, dismiss and dissolve churches.
 - a. The session of a church seeking to be dissolved, first shall consult with the COM. The COM shall advise any teaching elders regarding their status within the PC(USA) should the requested action be implemented.
 - b. The COM shall make a determination if the request for dissolution of the church has sufficient support from the members of the session and the congregation to proceed with the action.
 - c. The Presbytery, upon recommendation of the COM, shall elect an administrative commission to deal with any church that is to proceed with dissolution as a congregation. That commission shall determine if the action is unavoidable and, if it is, plan for the action. The commission shall make a report to Presbytery to effect any dismissal or dissolution action.
 - d. The process defined in the policy titled “Covenants and Gracious Dismissal” was approved by the Presbytery on May 15, 2018. The Presbytery will take such actions as necessary to conform to that policy through completion of any action in

response, including either the church remaining within the denomination or being dismissed to another Reformed body.

B. Churches Without an Installed Pastor

1. When the pulpit of a church becomes or is about to become vacant, the session shall immediately consult with the COM and cooperate with it in supplying the pulpit when authorized by Presbytery and in taking proper steps to seek and secure a new pastor.
2. Upon the election of a pastor or associate pastor nominating committee, that committee shall confer with the COM and follow the process set forth by the COM Handbook.

C. Per Capita Apportionment

1. Each church is encouraged to pay its apportionment to the Presbytery in a timely manner, in a per capita amount previously established by Presbytery, on the basis of members on the active roll reported to General Assembly as of the beginning of the previous calendar year. From these funds, Presbytery shall meet its expenses as an ecclesiastical body and shall bear its apportioned share of the corresponding expenses of Synod and General Assembly, with the understanding that such payments to Synod and General Assembly are voluntary.
2. The Presbytery will not make up any shortfall in the payments of per capita assessments to the Synod of Southern California & Hawaii and General Assembly that are received from the various churches of the Presbytery. However, the Synod and General Assembly expect the Presbytery to make up such shortfalls.

D. Compensation

1. Each church shall pay the salary and benefits of its pastor(s) in regular, periodic payments. Salary and benefits shall meet the minimums established for this Presbytery by the COM (see *BoO* G-2.0804).
2. The Presbytery shall pay its administrative and mission project staff persons in regular, periodic payments. Individuals employed by mission projects are paid as employees of the Presbytery. Employees in staff positions participate in the Board of Pensions plans at Presbytery expense only when approved by the Presbytery.
3. The annual compensation report submitted by churches to the Presbytery shall include a statement as to whether the adequacy of compensation of anyone in a pastoral relationship with that church has been reviewed in the past twelve (12) months. Any church that fails to pay regularly the salary and benefits, or to conduct the review, is, in effect, breaking the contractual obligations that it assumed upon installing that individual.

4. No church in the Presbytery, whether self-supporting or aid-receiving, shall be permitted to settle a new pastor or supply, in any pastoral relationship recognized by *BoO* G-2.0504 or a temporary pastoral relationship as described by paragraph II.D, above, until it has provided for the fulfillment of its financial engagements to its former pastor(s).
5. When pulpits are vacant or when pastors are absent on vacation, churches should pay reasonable honorariums to teaching elders, candidates for ordination as teaching elder that are under the care of the CPM, or other individuals that conduct worship services during that vacancy, also taking into account the necessary expense of travel incurred in rendering such service. Honorariums typically are not paid to individuals that are employed on a full time basis or are in a called pastoral position within the Presbytery, its mission projects or its churches.
6. Each church shall provide a minimum 2-week study leave and expenses on an annual basis, for each teaching elder on its staff, with compensation prorated for part-time pastoral staff member.
7. Each church shall provide at least four (4) weeks of annual vacation with normal compensation for each teaching elder or CRE on its staff, with compensation prorated for each part-time pastoral staff member.

E. Pension Plan Participation

1. The call to a teaching elder to an installed pastoral relationship shall always contain provisions for participation of the teaching elder and the calling congregation in the Presbyterian Pension Plan. The employment agreement with a teaching elder in other ministerial service within the Presbytery (*e.g.*, director of a mission project) may also, but is not required to, include provisions for participation in the Pension Plan.
2. All churches shall consider membership in the Presbyterian Pension Plan as continuous, unless relieved of responsibility by the Presbytery. Vacancy dues are to be paid during the period of pulpit vacancy or service by a non-participating minister based on the salary last paid under terms of call that included Pension Plan participation.

F. Insurance

1. Maintenance of Insurance

The Office of Risk Management Services of the PC (USA) maintains a website “Risk Management,” which identifies minimum standards of property and liability insurance for churches, presbyteries and synods. The standards are available at <https://www.presbyterianmission.org/legal-resources/risk-management/>. Both the

Presbytery and all of its member churches shall fully consider those standards in establishing amounts for risk coverage as discussed below.

- a. Each church of this Presbytery shall maintain at its own expense property and liability insurance for the adequate protection of its assets pursuant to *BoO* G-3.0112. Evidence of this shall be filed annually with the Budget, Property & Finance (BP&F) Committee.
 - b. Every church shall provide workers' compensation coverage as required by state law for both paid employees and volunteer workers.
 - c. The Presbytery maintains workers' compensation coverage for its employees and volunteers. Volunteers are covered by the provisions of Section 3363.6(a) of the California Labor Code. A copy of this policy is available from the Finance Office of the Presbytery.
 - d. In the case of any mission project or agency, the title to whose property is held by Presbytery, its insurance shall be provided through the Presbytery policy to the extent that adequate coverage is available, unless the requirement is modified by the Board of Trustees of Presbytery.
2. Any use, rental or lease of church property to any group not sponsored by the particular church requires filing with the church and the Presbytery a Certificate of Comprehensive Liability Insurance (general operations) issued by the insurance company under which the user is insured, in which the particular church, the Presbytery and the Synod (if title is held by Synod) are recognized as additional named insureds. Such coverage shall be for no less than one million dollars (\$1,000,000.00) combined single limits and as respects the additional named insured shall be primary insurance with respect to such use. The policy shall include ten-day written notice to the Presbytery of any cancellation.

G. Property Transactions

1. Change in Property Holding
 - a. When a particular church desires to change in any manner the holding of any real property, which includes the purchasing, selling, leasing, or acquisition of property, the borrowing of money for any purpose, the granting of easements, or major changes in grading or topography, it must submit its request to the BP&F Committee for its review and referral to the Presbytery for approval (see *BoO* G-4.02).
 - b. A particular church shall not purchase, sell, lease, mortgage or otherwise encumber any of its real property and it shall not acquire real property without the written permission of the Presbytery transmitted through the session of the particular church (see *BoO* G-4.0206).

- c. All property held by and/or for a particular church is held in trust for the use and benefit of the PC (USA) (see *BoO* G-4.0203).

2. Outside Use of Property

A particular church shall not allow the use of its real property for the purpose of worship by any group outside the particular church, or lease any of its other real property for more than five (5) years, without the permission of Presbytery (see *BoO* G-4.0206b).

3. Continuance of Corporation

Upon the dissolution of a church by Presbytery:

- a. The church corporation shall be kept in existence;
- b. If necessary, the articles of incorporation of the church corporation shall be brought up-to-date and be similar in principle to the articles of incorporation of the Presbytery of San Diego; and the bylaws of the church corporation shall be suitably amended so they are similar in principle to this *Manual*;
- c. The Board of Trustees of the Presbytery shall be elected as the trustees of the discontinued church's corporation; and
- d. The property of a dissolved or extinct congregation may be sold or disposed of as the Presbytery may direct (see *BoO* G-4.0205). The BP&F Committee acts as the Presbytery's representative in such transactions.
- e. The church corporation may be dissolved upon disposal of all real and personal property and resolution of any legal or financial matters related to the dissolved congregation.

H. General Mission Remittance

It is recommended that all offerings and other appropriations for the Presbytery's Mission budget be sent monthly to the Presbytery, and that these offerings be then distributed in accordance with the annual budget, unless otherwise specifically designated. The Presbytery budget shall identify the portion of the Mission budget to be transmitted to the Synod and/or General Assembly.

I. Church Bylaws and Articles of Incorporation

Any church that has approved bylaws or articles of incorporation or revises the same shall submit a copy to the Stated Clerk and the Ecclesiastical Committee. Every church

shall present to the Presbytery a copy of the bylaws and articles of incorporation of any corporation related to that church.

J. Mission Projects

Each mission project with paid staff, whether full-time or part-time, shall reimburse the Presbytery for payments of the compensation to its staff, including benefits, in regular, periodic amounts. Reimbursement shall include Presbyterian Pension Plan funding and/or any insurance coverage or other benefits provided by the Presbytery.

K. Transportation for Presbytery Purposes

1. Transportation using Presbytery-owned Vehicles

- a. Purpose: to provide guidelines for the safe and legal operation of vehicles owned by the Presbytery.
- b. Policy: Only Authorized Drivers may operate Presbytery-owned vehicles. Presbytery vehicles must be adequately insured.
- c. Procedure:
 - i. An individual must meet the following criteria to be considered an Authorized Driver:
 - a) Must be at least 21 years old.
 - b) Must have no more than one moving vehicle violations in the past three (3) years and no serious violations.
 - c) Must have a driver's license (preferably in the state of California) that is valid for the type vehicle being operated.
 - d) Must be approved by a presbytery committee, board, or entity.
 - e) Must be willing to accept or attend training in the safe operation of vehicles.
 - ii. Seat belts must be worn by the driver and all passengers at all times during operation. It is the responsibility of the driver to enforce this policy with any vehicle passengers.
 - iii. Drivers must follow all applicable laws and regulations in the operation of a Presbytery-owned vehicle. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.

- iv. The Driver is responsible for the payment of any citations received related to driving or parking practices.
- v. The Presbytery entity that uses the vehicle is responsible for maintaining all insurance required by California law and for maintaining current the registration of the vehicle. It also is responsible for any maintenance required to keep the vehicle in good operating condition.

2. Transportation Using Other Than Presbytery-owned Vehicles

- a. Purpose: to provide policy for the safe and legal operation of vehicles other than those owned by the Presbytery that are used to participate in events for which the Presbytery is organizing transportation other than commuting to and from meetings or events of the Presbytery (*e.g.*, retreats, mission trips).
- b. Policy: The Presbytery requires that all drivers of non-presbytery-owned vehicles used to participate in events for which the Presbytery is organizing transportation be operated and maintained in a safe manner according to all applicable laws and regulations of each state in which operated.
- c. Procedure:
 - i. A vehicle to be used for Presbytery-approved activities must meet the following criteria:
 - a) A current, passing registration sticker must be clearly displayed on the license plate.
 - b) Must have an adequate number of seatbelts for all passengers.
 - c) Must have a valid, current auto insurance declaration page in the vehicle. A copy of the insurance policy or certificate of coverage must be provided to the Presbytery office. A minimum coverage of not less than \$100,000/\$300,000, which will be the primary coverage. The Presbytery's insurance will be secondary coverage in the event of an accident.
 - ii. Drivers of non-presbytery-owned vehicles on approved church activities:
 - a) Must have a driver's license (preferably in the state of California) that is valid for the type vehicle being operated.
 - b) Must have no more than one moving vehicle violation in the last three (3) years, and no serious violations.

- c) Must provide to the Presbytery office proof of insurance that covers the driver, which reflects a minimum level of personal coverage of not less than \$100,000/\$300,000 primary. The Presbytery's insurance will be secondary in the event of an accident.
 - d) Must provide a clear, legible copy of a current, valid driver's license to the Presbytery office.
 - e) Seat belts must be worn by the driver and all passengers at all times during operation. It is the responsibility of the driver to enforce this policy with any vehicle passengers.
 - f) Must follow all applicable laws and regulations in the operation of vehicles during Presbytery-approved activities. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.
 - g) Must be at least 21 years of age to transport "non-family" passengers to off-site approved Presbytery activities.
 - h) Must ensure that all passengers are accounted for on the return trip.
 - i) Must keep a list of passengers and their guardians/emergency contacts, with valid contact information, in the vehicle during operation. Drivers should be aware of any pre-existing health concerns of children and youth passengers. A permission slip is required for all passengers.
 - j) The Driver is responsible for the payment of any citations received related to driving or parking practices.
- iii. When transporting children or youth to a Presbytery-sanctioned event:
- a) It is advised that an adult assistant ride with the driver to deal with potential distractions in the vehicle.
 - b) A permission slip is required for all passengers under 18 years of age. A parent or guardian must advise of any pre-existing health concerns as part of the permission slip.

VII. Standards of Ethical Conduct

- A. All members of this Presbytery shall conform to the "Life Together in the Community of Faith: Standards of Ethical Conduct for Members of the Presbyterian Church (U.S.A.)" found in the Standards for Ethical Conduct approved by the 210th General Assembly

(1998) of the PC(USA) and most recently reaffirmed by this Presbytery at its stated meeting on February 20, 2018.

1. Any member of this Presbytery engaged in ordered ministry or a certified Christian educator shall conform to the “Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A.)” found in the Standards for Ethical Conduct.
2. All employees of this Presbytery and volunteers that are not otherwise covered by the standards cited in paragraphs A and B above, shall conform to the “Life Together in the Community of Faith: Standards of Ethical Conduct for Employees and Volunteers of the Presbyterian Church (U.S.A.)” found in the Standards for Ethical Conduct.

B. Those who are called to office in the church are to lead a life in obedience to Scripture and in conformity to the historic confessional standards of the church. Among those standards is the requirement to live either in fidelity within the covenant of marriage between a man and a woman, or chastity in singleness.

C. Child and Youth Protection Policy

1. Any member of this Presbytery engaged in ordered ministry and certified Christian educators employed by this Presbytery shall report to the Stated Clerk of the Presbytery, and to civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of confidential communication as defined by the *BoO*; (2) she or he is not bound by an obligation of privileged communication under law; or (3) she or he reasonably believes that there is a risk of future physical harm or abuse.
2. NOTE: This policy is being updated by the HR Committee and COM. It is planned for a first reading at the September meeting of Presbytery for incorporation in this *Manual* for the final reading and vote at the November Presbytery meeting.

D. Sexual Misconduct Policy

1. NOTE: This policy is under development by the HR Committee and COM. It is planned for a first reading at the September meeting of Presbytery for incorporation in this *Manual* for the final reading and vote at the November Presbytery meeting.

E. Churches

Each congregation of this Presbytery shall adopt standards of ethical conduct, a sexual misconduct policy, and a child and youth protection policy. Those policies shall include, among other topics, identification of mandatory reporters on staff and volunteers. They further shall specify reporting requirements.

VIII. General Assembly Commissioners, Alternates and Delegates

A. General Assembly Commissioners and Alternates

1. Time of Election

Commissioners and alternates to General Assembly, in equal numbers of teaching and ruling elders, shall be elected at the first stated meeting of Presbytery during years in which the General Assembly meets, the number governed by *BoO* G-3.0501. The commissioners shall be elected at the November stated meeting of the previous year.

2. Nomination of Commissioners

Churches are encouraged to nominate teaching and ruling elders to the Presbytery for consideration.

- a. The Nominating Committee should be prepared to identify commissioners to recent Assemblies.
- b. Nominations will be referred to the Presbytery Nominating Committee for consideration.
- c. The Nominating Committee will evaluate all the nominations received and develop a slate of recommendations for presentation to the Presbytery at its November meeting of the year prior to an Assembly. The Nominating Committee may nominate commissioner candidates and alternates without a referral from outside the Committee.
- d. Nominations may be made from the floor of Presbytery at the November stated meeting or first stated meeting of the year in which the General Assembly meets, provided those nominated have previously agreed to serve.

3. Election of Commissioners and Alternates

- a. The Stated Clerk shall prepare printed ballots listing the ruling and teaching elder nominees.
- b. At the stated meeting of Presbytery of a year in which the General Assembly meets, all nominees may be afforded a limited opportunity to address the Presbytery.
- c. The election shall be by secret ballot if there are more nominations than positions to be filled.
- d. If needed, election tellers in equal numbers of ruling and teaching elders shall be named by the Moderator.

- e. Commissioners and alternates shall be elected by majority vote (see *BoO* G-3.0302a).
4. If any Commissioner cannot attend General Assembly or changes Presbytery membership, he/she shall at the earliest day possible return his/her commission to the Stated Clerk of Presbytery for designation of an alternate.
5. Commissioners shall be elected for a two-year period and shall also attend special meetings of General Assembly, for so long as it meets biannually. Should the General Assembly revert to annual stated meetings, commissioners shall be elected for a one-year period.
6. Reports to Presbytery

Each of the elected commissioners reports to Presbytery their observations regarding any General Assembly meeting that they attend during their 2-year term.

B. Advisory Delegates to General Assembly and Synod

The General Assembly will notify the Presbytery when it is allocated a Young Adult Advisory Delegate or Theological Student Advisory Delegate position at a forthcoming General Assembly. Such delegates shall be selected as follows.

1. Young Adult Advisory Delegate nominations to General Assembly

Delegates shall be made by the Nominating Committee at the November stated meeting of Presbytery, of the year prior to a year during which the General Assembly meets. One delegate and one alternate shall be elected by the Presbytery at the first meeting of the year in which the General Assembly meets. Nominations may be made from the floor at the November stated meeting or the stated meeting during which the election is held.

2. Theological Student Advisory Delegates to General Assembly

Theological student advisory delegates are individuals enrolled in, and nominated by, one of the theological institutions designated by the PC(USA). The Committee on Preparation for Ministry (CPM) is notified when an inquirer or candidate under care of this Presbytery is so nominated.

3. Nomination and Election – Synod Delegates

When applicable, advisory delegate(s) to Synod shall be nominated by the Nominating Committee at the Presbytery's September stated meeting and shall be elected at the same meeting. Nominations may be made from the floor at that meeting.

4. Reports to Presbytery

Each of the elected advisory delegates reports to Presbytery their observations regarding any General Assembly or Synod Assembly meeting that they attend.

IX. Synod Commissioners

A. Time of Election

Commissioners and alternates to Synod assemblies shall be elected at the November stated meeting, to serve 2-year terms, to commence on January 1 of the succeeding calendar year. One half of the Presbytery's allocation of commissioners shall be elected in each calendar year. An election may be held at other stated or special Presbytery meetings to fill an unexpired term(s). The number of commissioners shall be determined as defined by the article IV of the Synod *Ecclesiastical and Corporate Bylaws*.

B. Nomination and Election

1. Synod commissioners and alternates shall be nominated by the Presbytery Nominating Committee. Nominations may be made from the floor at the time the Nominating Committee presents its report.
2. An equal number of teaching and ruling elders, pursuant to the Synod *Bylaws*, shall be elected by Presbytery as commissioners to Synod. Two alternate ruling and teaching elders shall also be elected for each term.
3. Should a ruling and/or teaching elder commissioner be unable to attend a Synod meeting, an alternate, as appropriate, shall be requested to attend. Should the list of alternates be exhausted, the Moderator of the Presbytery shall instruct the Stated Clerk to appoint additional alternates to serve. Such alternates will be reported by the Stated Clerk to the next stated meeting of the Presbytery following their appointment.

C. Eligibility

Any teaching or ruling elder within the Presbytery shall be eligible for election as a Synod commissioner. A commissioner is ineligible to serve more than two (2) successive terms and may not be elected to another term until one (1) year has elapsed.

D. Majority Vote

Election for Synod commissioners and alternates shall be by majority vote.

E. Reports to Presbytery

One of the elected commissioners shall be appointed by Presbytery, on an annual basis, to be Synod reporter to Presbytery. Alternate reports may be presented when desired by individual commissioners.

X. Amendment and Suspension of Rules

A. Amendments

Amendments to these Standing Rules may be made by a two-thirds ($\frac{2}{3}$) majority vote of the members present at any Presbytery meeting, provided that written notice of the proposed changes shall have been included in the call of such meeting posted at least 10 days prior to the meeting.

B. Suspension

These Standing Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the members present at a stated Presbytery meeting. The suspension so-voted will apply only for the actions taken at that meeting.

XI. Electronic Meetings and Voting

A. Electronic meetings

1. Special meetings of standing committees may be held by electronic means (*e.g.*, telephone conference call, Zoom) if determined necessary by that committee's chair. The rules for quorum, minutes of the meeting, and other administrative requirements following that committee's process for in-person meetings apply to special meetings conducted by electronic means.
2. The Presbytery may not hold stated or special meetings by electronic means.

B. Electronic voting via e-mail

From time to time a matter of routine business needs to be acted on between meetings of a particular committee, commission, or steering committee. At the discretion of the chair of the entity, it may be determined reasonable to provide for an electronic vote in the interest of time.

1. This procedure is not intended to be used casually or to circumvent healthy discussion regarding a piece of business, but rather to be a timely means of conducting non-controversial or routine business when necessary.
2. When an electronic vote is called for, all members of the committee or commission must be notified of any motion(s) to be voted upon. Those having no access to a computer must be contacted in person or by telephone.

3. A quorum for the purposes of an electronic vote shall be a majority of the members of the committee or commission responding with an affirmative or negative vote on the question(s) put to the body.
4. The quorum of an electronic vote must be unanimous to carry or defeat a motion. In the case of one or more “no” votes, it is necessary to bring the motion before the body, at the next meeting of that body, in order to obtain a ruling.
5. The person responsible for recording the minutes must record the results of an electronic vote in the next official minutes of the entity.