

**Grace Presbytery**  
**Standing Rules and Manual of Administrative Operations**  
**Revised November 18, 2020**

Table of Contents

General Rules.....	2
Meetings.....	2
Officers .....	4
Membership of Presbytery .....	5
Organization of Committees .....	6
Electronic Voting .....	7
Presbytery Council.....	8
Committee on Ministry .....	10
Examinations Subcommittee .....	11
Committee on Preparation for Ministry .....	11
Committee on Representation.....	12
Church Development Committee .....	12
Congregational Support Committee .....	12
Children and Youth Ministry Committee .....	13
Budget and Finance Committee.....	14
Personnel Committee .....	15
Permanent Judicial Commission.....	15
Nominating Committee.....	16
Young Adult Ministry Committee .....	17
Administrative Commissions.....	17
Investigating Committees and Committees of Counsel.....	18
Commissioners to the General Assembly and Synod of the Sun.....	18
The Corporation of Grace Presbytery, Inc. ....	19
Ecumenical Relationships .....	20
Suspension and Amendment of the Standing Rules .....	21
Index .....	21

## General Rules

### 1. General Rules

- 1.1. The name of the presbytery is Grace Presbytery.
- 1.2. Grace Presbytery is a council of the Presbyterian Church (USA) composed of the congregations and ministers of Word and Sacrament (Teaching Elders) on its rolls within its geographical bounds. Its duties, responsibilities, governance, discipline and faith statements are contained in the Constitution of the Presbyterian Church (USA) and these Standing Rules.
- 1.3. Grace Presbytery is a member presbytery of the Synod of the Sun.
- 1.4. Grace Presbytery is organized into four regional mission units for convenience and representation. The Regions are:
  - 1.4.1. North Region including Dallas, Collin, Grayson and Rockwall Counties, First Presbyterian Church of Forney, and First Presbyterian Church of Terrell in Kaufman County.
  - 1.4.2. West Region including Cooke, Denton, Wise, Palo Pinto, Parker, Tarrant, Erath, Hood and Johnson Counties.
  - 1.4.3. East Region including Fannin, Lamar, Red River, Bowie, Hunt, Delta, Hopkins, Franklin, Titus, Morris, Cass, Camp, Raines, Wood, Upshur, Marion, Van Zandt, Smith, Gregg, Harrison, Henderson, Anderson, Cherokee, Rusk, Panola and Shelby Counties, First Presbyterian Church of Kaufman, and First Presbyterian Church of Mabank in Kaufman County.
  - 1.4.4. South Region including Somervell, Ellis, Bosque, Hill, Navarro, Mills, Hamilton, McLennan, Limestone, Freestone, Coryell, Falls, Bell, and Milam Counties.

### Meetings

- 1.4.5. There shall be four stated meetings of the presbytery each year.
- 1.4.6. Special meetings of the presbytery may be called (1) by the Presbytery Council, (2) Presbytery Moderator with the concurrence of two ministers of Word and Sacrament and two ruling elders, with the ruling elders being from different churches, (3) Stated Clerk with the concurrence of two ministers of Word and Sacrament and two ruling elders, with the ruling elders being from different churches, or (4) the Synod of the Sun. Only business indicated in the call of special meetings may be transacted at a special meeting.
- 1.4.7. Notice for presbytery meetings shall be sent at least ten days in advance to the session of every church and each minister of Word and Sacrament. The notice

gives the purpose of the meeting. A packet with all business coming before presbytery meetings is posted on the presbytery website at least ten days in advance.

- 1.4.8. If a presbytery meeting needs to be cancelled or delayed for any reason, it will be announced on the Grace Presbytery website, eNews and through other electronic media. The decision to cancel or delay the start of a presbytery meeting will be made by the Moderator of the Presbytery in consultation with the General Presbyter and Stated Clerk. Rescheduling a cancelled meeting is the responsibility of the Stated Clerk in consultation with the Moderator and General Presbyter.
- 1.4.9. In the event of a natural disaster, a state of emergency, or other situation which would delay, postpone or cancel a meeting of the presbytery, the Presbytery Council is delegated the authority to act on behalf of Grace Presbytery, and the Board of Trustees is authorized to conduct corporate business on behalf of Grace Presbytery, Inc.
- 1.4.10. Dates and places for stated meetings are approved by the presbytery upon recommendation of the Presbytery Council during the first half of the preceding year. Changes may be approved at any meeting of the presbytery. Dates are as evenly spaced throughout the year as is feasible.
- 1.4.11. The docket for presbytery meetings is prepared by the Stated Clerk and General Presbyter, reviewed by the Presbytery Council, and proposed to the Presbytery for adoption by the Stated Clerk.
- 1.4.12. Presbytery meetings shall conform to the Constitution of the Presbyterian Church (USA) and these Standing Rules.
- 1.4.13. A quorum for presbytery meetings is ten percent of the ministers of Word and Sacrament currently on the roll of the presbytery and one ruling elder commissioner from ten percent of the congregations on the roll of the presbytery.
- 1.4.14. New business presented at stated meetings of the presbytery shall be referred to the appropriate committee of the presbytery (by the Stated Clerk) for review and recommendation at the next stated meeting of the presbytery. New business is not considered at the meeting in which it is presented unless approved by a two-thirds vote of those present and voting.
- 1.4.15. Display space at presbytery meetings may be requested by ministries of Grace Presbytery, Synod of the Sun and General Assembly. Displays are for the purpose of information sharing, not fund raising. A common table may be provided for congregations to place materials about their ministries. Exceptions to these guidelines require approval by the Stated Clerk or General Presbyter.

## Officers

- 1.4.16. Officers of the presbytery are Moderator, Vice Moderator, Presbytery Council Moderator, General Presbyter, Stated Clerk, and Treasurer.
- 1.4.17. The Presbytery Moderator, Vice Moderator and Presbytery Council Moderator are nominated by the Nominating Committee and elected by the presbytery for a one-year term. The Presbytery Moderator and Vice Moderator do not ordinarily serve consecutive terms. The Stated Clerk and Treasurer are nominated by the Presbytery Council, elected by the presbytery for a one-year term, and may serve consecutive terms.
- 1.4.18. The General Presbyter and Associate General Presbyter(s) are called and elected by the following procedure: Presbytery Council shall nominate a Search Committee to be elected by the presbytery. The Search Committee shall nominate a candidate to be called and elected by the presbytery to an open-ended term.
- 1.4.19. The positions of General Presbyter, Stated Clerk and Treasurer shall be filled by three different individuals.
- 1.4.20. The Presbytery Moderator, Vice Moderator, Moderator of Presbytery Council and Treasurer are voluntary, unpaid positions. The Stated Clerk and General Presbyter are compensated positions.
- 1.4.21. The Moderator of Presbytery presides at presbytery meetings and fulfills other duties as specified in the Constitution of the Presbyterian Church (USA) and these Standing Rules. In the absence of the Moderator, the Vice Moderator presides at meetings and fulfills the other duties of the moderator.
- 1.4.22. The General Presbyter is the head of the presbytery staff and performs the responsibilities specified in the Constitution of the Presbyterian Church (USA), these Standing Rules, and the job description as approved by the Presbytery Council.
- 1.4.23. The Treasurer is responsible for the general oversight of the financial operations of the presbytery and fulfills the other responsibilities specified in these Standing Rules, and the job description as approved by the Presbytery Council.
- 1.4.24. The Stated Clerk serves as parliamentarian, polity advisor and recording secretary at presbytery meetings, custodian of permanent records insuring the permanent records of presbytery and dissolved congregations are archived at the Presbyterian Historical Society, and fulfills the other responsibilities specified in the Constitution of the Presbyterian Church (USA), these Standing Rules and the job description as approved by the Presbytery Council.

## Membership of Presbytery

### **2. Membership of Presbytery**

- 2.1. Commissioners at presbytery meetings with voice and vote are the following:
  - 2.1.1. All ministers of Word and Sacrament on the roll of the presbytery.
  - 2.1.2. At least one ruling elder elected by the session of each congregation on the roll of the presbytery in accordance with the membership size of the church. Sessions are encouraged to elect ruling elder commissioners to serve a one-year term in order to ensure continuity and full participation by the ruling elders.
    - 2.1.2.1. 50 members or less: 1 ruling elder commissioner
    - 2.1.2.2. 51 to 250 members: 2 ruling elder commissioners
    - 2.1.2.3. 251 to 1,000 members: 3 ruling elder commissioners
    - 2.1.2.4. 1,001 to 1,500 members: 4 ruling elder commissioners
    - 2.1.2.5. 1,501 to 2,000 members: 5 ruling elder commissioners
    - 2.1.2.6. 2,001 to 3,000 members: 6 ruling elder commissioners
    - 2.1.2.7. 3,001 members or more: one additional ruling elder for every 1,000 members
    - 2.1.2.8. Congregations with more than one installed pastor may elect as many ruling elder commissioners as there are installed pastors or as many as the membership would permit, whichever is higher.
  - 2.1.3. Ruling elder Certified Christian Educators and Certified Associate Christian Educators during their term of service in an educational ministry under the jurisdiction of Grace Presbytery but are not otherwise elected as a commissioner from a session.
  - 2.1.4. Ruling elder officers of the presbytery and ruling elders elected to any committee, commission, or the Presbytery Council during their term of service, but are not otherwise elected as a commissioner from a session.
  - 2.1.5. Ruling elder commissioners to the General Assembly and young adult advisory delegates during their term of service but are not otherwise elected as a commissioner from a session.
- 2.2. The following have voice, but not vote at presbytery meetings:
  - 2.2.1. One ruling elder elected from each new church development Steering Committee.
  - 2.2.2. Christian educators employed by congregations of Grace Presbytery who are not certified or are not ruling elders.
- 2.3. The presbytery shall adopt a plan at the first stated meeting of each year to fulfill the requirements of G-3.0301 concerning numerical parity of ministers of Word and

Sacrament and ruling elders as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G-3.0103.

### Organization of Committees

#### **3. Organization of Committees**

- 3.1. All committees and the Presbytery Council are divided into three classes, with members in numbers as nearly equal as possible, serving three-year staggered terms, unless otherwise specified by these Standing Rules.
- 3.2. A quorum for committees, commissions, the Presbytery Council, task forces, ministry teams, work groups, and other organizations is fifty percent of its members, unless otherwise specified by these Standing Rules.
- 3.3. All committees, commissions, and the Presbytery Council shall report all actions taken at the next stated meeting of the presbytery.
- 3.4. Committees, commissions, and the Presbytery Council may appoint temporary work groups for specific tasks. Work groups shall be given any necessary authorization as delegated by the committee, commission, or council. They report to the body which created them. Committees, commissions, and the Presbytery Council may invite nonmembers who have special expertise to assist temporarily in specific tasks. Such individuals have voice but not vote in the committee, commission, or council.
- 3.5. All committees, commissions, and the Presbytery Council shall adopt and be guided by a manual of operations which includes all policies and procedures approved by the committee, commission, or council.
- 3.6. The following report directly to the presbytery: Presbytery Council, Committee on Ministry, Committee on Preparation for Ministry, Permanent Judicial Commission, Committee on Representation, Nominating Committee and Board of Trustees.
- 3.7. The following report to the presbytery through the Presbytery Council: Personnel Committee, Budget and Finance Committee, Children and Youth Ministry Committee, Young Adult Ministry Committee, Church Development Committee, and Congregational Support Committee.
- 3.8. All persons serving on committees, commissions, task forces, ministry teams, work groups, and other organizations created by the presbytery shall be composed of ministers of Word and Sacrament on the roll of the presbytery or members of a congregation on the roll of the presbytery.
- 3.9. Ordinarily no one serves in more than one elected position concurrently except members of the Permanent Judicial Commission, members of the Committee on Representation, and as otherwise specified by these Standing Rules.

### 3.10. Terms of Service

- 3.10.1. New presbytery officers and new members of presbytery committees, commissions, and the Presbytery Council are elected by the presbytery at the last stated meeting each year with service beginning January 1, except new members of the Children and Youth Ministry Committee, who are elected during the first half of the year with service beginning July 1. All persons are installed at the meeting when elected.
- 3.10.2. Resignations from committees, commissions, and the Presbytery Council should be submitted in writing to the Stated Clerk. Unexcused absence from two consecutive meetings constitutes a resignation. When this takes place, the moderator of the committee, commission, or council shall notify the person involved as well as the Stated Clerk indicating that the person has been removed from membership of the committee, commission, or council.
- 3.10.3. Vacancies for the unexpired portion of a term are filled from nominations made by the Nominating Committee and election by presbytery. Any person so elected will serve until the end of the unexpired term.

#### Electronic Voting

### 3.11. Electronic Voting

- 3.11.1. In accordance with *Robert's Rules of Order Newly Revised* (11th Edition, pages 97-99) and in accordance with the 216<sup>th</sup> General Assembly authoritative interpretation of F-3.0205, committees, commissions, the Presbytery Council, task forces, ministry teams, work groups, and other organizations of the presbytery may vote electronically on motions, if the following provisions have been made:
  - 3.11.1.1. All members of the committee must have access to a compatible email system. If a member does not have email, the moderator or clerk must send the motion to the member via United States Postal Service or other means of delivery. A reasonable deadline for response must be included with the communication. At least a quorum of members must respond by the deadline.
  - 3.11.1.2. If a member wishes to raise a parliamentary question (such as a point of order), the member should communicate the question to the moderator or clerk. If the member wishes to challenge the ruling of the chair concerning the parliamentary question, the motion must be postponed until the next face-to-face or telephone conference meeting.
  - 3.11.1.3. Members should reply with one of following: (1) yes to the motion, (2) no to the motion, (3) abstention, (4) a request to discuss the motion in a face-to-face or conference call meeting, or (5) a request to deal with a parliamentary question at the next face-to-face or telephone

conference meeting. Members should reply only to the moderator or clerk (and should not reply to all members) in order for earlier voters not to influence later voters.

- 3.11.1.4. If a quorum of members does not reply prior to the deadline, if a member requests discussion of the motion, or if a member requests discussion of a parliamentary question, the motion must be postponed until the next face-to-face or telephone conference meeting.

## Presbytery Council

### **4. Presbytery Council**

- 4.1. The Presbytery Council implements the priorities of the presbytery, coordinates the work of presbytery committees, and provides spiritual guidance and pastoral oversight of congregations, ministers of Word and Sacrament, and all the ministries of the presbytery.
- 4.2. The duties of the Presbytery Council include:
  - 4.2.1. Addressing matters between meetings of the presbytery as may be necessary or assigned.
  - 4.2.2. Submitting recommendations to the presbytery concerning the mission of the presbytery.
  - 4.2.3. Implementing a method for planning and evaluating the work of the presbytery.
  - 4.2.4. Reviewing a docket for presbytery meetings as prepared by the Stated Clerk and General Presbyter.
  - 4.2.5. Providing worship at presbytery meetings using a different group of persons led by the Presbytery Moderator to prepare worship each year.
  - 4.2.6. Orienting new commissioners to presbytery meetings in consultation with the Stated Clerk and General Presbyter.
  - 4.2.7. Reviewing and approving presbytery meeting minutes and Presbytery Council minutes as prepared by the Stated Clerk.
  - 4.2.8. Monitoring the attendance at presbytery meetings of ministers of Word and Sacrament and ruling elders elected by sessions as commissioners.
  - 4.2.9. Reviewing annually the actions of officers who act on behalf of the presbytery.
  - 4.2.10. Ensuring the proper functioning of the presbytery office.
  - 4.2.11. Coordinating the work of the committees and commissions which report to presbytery through the Presbytery Council.

- 4.2.12. Proposing an annual budget for adoption by presbytery upon recommendation of the Budget and Finance Committee and arranging for its administration by establishing procedures for receiving and disbursing funds.
- 4.2.13. Communicating with the Synod of the Sun and General Assembly.
- 4.2.14. Receiving and making recommendations to the presbytery concerning proposed overtures to the Synod of the Sun and General Assembly, and proposed amendments to the Constitution of the Presbyterian Church (USA).
- 4.2.15. Promoting the ecumenical life of the presbytery.
- 4.2.16. Receiving reports from representatives to related institutions and reviewing annually the proceedings and actions of all such organizations under the direction of the presbytery.
- 4.2.17. Remaining current on issues of theology and culture that affect the presbytery.
- 4.2.18. Providing support, guidance, and directions for mission to presbytery committees as needed.

#### 4.3. Membership of the Presbytery Council:

- 4.3.1. Members of the Presbytery Council include nine members at large. The members at large should ordinarily not be from the same congregation. At large members shall include at least one person from each of the four Regions. The Presbytery Council is composed of ruling elders and ministers of Word and Sacrament elders in numbers as nearly equal as possible.
- 4.3.2. Ex-officio members with voice and vote are the Presbytery Moderator, Vice Moderator, Presbytery Council Moderator, the most recent past Presbytery Council Moderator, and the moderators of the Committee on Ministry, the Nominating Committee, Budget and Finance Committee, Personnel Committee, Church Development Committee, and Congregational Support Committee. The committee moderators may annually designate another member of their committee to serve as a voting member of the Presbytery Council in their absence.
- 4.3.3. Ex-officio members with voice but not vote include the General Presbyter, Associate General Presbyter(s), Stated Clerk, and Treasurer.
- 4.3.4. The Vice Moderator of the Presbytery Council is elected for a one-year term by the Presbytery Council from among its members at the first meeting each year. Ordinarily the Vice Moderator of the Presbytery Council is eligible for election as Moderator of the Presbytery Council the following year, and then serves an additional year as former moderator with voice and vote.

## **5. Committees and Commissions**

- 5.1. Each committee and commission has a moderator or co-moderators named from among its membership appointed by the Presbytery Council. The moderator begins service at the close of the last meeting of the year. A committee or commission may request a Vice Moderator who is appointed in a similar manner. When appointing committee and commission moderators, the Presbytery Council shall make every effort to represent the diversity of the presbytery.

### Committee on Ministry

#### 5.2. Committee on Ministry

- 5.2.1. The Committee on Ministry consists of twenty-four members. Its composition is equally divided between ruling elders and ministers of Word and Sacrament. The General Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.2.2. The committee is responsible for the implementation of the presbytery's oversight of its congregations and ministers of Word and Sacrament. Its purpose is to provide encouragement, oversight, support, and guidance to congregations, ministers of Word and Sacrament, Commissioned Pastors, and Certified Church Educators.
- 5.2.3. The committee duties include: (1) receiving ministers of Word and Sacrament into the membership of the presbytery, (2) introducing new ministers of Word and Sacrament at the presbytery meeting following their reception, (3) approving and dissolving pastoral relationships and temporary positions for ministers of Word and Sacrament and congregations, (4) approving and dissolving relationships for Commissioned Pastor and congregations, (5) overseeing congregations without pastors, (6) dismissing ministers of Word and Sacrament to other presbyteries or denominations, (7) authorizing the administration of the sacraments by ministers of Word and Sacrament not serving a congregation, (8) determining the criteria for validating ministries, (9) validating non-parish positions for ministers of Word and Sacrament, (10) caring for and overseeing Commissioned Pastors serving congregations, (11) caring for and overseeing Commissioned Pastor candidates, and (12) approving requests by ministers of Word and Sacrament to labor within or beyond the bounds of the presbytery.
- 5.2.4. The Committee on Ministry in consultation with the Committee on Preparation for Ministry and the Examinations Committee is responsible for the training of Commissioned Pastors. The committee consults with prospective Commissioned Pastors about the form of ministry they might best pursue. If these consultations lead to an interest in pursuing the ministry of Word and Sacrament instead of a Commissioned Pastor, the person will be referred to the Committee on Preparation for Ministry.

## Examinations Subcommittee

### 5.3. Examinations Subcommittee of Committee on Ministry

- 5.3.1. The Examinations Subcommittee consists of eight members, at least three of whom are members of the Committee on Ministry. The General Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.3.2. The Examinations subcommittee examines and recommends to the presbytery (1) candidates seeking ordination who have a pending call as a minister of Word and Sacrament and who have fulfilled all constitutional requirements in accordance with the standards established by the presbytery, (2) ruling elders seeking to become Commissioned Pastors who have fulfilled all constitutional requirements in accordance with the standards established by the presbytery.
- 5.3.3. The Examinations subcommittee examines and recommends to the Committee on Ministry ministers seeking membership in the presbytery from denominations not in correspondence with the Presbyterian Church (USA).

## Committee on Preparation for Ministry

### 5.4. Committee on Preparation for Ministry

- 5.4.1. The Committee on Preparation for Ministry consists of twelve members composed of ruling elders and ministers of Word and Sacrament in numbers as nearly equal as possible. The General Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.4.2. The committee is responsible for the enlistment and care of inquirers and candidates for ministry as a minister of Word and Sacrament.
- 5.4.3. In concert with sessions and theological institutions, the committee guides inquirers and candidates in seminary selection, ministry discernment, internship, and professional ministry opportunities.
- 5.4.4. The committee duties include: (1) enrolling inquirers under care of the presbytery, (2) receiving inquirers from other presbyteries, (3) dismissing inquirers and candidates to other presbyteries, (4) recommending to presbytery inquirers to be approved as candidates, (5) conducting annual consultations with inquirers and candidates, (6) scheduling and evaluating the preaching requirement, (7) declaring candidates ready and certified for final assessment, (8) conducting final assessments, (9) giving candidates and inquirers permission to take the standard ordination written examinations, (10) declaring candidates ready for examination for ordination by the Examinations Subcommittee, (11) appointing readers and alternates to the Presbyteries' Cooperative Committee on Examinations for Candidates, and (12) recommending to presbytery the removal of inquirers or candidates from the roll.

- 5.4.5. When presenting inquirers and candidates to presbytery, the presbytery business packet shall include information about which seminary the inquirer or candidate attends, plans to attend or has attended. If it is a seminary other than a seminary related to the Presbyterian Church (USA), the committee will report to the presbytery what (if any) additional requirements and actions have been required for that person.

#### Committee on Representation

#### 5.5. Committee on Representation

- 5.5.1. The Committee on Representation consists of seven persons: ministers of Word and Sacrament, ruling elders, and other church members representing the broad theological, cultural, racial, geographical, and generational diversity of the presbytery.
- 5.5.2. The committee is responsible for the implementation of the presbytery's commitment to inclusiveness, diversity, and representation as specified in G-3.0103 and F-1.0403.
- 5.5.3. The committee advises the Presbytery Council concerning employment of personnel and the Nominating Committee concerning diversity in leadership.

#### Church Development Committee

#### 5.6. Church Development Committee

- 5.6.1. The Church Development Committee consists of twelve members. A majority of members must be ruling elders and ministers of Word and Sacrament.
- 5.6.2. The committee oversees and supports new church developments, fellowships, new worshiping communities, and other partnerships created by the presbytery.
- 5.6.3. The committee provides support to the churches of the presbytery throughout the lifecycle of a congregation – birth, vitality, and decline.

#### Congregational Support Committee

#### 5.7. Congregational Support Committee

- 5.7.1. The Congregational Support Committee consists of nine members. The Associate General Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.7.2. The committee encourages and advances a strong relationship between the presbytery and its congregations.

- 5.7.3. The committee assists the ministry of congregations in education, mission, stewardship, and social issues.
- 5.7.4. The committee enables opportunities for the spiritual development of ministers of Word and Sacrament, ruling elders and congregation members.
- 5.7.5. The committee encourages leadership development through events and by raising the visibility of faithful ministry models within the presbytery.
- 5.7.6. The committee encourages the development of specialized ministries for children, families, youth, camps and conferences, campus, singles, older adults, men and women.
- 5.7.7. The committee encourages partnership and cooperation among neighboring congregations through regional seminars and training sessions which address common needs, promote clustering and provide mutual support in all areas of ministry.
- 5.7.8. The committee provides scholarships to attend seminars and conferences addressing issues of interest to congregations.
- 5.7.9. The committee duties include (1) maintaining a high quality resource center, (2) providing guidance and support for small congregations, (3) implementing the Congregational Mission Initiative Program, (4) overseeing the stewardship program for the presbytery, and (5) managing the grant application process for the Mission Outreach Fund including establishing criteria for grants and making specific grant recommendations to the Presbytery Council for final approval.

#### Children and Youth Ministry Committee

#### 5.8. Children and Youth Ministry Committee

- 5.8.1. The Children and Youth Ministry Committee consists of twelve adult members and fifteen youth members (high school sophomore through first year college freshman).
- 5.8.2. The committee provides for the nurture, faith development, and leadership skills of children and youth in the presbytery, as well as the adults who work with youth. It is responsible for conducting programs, retreats, and events that affirm youth as children of the Covenant and enables and challenges youth to minister to others.
- 5.8.3. The committee duties include:
  - 5.8.3.1. Implementing programs for (1) children, junior high and middle school youth, including but not limited to events such as Youthquakes, (2) senior high youth including but not limited to events such as Senior High Youth Connection.

- 5.8.3.2. Coordinating children and youth mission trips and projects.
- 5.8.3.3. Conducting ministries that reach out and include college age young people in the work of the presbytery.
- 5.8.3.4. Providing opportunities for leadership training and development for youth and adult leaders of youth.
- 5.8.3.5. Encouraging participation in the General Assembly Presbyterian Youth Connection, Youth Triennium, and youth events sponsored by the synod.

#### Budget and Finance Committee

### 5.9. Budget and Finance Committee

- 5.9.1. The Budget and Finance Committee consists of nine members. The following are ex-officio members with voice but not vote: General Presbyter (or appointee), Treasurer, and one member appointed by the Board of Trustees.
- 5.9.2. The committee provides financial and budgetary oversight, guidance, and support to the presbytery, Treasurer, and the financial operations staff.
- 5.9.3. The committee duties include:
  - 5.9.3.1. Soliciting suggestions from presbytery committees and staff regarding their ministry and plans for the future concerning funding needs.
  - 5.9.3.2. Preparing an annual presbytery budget which best meets the mission priorities established by the presbytery and submitting it through the Presbytery Council for adoption by the presbytery during the last stated meeting of each year.
  - 5.9.3.3. Monitoring the income and expenditures of the presbytery and its committees with respect to the budget and recommending any changes through the Presbytery Council to the presbytery.
  - 5.9.3.4. Reviewing the short-term reserve funds of the operating account and coordinating their investment.
  - 5.9.3.5. Reviewing the monthly financial reports.
  - 5.9.3.6. Periodically reviewing the policies, procedures and computer programs for the handling of funds and recommending any changes to Presbytery Council.
  - 5.9.3.7. Reviewing the annual audit.

- 5.9.3.8. Reviewing and making recommendations to the Presbytery Council concerning insurance, tax issues, asset inventories, special offerings and funds, and other matters involving the expenditure of funds.

#### Personnel Committee

##### 5.10. Personnel Committee

- 5.10.1. The Personnel Committee consists of six members: three members from the Presbytery Council and three elected at large by the presbytery. The General Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.10.2. The committee duties include (1) recommending to Presbytery Council personnel policies, job descriptions for staff, and a method of annual performance review of all staff, (2) recommending to the Presbytery Council a person to nominate to the presbytery to fill the positions of Stated Clerk, Treasurer, and Director(s), (3) conducting the annual review of the General Presbyter and Stated Clerk, (4) insuring that all open positions are advertised throughout the presbytery and an open search conducted prior to filling any position in order to implement the presbytery's commitment to inclusiveness.
- 5.10.3. Compensation for the positions of General Presbyter, Stated Clerk, and Associate General Presbyter(s) is recommended by the Presbytery Council after consultation with the Personnel Committee and approved by the presbytery. Compensation for all other staff positions is recommended by the General Presbyter and approved by the presbytery when it adopts the annual budget.
- 5.10.4. The General Presbyter is responsible for (1) hiring and terminating directors, consultants, support staff and temporary employees after consultation with the Personnel Committee, (2) conducting annual performance reviews of the Associate General Presbyter(s) and Director(s), (3) insuring annual performance reviews of the rest of the staff, and (4) fulfilling all other duties specified by the Constitution of the Presbyterian Church (USA), these Standing Rules, and the position description.

#### Permanent Judicial Commission

##### 5.11. Permanent Judicial Commission

- 5.11.1. The Permanent Judicial Commission consists of nine members elected in odd numbered years for six-year terms. The Stated Clerk is an ex-officio member with voice but not vote.
- 5.11.2. The Permanent Judicial Commission fulfills the responsibilities specified by the Book of Order, Rules of Discipline.

## Nominating Committee

### 5.12. Nominating Committee

- 5.12.1. The Nominating Committee consists of nine persons nominated by the Presbytery Council and elected by the presbytery. The membership is divided into three classes with two members from each of the four regions of the presbytery, one member elected at large without regard to region, and with each class consisting of a minister of Word and Sacrament, a female ruling elder, and a male ruling elder. The General Presbyter is an ex-officio member with voice but not vote.
- 5.12.2. At the last stated meeting of each year, the committee will nominate for election by presbytery (1) a Presbytery Moderator, Vice Moderator, Stated Clerk, and Treasurer for one-year terms, and (2) members to fill new classes on presbytery committees, commissions, and the Presbytery Council giving consideration to the particular skills, abilities, interests and experiences needed. Nominations to fill vacancies may be made at any meeting of the presbytery.
- 5.12.3. At the last stated meeting of each year, the Presbytery Council will nominate for election by the presbytery three members to a new class for the Nominating Committee.
- 5.12.4. When making nominations, the committee will insure the following principles are followed: (1) representation of the broad theological, cultural, racial, geographical, and generational diversity of the presbytery, (2) competence of nominees in their area of service, (3) willingness of nominees to work in a collaborative and collegial manner, (4) commitment of nominees to the inclusiveness and diversity of the presbytery, and (5) commitment of nominees to the mission of the presbytery and the Presbyterian Church (USA).
- 5.12.5. For purposes of continuity, the Nominating Committee may nominate some persons to serve a second consecutive term on a committee, but ordinarily at least half of the nominated slate for every committee is made up of persons not currently serving on that committee. No person may serve more than six consecutive years on a particular committee. After two terms no person may be reelected to the same committee without a two-year lapse between terms.
- 5.12.6. The committee maintains a referral system to identify qualified and interested persons to serve the presbytery, and maintains records of service to ensure adequate rotation.
- 5.12.7. Nominations from the floor are permitted whenever the presbytery conducts an election. However, all nominees shall have agreed to serve, and must fulfill the categories of inclusion specified in these Standing Rules.
- 5.12.8. A vacancy in the Nominating Committee may be filled by election at any meeting of the presbytery upon nomination by the Presbytery Council.

## Young Adult Ministry Committee

### 5.13. Young Adult Ministry Committee

- 5.13.1. The Young Adult Ministry Committee shall consist of nine young adults who do not necessarily need to be ruling elders or ministers of Word and Sacrament, though efforts will be made to include both.
- 5.13.2. The committee explores and initiates ministries and events with young adults to deepen their faith, to explore mission interests and opportunities, and to engage in shared learning about faith and service.

## Administrative Commissions

### 5.14. Administrative Commissions

- 5.14.1. Administrative commissions are elected to consider and conclude matters referred to them by and with the authority of the presbytery in accordance with G-3.0109b including the following matters: (1) ordaining and installing ministers of Word and Sacrament, (2) organizing new congregations, merging congregations, or forming union or federated congregations, (3) visiting congregations or agencies over which presbytery has jurisdiction affected with disorder, inquiring into the trouble, and settling the difficulties, including dissolving a pastoral relationship when specifically authorized, and taking original jurisdiction of a session when the provisions of G-3.0303e are met.
- 5.14.2. Administrative commissions are composed of ruling elders and ministers of Word and Sacrament in numbers as nearly equal as possible and sufficient to accomplish their work.
- 5.14.3. Administrative commissions for ordaining and installing ministers of Word and Sacrament are nominated by the Moderator of the Committee on Ministry and General Presbyter and elected by the Committee on Ministry.
- 5.14.4. Administrative commissions for all other purposes are nominated by the General Presbyter, Stated Clerk, Presbytery Moderator, Moderator of the Presbytery Council and Moderator of the Committee on Ministry, and elected by the Presbytery Council or the presbytery at a stated or special meeting.
- 5.14.5. The Stated Clerk reports the names of those elected and the authority assigned to all administrative commissions at the next stated meeting of the presbytery.
- 5.14.6. When administrative commissions complete their work, they report to the presbytery all actions taken by the commissions and request to be dissolved.

## Investigating Committees and Committees of Counsel

### 5.15. Investigating Committees and Committees of Counsel

- 5.15.1. Investigating Committees consist of three to five members, composed of ruling elders and ministers of Word and Sacrament in numbers as nearly equal as possible. Committees of Counsel consist of no more than three members, composed of ruling elders and ministers of Word and Sacrament in numbers as nearly equal as possible.
- 5.15.2. These committees are appointed by the Stated Clerk (or the General Presbyter in the absence of the Stated Clerk) in consultation with the General Presbyter or the Moderator of Presbytery Council or the Presbytery Moderator in accord with the Rules of Discipline, D-6.0302a and D-10.0201b.
- 5.15.3. Investigating Committees perform the duties specified by the Rules of Discipline, D-10.0201 concerning disciplinary cases. Committees of Counsel perform the duties specified by the Rules of Discipline, D-6.0302 concerning remedial cases.
- 5.15.4. The Stated Clerk will report the appointment and membership of an Investigating Committee or Committee of Counsel at the next stated meeting of the presbytery. The Stated Clerk will report to the presbytery on the progress of the work of these committees respecting the confidentially requirements of the Rules of Discipline. The Stated Clerk will report the dissolution of an Investigating Committee or Committee of Counsel when its work is completed.

### Commissioners to the General Assembly and Synod of the Sun

## **6. Commissioners to the General Assembly and Synod of the Sun**

- 6.1. Commissioners to the General Assembly and Synod of the Sun, young adult advisory delegates, and alternates are nominated by the Nominating Committee and elected by the presbytery.
- 6.2. Criteria for commissioners include knowledge of and experience serving in the mission of the presbytery.
- 6.3. Alternates are the primary pool of candidates for nomination as commissioners to the next meeting of the General Assembly or synod.
- 6.4. Expenses of General Assembly commissioners are paid by the General Assembly. Expenses of synod commissioners are paid by the synod. One half of the expenses of alternates are paid by the presbytery. Limited scholarships for the remaining amount are available.

- 6.5. Commissioners to Synod of the Sun and General Assembly report to the presbytery through the Presbytery Council.

The Corporation of Grace Presbytery, Inc.

**7. The Corporation of Grace Presbytery, Inc.**

- 7.1. Grace Presbytery is incorporated as a non-profit corporation under the laws of the state of Texas.
- 7.2. The corporation is governed by the Constitution of the Presbyterian Church (USA), the Bylaws of the corporation, and these Standing Rules.
- 7.3. In accordance with the Bylaws and the policies of the Presbytery Council, the management of the affairs of the corporation is vested in a Board of Trustees which shall receive, hold, encumber, manage and transfer property, and facilitate the management of the civil affairs of the corporation in such manner as may be directed by the corporation from time to time. The other duties and authority of the Board of Trustees include:
  - 7.3.1. managing the investments of the presbytery
  - 7.3.2. ensuring a full financial review is conducted annually in accordance with G-3.0113
  - 7.3.3. fulfilling the responsibilities of the presbytery concerning property as specified in G-4.02, including the property trust clause in G-4.0203,
  - 7.3.4. receiving title to property on behalf of the presbytery when a congregation is dissolved, when property is donated to the presbytery, or whenever property of a congregation ceases to be used for the ministry of a congregation of the Presbyterian Church (USA) in accordance with G-4.0204 and G-4.0205,
  - 7.3.5. acquiring, managing, supervising, and protecting property owned by the presbytery by taking necessary actions to provide for insurance, maintenance, repairs, payment of taxes, and the satisfaction of other obligations,
  - 7.3.6. disposing of property owned by the presbytery – however, if the property was used for worship purposes the presbytery will decide on the disposition of the property upon recommendation of the Board of Trustees or Presbytery Council, any proceeds from the sale of property will be determined by policy set by the Presbytery Council or the presbytery,
  - 7.3.7. advising congregations concerning property matters,
  - 7.3.8. approving requests from congregations concerning selling, purchasing, mortgaging, encumbering or leasing property as specified in G-4.0206 and G-4.0208,

- 7.3.9. approving loan requests from congregations upon recommendation of the Committee on Ministry up to \$1,000,000 – requests over \$1,000,000 need the additional approval of the Presbytery Council.
  - 7.3.10. up to \$500,000 – requests over \$500,000 need the additional approval of the Presbytery Council
  - 7.3.11. approving renewals or extensions of existing congregational loans with the same lender up to \$1,000,000 unless there is a substantial change in the nature of the loan or the liability of the presbytery for that loan – if so, the additional approval of the Presbytery Council is required,
  - 7.3.12. negotiating the purchase or disposition of property, the leasing of property (including mineral leases), the approval of easements, and the sale of timber,
  - 7.3.13. doing all things necessary to accomplish any transaction directed by the Presbytery Council.
- 7.4. The following are authorized to sign legal documents to execute decisions made by the Board of Trustees or the Presbytery Council: any trustee, members of Administrative Commissions charged with dissolving a congregation, the General Presbyter, the Stated Clerk, the Presbytery Treasurer, the Director of Property Management, and other staff members designated by the Board of Trustees, Presbytery Council or General Presbyter.
- 7.5. The Board of Trustees consists of the Moderator of Grace Presbytery Council and at least three elected trustees. The number of additional trustees above three is determined by the presbytery. Trustees are either ministers of Word and Sacrament or ruling elders. The Stated Clerk is an ex-officio member of the Board of Trustees with voice and vote and also serves as the Secretary of the Board of Trustees. The General Presbyter, Presbytery Treasurer, and the Director of Property Management are ex-officio members of the Board of Trustees with voice but not vote.

#### Ecumenical Relationships

### **8. Ecumenical Relationships**

- 8.1. Ecumenical Relationships are relationships, working agreements, or cooperative endeavors with denominations or religious groups beyond the Presbyterian Church (USA).
- 8.2. Ecumenical Relationships are coordinated and supervised by the Presbytery Council or those persons or committees designated by them.

Suspension and Amendment of the Standing Rules

**9. Suspension and Amendment of the Standing Rules**

- 9.1. These Standing Rules may be temporarily suspended at any meeting of the presbytery by a two-thirds vote of those present and voting.
- 9.2. These Standing Rules may be changed or amended at any meeting of the presbytery by a two-thirds vote of those present and voting when advanced notice as required by these Standing Rules has been given to the presbytery.

Index

Administration of the Sacraments..... 10

Administrative Commissions..... 17

Alternate Commissioners to the General Assembly and Synod ..... 18

Amending the Standing Rules ..... 21

Annual Consultation for Inquirers and Candidates..... 11

Associate General Presbyter(s)..... 4

Audit (G-3.0113)..... 14

Between meetings of the presbytery ..... 8

Board of Trustees ..... 19

Budget..... 9, 14

Budget and Finance Committee..... 14

Bylaws of the corporation..... 19

Candidate ..... 11

Certified Associate Christian Educator..... 5

Certified Christian Educator ..... 5

Children and Youth Ministry Committee ..... 13

Christian education ..... 13

Christian educators..... 5

Church Development Committee ..... 12

Commissioned Pastor..... 10, 11

Commissioners at presbytery meetings ..... 5

Commissioners to the General Assembly and Synod ..... 5, 18

Committee on Ministry ..... 10

Committee on Preparation for Ministry ..... 10, 11

Committee on Representation (G-3.0103)..... 12

Committees of Counsel..... 18

Congregational Support Committee ..... 12

Consecutive Terms..... 16

Constitution of the Presbyterian Church (USA) ..... 2, 3, 4, 9, 15, 19

Contingent Liability ..... 20

Corporation of Grace Presbytery, Inc. ....	19
Dates and places for stated meetings .....	3
Dismissal of Teaching Elders .....	10
Display space at presbytery meetings .....	3
Diversity.....	2, 6, 10, 12, 15, 16
Docket.....	3, 8
Ecumenical relationships .....	9, 20
Electronic voting.....	7
Examinations Subcommittee .....	10, 11
Fellowships .....	12
Final Assessment of Candidate.....	11
Financial operations .....	14
Financial Reports .....	14
General Assembly.....	9, 18, 19
General Presbyter.....	4, 15
Grace Presbytery, Inc.....	19
Hiring and terminating staff.....	15
Inclusiveness .....	2, 6, 10, 12, 15, 16
Inquirer.....	11
Investigating Committees .....	18
Job Descriptions for staff .....	15
Labor Inside and Outside the Bounds of Grace Presbytery .....	10
Leadership development .....	13
Loan requests from congregations .....	20
Lord’s Supper.....	10
Manual of operations .....	6
Minutes .....	8
Mission Initiative Grants.....	13
Moderator of Presbytery .....	4
Moderators of committees appointed by Presbytery Council.....	10
Name of the presbytery .....	2
New Business.....	3
New Church Development Steering Committee.....	5
New Church Developments .....	12
New Worshiping Communities.....	12
Nominating Committee.....	16
Nominations from the Floor.....	16
Notice for presbytery meetings.....	2
Numerical parity of ministers of Word and Sacrament and ruling elders .....	6, 9, 17, 18
Officers .....	4
Ordination Examination.....	11
Orienting new commissioners.....	8
Original jurisdiction of a session .....	17
Overtures.....	9
Partnerships.....	12
Pastoral relationships, approving and dissolving.....	10

Permanent Judicial Commission.....	15
Personnel Committee.....	15
Personnel policies.....	15
Planning and evaluating.....	8
Preaching Requirement for Candidates.....	11
Presbyteries' Cooperative Committee on Examinations for Candidates.....	11
Presbytery Council.....	8
Presbytery Council Moderator.....	4
Property acquisition, sale, leases, mineral rights, easements.....	20
Property insurance, maintenance, repairs, and taxes.....	19
Property of congregations, selling, purchasing, mortgaging, or leasing.....	19
Quorum for committees.....	6
Quorum for presbytery meetings.....	3
Reception of Teaching Elders.....	10
Related institutions.....	9
Representation.....	2, 6, 10, 12, 15, 16
Resignations from committees.....	7
Resource Center.....	13
Rules of Discipline.....	15, 18
Scholarships.....	13
Search Committee for the General Presbyter.....	4
Social issues.....	13
Special meetings.....	2
Spiritual development.....	13
Staff compensation.....	15
Staff review.....	15
Standing Rules Amendment.....	21
Standing Rules Suspension.....	21
Stated Clerk.....	4
Stated meetings.....	2
Stewardship.....	13
Suspending the Standing Rules.....	21
Synod of the Sun.....	2, 9, 18, 19
Temporary work groups.....	6
Treasurer.....	4, 14
Unexcused absence.....	7
Validated Ministry.....	10
Vice Moderator of Presbytery.....	4
Worship.....	8
Young Adult Advisory Delegates.....	5, 18
Young Adult Ministry Committee.....	17
Youth Retreats and Events.....	13